

SPCG Communications Work Plan 2020-2021

Clause	Objective	Activity	Milestones	Responsibility	Timeframe	Status	
1. Awareness	a. Increase awareness of SPCG activities and achievements to ISO TMB, IEC SMB and the ITU.	1. Develop and upload information on the SPCG and its work activities	1. Regular reports from SMB, TMB, TSAG secretariats, approved by the SPCG, to respective boards.	SPCG and Comms team	<ul style="list-style-type: none"> Update provided to every meeting based on their meeting schedules 		
		2. Develop website content on progress and achievements (IEC, ISO, ITU)	2. Content developed, and websites updated.	SPCG and Comms team			
	b. Increase awareness of SPCG activities and achievements to ISO IEC and ITU's senior representatives within the World Standards Cooperation (WSC)	3. Develop and upload information on SPCG, progress and achievements to the WSC website.	3. Content developed and uploaded on WSC website.	4. SPCG Chair reports annually to WSC senior management on achievements.	SPCG, Comms team and Secretariats		
		4. Prepare a regular report or presentation for the WSC senior management team on SPCG's progress and achievements.					
	c. Increase awareness of the SPCG to ISO, IEC and ITU-T technical experts, national bodies, members states, study groups (sector members) and ISO/Technical Programme Manager (TPM), IEC/Technical Officer (TO) and ITU-T/Counselor to increase their understanding of: <ul style="list-style-type: none"> how SPCG is effectively addressing potential duplication of standardization activities between ISO, IEC and ITU-T; and, what measures SPCG is taking to enable a coherent approach to standardization activities between ISO, IEC and ITU-T 	5. Prepare information circular on SPCG and its objectives and how it works to be shared with the identified list of stakeholders in column 1.	5. Information circular is prepared and disseminated	6. Excerpts are prepared for newsletters and disseminated to the organization's technical expert communication channels.	SPCG and Secretariats		
		6. Prepare quarterly excerpts for the boards' newsletters on what SPCG achieved during the quarter.	7. Provide a presentation at TC/SC workshop during annual general assemblies.				
	d. Increase awareness of the SPCG to ISO, IEC and ITU's global community (standard users/interested stakeholders) to increase their understanding of:	8. SPCG to identify members of their global community that would benefit from information on SPCG and its activities.	9. List of identified stakeholders	SPCG, Secretariats,			

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		<ul style="list-style-type: none"> how SPCG is effectively addressing potential duplication of standardization activities between ISO, IEC and ITU-T; and, what measures SPCG is taking to enable a coherent approach to standardization activities between ISO, IEC and ITU-T 	9. Develop and disseminate information on SPCG, its work activities and achievements.	10. Information circular prepared and disseminated to the identified stakeholder list.	SPCG, Comms Team		
2. Inform and report	a.	Report on SPCG's work activities to each organizations' boards namely ISO TMB, IEC SMB and IT	10. Prepare an overview of the SPCG objectives and KPIs	11. SPCG objectives and KPIs shared with the Boards	SPCG		
			11. Prepare quarterly reports and disseminate to the respective boards, corresponding to the meeting dates of each of the boards.	12. Reports prepared for ISO TMB February, June, September IEC SMB: February, June, October ITU	ISO/TMB, IEC/SMB and ITU-TSAG Secretaries (shared with the SPCG)		