

## Establishment of a shared Communications Calendar

### Purpose

1. This paper explains proposals to establish a shared online communications calendar, to enable members and others to view and share information on planned communications and promotions about activities relating to the Scottish Outdoor Access Code.

### Action

- 2. Members are invited to test and note the proposals for the Communications Calendar, and comment as necessary, and to approve its operation for a trial period.**

### Background

3. As an action arising from the last National Access Forum meeting (AP 37/2), SNH has investigated the establishment of a dropbox site (or similar) where a Scottish Outdoor Access Code Communications Planner could be shared, viewed and operated. This would enable National Access Forum members (and others) to view each other's communications activities and to publish their own plans and updates, so as to encourage collaboration where possible.

### Interactive site on UK Knowledge Hub

4. After much discussion with the SNH IT team, it was concluded that the UK Knowledge Hub would be best suited to providing the required interactive functionality. The UK Knowledge Hub is a public sector-based site for sharing information, which conforms to SNH's data protection policies.
5. To join, please follow these instructions:
  - a) Click on <https://khub.net/home> and register for free.
  - b) You should receive an e-mail from khub. Click to confirm your registration.
  - c) Log in, agree to Terms of Use, and fill in (or skip) Profile information.
  - d) Search for the group 'Scottish Outdoor Access Code Communications', and click on this group.
  - e) Give a brief reason for joining request and click on 'Apply to join'.
  - f) Once approved you will be able to fully access the group, view the pages and amend the Planner.
  - g) The Planner is located on the Wiki page. Click on 'Edit' to amend, and 'Publish' once finalised.
6. This group page can be used – in addition to the calendar itself - to post forthcoming events, contribute to discussions on the forum, write a blog or upload documents. If you have any queries please contact [Kirstin.guthrie@snh.gov.uk](mailto:Kirstin.guthrie@snh.gov.uk) in the first instance.
7. The intention is to review how this has been operating after a trial period of about six months.

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