**Arctic SDI**

**Communication Working** **Group**

**Activity Plan**

1. Arctic SDI official Website – operation, updating and editing
* To establish the Arctic SDI website
* To keep the website updated with information on:
	+ Services
	+ Point of contact
	+ Activities
	+ Organization including contact information
	+ Calendar of upcoming events
	+ Documents – upcoming events and archive
	+ Presentations, pamphlets and posters
1. Point of contact for stakeholders, users and the public in general
* To establish contact information and facilities to be accessible through the Arctic SDI website
* As part of daily operations act as the point of contact for inquiries, questions etc.
* When relevant, refer inquiries and questions to the appropriate Working Group, and National Contact Points etc.
1. Information and key messages
* Presentations, articles and speeches
* Pamphlets and other communication material
* Posters
* Updating the Arctic SDI Framework document including appendices
1. Coordinate information within the groups of Lead and Supporting Countries
* To work closely with the Secretariat for the Chair of the Board
* To actively seek information on the work in the other Working Groups such as to communicate the work in between the Working Groups
1. Documentation
* Make available documents, protocols etc. from upcoming and previous meetings (Board, National Contact Point etc)
1. Identify and coordinate representation in international forums *coordinated* with the Secretariat of the Chair of the Board in line with the Calendar of Events

**Estimated time schedule**

|  |  |  |
| --- | --- | --- |
|  | **Activity** | **Date** |
| Website | * Draft content
* Functional
* Finalized
 | June 1July 1September 1 |
| Point of contact | * Established through website
 | September 1 |
| Information and key messages | * One page selling document
* Posters INSPIRE conference – Denmark
* Pamphlet
* Arctic SDI Framework Document
* Calendar of events
* Calendar of activities
* Poster and presentation for SAO meeting - Whitehorse
 | June 1June 1June 1June 1June 1September 15September 15 |
| Documentation | * Latest documentation (protocols, organization, participants, ToR’s, Activity plans etc)
* Historic documentation
 | September 1November 1 |
| Representation | * INSPIRE conference – Denmark
* CAFF Arctic Biodiversity Conference – Norway
* SAO meeting – Whitehorse
* Others – depending on calendar of events
 | June 19December 2 – 4October 21 - 24 |