

**BPW PUBLIC SPEAKING TASKFORCE  
WORK PLAN MAY 2023 TO APRIL 2024**

<b>MONTH</b>	<b>WORK PLANNED</b>	<b>COMPLETED</b>
May	Agree work plan to April 2024 Invite LASE to join Taskforce. Feedback on Inter-Regional Championship 2023 Agree meeting schedule Confirm if there is any UK budget for 2023 Confirm date for 2024	Yes Yes Yes Yes Yes Yes"
June	Review Public Speaking Guidelines Review Supporting Documentation Add GDPR requirements to appropriate Guidelines and develop any supporting letter,etc. Develop budgeted requirements Ulster Carpets and submit to Managing Director NI to finalise dates, letters etc to go to schools in September Confirmation of venue for 2024	Partial Partial Partial Partial Yes No Yes No
July	Draft letter for schools re competition Determine where all the current trophies are and arrange return if needed	Yes
August	Review current arrangements for March event	
September	Final costings National Event Make any bookings etc. Letter to schools, etc - invitation to compete Public Speaking Guidelines and Supporting Documents to PS Convenors Arrangements for Regional Heats/Final in Place Arrangements for National event in Place	Yes Yes
October	NI to finalise numbers and teams NI Book venue for Regional final	
November	Northern Ireland Heats Area Heats	
December	Check final arrangements for other Regions	
January	Confirm dates for Area Finals	
February	Northern Ireland Final	

	Gather information on Teams taking part in national event Information to teams on the format Invitations to winners and runners up teams Invitation to BPW members re March event Check all arrangements to run in place	
March	Run National Event	
April	Review of Event	