



ENGAGEMENT SESSION COMMUNICATIONS PLAN

AUGUST 22 – V1

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TABLE OF CONTENTS

- COMMUNICATIONS PLAN..... 3
- ENGAGEMENT SESSION 3
- COMMUNICATIONS PLAN 3
- DRAFT AGENDA..... 4



COMMUNICATIONS PLAN

ENGAGEMENT SESSION

Engagement session is to be held on 21st September 2022 (session length TBC). This will be held via webinar using Microsoft Teams and Slido (interactive platform which allows for instant feedback from participants). The session is to be led by PAFA following agreement on presentation slides signed off by PAC (In august meeting – this is purely for the Annual review section of the session. Other slides will be produced by PAFA which will cover other areas of interest).

Draft Agenda for the session to be finalised shortly and consulted on by PAC (see section 2).

COMMUNICATIONS PLAN

The below chart looks to address the communications plan for the event.

| DATE | METHOD | PURPOSE | ACTION FOR INDUSTRY | LEAD |
|----------------------------|------------------------|--|-----------------------|------------------------|
| 17 th AUG 2022 | Email | Launch agenda and invitation to attend. | Register for session. | PAFA |
| August 2022 | Chair of UNC subgroups | Push agenda & attendance to groups through AOB. | Register for session. | Chair of UNC Subgroups |
| 1 st SEPT 2022 | Email | Second email to push Agenda. | Register for session. | PAFA |
| 14 th Sept 2022 | Email | Final reminder week before meeting. | Register for session. | PAFA |
| September 2022 | Chair of UNC subgroups | Final reminder of session and push for attendance. | Register for session. | Chair of UNC Subgroups |

DRAFT AGENDA

| Agenda 10.00am – 1.00pm (TENTATIVE) |
|--|
| Welcome to session |
| Overview of the Performance Assurance Regime <i>Who is the PAC, what does the regime want to achieve and why is the regime important to you?</i> |
| PACs focus for the next 12 months <i>A look at the five areas of focus over the next 12 months including UNC674V and how it will impact you.</i> |
| How to stay off PACs Radar <i>Actions you need to take, things to look out for and how the PAFA work, GPAP, training etc.</i> |
| 2021/22 Annual Review <i>A round up of the last 12 months of the regime, including performance stats and achievements.</i> |
| Opportunity for feedback, Q&A and Panels (Slido) <i>Your opportunity to ask questions/provide feedback to a panel of Committee members, PAFA and the CDSP</i> |
| Close of Session inc. outputs |



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