

## **PREAMBLE TO TERMS OF REFERENCE**

The old cliché about newspapers is right - they inform and they entertain. The information they provide helps their audiences to a fuller understanding and appreciation of the world around them.

The best newspapers, however, do something more. While fulfilling their mandate of reporting news with absolute integrity and helping the communities they serve to engage in conversations with themselves, they also provide leadership. They give their readers the benefit of their opinion on the issues of the day and are willing to and are ready to engage in robust debate thereon.

For nearly 190 years, since its inception in 1834, The Gleaner has strived to be that kind of newspaper. We have weighed in on topics, domestic and international, ranging from political ideology, economics and social relations to war and culture and many more. We don't claim to be always right, although we believe that we usually are. What we declare with conviction and certitude is that the positions we hold, and the suggestions we make, are always honestly held and articulated after rigorous discussion and review.

Two things are important to know about the positions we stake out and commend to our readers. First, The Gleaner takes full and absolute ownership only of the opinions that appear in the column titled: "Editorial". That column represents the views of the institution, the Gleaner Company (Media) Ltd (GCML), as developed by the Editorial Board. That Board is independent of the news gathering Editorial Department, although the Gleaner's Editor-in-Chief is a member of the Editorial Board.

For several years, a mechanism similar to, though less formal than the Editorial Board has been in place at the Gleaner. Since June of 2020 the system has been formalised as part of efforts to improve, and bring greater transparency to the governance arrangements at The Gleaner, GCML and the parent group, RJRGLEANER GROUP.

Second, the Editorial Board has no role in the news gathering functions of The Gleaner's editorial/news reporting department. The Board's mandate is limited solely to the opinions that appear in the editorial column. The editorial/news department, and its approaches to the coverage of the news and features, is independent of the Editorial Board, and is under management of the Editor in Chief and subordinate editors.

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The editorial team, as mentioned in the context of the TOR, would properly refer to the editorial writers, who would have had the benefit of the discussions and the broad perspectives of the members of the Board.

Further, as has been the case, on potentially controversial issues that arise in between meetings, the editorial writers might round robin the Board membership to get a sense of their positions.

Regards  
Paget

## TERMS OF REFERENCE OF THE EDITORIAL BOARD OF THE GLEANER COMPANY (MEDIA) LIMITED

This Board shall be the body that determines the Company's position, as expressed in the paper's daily editorials, to be taken on broad national, regional and international issues. The Editorial writers are authorised to take subsidiary positions on matters that will arise on a daily basis, once they remain consistent with the positions of the Company, as agreed from time to time by the Editorial Board.

The Editorial Board's position does not concern the other material reported on in the paper or the opinions of letter writers and columnists.

- **Board Membership and Composition**

The Editorial Board shall comprise a minimum of eight (8) members, representative of the following positions:

1. The Chief Editorial Writer
2. The Editor in Chief
3. The General Manager of GCML
4. The Chief Executive Officer of the Group
5. The Chairman of GCML
6. The Chairman of the RG Group
7. The Chairman of the Corporate Governance Committee of the Group
8. Senior Editorial Writer

The total number of members who are non-executive directors (NEDS) on the Editorial Board shall not exceed the total number of members who are not NEDS. Where by virtue of changes in office, the total number of NEDS exceeds the total number of members who are not NEDS, the Editorial Board shall vote to remove such members of the Editorial Board as will be required to ensure a simple majority of members who are not NEDS.

- **Chairmanship**

The Editorial Board will be chaired by the Chief Editorial Writer provided same is not a NED. Non-executive directors may not be Chair or Vice-Chair of the Editorial Board.

- **Publisher**

The publisher of the paper shall be the management leader for the paper - in the current case, the General Manager.

- **Editorial Advisory Group**

To assist the Editorial Board, it may invite other persons to join it and meet as an Editorial Advisory Group, which will be ad hoc in nature. The Editorial Advisory Group can meet from time to time, but at least quarterly, to share views and guide assessment and thinking on issues of national, regional and international interest on which the Editorial Board could then opine.

The Editorial Advisory Group gathers at the invitation of the Editorial Board and shall have broad interest Group representation and appropriate gender balancing.

The invites shall be guided by the following categories, inter alia:

1. Representative of the Clergy/Church
2. Representative of Business
3. Representative of Health
4. Representative of Education and the Scientific Community
5. Representative of the Youth
6. Representative of Minority Interests
7. Representative of the Legal Fraternity

The members of the Advisory Group should have excelled in their respective fields of endeavour and have a general appreciation of the issues affecting Jamaica.

The meetings of the Editorial Advisory Group will also be Chaired by the Chief Editorial Writer.

- **Specific Roles and Responsibilities**

1. The Editorial Board will seek through publications of Daily and/or Special Editorials to research, discuss, analyse and present a clear opinion on matters of importance to our nation, that are in our view, in the best interest of the nation.

2. The Editorial Board will maintain the highest standards of peer review, in line with the current guidelines from relevant bodies (e.g. The Press Association of Jamaica)
3. Members of the Editorial Advisory Group can research and write from time to time various editorials for publication, as long as they are reflective of the paper's position on the matters.
4. Members of the Editorial Advisory Group can also suggest broad areas for investigative reporting/editorial subject matter.

- **Meetings of the Editorial Board**

- a. The Editorial Board will be convened fortnightly, either by teleconference or in person;
- b. Quorum shall be two-thirds of the full membership of the board;
- c. The Editorial Board may invite the Opinion Editor or other members of the Editorial Department to attend its meetings in an observer capacity.
- d. Members should advise the meeting if any significant conflict of interest, arises during any deliberations;
- e. In the absence of the Chief Editorial Writer at a particular meeting, the Editor-in-Chief shall chair the meeting;
- f. Decisions will be reached by consensus;
- g. The agenda and supporting documentation will be distributed at least seven working days prior to the editorial board meeting;
- h. The Sunday Gleaner Editor (SGE) will serve as recording secretary for all editorial board meetings and in the SGE's absence, the Editor-in-Chief will provide competent administrative support for that meeting.

- **Technical advisors or consultants**

1. Where necessary, the Editorial Board may consult a specialist for peer review or specific understanding of such matters as may be dealt with in any proposed editorial.

2. Technical advisors or consultants may participate in editorial board meetings as required.

- **Review and Amendments to Terms of Reference**

These Terms of Reference will be reviewed annually to determine if any updates are required. The review will be done at the end of each calendar year; the first review will be done as a half year review at December 2020.

- **Compensation**

An honorarium for attending meetings will be made to non-staff members of the Editorial Board and payment at existing Editorial Department rates will be made to Advisory Group or other specialists for published contributions as editorials.

Updated January 14, 2021.

## SUMMARY OF DOCUMENT REVIEW RECORD

<b>Version Number</b>	<b>Approved by</b>	<b>Effective Date</b>
Version 1	RJL Board of Directors	June 30, 2020
Version 2	RJL Board of Directors	December 15, 2020
Version 3	RJL Board of Directors	January 28, 2021

### DETAILED DOCUMENT REVIEW RECORD

Version Number	Approved by	Effective Date	Amendments
Version 1	RJL Board of Directors	June 30, 2020	
Version 2	RJL Board of Directors	December 15, 2020	<p>1.</p> <p>On page 1, “paper’s” was changed to “Company’s” and after the word, position in the same line 1, page 1 of Version 1, the following words were inserted: as expressed in the paper’s daily editorials,</p> <p>2.</p> <p>Under Board Membership, page 2. “seven (7) members” was amended to “eight (8) members.</p> <p>3.</p> <p>The following was added under Board membership:</p> <p>8. “Senior Editorial Writer</p> <p>The total number of members who</p>



		<p>are non-executive directors (NEDS) on the Editorial Board shall not exceed the total number of members who are not NEDS. Where by virtue of changes in office, the total number of NEDS exceeds the total number of members who are not NEDS, the Editorial Board shall vote to remove such members of the Editorial Board as will be required to ensure a simple majority of members who are not NEDS.”</p> <p>4.</p> <p>Under Chairmanship, the wording was revised to read as follows:</p> <p>“The Editorial Board will be chaired by the Chief Editorial Writer provided same is not a NED. Non-executive directors may not</p>
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			<p>be Chair or Vice - Chair of the Editorial Board.”</p> <p>5.</p> <p>Page numbering added to document</p> <p>6 .</p> <p>Insert the words “inter alia ”, at the end of the 3rd paragraph, after the word, “categories” under the heading Editorial Advisory Group.</p> <p>7.</p> <p>In the 3rd paragraph under the heading Specific Roles and Responsibilities, page 3, replace the words “it is” with the words “they are”.</p>
Version 3	Editorial Board	January 14, 2021	<p>1.</p> <p>Add Preamble before TOR</p> <p>2.</p> <p>On page 3, Line 3, – Delete</p>

			<p>“Editorial team is authorised” and insert “Editorial writers are authorized”</p> <p>3.</p> <p>On page 4, line 2 under Editorial Advisory Group, delete “It” at the start of the second sentence and replace with the Editorial Advisory Group.</p> <p>4.</p> <p>On page 5 insert as 4 c (and adjust the lettering thereafter):</p> <p>c. The Editorial Board may invite the Opinion Editor or other members of the Editorial Department to attend its meetings in an observer capacity.</p> <p>5.</p> <p>On page 5, paragraph numbered 2</p>
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			<p>and 4a and page 5, paragraph numbered 1, line 1, capitalize the beginning “e” and “b” in “editorial board”</p> <p>6.</p> <p>On page 5, paragraph numbered 4 h (formerly 4 g), delete EIC and replace with “Editor-in-Chief”</p> <p>7.</p> <p>On page 4, line one, under the heading:</p> <p><b>“Review and Amendments to Terms of Reference”</b></p> <p>Change “The” to “These”</p> <p>8.</p> <p>On page 6, final paragraph, final line, delete “an Editorial” and replace with “editorials”</p>
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