

H. COMMUNICATION PLAN

The activities outlined here form an initial EAMIP communications plan focused predominately on the period from January to March 31, 1984. The overall purpose of the communication plan is to build understanding and acceptance of the EAMIP and to clarify cross Branch or inter-departmental linkages and involvements.

Each of the following aspects of the communication plan is briefly described following the same pattern: participants, purpose, topics, medium, time-frame, responsibility. In all cases routine consultation will take place, as appropriate, throughout the year.

1. Participants: Assistant Deputy Ministers, selected Directors General.
 Purpose: Initial discussions with senior contact person from the Office of the Comptroller General.
 Topics: Draft EAMIP, issues or concerns; departmental expectations; OCG expectations; role of the OCG with the department.
 Medium: Informal, small meetings.
 Time: January/February
 Responsibility: CCB, CCBM, OCG.

2. Participants: Geographic and Functional Branches - AMA's, Coordinating Committee representatives, Steering Committee representatives, geographic reference group members, individual project managers/officers as appropriate.
 Purpose: General information, if required; consultation on individual projects; follow-up on questions raised by Steering Committee, Executive Committee, OCG.
 Message: Overall content of the EAMIP; linkages; additional information/explanation.
 Medium: Briefings; individual meetings.
 Time: January - March
 Responsibility: CCBM

3. Participants: Corporate managers (e.g. CMD, MFD, MRD, MMD, MGD, CPD, ABD, APO, ADD, etc), as appropriate.
 Purpose: Shared information; interdependence of projects; implications of project implementation.
 Message: Project linkages; coordination requirements; individual responsibilities and input to other projects.
 Medium: Individual or small group meetings.
 Time: January - March
 Responsibility: CCBM