

Example of Communication Plan

Stakeholder	Issues related to this stakeholder	Communications Objectives	Activities	When	Who is Responsible	Associated Costs? Y or N
<i>Insert Stakeholder</i>	<i>List issues related to this Stakeholder</i>	<i>(Separate row for each objective)</i>	<i>(Separate row for each activity)</i>			
External: Ministry of Health (MoH)	<ul style="list-style-type: none"> DHB Planning and Funding Team required to meet reporting requirements as outlined by MoH 	<ul style="list-style-type: none"> To ensure MoH are advised of the DHB response to FVI as indicated in reporting requirements 	<ul style="list-style-type: none"> Six monthly and Annual report by programme coordinator to Planning and Funding team outlining key programme objectives, implementations and outcomes 	<ul style="list-style-type: none"> Biannual 	Coordinator of FVI programme Planning and Funding Team	Yes, time and resource costs
External: Family Violence (FV) Agencies, including CYFS, Women's refuge and FVI agencies	<ul style="list-style-type: none"> FVI within the health sector is reliant on collaboration with FVI community services 	<ul style="list-style-type: none"> To seek support of community FV agencies in form of referral pathways for people who disclose abuse to health care staff 	<ul style="list-style-type: none"> Invite Community FV agencies representative to be on DHB FVI steering Group To develop Memorandums of Understanding between groups For DHB to support community activities in relation to FVI as appropriate, e. g. community strategy meetings 	<ul style="list-style-type: none"> Meetings as per Terms of Reference for group. At planning phase of programme establishment. As and when indicated 	Coordinator of FVI Programme/ Programme Leader/ Chair Steering Group	May need to pay for their time attending meetings, or provide koha to organisation to acknowledge their participation
	<ul style="list-style-type: none"> Credibility of the DHB FVI with FVI agencies 	<ul style="list-style-type: none"> To seek community FV agencies endorsement of the FVI delivered within the DHB 	<ul style="list-style-type: none"> Participation on FVI Steering Group Invite the agency staff to participate as a member of the training team as a trust relationship can be developed Seek feedback quarterly on quality and quantity of referral received. 	<ul style="list-style-type: none"> At planning phase At planning phase Meetings as per Terms of Reference for group 	Coordinator of FVI Programme/ Programme Leader/ Chair Steering Group	

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Family Violence Agencies (continued)	<ul style="list-style-type: none"> Demand for services in community may rise when screening in DHB commences 	<ul style="list-style-type: none"> To ensure the community FV agencies are advised of the programmes implementation plan 	<ul style="list-style-type: none"> Invite Community FV agencies representative to be on DHB FVI steering Group Seek feedback quarterly on quality and quantity of referral received. 	<ul style="list-style-type: none"> Meetings as per Terms of Reference for group 	Coordinator of FVI Programme/ Programme Leader/ Chair Steering Group	May need to pay for their time attending meetings, or provide koha to organisation to acknowledge their participation
Internal: DHB & Executive Leadership Team, Planning and Funding Team	<ul style="list-style-type: none"> Senior management endorsement of the FVI programme is fundamental to achieving and sustaining change 	<ul style="list-style-type: none"> To acquire Senior Management endorsement of FVI within health sector 	<ul style="list-style-type: none"> Seek a Senior Manager to Sponsor programme and include them in FVI steering group Provide presentations, briefing papers to raise awareness of FV with senior management team in DHB, highlighting reporting requirement Seek identification in District Annual Plan of FVI response within DHB Write a Business Case for funding for FVI programme Provide regular reports on implementation progress, newsletters Seek mandates that endorse the programme, e.g. mandatory training for staff in FVI Produce quarterly and annual reports to Planning and Funding outlining progress 	<ul style="list-style-type: none"> At planning phase At planning phase, ongoing At planning phase At planning phase Regular interval, quarterly At planning phase Regular interval, quarterly 	Coordinator of FVI Programme/ Programme Leader/ Chair Steering Group	Yes, time and resource costs