**Communications Working Group 2014 Annual Meeting**

**Meeting Action items:**

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| **Action** | **Date** | **Lead** | **Status** |
| 2015 Event information to be sent to Maddie | By 23 January and then regularly as new info becomes available | Dearbhla, Denise, Mihaela (and others as relevant) | Ongoing |
| Create and share events calendar | 30 January | Maddie | Complete |
| 2015 planned publication info to be sent to Maddie | By 23 January and then regularly as new info becomes available | Dearbhla, Denise, Mihaela (and others as relevant) | Ongoing |
| Create and share publications calendar | 30 January | Maddie | Complete |
| Create centralized, budgeted translation capacity  | 30 January | Jennifer/Mark | Complete |
| Roster of editors compiled and shared with members of Communications Working Group | 15 January | Mark | Ongoing |
| Africa video -- follow up with production team to ensure interagency collaboration | 15 January | Jennifer | Complete |
| Schedule of regional workshops planned for 2015t to Jennifer and Maddie | 30 January | Denise | will add to events calendar |
| Develop Workspace editorial style guide | 15 January | Mark | near final |
| Develop newsletter concept brief | 15 January | Jennifer | Complete |
| Develop new e-newsletter template | 30 January | Jennifer | Complete |
| Develop mini roundup concept brief | 30 January | Jennifer | Ongoing |
| Develop new mini roundup template  | 30 January | Jennifer | Complete |
| Circulate creative brief for information kit  | 15 January | Jennifer | Complete |
| Share sample creative brief/concept notes for FAO publications so we can borrow from their templates | 30 January | Denise | Complete |
| Incorporate group recommendations for add-ons to draft publication workflow process doc | 15 January | Jennifer | Complete |
| Review and endorse publication workflow process on behalf of respective agency | 15 January | Dearbhla, Denise, Mihaela | Complete |
| Communications Working Group to finalize list of UN-REDD Programme publication “types” based on meeting discussion | 30 January | Group | Ongoing |
| Update template design of publications | pending design vendor | Jennifer | Pending design vendor |
| Communications Working Group and members to define suggested relationship with KM Working Group and members | 30 January | Group | On-going |