**ACPPLD Communication Plan**

The ACPPLD Communication plan supports and directs our ACPPLD business with regards to communication and engagement opportunities with us as a national executive committee, our membership and our partners. It is also a document which our regional groups could utilise and replicate should they wish to outline a communications plan to support their regional membership.

The communication plan is RAG rated and discussed at each NEC meeting to ensure we are communicating with the membership regularly and always striving to improve our communication.

If you have any question please do not hesitate to contact the NEC via the contact us tab. [Contact ACPPLD | Association Of Chartered Physiotherapists For People With Learning Disabilities (csp.org.uk)](https://acppld.csp.org.uk/contact-acppld)

NEC - ACPPLD

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| **How are you going to communicate?** | **Stakeholders** | **Key messages to be communicated** | **Timing of communication** | **Who is responsible?** | **Status/ timeline /target****R- red****A-amber****G-Green** |
| Celebrate. Share. Engage. Promote. |
| Digital newsletter(2 per year) | All ACPPLD Membership | Sharing of activity, developments, improvements, initiatives, issues, updates, business of ACPPLD, membership activities. | Twice, Annually:June and December | Newsletter editor |  |
| CSP LD Bulletins | All ACPPLD Membership and CSP | Alerts, news and current topics | Fortnightly | Auto generated from CSP |  |
| AGM Report | All ACPPLD Membership | Annual report summary | Annually | Chair |  |
| ACPPLD Website | All ACPPLD Membership and public | Education and awareness | Highly Frequently | Website Officer |  |
| Twitter | All ACPPLD Membership | Education and awareness | Highly Frequently | Social media officer |  |
| Other social media routes | All ACPPLD Membership | Education and awareness | As and when required when developed | Social media officer |  |
| **How are you going to communicate?** | **Stakeholders**  | **Key messages to be communicated** | **Timing of communication** | **Who is responsible?** | **Status/ timeline /target****R- red****A-amber****G-Green** |
| Research and Education Newsletter | All ACPPLD Membership | Education and awareness | Twice per year | Research & Education Officer |  |
| Develop blogs | All ACPPLD Membership | Education and awareness | As required | NEC |  |
| Create resources e.g posters, flyers. animations | All ACPPLD Membership | Education and awareness | As required | NEC |  |
| Calendar of event for Social Media promotion | All ACPPLD Membership | Key target events, themed days and celebrations  | As required | Social Media Officer |   |
| Networking, education, sharing, peer support and review. |
| ALE | All ACPPLD Membership | Learning Event | Annually | Hosting Region and NEC |  |
| Regional study days | Regional Groups | Themed to topics | Minimum once per year, ideally twice. | Regional Groups |  |
| Regional Reps Day | Regional Representatives | Education and Development | Annually | Regional Representatives Officer |  |
| **How are you going to communicate?** | **Stakeholders**  | **Key messages to be communicated** | **Timing of communication** | **Who is responsible?** | **Status/ timeline /target****R- red****A-amber****G-Green** |
| Share or Gather information and data |
| Targeted emails and website news/press releases | All ACPPLD Membership and NEC | Themed to issue | As required | NEC and Regional Groups |  |
| Surveys | All ACPPLD Membership | Themed to issue | As required | NEC |  |
| ACPPLD Business |
| Minutes and action log of NEC | NEC | Meetings Business and plans | 2 weeks after NEC meeting held | Secretary |  |
| Financial Report and Governance activity | All ACPPLD Membership | Financial Accounts information | Annual (minimum) | Treasurer |  |
| Regional Membership information | Regional Groups and NEC | Membership details and email addresses | Annually (minimum) | Membership officer |  |
| AGM Report | All ACPPLD Membership | Annual report summary | Annually | Chair |  |
| **RAG Rating Key** |
|  | Established |  | In-progress |  | Aspirational |