Start-up meeting agenda: centre communications

*Below are suggested discussion points for a start-up meeting between the centre director and the communicator/communications officer.*

## Resources for communications

* What resources exist and are agreed upon for communication support between the host school and the centre director?
* Do any partners have resources dedicated to working on the centre's communications?

## Needs and wishes

* What are the objectives and needs of the centre in terms of communications?
* Are there specific requests from any partners?
* What shall be done/which activities are most important in the initial phase?

## KTH's guidelines for competence centres

* Review KTH's guidelines for competence centres (reg. no.: V-2022-0046 1.2) linked to communication to ensure consensus.
* What do the guidelines say about communications? Discuss KTH's framework for centre communications. Please ask the Director to read this before the meeting.

## Priorities for the centre's Communicator

* Which communications activities should be prioritised? Review what needs to be done in the start-up phase and what should be prioritised afterwards.
* How should the Communicator allocate his/her time?
* Is there sufficient staff to meet KTH's guidelines for competence centres (linked to communication) and the wishes and needs of the organisation?
* What is a reasonable level of ambition for communications?

## Roles and responsibilities and contact points

Review the roles and responsibilities of the Communications and Business Liaisons, the schools and the centre to ensure consistency.

* Who is responsible for what, and who does it?
* Who should the centre contact for support?
* Link to KTH's framework for centre communications.