

Emergency Planning Society

Communications Professional Working Group

Minutes of meeting: 17 January 2022

Attendees:

Sarah Alcock
Andy Holdsworth
Bill Crocker
Bob Wade
Charles Maclean Bristol
Helen Salvini
Kirk O'Sullivan
Monika Al Mufti
Amanda Coleman

Apologies:

Ian Cameron

Purpose of the Meeting

The meeting agreed the following as the purpose of the Comms PWG.

1. Review and respond to developments in emergency response and crisis management from a perspective of the communication implications
2. Provide representatives to support stakeholder groups and contribute to consultations
3. Identify and share emergency and crisis communication best practice
4. Undertake work or research to move the discussion on crisis communication and the practice of emergency communication forward
5. Develop learning opportunities to support CPD
6. Develop links across EPS PWGs and with communication professional bodies eg PRCA, CIPR

Terms of Reference

The attached terms of reference was agreed for the Comms PWG

Scope of Work

The group agreed that the Comms PWG needed to cover all aspects of communication including media, social media, internal communication, stakeholder communication.

Suggested activity plan

Following discussion the main areas of work were agreed as:

- Disinformation and looking at elements. Agreed that BW will provide presentation at the next meeting
- Engaging with communities – looking for good examples and developing links to emerging information from National Preparedness Commission.
- Development of inclusive communication beyond reliance on digital technology. How to manage the aftermath of emergencies, the future role of the BBC, national emergency warning systems etc
- Gathering best practice and looking at possibility of providing media debriefs

The sessions will involve case studies, guest speakers looking at good practice, developments and networking opportunities.

There was agreement that a calendar would be created for key dates/developments to track but also to identify opportunities to highlight EPS and Comms PWG work.

AC to invite CIPR Crisis comms representative to talk to next meeting about the work they are doing and the focus for 2022.

Appointment of Chair and Vice Chair

BW proposed AC as Chair which was agreed.

SA and AC proposed BW as Vice Chair which was agreed.

Both will run for 12 months, and be reviewed at the AGM for the group.

Frequency of Meetings

It was agreed that in the first quarter of 2022 meetings would happen monthly with a view to moving to bi-monthly once the group is established.

Any other business

The PWG was saddened to learn of Ian Cameron's illness, and sent their thoughts and hopes for a good recovery for Ian to his family.

Date of Next Meeting

Either 17, 21 or 24 February. Please provide availability for those dates to AC