

NSDC

Communications Plan

Draft

Provide translations and Interpreting Services

Provide translations and interpretation in Inuinnaqtun and Inuttit

Provide complete translation equipment set-up for meetings and teleconferences

Responsible to have other government and Inuit organization provide translated documents to NSDC

Utilize the new Inuit terminology being developed in Igloolik

Ensure this function is operating within the budget established for the year

Ensure all letters, documents and translated correspondence are logged and filed

Develop a list of Inuttit and Inuinnaqtun translators and interpreters

Develop a list of standard guidelines or standards for translators and interpreters

Rate list of interpreters for ability to meet standards and guidelines

Provide language training to staff

Recommend training for language courses and deliver Inuktitut courses to staff with Inuktitut as their mother tongue (written & verbal)

Establish a NSDC Presence

Represent NSDC at all annual festivities and special events and meetings

National Aboriginal Day

Nunavut Day

Career Day

Trade Shows

Special events

Language working group

Distribute promotional items and material

Best price

High quality

Socially and culturally appropriate

Develop a website for NSDC

In all Nunavut official languages

Kept up to date

Documents posted at time of distribution

Easy to navigate

Issue press releases, public service announcements and communiqués

Create a standard information package to be distributed to outside organizations like schools and the public

Establish a network of external clients, agencies, communications organizations and media to whom documentation and press releases will be provided

Develop a plan for the release of various types of information

Maintain a complete list of networking partners and how NSDC exchanges information with them

Develop a strategy for limiting information in cases where negative press is counterproductive

Work with the office in Igloolik to reflect and communicate their issues and developments

Photograph and film and tape events

Prepare and distribute an Annual Report

Develop NSDC Communications Infrastructure

Sit on Nunavut Broadband Task Force

Determine NSDC broadband requirements and make recommendations

Develop a plan for providing alternative meeting mediums and settings

Able to utilize various mediums and technology

Can consider partnering or sharing with another organization e.g. NTI

Cost effective

Has a capacity to accommodate remote locations

Develop a strategy for the most effective use communications tools and media

Explore how to have once a month staff meetings with Igloolik using teleconferencing

Establish a complete desktop publishing capacity and capability in NSDC

Establish an internal NSDC network to whom communications and documents will be provided

Can consider partnering or sharing with another organization e.g. NTI

Publish Annual Report

Prepare a draft Annual Report

Work with Executive Director and policy staff and special projects to get input

Work with communities to get input

Work with consultant and publishers and President for content and layout

Prepare and distribute final version

Prepare distribution list and distribute

Proofread prior to publishing