Communications Officers Network

Summer

9 July 2015

Insurance issues for communications officers

- The University arranges **public liability insurance**, which can include University employees based overseas.
- **Contractors** need public liability insurance, so ensure that any contractors working for us (eg photographers, film crews) have cover for a minimum of £10 million. Legal Services has a filming location agreement where production companies wish to use a University location for their own purposes.
- Cancellation **insurance for events** is available for all events organised by the University, including those happening on non-University properties. Typical events include sporting events, conferences, corporate functions, community events, lectures.
- In all cases, **contact the** Insurance team as soon as possible, particularly for events.
- For more information about preparing **risk assessments**, contact your departmental or divisional safety officer or the Safety Office.
- University insurance **does not cover colleges** (sorry, colleges!) who will have their own arrangements.

Update: Development of the Communications Officers Network

Vicky Pearson, Senior Communications Planning Officer

● Master classes

SUGGESTION: Run longer, more detailed master classes.

- Very popular suggestion.

- Will start in Michaelmas term.

- Over time, we will also expand the toolkits and best practice guidance available on the PAD website.

- Question raised about whether the master clases could count towards CPD. We will investigate but it may be difficult unless we bring in external presenters who are accredited trainers. This would involve a cost. **If you are knowledgeable in the area of CPD, please contact Vicky Pearson (**victoria.pearson@admin.ox.ac.uk**).**

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Network membership list

SUGGESTION: Make a full list of network members (with their areas of expertise) available on the website.
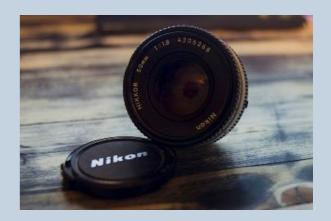
- Very popular suggestion.

- Will implement in Michaelmas term.

- PAD can provide a list with core information like name, department/college, email address.

- Areas of expertise would be helpful but it would need to be down to individuals to provide and keep up to date.

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Lists of recommendations

SUGGESTION: Provide lists of recommended photographers, copywriters, video companies, trainers etc.

- Very popular suggestion.

- Will need to consult with Purchasing and Legal to ensure it is possible (eg doesn't conflict with preferred supplier arrangements).

- Would need to be behind Single Sign On.

- Individual communications offices would need to submit recommendations on a positive basis, not a negative "do not use" basis.

Research communications

SUGGESTION: Specific sub–network and/or dedicated support/resources for those involved in communicating research.

- Very popular suggestion and consistent with recommendations from the Innovation Working Group.

- PAD will work with Research Services, divisional offices etc to work out how this could be resourced and supported, and will seek feedback on what support is most needed, what form a network might take etc.

Informal/social networking

SUGGESTION: More informal/social opportunities to get to know communications colleagues.

- Popular suggestion.

- Network meetings are useful but relatively structured. People may be reticent about networking with people they don't know.

- PAD will organise a 'speed-dating' session for network members to kick start more informal interaction.

- If others want to lead on organising informal/social events (lunchtime coffee, after-work drinks etc), please feel free to use the mailing list.

Using different venues

SUGGESTION: Network meetings could be held at different venues around the University.

- Popular suggestion.

- Would encourage different people to get involved (eg people 'up the hill' who can't always make it to University Offices).

- PAD is very happy to implement but we need offers of venues at no/low cost!

- **If you can provide a venue for 50 or so people**, please contact Vicky Pearson (victoria.pearson@admin.ox.ac.uk).

Recordings of workshops

SUGGESTION: Record the lunchtime workshops and make them available online.

- Some support for this suggestion.

- It should be relatively straightforward to record the sessions – will investigate.

- Assuming it is easy to do, we can trial a couple of sessions and see if people are using the recordings. If so, we'll continue. If not, we'll leave it.

Online forum

SUGGESTION: To have some kind of online space for information-sharing and collaboration.

- This suggestion got mixed feedback, with some enthusiastic and others commenting that these types of initiatives frequently don't get off the ground.

- Given the number of other developments to the network that we're going ahead with, we'll put this to one side. But if a need arises in future or there is increased demand, we can take a look at it again.

- In the meantime, please do use the mailing list for sharing good practice and ideas, seeking feedback and collaborating with communications colleagues.

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Different mailing lists

SUGGESTION: Have separate mailing lists for different purposes (eg the IT Officers have one mailing list for 'information' and one for 'discussion').

- This suggestion wasn't supported.

- People were generally happy to keep the one mailing list for all purposes and were concerned they might otherwise miss things.

Other business…

- Feedback on the **PAD web survey**: Some specific feedback has been directed to the appropriate teams. The cost/feasibility of making the image at the top of the PAD homepage smaller, so that content below is more visible, being investigated.

- **Venues** for future network meetings: Please contact Vicky Pearson (victoria.pearson@admin.ox.ac.uk) if you can offer a venue at low or no-cost for around 50 people for termly meetings.

- Programme for next term's **PAD workshops**: Coming soon!

- **Bookfeast**: A charity that seeks to engage children with learning and reading is looking for inspiring venues for its Schools Festival in May 2016. Email harriet.bayly@oup.com for more information.

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