

General Overview

The CS Community list cscommunity@lists.coregroup.org and the CORE Group Members list members@lists.coregroup.org both work much like a broadcast fax.

The Members list is for the use of CORE Group **member organizations only**.

The CS Community list includes all CORE Group Members and is open to **anyone** working in the Child Survival Community; i.e. contracting agencies, field staff, USAID, etc. One must subscribe to a list to be able to post messages to it. Messages received at members@lists.coregroup.org and cscommunity@lists.coregroup.org, are reviewed for content and then forwarded to all list subscribers.

Appropriate Content

Appropriate content includes news of interest to the CS community: meeting announcements, news items, suggestions for resources and Web sites, surveys, and technical documents.

Inappropriate Content

Messages of a primarily political or humorous nature will not be tolerated. The CS Community list does carry job openings via a weekly job digest but does not carry résumés. Résumés may be posted on the job connection section of the CORE Group web site: www.coregroup.org

Forwarded Items

Forwarded items should be a clean copy, free of carrots or forwarding arrows (>>). Messages containing carrots often do not re-format for distribution very well.

Messages containing excessive carrots or marks, or otherwise requiring extensive re-formatting will be returned in the sender and NOT posted to the list.

Size Limits for Attachments

While we welcome attachments of CS-oriented documents, many of the subscribers to the list have limits as to the size of attachments they may receive. The size limit for attachments carried on the listserv system is 1 MB. If you have a larger document, it can be posted on the CORE Group Website, and a notice sent alerting subscribers to its location. If you have several



documents attached to one message, which would push that message over the 1 MB limit, those attachments should be separated and sent as separate postings.

Replying to List Messages

The default “reply to” for messages on all listservs is the sender. If you are replying to a message that you wish to go to everyone on the list, you should select “**reply to all**” in your email program, or make sure that the message is addressed to the listserv (example: cscommunity@lists.coregroup.org).

To receive a Daily Digest

1. Go to the listserv webpage: <http://lists.coregroup.org/lists/>
2. Sign in with your email and password (if you have forgotten your password, go to <http://lists.coregroup.org/lists/remindpasswd> and type in your email address. Your password should be sent to you.
3. Click on **cscommunity** under “**Your Groups**”
4. Click on “**Subscriber Options**”
5. Under Receiving mode there should be an option to receive “**digest MIME format**”. Choose that selection and you should start receiving daily digests instead of individual emails.

Job Posting for the Weekly Job Digest

The CS Community listserv carries a weekly job digest. To have an announcement carried in the job digest, please post your job on the CORE Group Website: <http://www.coregroup.org>

CORE Group Working Group Listservs:

Listserv Addresses:

HIV/AIDS – hiv_aids@lists.coregroup.org

IMCI – imci@lists.coregroup.org

Malaria – malaria@lists.coregroup.org

Monitoring & Evaluation – me@lists.coregroup.org



Nutrition – nutrition@lists.coregroup.org

Safe Motherhood & Reproductive Health – smrh@lists.coregroup.org

Social Behavioral Change – sbc@list.coregroup.org

Working Group Chairs – chairs@lists.coregroup.org

Tuberculosis- tb@lists.coregroup.org

Posting:

Using the SMRH working group as an example, you would send mail to smrh@lists.coregroup.org. This works much like a broadcast fax, sending a copy of your message to each person in the working group. As a member of the group you will receive a copy of your message back from the listserv, which is your confirmation that the message was delivered.

You must be a member of the working group and signed up for the listserv in order to post. If you try to send a message without being a member of the group, your message will be rejected.

All rules regarding content, formatting and attachment size limitations for the moderated listservs, also apply to the working group listservs. The working group lists are not moderated.

Cross Posting

The CORE Group Members Listserv is restricted to CORE Group Member Organizations. The CS Community Listserv includes all CORE Group members plus other interested parties (Cooperating Agencies, other organizations and individuals in the child survival field).

Occasionally we receive messages that are “cross posted.” In other words, the same message is sent to both hiv_aids@lists.coregroup.org and tb@lists.coregroup.org in the hopes of reaching a larger audience. Since all members are subscribed to csccommunity@lists.coregroup.org, there is no need to duplicate a message that appears on this list. Cross-posted messages will be posted to csccommunity@lists.coregroup.org only.

To Unsubscribe:

To remove yourself from a listserv, send a message using the following format:

csccommunity-unsubscribe@lists.coregroup.org,



members-unsubscribe@lists.coregroup.org,

malaria-unsubscribe@lists.coregroup.org, etc.

A link to remove yourself from a list is included in the footer of every message. In a text message, the link will be at the bottom of the message. If the message is in html format, the link is included as a text attachment: "message_footer.txt"

Any questions on these guidelines should be directed to: ehill@coregroupdc.org or jblencowe@coregroupdc.org