

# Communications Plan

LHCb 2030+

STFC: IWG lead

| Relationship                         | Name                                                                                                            | Start time & details                                                                     |                                                                                       |                                                                                       |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|                                      |                                                                                                                 | Thursday 12 noon                                                                         | Thursday 4pm                                                                          | Friday                                                                                |
| Council Infrastructure Lead          |                                                                                                                 | CEO's office to send letter to Council Infrastructure Lead (and those listed) at 12 noon | CEO's office to send letter to Council Infrastructure Lead (and those listed) at 4 pm | CEO's office to send letter to Council Infrastructure Lead (and those listed) by noon |
| Council Project lead where different |                                                                                                                 | CEO's office to send letter to Project Lead at 12 noon                                   | CEO's office to send letter to Project Lead at 4 pm                                   | CEO's office to send letter to Project Lead by noon                                   |
| UKRI-DSIT                            |                                                                                                                 | UKRI Infrastructure to email Ministry once Council Infrastructure Lead is informed.      | UKRI Infrastructure to email Ministry once Council Infrastructure Lead is informed.   | UKRI Infrastructure to email Ministry once Council Infrastructure Lead is informed.   |
| Ministry-Ministry                    |                                                                                                                 | to have informal follow up (emails) with                                                 | to have informal follow up (emails) with                                              | to have informal follow up (emails) with                                              |
| Funder level                         | CNRS<br><br>To be emailed out by UKRI Infrastructure Team. List of recipients to be provided from Project Lead. | No contact prior to 4 pm to support Ministry-Ministry plans                              | No contact prior to 9 am Friday morning to support Ministry-                          | Contact no later than 3:30 pm                                                         |

|                                    |                                   |                                                             |                                                                            |                               |
|------------------------------------|-----------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------|-------------------------------|
|                                    |                                   |                                                             | Ministry plans                                                             |                               |
| Senior external project partner(s) |                                   |                                                             |                                                                            |                               |
| Senior internal project partner(s) |                                   |                                                             |                                                                            |                               |
| Other (1)                          | CERN<br><br>Same as Funder Level. | No contact prior to 4 pm to support Ministry-Ministry plans | No contact prior to 9 am Friday morning to support Ministry-Ministry plans | Contact no later than 3:30 pm |
| Other (2)                          |                                   | Not before 5:00 pm                                          | Friday 8am onwards                                                         | Not before 2 pm               |
|                                    |                                   |                                                             |                                                                            |                               |

- Letter to be communicated to Council Infrastructure Lead

- Letter to be communicated to Council Project Lead where different

- Reactive line (*sub lines in progress*) & additional information to support likely questions Council & Project leads may receive