

## Review of Forestry Business Units – Draft Communications Plan

Who	What	How	When
SG	Updates and presentations	Email, telephone and in person by PJ	As needed
All staff	Start End	eConnect eConnect	Done Early June
Trade Unions	Criteria  Update?	Email from MA. then Staff Council To be reviewed by SG	19 <sup>th</sup> March 24 <sup>th</sup> March 20 <sup>th</sup> April?
FBU staff	Criteria Update End	Email from MA when finalised To be reviewed by SG To be reviewed by SG	31 <sup>st</sup> March? 20 <sup>th</sup> April? Early June
FBU MB	Updates as appropriate	MB meetings; emails from MA	As needed
FBU SB	Criteria Update	Email from MA when finalised Email from MA	31 <sup>st</sup> March? 20 <sup>th</sup> April?
DG	Criteria Communications Plan	Email from PJ (or meeting) Email from PJ (or meeting)	19 <sup>th</sup> March 19 <sup>th</sup> March
EB	Update Final report	Verbal from MA at meeting Presentation by SG?	28 <sup>th</sup> April TBD
Ministers	Start End	Country (and GB) communications Country (and GB) communications	March June?
External	Terms of reference	FC web-site	Done