# Victoria ALIVE Project Advisory Group Communication Pathways

## January 2019

**Communications from the PAG**

## Recording advice from the PAG

Minutes will be recorded at each monthly PAG meeting

Following the meeting, the convener will follow up any comments or advice received from committee members not in attendance.

The compiled minutes and comments will be distributed to the PAG for clarification and feedback

The finalised minutes will be distributed to the PAG and Victoria ALIVE project team.

## Communicating advice from the PAG

* Advice from the PAG related to project activities and outputs led by Volunteering Victoria will be communicated by the convener to the VA team, via distribution of PAG minutes and direct email to staff on specific issues or activities.
* Advice from the PAG related to project activities and outputs led by project partners will be communicated by the convener or secretariat, via direct email to the relevant staff in the project partner organisation.
* Advice from the PAG related to strategic or governance issues, will be communicated by the convener to the Project Manager. This will be incorporated into the PGG agenda for discussion at the next meeting, when applicable.

**Communication & feedback to the PAG**

The PAG will receive regular feedback on their advice and contribution to the project via:

* A standing agenda item ‘Action on advice and feedback’ where the convener will provide updates on the status and activities of the project, and the outcomes of the group’s advice.
* Circulation via email of finalised project outputs e.g. newsletters, social media posts

**Communication to the PGG**

The PGG will receive regular updates on the work and advice of the PAG from the Project Manager via:

* A standing agenda item ‘Advice and feedback from the PAG’
* Incorporation of feedback on specific issues in the relevant PGG meeting agenda items

**Support for the PAG**

If a member of the PAG has questions or requires support in their role on the PAG they can contact the PAG convener via phone or email:

[Insert contact details]