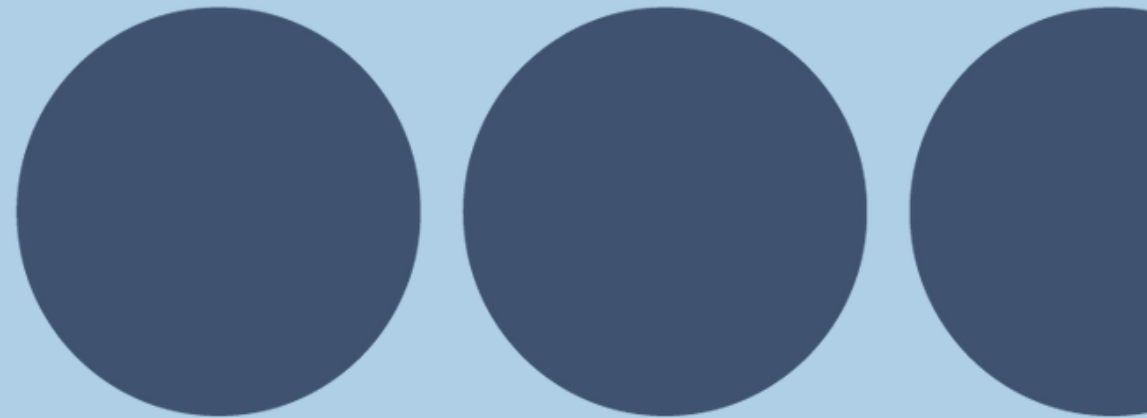




Chartered
Institute of
Editing and
Proofreading

Annual Report 2022/23

Pre-approval version for consideration at the CIEP AGM



Welcome to the CIEP annual report

This report covers the activities of the Chartered Institute of Editing and Proofreading (CIEP) and its Council from 1 March 2022 to 28 February 2023, the Institute's financial year. We hope you enjoy reading it.

We'd like to open by offering our heartfelt thanks to members and staff. There were some significant and sudden changes to the Council's structure at the end of the reporting period, and we know how unsettling this was for some people. Thank you for your understanding and for the trust you placed in us that culminated in Louise Harnby and Denise Cowle being ratified as chair and vice-chair. It says something about who we are as an Institute that our members can face change with patience and sensitivity. Being a member of the leadership team drawn from that body of people is truly a privilege.

We'd also like to thank Mark Robinson, our external financial adviser, who took the lead on managing office operations in early February 2023. As a trusted partner, Mark was included in our strategic planning and recruitment activities, ensuring that our ideas for transformation are based on a solid and financially sustainable foundation. Mark has brought huge value to the team and we're grateful for his continuing involvement.

While the period covered was a challenging one in many ways, not least because of the aftershocks of the pandemic, it was also a time of celebration as we gathered once more in Milton Keynes and online for our first hybrid conference. That resulted in record attendance numbers, but also delivered improvements in accessibility that are key to our ongoing equality, diversity and inclusion work.

Meanwhile, we also began the process of governance and operational transformation that so many of us have been waiting for since we achieved chartered status. There's still much to do, and a lot has happened that's beyond the scope of this report, but the foundations are now in place such that we can finally envisage a CIEP with increased operational capacity and fewer barriers to entry for members who want to take a strategic role in shaping the CIEP of the future.

Thank you again for your support, and for being part of a global community of editors that never ceases to amaze us with its willingness to learn and share!

Louise Harnby, chair
On behalf of the CIEP Council and office

GOVERNANCE
AND
ORGANISATION

CUSTOMER AND
COMMUNITY
EXPERIENCE

PROFESSIONAL
DEVELOPMENT

STANDARDS

FINANCIAL
STABILITY

Building skills and knowledge #1

STRATEGIC PILLAR: PROFESSIONAL DEVELOPMENT

Why professional development matters

Professional development ensures that our members' skills remain relevant in a changing market, and it's key for those seeking to upgrade to Professional Member and Advanced Professional Member status.

Reasons to celebrate

In addition to the courses available on our online platform and the live webinar-based courses that we offer, the CIEP has a publishing programme that is, at the time of writing, unrivalled in the global editorial association community, and an enviable blog that helps to make the Institute and its members visible in the search engines.

There's much to celebrate, and we'll continue to explore ways of strengthening our professional development programme in future years.

THE PEOPLE WHO SUPPORTED US

- Blog assistants
- Course migration team
- Copyeditors and proofreaders
- Design coordinator and team
- Information commissioning editors
- Office staff
- Reviewers
- Social media coordinators and team
- Tutors
- Writers



- 1,502 courses sold
- 19 online courses
- 19 practice exercises
- 2 live webinar series



- 17 guides
- Free PDF versions for members
- Available in print on Amazon and beyond



- 36 fact sheets
- 10 focus papers
- 2 spreadsheet tools
- 2 newsletters with 2,100 subscribers



- 400 live blog posts
- 85 new blog posts this year
- Reviewed for relevance, SEO and tone

Building skills and knowledge #2

STRATEGIC PILLAR: PROFESSIONAL DEVELOPMENT

The CIEP training programme

The CIEP has continued to provide high-quality and popular training that provides a significant chunk of the CIEP's income. In 2022/23 there were 1,502 purchases of our online courses. This figure is considerably lower than the bulge years of the pandemic, but in line with the numbers for 2019/20.

In November, we appointed Penny O'Shea as project manager for course migration to the new training platform. She and the team have done outstanding work that will improve student experience considerably.

Tutor training and support

Our dedicated team of tutors support all the students on our courses, devoting many hours to responding to queries, marking assignments, and providing detailed feedback that helps course users develop their editorial skills.

This year we offered training for tutors on running webinars via Zoom, which will allow us to expand our live programme. And in November, we instituted monthly meetings for tutors, chaired by training director Hester Higton, in which the topics discussed included the assessed proofreading and copyediting courses, better ways of supporting students, and an introduction to the new online learning platform.

MOST POPULAR COURSES

Core skills:

- Copyediting suite
- Proofreading suite

Editorial skills:

- Getting to Grips with Grammar and Punctuation
- Introduction to Fiction Editing
- Word for Practical Editing

Webinars:

- Copyediting 1 (trial)
- Efficient Editing

COURSES IN DEVELOPMENT

- a webinar version of Proofreading 1
- Editing and Proofreading Music
- Non-fiction Developmental Editing
- a mini online course on using macros in Word
- a set of new modules in health information for Medical Editing
- a major revision of References



Building skills and knowledge #3

STRATEGIC PILLAR: PROFESSIONAL DEVELOPMENT

The CIEP publishing programme

The year was a busy one for the information team, and started with a fourth commissioning editor, Julia Sandford-Cooke, joining the team. Liz Dalby, one of the team's founding members, left at the end of the year, leaving behind a fantastic legacy of many useful resources.

The publishing team continued to demonstrate creativity, productivity and good humour over the year, and their efforts have truly made a difference to the editorial practice of our members and those working in the wider publishing and communications industries.

Being visible on Amazon and beyond

In the first half of the year, the information director, Abi Saffrey, and the design coordinator, Rich Cutler, worked hard to get all of our guides published from 2021 onwards onto the print-on-demand platform IngramSpark, enabling our publications to reach a wider audience via Amazon and other online bookstores.

We've seen good sales numbers in the US and Europe – markets we weren't reaching under our previous stock-holding model.

Pricing our guides

Early in the year, we introduced a new pricing structure for guides printed on demand, reflecting their size (and thus printing cost). In February 2023, we updated our PDF pricing structure to match. PDFs of guides published before 2021 remain at £10; we have withdrawn hard copies from sale in anticipation of revised versions becoming available in 2023/24.



New and updated resources

We published eight new fact sheets on the topics of copyright, editing dialogue, keyboard shortcuts, medical editing, music editing, making the most of the editorial community, references, and working with multiple-choice questions.

The Reference books and resources for editors fact sheet was also updated.

Professor Alison Baverstock wrote a fabulous focus paper on the future of the editorial role in publishing, highlighting the importance of entrepreneurial awareness among editors.

Throughout, the commissioning editors continued to produce our two newsletters: The Edit, for members; and Editorial Excellence, for external subscribers.



Advocating for professional excellence

STRATEGIC PILLAR: STANDARDS

Standards: The heart of good practice

Standards continued to be built into the very fabric of the CIEP in order to uphold professional integrity among our members and within the publishing industry.

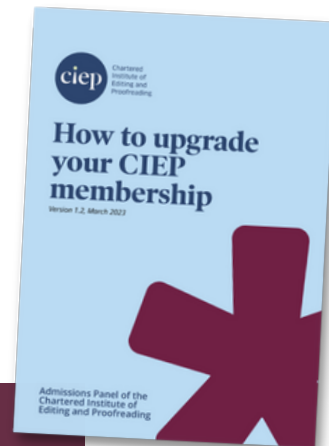
Admissions Panel

The Admissions Panel is the team that assesses applications for the CIEP's membership grades. This year we worked on improving the upgrade process so that applicants' experience is as smooth and timely as possible.

A senior member of the panel and the professional standards director, Janet MacMillan, have continued to meet regularly with the admissions handler. The panel also communicates frequently in its private forum and occasionally convenes by Zoom to discuss specific and tricky points about upgrade applications.

During the year, the panel adopted a universal second checking of all applications, which has given the team confidence in their upgrade decisions and ensured consistency.

We also made a few minor revisions to the guide *How to upgrade your CIEP membership* in order to bring clarity to the process.



THE PEOPLE WHO SUPPORTED US

- Admissions handler (office)
- Admissions Panel
- Complaints Panel
- Office staff

MEMBERSHIP UPGRADES

Total applications in 2022/23

- 205
- Decrease of 36% compared with previous year across all grades

Successful applications 2022/23

- Intermediate: 89% (up 24%)
- Professional: 79% (up 23%)
- Advanced Professional: 74% (up 14%)
- Total: 84% (up 23%)

THE EDITORIAL TEST: DATA FROM 2014 TO 2022/23

- Tests taken: 547
- Tests passed: 362
- Pass rate 66% (same as last year)

Membership upgrades and tests

While the number of upgrade applications has decreased, awards as a percentage of applications is up significantly across all grades. This data indicates that more members are approaching the process with care, and submitting robust applications that are more likely to be successful.

The editorial test is especially useful for those who don't come from traditional publishing backgrounds but who can demonstrate the core skills and expertise needed for proofreading and copyediting. We have continued to encourage members who encounter any barriers to make them known to us so that we can offer advice and support.

Supporting membership growth and retention

STRATEGIC PILLAR: CUSTOMER AND COMMUNITY EXPERIENCE

Who are our members?

Our membership base includes:

- freelance editors, proofreaders and other editorial professionals
- editorial and communications staff
- publishing students and graduates
- individual members of publishing-related bodies and other national editing societies
- organisations who use editorial professionals and share our goals and values (Corporate Members).

Welcoming staff

Just before the 2022 conference, we recruited our first-ever membership manager, Reema Patel, with a remit to improve our joining and retention figures with the support of membership director Cathy Tingle.

In February, we recruited a benefits coordinator, Cathy Spinage, who had coordinated benefits at Oxford University. Her remit is to strengthen our existing member benefits and add some great new offers to our portfolio.

THE PEOPLE WHO SUPPORTED US

- Benefits coordinator
- Membership manager
- Office administrator

DATA HIGHLIGHTS

- Corporate membership stable
- Individual membership down 18%
- 60% of leavers were Entry-Level Members

INFORMING FUTURE WORK

- Give Entry-Level Members every reason to stay with us
- Encourage members to move up the grades to a more stable position
- Improve support for Intermediate Members

Getting to know our Corporate Members better

In February 2023, we conducted a survey of our Corporate Members, and asked them about the CIEP benefits they most value, and what else we could usefully offer them. This was followed up by in-depth interviews with several individuals. The work will inform our strategy for recruitment and retention.

REVIEWING GRADING AND UPGRADING in 2022/23

NEW DEVELOPMENTS

- Retired Members can revert to old grade within 3 years
- Provisional status phased out
- All members join as Entry-Level Members

IN PROGRESS

- Reviewing upgrading time limits and career breaks
- Legal consultation on 7-year rule

Communicating and promoting the Institute

STRATEGIC PILLARS: CUSTOMER AND COMMUNITY EXPERIENCE, AND FINANCIAL STABILITY

Spreading the word

Marketing and communications are key to ensuring that CIEP members know what's going on, and others understand why they should join our family. To that aim, Louise Harnby and Denise Cowle continued to work on increasing transparency, accountability and engagement with members, and the editorial and publishing community beyond.

Social media

We reviewed our presence on social media in light of changes on some of the large platforms we use, and our social media coordinators wrote a report on how various platforms might fit with our strategy.

Discovery meetings

We continued to deliver regular discovery meetings, which are a key tool for raising awareness of the CIEP and a gateway to membership. The conversion rate is reassuringly high, with many attendees going on to join us and/or take our training courses.

THE PEOPLE WHO SUPPORTED US

- Blog coordinators and team
- Discovery coordinator and team
- Internal communications editors
- Social media coordinators and team
- Web team



EVENTS AND EXTERNAL RELATIONS

- BookMachine Unplugged Live! (in-person, sponsor, exhibitor)
- BookMachine's Talking Editorial event (virtual, sponsor)
- British Council ELTons Awards
- Rising Star Awards – run by the Printing Charity – at the House of Lords
- SYP Scotland conference (virtual, conference sponsor)



PARTNERSHIPS AND COLLABORATIONS

- Became Organisation Member of Alliance of Independent Authors
- Contributed to Indian Copyeditors Forum's handbook for editors and proofreaders
- Joined Independent Publishers Guild (IPG)



ADVERTISING THE CIEP DIRECTORY

- ALLi directory
- Newsletter of the National Association of Writers' Groups
- *The Children's Writers' and Artists' Yearbook*
- *The Writers' and Artists' Yearbook*
- Writers' Forum magazine



INTERNAL COMMUNICATIONS

- Created Your CIEP forum
- Emailed 171 Announces to members
- Published 12 issues of Council News
- Published 5 Council papers

Building online visibility #1

STRATEGIC PILLARS: CUSTOMER AND COMMUNITY EXPERIENCE, AND FINANCIAL STABILITY

TOP LANDING PAGES

PAGES VIEWS

Total page views	963,361
Home page	110,808
Directory and Directory search	74,732
Test yourself	61,820
Log in	58,041
Training	32,766
Suggested minimum rates	29,209
Members	27,060
Individual membership	26,469
Proofreading 1: Introduction	21,727



Google Analytics provides us with some interesting data about our online impact – a snapshot of how website visitors are finding us and which pages they're interested in.

Note that these figures *exclude* the WordPress-hosted blog that has a separate subdomain, and for which wide-ranging historical data isn't available.

Next year, we'll have moved to a new digital platform, integrated the blog into the root domain and shifted to Google Analytics 4. This will skew comparisons, but we hope you enjoy reading the insights from 1 March 2022 to 28 February 2023.

Definitions

- **Organic search:** a search query that excludes paid advertising.
- **Page view:** a view of a page that's being tracked by Google Analytics, including initial load, reload or a revisit.
- **Root domain:** the top level of a website (eg ciep.uk).
- **Session:** the period of time a user is actively engaged with a website.
- **Subdomain:** a section of the website that search engines consider separately from the main domain (eg blog.ciep.uk).
- **Subfolder:** a section of the website that nests within the domain and that search engines consider as integrated (eg ciep.uk/resources).

TRAFFIC SOURCES

SESSIONS

Total	325,268
Organic search	150,591
Direct	89,457
Referrals from other sites	70,665
Social media	14,427



PAGE VIEWS FROM SOCIAL MEDIA REFERRALS

- Facebook: 13,914
- LinkedIn: 10,105
- Twitter: 6,397

THE PEOPLE WHO SUPPORTED US

- Social media coordinators and team
- Web team

Building online visibility #2

STRATEGIC PILLARS: CUSTOMER AND COMMUNITY EXPERIENCE, AND FINANCIAL STABILITY

Domain Authority (DA) and **Page Authority** are two metrics developed by Moz that predict how likely a website and its web pages are to rank in search queries. The higher the scores, the better.

The algorithm is complex and multifaceted, and the CIEP's scores are already very good indeed for a niche industry (a DA of 50 is considered excellent). However, the blog is currently acting as a competitor from an SEO perspective. Once this is nested as a subfolder within the top-level root domain, we should see improvements in SEO and have access to more insightful data about website traffic.

Being linked to by other high-ranking sites is also beneficial for the CIEP's SEO, and we have some top-ranking domains linking to us, including Wikipedia and the BBC.

DOMAIN
AUTHORITY

48

HOME PAGE
AUTHORITY

46

NUMBER OF
LINKING ROOT
DOMAINS

3.4k

SPAM
SCORE

1%

RANKING
KEY WORDS

664

TOP HIGH-RANKING DOMAINS
(WITH DOMAIN AUTHORITY)
THAT LINK TO CIEP.UK

- en.wikipedia.org (DA: 98)
- bbc.co.uk (DA: 95)
- fr.wikipedia.org (DA: 95)
- medium.com (DA: 95)
- theguardian.com (DA: 95)
- feedburner.com (DA: 95)
- es.wikipedia.org (DA: 95)

Getting together in person and online #1

STRATEGIC PILLAR: CUSTOMER AND COMMUNITY EXPERIENCE

Community: How we gathered

Our forums continued to be a thriving online community discussion space, local groups returned to in-person participation, and we had the chance to catch up with friends and colleagues at the CIEP annual conference.

The CIEP forums and their moderation

As part of the drive to professionalise the organisation, the Council agreed to begin remunerating the forum moderators. For the first time, a formal recruitment process was undertaken, and four new moderators were recruited in July and August 2022. Paul Ashe, Tristen Bakker, Katherine Kirk and Gráinne Treanor joined John Ingamells and Allison Turner to form a team of six.

Community director John Ingamells also led on work for a new guide that will cover all aspects of the forums – what they are, how they work, how and why we moderate them, and what we expect from members who use them – followed by a member consultation process in January.

THE PEOPLE WHO SUPPORTED US

- Conference team
- Forum moderators
- Local group coordinators
- Web team

LOCAL GROUP HIGHLIGHTS

During the pandemic, we'd asked our local group coordinators to adapt to Zoom to enable their groups to continue meeting throughout lockdown. In spite of the difficulties, the companionship and mutual support that many members enjoy in their groups continued. Still, 2022/23 gave us reason to celebrate as we removed restrictions, reviewed our local group offering and improved our processes.

- Guest-speaker policy and form created
- Meeting formats expanded to include online and in-person options
- New handbook for group coordinators

CORE AIMS OF THE GUIDE

- Provide transparent and legally robust principles that inform the moderation of the forums.
- Honour the resolutions supported by members at 2022 AGM in support of free speech and the Institute's commitment to EDI and widening participation.



Getting together in person and online #2

STRATEGIC PILLAR: CUSTOMER AND COMMUNITY EXPERIENCE

The 2022 CIEP conference

Building on the success of the online conferences in 2020 and 2021, and the increased accessibility they afforded, we made the decision to go hybrid in 2022. The live event took place at Kents Hill Park, Milton Keynes, from 10 to 12 September 2022, with the virtual conference running concurrently online.

Conference session-summary booklet

The conference session-summary booklet features reviews and photos from the three days in Milton Keynes. It was ready in time to be featured in December's member newsletter, and is available on the conference archive page.

The information team have also worked to fill in the gaps on the archive page, so there are now reports from all our conferences since the first in 1998.



The conference team

While this is always a very busy time for the conference director, Beth Hamer, it also requires a lot of work from many other people to make it run smoothly. This year, member Ben Dare deserves a special mention. He was recruited to the new role of online conference coordinator and was responsible for delivering the hybrid side of the sessions, which he did with aplomb.

The other members of the conference committee were Marieke Krijnen and Noemi Vallone, and their contributions and support were also invaluable in delivering a memorable weekend.

The CIEP's then-office manager Shannon also looked after delegates and did huge amounts of behind-the-scenes work.

In February 2023, Steve Fouch and Robert Holden joined the team as conference coordinators, with Ben Dare reprising his role as online conference coordinator.

SUCCESS INDICATORS

- 110 in-person delegates in Milton Keynes
- 180+ online delegates via Zoom and Spatial Chat
- Overall delegate rating: 4.6 out of 5
- Resounding support for hybrid format
- Session videos available after event to increase accessibility
- Budget surplus of £2,800

Embedding CIEP values across the Institute

STRATEGIC PILLARS: ALL

Underpinning all that we do

The CIEP's values underpin every aspect of the Institute's work and outputs, and are embedded in our Charter at Objects ii and iv, and in Power vi, at least in essence if not explicitly.

Vanessa Plaister and Luke Finley led on driving this work forward, reminding us that it's sometimes complex, often uncomfortable but always necessary, and that there's never a point when it's done. Rather, the Council, staff and members are tasked with continuously interrogating behaviours and actions, and reflecting on how we can remove barriers to participation and improve member experience.

External support for EDI

In 2022, we worked with ChangeMakers UnLtd to provide racial literacy training for the Council, the Anti-Racism Working Group, the office staff and the moderation team.

In addition, nQ legal and Farrer & Co brought their legal expertise to the table, and helped us ensure that the Dignity Policy and the developing Membership Codes spoke to matters of equality, diversity and inclusion in ways that befit a professional membership organisation and function within the law.

ETHICAL

INCLUSIVE

PROFESSIONAL

SUPPORTIVE

TRUSTWORTHY

THE PEOPLE WHO SUPPORTED US

- Anti-Racism Working Group
- Environmental Policy Working Group
- Information commissioning editors
- Reviewers
- Social media coordinator

PROGRESS MADE

- **Blog review:** Relevance, inclusivity and accessibility
- **Booklet:** CIEP members in need
- **Booklet:** Publishing opportunities for freelancers from under-represented backgrounds
- **Hybrid conference:** In-person and online access
- **Guide:** Editing Fiction Containing Gender-Neutral Pronouns
- **Paper:** 'Embedding equality, diversity and inclusion in the CIEP'
- **Promotional materials:** Eco-friendly printing
- **Social media:** Alt text and tags added to images
- **Survey:** Experiences of racism
- **Training:** Racial literacy

IN DEVELOPMENT

- **Conduct:** Membership Codes
- **Expert guidance:** Translating survey work into meaningful messaging
- **Environment:** Assessment and benchmarking
- **Glossary:** Race and racism
- **Strategic support:** Creation of EDI-focused member standing committee or working group
- **Webinar:** Conscious language
- **Workplace policies:** Menopause and mental wellbeing

Running the Institute #1

The Council team

During the reporting period, we said goodbye to Hugh Jackson as chair, Vanessa Plaister as vice-chair/special projects director, and Luke Finley as equality, diversity and inclusion (EDI) director.

We also welcomed three new Council members: Cathy Tingle as membership director (replacing Sue Browning), Hester Higton as training director (replacing Jane Moody), and Janet MacMillan as professional standards director (replacing Lucy Metzger).

Member committees

We're hugely grateful to members of the various committees and working groups (listed below) who continue to support the work of the Institute.

Admissions
Panel

Anti-Racism
Working Group

Complaints
Panel

Environmental
Policy Working
Group

Remuneration
Committee

Office staff

In 2022, we said goodbye to Shannon Humberstone and Matthew Ridley. However, we welcomed Reema Patel (membership manager) and Aimen Khalil (administrative assistant). Both showed commitment and drive during a challenging period of change, and we thank them wholeheartedly for the work they did for the CIEP during their time with us.

By the time this report is published, we'll have consolidated the office further by recruiting an interim CEO, an office manager, a professional development manager and a digital services officer.

Premises

During this period, we also bade farewell to Apsley House, the premises in which the CIEP (and the SfEP before it) had been based for many years.

The building had become tired and was no longer fit for a professional and growing staff. Early in 2023, we completed the move to contemporary and accessible offices located in central London at 8 Devonshire Square.

Running the Institute #2

STRATEGIC PILLAR: GOVERNANCE AND ORGANISATION

Digital services

Behind the scenes, the digital services director, Richard Hutchinson, and his team continued to work on behalf of members, staff and the Council to ensure that our systems function and our processes are as smooth as possible. Their focus was on keeping things going through a period of transition.



Keeping members connected

Having suffered some disruption on the website at the time of the previous AGM, we implemented a CAPTCHA challenge-response test on the login page.

Updates to the website have continued throughout the year to support the production of new resources and training material.

A review of the design and content of the website portion of the new digital platform was completed.

We also came up with a new way of handling the calendar of events and finessed a number of other details in the translation of our procedures to our new system.



Keeping the office connected

Changes among the office staff resulted in similar account management issues to those of the Council, along with the necessary IT support and assistance with how our systems work and how we use them.

The change of premises required complex network setup and reinstallation of the equipment, all of which was successful.

Support with IT and operational queries has continued on a regular basis.



Keeping the Council connected

Changes to the Council membership required revoking/changing/adding access to email accounts, shared folders, shared applications and forums. In addition, we managed two extraordinary general meetings.

To improve operational communications, we added a password management application and shared calendar to the roster of applications that the Council and staff use to plan and coordinate their work.

Technical assistance has been provided where necessary to help projects across the different Council remits, notably with the change of training platform and the creation, population and support of the conference app.

THE PEOPLE WHO SUPPORTED US

- Office staff
- Web team

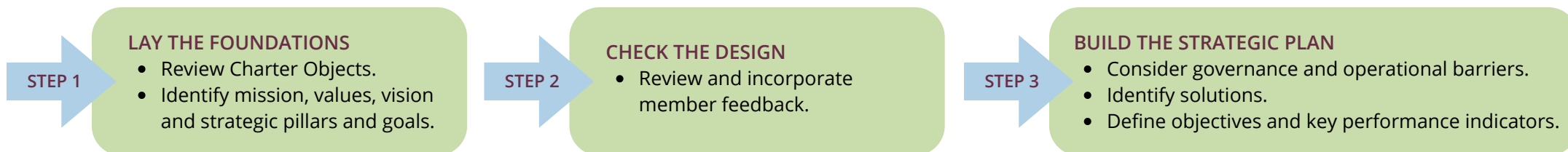
Planning for transformation

STRATEGIC PILLAR: GOVERNANCE AND ORGANISATION

Getting the strategy process going

Transforming governance and operations requires a strategic plan that records the Institute's goals, not just for current staff, directors and members, but also for those who come after us.

We worked with experienced change-management specialists who support not-for-profit organisations with board structures like ours. They showed us how to embrace an effective group decision-making process that laid the foundations on which we could build a fully formed transformation plan.



Improving the CIEP's legal framework

Securing chartership was a major step for the organisation, one that changed the Institute's legal status. Louise Harnby led on work with a firm of solicitors – specialists in supporting chartered institutes, professional membership bodies, royal medical colleges and charities – to review our policies, procedures, governing documents and intellectual property rights.

That legal support gave the Council the confidence to make significant changes, notably the provision of impartial complaints handling and the development of guidance that will enable all of us to make principles-based decisions about the words we use and the actions we take in our capacity as CIEP members.



CONTRACTS AND SERVICE AGREEMENTS

WHAT: Legal review of agreements for staff, member contractors, consultants and advisers.

WHY: To ensure they're up to date and fit for purpose.



DIGNITY POLICY COMPLAINT HANDLING

WHAT: Shifted from internal complaint handling to external examiners for investigations and appeals.

WHY: To ensure the process is impartial.



MEMBERSHIP CODES DEVELOPMENT

WHAT: Legally robust, framework of principles-based expectations for members.

WHY: To improve policies and procedures for everyone – now and in the future.



CIEP TRADEMARKS

WHAT: Two main marks – a word and a device – became registered trademarks.

WHY: To secure the value of membership and qualifications in the marketplace.

The strategic plan

Since February 2023, the Council and office have been working flat out on strategic planning and implementation – changes that you've asked for and that we're now in the process of delivering.

On this page and the next is our strategic plan on a postcard featuring member-focused highlights that show you where the Institute is heading and why it's a great time to be a CIEP member!

The CIEP strategic plan 2023–2028

From the Institute's Charter to its strategic goals

The CIEP's Charter Objects

- (i) To encourage and foster in the public interest high standards of editing, proofreading and other editorial work.
- (ii) To develop and uphold the editorial profession, particularly editing and proofreading, by promoting honourable professional practice.
- (iii) To exchange and disseminate information on editorial work and associated matters.
- (iv) To act as the authoritative body in matters of principles, practice, standards, education, training, qualifications, research and awards of the editorial profession.

The CIEP Council's strategic activities

- Analysis and discovery of mission, values, vision and strategic pillars
- Identification of strategic goals and objectives
- Annual strategic workshops
- Quarterly strategic reviews
- Implementation and member communication

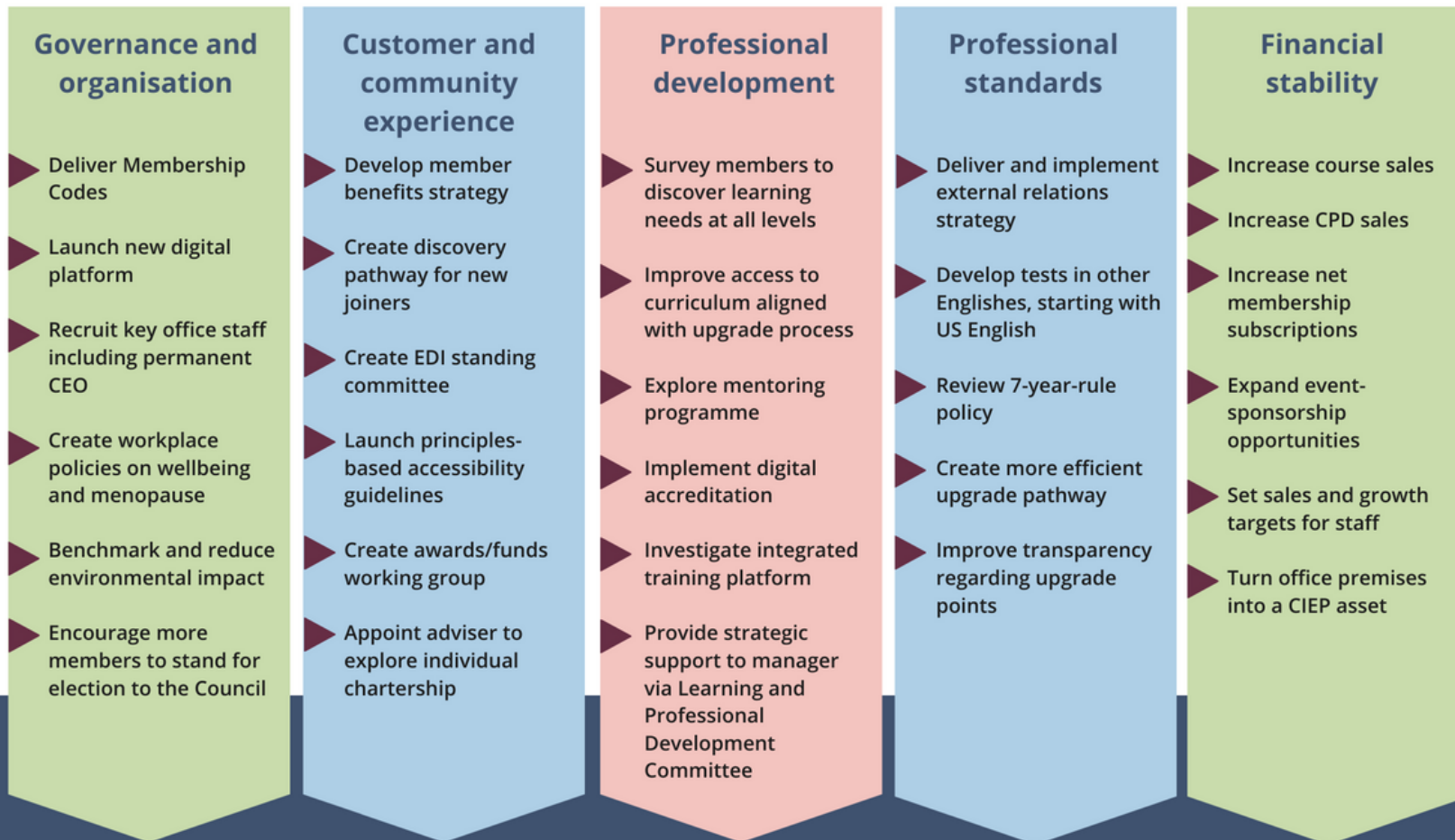
Summary of CIEP strategic goals

- Transform the governance structure and build organisational capacity
- Create an inclusive customer and community experience
- Be the leading editorial organisation for support, training and professional development
- Advocate for professional standards and editorial excellence
- Secure financial stability and growth



Chartered
Institute of
Editing and
Proofreading

Member-focused objectives: Turning goals into action



CIEP VALUES

ethical, inclusive, professional, supportive, trustworthy



Chartered
Institute of
Editing and
Proofreading

The Chartered Institute of Editing and Proofreading (CIEP) is an international membership organisation that offers training and community for editorial professionals, and helps members develop business confidence.

We set standards, model excellence, advocate for clear and thoughtful language use, and promote respect for all voices. We're also a trusted source of professional editors for those who need them.

We were awarded our Royal Charter in 2019.

www.ciep.uk