**Proposed Communication Plan for 3rd PACA PPM**

**1. Introduction**

The 3rd PACA Partnership Platform Meeting (PPM III) is scheduled to take place in Dakar, Senegal on 2-4 October 2018 with the theme, ‘Scaling Out Country-led Approaches for Sustainable Aflatoxin Mitigation in Africa.’ The communication plan is aimed at fashioning out how communication activities will be managed successfully to support the program.

**2. Objectives**

**i.** Facilitate the PPM organizational communication among the “PACA Team” for quick decision making;

ii. Ensure consistent and accurate information dissemination on various activities at the PPM to the participants; and

iii. Increase public awareness and stakeholder about the 3rd PACA PPM and its outcomes

**3. Program Outline Based on the above objectives.**

This communication plan has been divided into three major parts to ensure effective coordination and implementation in order to achieve each of the objectives:

* Preparatory stage;
* During the Program PPM in Senegal; and
* Post PPM.

**1.0. Objective One. Facilitate the PPM organizational communication- Preparatory stage**

This will involve identifying and developing the required communication logistics before the program kicks off**.**

***1.1. Branding- (All branded materials in English and French).***

* Design of the 3rd PPM logo.
* Production of banners: drop down banner, display banner, pull up banner.
* Announce the 3rd PPM with the banner on PACA Website, and shared with other popular platforms.

***1.2. Information and Knowledge Materials***

* Production of PACA video.
* Production of 3rd PPM /PACA branded jacket/folder for the packaging of PACA materials.
* Printing of PACA Documents; 10 facts, policy briefs, flyers etc.
* Acquisition of TV Screen for Twitter Thread.
* Printing of 3rd PPM program outline.

***1.3. Organizational***

* Establishment of PACA organizers’ communication platform e.g. WhatsApp.
* Write draft speeches for the invited guest speakers

***1.4. Media Relations***

* Identify and invite media personnel for coverage (pilot country and Senegal).
* Develop media brief on 3rd PPM.
* Identify and hire professional video recorder and one cameraman.

**2. Objective 2. During the Program implementation-3 days -Ensure consistent and accurate information dissemination on various activities at the PPM to the participants.**

***2.0. Registration***

* Develop social media connectivity with all registrants and other participants.
* Establish media desk for inquiries.

***2.1. Opening Ceremony***

* Register all media personnel.
* Brand the stage with PACA/3rd PPM Materials.
* Establish media position/stand.
* Distribute speeches to media after presentation /delivery.
* Establish two spots (PACA/3rd PPM branded) for interviews.

***2.3. Post opening ceremony press conference of High level***

* Identify and brand a hall/room for the press conference.
* Identify moderator for the press conference.
* Identify and prepare speakers at the press conference.

***2.4. Plenary/Side event (during the 3 days).***

* Tweet developing activities during plenary and at the side meetings.
* Publish significant activities on PACA Facebook wall.
* Develop a professionally designed daily bulletin of an A4 size paper.
* Send E-copies to participants through their registered social media accounts
* Print outs bulletin for distribution to participants.

***2.5. A market place***

* Photo gallery developed for publication in PACA News, website and other PACA web portals.

***2.6. Gala Night (celebrated agents of change, award of $15,000 and Dinner)***

* Develop a program outline for the occasion and distribute to participants (before the time).
* Set up a public address system/ musical instrument in the venue.
* Brand the venue.
* Develop and print AU awards certificates.
* Identify master of ceremony to moderate the occasion.
* Develop Photo Gallery.
* Do video recording (10 minutes.

**2.7. Closing ceremony of 3rd PPM**

* Development of program outline for the closing ceremony.
* Media coverage of the ceremony.
* Development of communique, outlining major decisions and outcomes. Distributed to media.

**3.0. Objective 3. Post 3rd PPM - Increase public awareness and stakeholder about the 3rd PACA PPM including decisions and major outcomes.**

* Develop Press Release for publication on the AU website and web linked to all PACA web portals.
* Collate 3rd PPM publications/reports in media and publish on the PACA web portals.
* A special Edition of 3rd PPM PACA News Edition published.

| **Communication Activity Matrix for 3rd PACA PPM** | | |
| --- | --- | --- |
| **Activity** | | **Responsibility** |
| **1.0. Objective One- Facilitate the PPM organizational communication- Preparatory stage** | |  |
| ***1.1. Branding- (All branded materials in English and French)*** | |  |
|  | ·       Design of the 3rd PPM logo | Ibrahim and Peace |
|  | ·       Production of banners: drop down banner, display banner, pull up banner. | Ibrahim and Mahlet |
|  | ·       Announce the 3rd PPM with the banner on PACA Website, and shared with other popular platforms. | Peace and Ibrahim |
| ***1.2. Information and Knowledge Materials*** | |  |
|  | ·      Production of PACA Video | Ibrahim and Liz |
|  | ·       Production of 3rd PPM /PACA branded jacket/folder for the packaging of PACA materials | Mahlet and Ibrahim |
|  | ·       Printing of PACA Documents; 10 facts, policy briefs, flyers etc. | Mahlet, Ibrahim and Wezi |
|  | ·       Acquisition of TV Screen for twitter thread | Mahlet |
|  | ·       Printing of 3rd PPM program outline. | Mahlet |
| ***1.3. Organizational*** | |  |
|  | ·       Establishment of PACA organizers’ communication platform e.g. WhatsApp. | Peace and Wezi |
|  | ·       Write draft speeches for the invited guest speakers | ? |
|  |  |  |
| ***1.4. Media Relations*** | |  |
|  | ·       Identify and invite media personnel for coverage (pilot country and Senegal) | Country officers and Ibrahim |
|  | ·       Develop media brief on 3rd PPM | Ibrahim and Winta |
|  | ·       Identify and hire professional video recorder and one cameraman | Magatte and Ibrahim |
|  |  |  |
| **2. Objective 2. During the Program implementation-3 days -Ensure consistent and accurate information dissemination on various activities at the PPM to the participants.)** | |  |
|  |  |  |
| ***2.0. Registration*** | |  |
|  | ·       Develop social media connectivity with all registrants and other participants | Peace and Wezi |
|  | ·       Establish media desk for inquiries | Ibrahim and Mahlet |
|  |  |  |
| ***2.1. Opening Ceremony*** | |  |
|  | ·       Register all media personnel | Ibrahim |
|  | ·       Brand the stage with PACA materials | Liz, Ibrahim, Peace, Wezi and Winta |
|  | ·       Establish media position/stand | Ibrahim |
|  | ·       Distribute speeches to media after presentation /delivery | Ibrahim |
|  | ·       Establish two spots (PACA/3rd PPM branded) for interviews | Ibrahim, Winta and Wezi |
|  |  |  |
| ***2.2. Post opening ceremony - HIGH LEVEL press conference*** | |  |
|  | ·       Identify and brand a hall/room for the press conference | Mahlet, Ibrahim and Winta |
|  | ·       Identify moderator for the press conference | ? |
|  | ·       Identify and prepare speakers at the press conference | ? |
|  |  |  |
| ***2.3. Plenary/Side event( during the 3 days)*** | |  |
|  | ·       Tweet developing activities during plenary and at the side meeting | Peace, Wezi and Ibrahim |
|  | ·       Publish significant activities on PACA Facebook wall | Peace, Wezi and Ibrahim |
|  | ·       Develop a professionally designed daily bulletin of an A4 size paper; | Ibrahim and ? |
|  | ·       Send E-copies to participants through their registered social media accounts | Peace |
|  | ·       Print outs bulletin for distribution during breakfast. | Mahlet and Ibrahim |
|  |  |  |
| ***2.4. Market Place*** | |  |
|  | ·       Photo gallery developed for publication in PACA News, website and other PACA web portals | Ibrahim |
|  |  |  |
| ***2.5. Gala Night (celebrated agents of change, award of $15,000 and Dinner)*** | |  |
|  | ·       Develop a program outline for the occasion and distribute to participants (Lunch time of the day). | ? |
|  | ·       Set up a public address system/ musical instrument in the venue | Ibrahim, Mahlet and Wezi |
|  | ·       Brand the venue | Ibrahim, Peace, Winta and Wezi |
|  | ·       Develop and print AU awards certificates | ? |
|  | ·       Identify master of ceremony to moderate the occasion | ? |
|  | ·       Develop Photo Gallery | Ibrahim and Magatte |
|  | ·       Do video recording (10 minutes) | Ibrahim and Magatte |
|  |  |  |
| ***2.6. Closing ceremony of 3rd PPM*** | |  |
|  | ·       Development of program outline for the closing ceremony | ? |
|  | ·       Media coverage of the ceremony | Ibrahim |
|  | ·       Development of communique, outlining major decisions and outcomes. Distributed to media | ? ? and Ibrahim |
|  |  |  |
| **3.0. Objective 3. Post 3rd PPM - Increase public awareness and stakeholder about the 3rd PACA PPM including decisions and major outcomes** | |  |
|  | ·       Develop Press Release for publication on the AU website and web linked to all PACA web portals | Ibrahim, Peace and ? |
|  | ·       Identify all media publicity-online, and publish on the PACA web portals | Ibrahim and Peace |
|  | ·       A special Edition of 3rd PPM PACA News Edition published | Ibrahim and? |
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