



GOV-C52E | Version 1.0.0 | 2026-01-17

1 Communication and Transparency

1.1 Communications & Documentation Lead

1.1.1 Purpose

The **Communications & Documentation Lead** ensures that all external and internal communication within the founding association is clear, precise, and documentable. The focus is on understanding and transparency—not branding, marketing, or storytelling.

The role serves as the association's linguistic and structural backbone, ensuring that PsID can be explained correctly, consistently, and without simplifications that distort purpose or responsibility.

1.1.2 Areas of Responsibility

Public Documentation

- Prepare and maintain open documents about the association's work, structure, and principles
- Ensure public documentation is factual, up-to-date, and traceable
- Collaborate with the board and other roles on approved texts

Explanatory Texts on PsID

- Write and edit explanatory texts that make PsID understandable for:
 - citizens
 - volunteers
 - partners

- authorities and funders
- Focus on *how* and *why*—not sales arguments
- Avoid buzzwords, promises, or technical hype

Onboarding Material for Volunteers

- Develop introductory material for new volunteers
- Explain roles, responsibilities, communication methods, and decision-making processes
- Ensure volunteers can work independently without personal instruction

1.1.3 Working Principles

- **Clarity over visibility** – better understood than shared
- **Documentation over presentation**
- **Explanation over simplification**
- **Role-based communication** over person-centred storytelling

All material must be readable without knowledge of individuals, internal relationships, or history.

1.1.4 Alignment with Organisational Principles

The role operates in accordance with the general rulebook for role-based organisation, communication, and GDPR.

Specifically:

- Public communication is tied to roles and functions—not individuals
- Documentation is considered organisational knowledge and belongs to the position
- Personal data is not included in explanatory or public material

1.1.5 Scope

The role is **not** responsible for:

- branding or visual identity
- press, campaigns, or marketing
- political lobbying
- fundraising communication (unless documentation is required)

The role can collaborate with these functions but does not bear responsibility for them.

1.1.6 Deliverables (Examples)

- Public explanatory pages and documents
- Texts for eupsid.org and related sites
- Onboarding documents for volunteers
- FAQs and term clarifications
- Version history and change logs for core texts

1.1.7 Success Criteria

The role is successful when: - external parties can understand PsID without speaking to a person - volunteers can get started without verbal training - documentation can be transferred without knowledge loss - the organisation appears transparent without exposing individuals

Document Verification

Document Hash (SHA-256)

907e83e1fbf3024f874768ea2e362281c53c90b775ab423693d3e16ebdab4470

How to Verify

This document's integrity can be verified using the SHA-256 hash above.

Command line (Linux/Mac):

```
sha256sum document.md
```

Command line (Windows PowerShell):

```
Get-FileHash document.md -Algorithm SHA256
```

Online verification:

- Visit <https://gov.eupsid.org/verify>
- Upload the source markdown file
- Compare the calculated hash with the hash above

The hash is calculated from the source markdown file before PDF generation.