

Sample Communications Calendar

January <ul style="list-style-type: none"> • HAPS/HAA's to be signed January 2007 • Ministry of Finance budget consultations • Web update 	February <ul style="list-style-type: none"> • Prepare Public Sector Salary Disclosure (PSSD) submissions for the Ontario • Ministry of Finance HAPS & HAA transition to LHINs (2007 only) 	March <ul style="list-style-type: none"> • Ontario budget reaction (31st) • Post-budget breakfasts with local Chambers of Commerce • Publication of Public Sector Salary Disclosure (31st)
April <ul style="list-style-type: none"> • Employee Newsletter • Managers Meeting • Staff media Relations planning and training • Admin professionals week 	May <ul style="list-style-type: none"> • Annual meeting with local health reporters • Department visits • Ontario Nurses' Week 	June <ul style="list-style-type: none"> • Multi-year funding • 2007/08 HAPS / HAA, Launch June 29, 2006
July <ul style="list-style-type: none"> • Web update 	August <ul style="list-style-type: none"> • Employee Newsletter • Managers Meeting • Media Relations planning and training (Board Members) 	September <ul style="list-style-type: none"> • Annual meeting with local paper editorial board • HAPS board approved submission due September 29
October <ul style="list-style-type: none"> • Deadline for hospitals to have Sept. 9 HAPS submission approved by their boards or to submit a board-approved revised HAPS to the MOHLTC (12th) • 2007/08 HAA negotiations start mid-October 2006 • HAPS data analysis negotiations begin 	November <ul style="list-style-type: none"> • HAPS/HAA negotiations (beginning of Nov. until Dec.) • Pre-budget consultations province wide • Department visits • OHA HealthAchieve 	December <ul style="list-style-type: none"> • Employee Newsletter • Managers Meeting • Media Relations planning and training