Channel Matrix							
Channel Category		Channel Avenue to communicate your news.	Audience Who are you trying to reach?	Channel Purpose What is this channel for? Sharing strategic content and significant	Channel Content Is your news a fit for this channel?	Channel Frequency When channel is open to use.	Channel Owner Who to contact to use channel.
		<u>University Bulletin</u>	All staff	Sharing strategic content and significant updates relevant to all, or a large majority of, staff members at the University as agred by the University Bulletin team	People-focused news and support, as well as blogs from various staff voices	Fortnightly during term time; monthly out of term	Internal Communications team, PAD universitybulletin@admin.ox.ac.uk
		Staff Gateway	All staff	A home for all staff news stories and information	Important information, news, updates, staff stories and events that are relevant to all, or a large majority of, staff	As needed	Internal Communications team, PAD internal.communications@admin.ox.ac.uk
		All-staff emails	All staff	Sharing important, time-pressing information that all staff need to be made aware of	members at the University  Strategic updates and urgent information	As needed	Internal Communications team, Public Affairs Directorate internal.communications@admin.ox.ac.uk
		University Cascade emails	Predominantly senior managers, cascaded to staff at all levels	Single source of essential updates from the UAS about the University's policies and operations for senior managers	Updates on policies, operational information and other administrative news	Wednesdays 2pm (fortnightly)	UAS Communications team uas.communications@admin.ox.ac.uk
		University website news articles	General public, media and staff	Publishing big stories on the University webite's homepage that have a media interest	Research and innovation stories, award wins, funding announcements and celebratory University news	As needed	Corporate Communications team and Research & Innovation Communications team, PAD
		<u>University Gazette</u>	Staff, external stakeholders	Authorised journal of record of the University of Oxford focusing on key matters relating to governance bodies.	Official and unofficial notices, Council/Congregation business and changes to examination regulations	Weekly on Thursdays during term time	news.office@admin.ox.ac.uk  Internal Communications team, PAD gazette@admin.ox.ac.uk
		Main University social media accounts (Facebook, Twitter, Instagram, LinkedIn and	Public, prospective students, local community and staff	Promoting initiatives and successes to an external audience		As needed	Social Media team, PAD social.media@admin.ox.ac.uk
		YouTube) University website (webpages)	Public, key stakeholders, prospective students, current	Hosting essential information that prospective students, staff, students or	Adding an important update to an existing webpage or creating a new webpage on an emerging topic, subject	As needed	Various owners; reach out to your website management contact in the first instance or contact digicomms@admin.ox.ac.uk to
		(wespages)	staff and/or students	external affiliates need to know  Sharing strategic content and significant updates relevant to all, or a large majority	or long-term project		reach the web team directly
		Student News newsletter	All current students	of, students at the University as agreed by the Student Communications team Broken down into: Undergraduate	Significant updates for a wide student audience, as well as wellbeing and support information	Fortnightly during term time	AAD Communications team academicadmin.comms@admin.ox.ac.uk
		Student Instagram account	Current students	Student News newsletter and Graduate Student News newsletter Sharing Important Information relevant to	Significant updates, support, student	As needed	AAD Communications team
		@OxUniStudents  Student Twitter account @OxUniStudent	Current students	all, or a large majority of, students  Sharing important Information relevant to all, or a large majority of, students	stories and events  Essential news for students, experiences of life as an Oxford student and student social media takeovers	As needed	academicadmin.comms@admin.ox.ac.uk  AAD Communications team academicadmin.comms@admin.ox.ac.uk
Central L	Jniversity	Events webpages (on the main University website)  Oxford Talks website	Staff, students, the public and local community  Staff, students, the public and	Showcasing the events taking place across the University  Hosting Oxford events and talks occuring	Events - must be public  Events	As needed As needed	University Events Office Entry submission form Become a 'Talks Editor'
		AAD News alert newsletter	local community  Staff working in a student-facing role, or with an interest	A regular channel to update staff on	News, service updates, detailed information and deadlines relating to	Fortnightly	oxtalks-contact@it.ox.ac.uk  AAD Communications team
		Heads of Administration and Finance (HAFs) mail list	in academic administration or student support  Heads of Administration and Finance	A regular communication line to Heads of Administration and Finance	student administration  Important information which impacts and/or benefits lead administrators	As needed	academicadmin.comms@admin.ox.ac.uk  Please liaise with the relevant UAS Communications Lead for your section
		Communications Digest newsletter	Communication staff at the University (Communications Community Network)	To communicate time-sensitive notices relevant to communications in the University, including strategic direction	Information, news, updates and training offers related to communication staff across the University	Weekly on Wednesdays	Internal Communications team, PAD internal.communications@admin.ox.ac.uk
		EDI Hub newsletter	Staff and students interested in Equality, Diversity and Inclusion (EDI)  Staff and students interested in	Connecting and communicating to staff working in an EDI role or interested in EDI news  Connecting and communicating to staff	Information, resources, case studies and events relating to any aspect of Equality, Diversity and Inclusion (EDI)	Fortnightly during term time and less frequently during vacations	Equality and Diversity Unit edihub@admin.ox.ac.uk  Environmental Sustainability, Estates
		Environmental Sustainability newsletter	news and events relating to sustainability  Staff interested in the work of	interested in environmental sustainability or working in a sustainability role	Environmental sustainability news and updates	Monthly	Services sustainability@admin.ox.ac.uk
		Estates Services newsletter (Estates Services News)	Estates Services, as well as Heads of Department, departmental administrators, facilities and building managers	Keeping those with an interest in the management of the University estate upto-date on related matters	News and updates from the teams within Estates Services	Termly	Estates Services Communication team estates.communications@admin.ox.ac.uk
		Finance Bulletin	Staff in a finance-related role	Connecting and communicating to finance staff	Key finance-related information  Updates from across the University HR	Monthly	Finance Division finance.communications@admin.ox.ac.uk
		HR newsletter	Staff working in an HR-related role at the University	Connecting and communicating to HR staff	teams including policy changes, project updates, event listings and staff changes within University HR	Once every academic term and once in the summer	HR Policy team hr-support@admin.ox.ac.uk
		IT Services newsletter (News from IT Services)	Staff working in IT Support and staff interested in IT news. Circulated to Heads of Departments, Heads of	Provide a termly update on IT projects and services to the University	IT news such as projects, events, training and services	Termly	IT Services Communications team communications@it.ox.ac.uk
		(News Hom IT Services)	Administration and Finance as well as college, division, and UAS communication leads	and services to the Oniversity			Communications@it.ox.ac.uk
		Research Services newsletter (RS News)	Members of the Research & Innovation Support Network and Research Services' key research support contacts.	Sharing research administration news with research staff	Research administration news such as review and improvement projects, policy matters, process changes, funder news and events	Every three weeks	Research Services, UAS research.services@admin.ox.ac.uk
		Teaching and Learning Newsletter	Staff in a teaching role	Providing termly updates for those who teach at Oxford from the Centre for Teaching and Learning	Updates, new and information relevant to those who teach at Oxford	Once a term	Centre for Teaching and Learning news@ctl.ox.ac.uk
Divisions	Humanities  Medical Sciences	Humanities Division newsletter	All academic and professional service staff in the Humanities Division. Some postgraduate and undergraduate students	Updating all Humanities staff on relevant matters	Key developments in Humanities over the previous term, as well as high-profile University news with relevance to the Humanities audience	Once a term (in 9th week)	Humanities Communications team matt.pickles@humanities.ox.ac.uk
		Humanities Divisional Office	are reached through cascade  Humanities Divisional Office staff, Humanities Heads of Administration and Finance and	Inform Humanities Divisional Office staff of recent developments in the Division	A mix of institutional University news and awards, awareness weeks, research	Usually every two to three	Humanities Communications team
		newsletter	c.100 research staff in Humanities who have opted to receive the newsletter	and relevant upcoming events or initiatives around the University	stories from Humanities, good news and achievements by staff and charity work	weeks	matt.pickles@humanities.ox.ac.uk
		Humanities Division Twitter  account  @OxHumanities	Current and former divisional staff, students, alumni, associated businesses and people, potential students and	Sharing information that may be of interest to those affiliated with the Humanities Division	News, events and announcements, as well as funding, volunteer, job, public engagement, events and training opportunities	As needed	Humanities Communications team matt.pickles@humanities.ox.ac.uk
		Humanities Division website	the public  Current staff and students, prospective students and	News stories and information for internal Humanities audiences that is also	News stories, updates and celebratory news	As needed	Humanities Communications team matt.pickles@humanities.ox.ac.uk
		Medical Sciences Division	interested external audiences  Medical Science Division staff	suitable for the general public  Sharing information and updates with	Important divisional and University updates and opportunities, as well as	Marshire	Medical Sciences Communications team
		newsletter OxfordMedSci News	and students  Medical Science Heads of	staff within the Medical Sciences Division	links to seminar listings, current news, regular interviews with colleagues and feature articles from different labs	Monthly	communications@medsci.ox.ac.uk
		Medical Sciences Divisional Office briefing newsletter	Department, Heads of Administration and Finance, senior academic and administration staff, as well as	Sharing information and updates with divisional office staff in Medical Sciences	News and announcements from the divisional office teams	Termly	Medical Sciences Communications team communications@medsci.ox.ac.uk
		Medical Sciences Division	communication leads  Current and former divisional staff, students, alumni,	Sharing information that may be of	News, events and announcements, as well as funding, volunteer, job, public		Medical Sciences Communications team
		Twitter account @OxfordMedSci	associated businesses and people, potential students and the public	interest to those affiliated with the Medical Sciences Division	engagement, events and training opportunities  Undergraduate and post-graduate course	As needed	communications@medsci.ox.ac.uk
		Medical Sciences Division website	Current Medical Science staff and students, prospective students and interested	Sharing news stories and information for internal Medical Sciences audiences that is also suitable for the general public	information, internal research funding opportunities, overview of the division, news, events, resources for staff, internal announcements and information about	As needed	Medical Sciences Communications team communications@medsci.ox.ac.uk
			external audiences	Weekly email digest containing items for	the Medical Sciences Divisional Office and its staff		
		Medical Sciences internal dissemination Digest	Departmental communication leads in each of the 16 Medical Sciences departments	dissemination to departmental communities (either through departmental newsletters, intranets or cascade emails)	University and divisional announcements	Weekly	Medical Sciences Communications team communications@medsci.ox.ac.uk
	MPLS	MPLS newsletter	MPLS staff (research and administrative) and postgraduate students	Sharing information and updates with staff in the MPLS Division	News from the division and information about events and opportunities of interest to members of the division's departments.	Monthly	MPLS Communications team communications@mpls.ox.ac.uk
		MPLS Office Bulletin	MPLS divisional office staff (not	Sharing information and updates with	Information about staffing changes in the Divisional Office, key successes and new developments within Divisional Office		MPLS Communications team
		newsletter	including staff at the department level)	divisional office staff in MPLS	teams, details of events (e.g. staff engagement activity) within the Divisional Office, HR updates, and MPLS People Awards notices	Monthly	communications@mpls.ox.ac.uk
		MPLS Division Twitter  account	Current and former divisional staff, students, alumni, associated businesses and	Sharing information that may be of interest to those affiliated with the MPLS	News, events, awards, and opportunities for funding, jobs, training and public	As needed	MPLS Communications team communications@mpls.ox.ac.uk
		@MPLSOxford	people, potential students and the public	Division	engagement  Overview of MPLS Division, information about the MPLS Divisional Office and its		
		MPLS Division website	Current staff and graduate students in MPLS	Sharing news stories and information for internal MPLS audiences that is also	staff. News, events, significant awards, resources for staff and current graduate students, career development and training for students and researchers,	As needed	MPLS Communications team communications@mpls.ox.ac.uk
				suitable for the general public	enterprise, public engagement with research, internal research funding opportunities and industrial research partnerships.		
				Email digest containing items for dissemination to departmental communities (through departmental	,		
		MPLS Division internal dissemination Digest	Departmental communication leads in the MPLS departments	newsletter, allowing departments to	University and divisional news, events and campaigns	Weekly or fortnightly	MPLS Communications team communications@mpls.ox.ac.uk
				select and customise their own messages and reducing the number of emails sent to individuals.	Special events, updates and		
	Social Science	Social Sciences newsletter	Social Science staff	Sharing information and updates with staff from the Social Sciences Division	opportunities relevant to the whole, or a substantial proportion of the divisional community	Once or twice a term	Social Sciences Communications communications@socsci.ox.ac.uk
		Social Sciences Divison Twitter account	Current and former divisional staff, students, alumni, associated businesses and	Sharing information that may be of interest to those affiliated with the Social	Information for the Social Sciences' academic audience that is also suitable for the general public. University or divisional funding opportunities, news	As needed	Social Sciences Communications communications@socsci.ox.ac.uk
		@oxsocsci	people, potential students and the public	Sciences Division	stories, campaigns, engagement or training opportunities and prize announcements  University or divisional funding		
		Social Sciences Division website	Current staff and students, prospective students and interested external audiences	Sharing news stories and information for internal Social Sciences audiences that is also suitable for the general public	opportunities, news stories, campaigns, engagement or training opportunities and prize announcements	As needed	Social Sciences Communications communications@socsci.ox.ac.uk
Local level (departments & colleges)	Departmental	Departmental newsletters and/or all-department emails	May include department staff, students, academics and/or researchers depending on the department	Various; reach out to channel owner for details	Important information, updates, news and events specifically relevant to a department's internal audience	-	Various contacts, visit department webpages for contact information  See list of all departments
		Heads of Departments and Faculty Board Chairs (HODs)	Heads of Departments and Faculty Board Chairs	A regular communication line to Heads of Department and Faculty Board Chairs	High level information that directly impacts academic staff, as well as updates about matters for which they	As needed	Please liaise with the relevant UAS Communications Lead for your section
		mail list  Departmental social media	External, associated businesses and people, current		have oversight of in their departments (e. g. governance and policies)  News, events and updates specifically	A	Various contacts, visit department webpages for contact information
		accounts	and former staff members and students  May include college staff,	details	relevant to a department  Important information, updates, news	As needed	See list of all departments  Various contacts, visit college webpages
	College	College newsletters and/or all-college emails	students and/or academics depending on the college	Various; reach out to channel owner for details	and events specifically relevant to a college's internal audience  Information on college commercial	-	for contact information  See list of all colleges
		Domestic Bursars mail list	College bursars	A communication line to college bursars	business, purchasing, procurement, accommodation, catering, as well as statutory and regulatory compliance	As needed	Conference of Colleges tabitha.schenk@admin.ox.ac.uk
		Estate Bursars mail list  College Communications	Estate bursars  Communications staff across	A communication line to estate bursars  Circulating messages with the informal	Information on college financial matters, charges and costs  Updates on communications projects or University policies that have implications	As needed	Conference of Colleges tabitha.schenk@admin.ox.ac.uk  Claire Harvey (Claire.harvey@st-hildas.ox.
		College Communications mail list	Communications staff across Oxford's colleges	Circulating messages with the informal network of college communications staff	for communications, as well as sharing best practice and discuss challenges or projects that are common to colleges	As needed	ac.uk) or Julia Paolitto (Julia. paolitto@trinity.ox.ac.uk)
		College social media accounts	External, associated businesses and people, current and former staff members and students	Various; reach out to channel owner for details	News, events and updates specifically relevant to a college	As needed	Various contacts, visit college webpages for contact information  See list of all colleges
•				aso note that all content is subject to			