**[Project Name] Communication Plan**

Conducted by [Organization Name]

Funded by [Funding Organization]

**The topic**: The [Organization Name] is working closely with the Government of [Country Name] Ministry of Health (MOH) to conduct a study/project on improving the effectiveness and efficiency of HIV care delivery. We will be working at [number of sites] across [regions], from [study/project start date] to [study/project end date].

**The issue**: We believe that it is of crucial importance for site, local, district, and provincial officials to be informed about study/project progress and findings on a regular, proactive basis. We are committed to making this communication link work in this study/project.

**Our proposal**: We will use the following avenues to communicate with stakeholders:

* Quarterly newsletter: The newsletter will give a general update on how the study/project is progressing as a whole. From this, stakeholders can learn about recent progress in both the qualitative and implementation branches of the study/project.
* Bi-annual stakeholder meetings: Provincially-based [ORGANIZATION NAME] staff will host bi-annual stakeholder update meetings. These meetings will provide more targeted updates on study/project progress within each province.
* Ad hoc communications: [ORGANIZATION NAME] staff will maintain a list of stakeholders from each site, district, and province and will leave stakeholders with contact information for study/project staff. If at any point a site, district, or province has an issue or challenge, stakeholders can connect with study/project staff to resolve it.
* Final report: At the end of the study/project, a final report will be distributed to all stakeholders containing end-of-implementation information on achievement of targets/outcomes, lessons learned, and any preliminary analyses which have been done.
* Publications: [ORGANIZATION NAME] will notify stakeholders when publications related to the study/project are available.