Horizon Scanning Governance Structure

The Horizon Scanning Project originated from the North West Primary Care Librarians Group and has been expanded to involve librarians from all sectors within the Libraries Information and Health Network North West (LIHNN).

Horizon Scanning Bulletins
- All bulletins are available to all staff across the region and are promoted and distributed by the NHS library services in the region

Steering Group

- 4 members; librarians from the region acting as project leads
- Lead discussions about information, comments and strategic decision making about this service as a whole
- Facilitate training for Content Managers
- Coordinate the topics developed across the region
- Assist Content Managers with the identification of 'Expert Members' for new bulletins
- Carry out evaluation of project

Content Managers

- Identify relevant sources for inclusion, utilising technology (RSS feeds, etc)
- Format results in accordance with publication criteria into Wordpress blog and produce short abstract as necessary
- Ensure bulletin is collated and sent to Content Advisory Group 5 days before publication date
- Act upon comments from CAG, for example removing posts if not of sufficient quality, and correcting formatting and typographical errors, before publication
- Promote the Horizon Scanning Service/bulletins
- Comply with copyright/data protection and other information governance/ legal issues

Content Advisory Groups
- 4-5 'expert' members, with clinical knowledge of the topic of the bulletin, to comment on accuracy/integrity of posts
    - High number ensures at least 1 member should be available for comments
- 1 steering group member, to proofread/sense-check
- View bulletin 5 days before publication and make comments to Content Managers
- Comments then acted upon as appropriate by content managers