Our Information Production System

Is the information **needed**?

- **Current information** - what feedback have we had (website hits, feedback forms) Is it signposted by other organisations?
- **New information** - how many requests or questions have we had? Is it already available elsewhere?
- Are there people (**End Users**) who have ideas and would like to work with us to update or create it?

Our Info Team **research & draft** the information

- Our **Information Team (IT)** reviews any current information, researches the topic further. Consult sclinicians and potential end users about content and possible format. With their input, if its going to be a written publication, IT develops a draft. If it's going to be a podcast or webinar (as well?) they work with the wider Advocacy & Support Team who then manage this.

The first draft is **reviewed** by **experts** in SMA

- Our **Expert Reviewers** are professionals with expertise and experience in SMA
- They check the information e.g. is it accurate? is it balanced? does it reflect latest research, options, practice?
- Our IT work up further drafts, checking with Expert Reviewers.
- **If information is needed urgently, it may be published before End Users review**

The next draft is reviewed by **End Users**

- We ask our **Advocacy & Support Teams** for further suggestions of **End User Reviewers.**
- The EU Reviewers check: Does it make sense? Is it free from jargon? Are medical and scientific terms explained? Can I find what I'm looking for? Is the order and layout helpful? Are any images appropriate?
- Our IT work any changes needed into further drafts

After **final checks**, the information is **published**

- Our IT confirm the final draft with the reviewers, making any final changes
- The information is proof-read and links checked
- The date of publication, version number and the date the next review is due are added
- The information is published and promoted
- Any errors or new material which come to light before the next review is due, initiate a correction or a full review - whichever is most appropriate