



CAMPAIGN CHECKLIST

www.unitetheunion.org/ireland

Campaign checklist

While Unite's Executive Committees etc will set the overall high level strategy in any campaign it is recognised the vast majority of the work will be carried out at local level. In any campaign it is vital to involve the local community in the widest sense to build effective support and opposition. The public expenditure cuts and attacks on the public sector will be unprecedented in the weeks, months and years ahead. The following Unite the Union Campaign Toolkit is designed to assist branches to develop local plans to resist cuts at local level. This can be on an individual employer or cross sector basis.

It is vital that Unite branches in localities and geographical areas collaboratively work closely together to support and work together in defence of private public services in each of the local areas. Branches should therefore make immediate contact with other Unite branches in their area to establish formal and informal links. In doing so, Branches while working together to secure the best outcomes for all private public servants and public services, must not seek to interfere with the internal workings of another branch.

Campaign Checklist (Branch level)

- In your own branch set up a Campaign Committee (or ensure it is the main item on a Branch Committee meeting). Arrange regular meetings – suggest meet on a monthly basis.
- Elect a named contact/spokesperson on behalf of your branch – this may be a current Branch Officer, but it could be a specific person in the branch who can devote more time to collating the issues in respect of the cuts and their impact on both members and the delivery
- Identify the issues facing members in your local branch – this information will be gleaned mainly from regular meetings with Management or can be picked up from members in your branch. Use the opportunity to build membership support for a specific issue by involving as many members as possible.
- Draft/produce leaflets, briefing notes and circulars to identify the issues for members. Eg the closure of a hospital ward, the reduction in the opening hours of a library, the removal of a local service, the non-filling of posts etc (Assistance with the design and production of Unite Headquarters in Belfast).

Campaign Checklist (Local Level)

- Make contact with other Unite branches in your local area.
- Set up a Fight the Cuts Campaign Group involving all branches in the geographical area. This group should be on at least a monthly basis to share ideas and build effective opposition.
- The role of the Campaign Group is to identify the local issues, discuss plans and share ideas on how to most effectively build an effective resistance.
- Discuss methods to highlight the cut in service/loss of jobs etc. This should include leafleting in workplaces and within your local communities.
- Make contact and develop links with local media. Contact details are provided at Appendix 1.
- Make contact and develop links with local trades councils ensuring they work with local Unite branches collaboratively including sharing the workload. Contact details are provided at Appendix 2.
- Build and develop links with local political representatives to ensure they are challenged about the impact on services locally. Also seek to influence them to put pressure on their party to build an effective resistance - after all it is MLAs who will be responsible for agreeing the budget and the cuts. Contact details of local MLAs are provided at Appendix 3.
- Build links with other local trade union representatives to, where possible, organise on a joint basis.
- Build and develop links with local campaigning/community groups in your area. In Unite's experience, across a number of previous campaigns, these were most effective and successful when the local community was involved in defending the provision of a local public service. Generally speaking local community/ campaigning groups can bring significant pressure to bear on local politicians including MLAs. By direct involvement of Unite and local community groups seek to ensure MLAs are actively pressing their own parties not to vote through budget cuts. Seek out local community/campaigning groups in your area.
- Feed information through to Unite Headquarters to ensure a strategic approach can be taken and that all issues are collated in a methodical approach.

Resources

In any campaign it will be essential to have resources at hand to publicise protests etc.

Branches can obtain resources from Unite Headquarters or the North West, Ballymena or Portadown Regional Offices. These can be ordered either by telephone or by email. Please contact Unite on 02890 020418 or 02890 232381 or the North West Regional Office on 02871 220 214.

GUIDANCE ON DEALING WITH UNFILLED POSTS AND ADDITIONAL WORKLOAD

1. Unite members are facing unprecedented attacks on jobs as a result of a combination of Comprehensive Spending Review plans and the plans of the Conservative/Liberal Democrat Coalition Government to drastically reduce public expenditure.
2. This guidance is designed to provide a practical tool for Unite members and branches across the public sector to enable them to resist any reduction in posts and any subsequent increase in workload.
3. Public sector jobs are vital to the Northern Ireland economy as well as the community in general which relies on the services provided by Unite members and other public servants. We have a twofold interest in opposing job cut backs; it is in the interests of members themselves and the people of Northern Ireland generally, especially those sections of our society which depend more heavily on public services.
4. In many instances public bodies will be expected to implement these cuts. It is essential that Unite branches/Departmental Committees and Panels challenge attacks at every stage. The following approach should be taken by branches, Departmental Committees, Trade Union Sides and Panels in dealing with attacks on jobs and services.

Step 1 ● Insist that Management provide comprehensive information about any planned cuts and that this information is supplied at an early stage to enable proper consultation and negotiation to take place.

Step 2 ● Insist that Management appraise you of the impact of plans on service delivery and on how the levels of work will be covered by reduced staffing.

Step 3 ● Press for a full Equality Screening to be performed, as part of Section 75 of the NI (1998) Act. As a trade union we should press for any plans, policies, etc to be screened in for a detailed Equality Impact Assessment (EQIA) to establish whether plans to cut jobs and services are likely to result in an adverse impact on any of the Section 75 categories. Section 75 places an obligation on public authorities to have due regard to the need to promote equality of opportunity between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation; between men and women generally; between persons with a disability and persons without; and between persons with dependents and persons without.

- Insist that Unite has an input into any EQIA and that we make a submission on behalf of the union. Ask how Management intend to consult with the users of the services to be cut and that there is an adequate timetable for meaningful consultation.
- Advise Management that the union will not be cooperating with any cut backs and ask for confirmation about any planned changes to working practices, staffing levels, work organisation and/or work allocations.
- Where the work of vacant posts can be clearly identified advise Management that members will not be taking on additional responsibilities or workload.
- Inform members that they should not take on additional duties/ work in circumstances where the additional work could place unacceptable pressure on staff especially from a health and safety perspective. It is well established that unacceptable workloads, understaffing and mismanagement can lead to increased levels of stress which can in turn contribute to ill health.
- Where it is considered staff are experiencing or are likely to experience unacceptable levels of stress as a result of increased workloads Management should be requested to perform a risk assessment exercise. If a risk assessment is not carried out the employer could be vulnerable at a later stage in the event of any litigation for failure to meet a duty of care and/or a personal injury case arising from work related stress.
- Tell Management, that Unite expects them to table any plans and relevant consultative/negotiating at local, branch, Departmental and organisation wide levels.
- Be prepared with the arguments against the cuts and to register disagreement. Insist that no decision can be implemented until the consultation process has been completed. Consider referring the disagreement/dispute to the next highest level.
- Keep the relevant Departmental/Trade Union Side Officers/ Unite HQ up to date with developments seeking appropriate advice as necessary.



ENGAGING AND USING THE MEDIA – TOP TIPS

Want to get your campaign noticed? Some suggested guidelines.

Make media a priority?

Effective campaigning means making media engagement a priority. Rather than organising the event and then thinking about promoting it to the media. Put media at the centre of your planning from the beginning.

Choose the right media

Who are you trying to influence? If you are aiming to shift local opinion, or build public support – the local press is vital. If you want to target a specific interest group then aim for the media that deals with it. You will be surprised how effective the local media can be. Local papers are scanned by administrators, political parties, ministers etc at whom your message may be aimed.

Offer News

Something is only news if it is new. Discussions of opinions are not news – but you can make them news. For example, how the cuts will effect individuals or groups within a local area. If a Day Centre is closing – how will that impact on the users of the service and their families. What about the people who work there – will they loose their jobs. If a library provision is being reduced or closed – what will the impact be on the local children, older people, migrant workers etc.

Have a clear message

Decide what your message is – what are you calling for – keep repeating it – clearly and concisely. Relate your cause to everyday concerns. For example, if campaigning for retention of services, point out with evidence that it is financially viable as well as the positive effect the service has on the locality it serves. Speak calmly and appeal to common understandings. Radical ideas can appear not only sensible but even obvious.

Watch your timing

When aiming for your local weekly paper that goes to print on Tuesday afternoon, don't hold an event on a Tuesday evening. Engage early with the local journalists. It can be difficult to get local journalists along to a protest. Contact them well in advance and find out their priorities and deadlines.

Talk with the local Journalists

Don't rely on a press release to get your message out. Phone the local journalist, seek to become a constant source of local, interesting stories. This is where it will be easier to keep the journalists feed with stories with local impact if local Unite Branches, Trades Councils etc work together to provide a spread of stories across all areas of the public sector.

Build Contacts

Go back to journalists every time you have a story, especially those who seem interested. If you are concise, reliable and give them good stories, they will be phoning you for comments. When this happens make sure someone is available to speak to them. On some occasions you may feel that you don't want to respond because the subject is difficult. However building a good rapport with the journalist will be vital so that you become the person of choice – this will pay dividends in the long term. A good relationship with a few journalists is worth a thousand press releases.

Keep it human

Try and make the story more human. Local newspapers prefer a local angle. You may be portraying a bigger, Northern Ireland or UK Campaign but localise it with Unite members or friends and families who are affected by the cutbacks etc. Encourage members of the public to speak to the journalist and give a comment.

Make it visual

The old adage – a photo is worth a thousand words is still true. If possible get the local photographer to a protest/event. If that is not possible ask one of your branch reps to take a photo and email to the local papers.

With photos of protests, be careful about the background. If members are protesting outside an office or facility ensure the name of the office/facility is visible in the shots of the demonstration. If you take photos of an event/demonstration – email to the local papers and also the Unite HQ in Belfast bob.miller@unitetheunion.org

Warning on placards

Be careful with wording on placards. Media outlets cannot print pictures which may have offending words or personal attacks on placards as there may be a problem of libel which they would have to deal with as they would have printed image. If this is an issue – just remove the potentially offending placard.

Letters to the Editor

Make use of the local newspaper letters page. This is another valuable tool in getting Unite's message across. A letter from a Unite activist, family or friends can help get the message across. You don't always have to use Unite's name in the letter – just concentrate on the issue and how it will affect either the general public or an individual/family member.

Appendix 1

CONTACTS – LOCAL PAPERS & MEDIA

Town	Newspaper	Telephone
Antrim	Antrim Guardian Antrim Times	028 9446 2624 028 2565 3300
Armagh	Armagh Observer Ulster Gazette	028 3752 2793 028 3752 2639
Ballycastle	Ballycastle Chronicle	028 2076 1282
Ballymena	Ballymena Guardian Ballymena Times	028 2564 1221 028 2565 3300
Ballymoney	Ballymoney and Moyle Times Ballymoney Chronicle	028 276 66216 028 2766 2354
Banbridge	Banbridge Chronicle Banbridge Leader	028 4062 1991 028 4066 2745
Bangor	County Down Spectator	028 91 270 270
Belfast	Andersonstown News Belfast Telegraph Irish News News Letter North Belfast News South Belfast News Sunday World	028 90619000 02890 264420 028 9033 7544 028 3839 5577 028 9058 4444 028 9060 6842 028 90238118
Carrickfergus	Carrickfergus Advertiser Carrick Times	028 2827 7450 028 9335 1992
Coleraine	Coleraine Chronicle Coleraine Leader Coleraine Times	028 7034 3344 028 7034 3344 028 7035 5260
Cookstown	Mid Ulster Mail Tyrone Courier	028 867 62288 028 8676 6692
Craigavon	Craigavon Echo	028 3839 5400

Town	Newspaper	Telephone
Downpatrick	Newry Democrat	028 3025 1250
Dungannon	Tyrone Courier Tyrone Times	028 8772 2271 028 8775 2801
Enniskillen	Fermanagh Herald Impartial Reporter	028 6632 2066 028 6632 4422
Larne	Larne Times	028 2827 2303
Limavady	Limavady Chronicle Northern Constitution Roe Valley Sentinel	028 7776 2130 028 7776 2130 028 7776 4090
Lisburn	Dromore Leader Ulster Star	028 9269 2217
Londonderry	Derry Journal County Derry Post Londonderry Sentinel	028 7127 2259 028 7774 3970 028 7134 1175
Lurgan	Lurgan Mail Ballymoney Chronicle	028 3832 7777 028 2766 2354
Newcastle	Mourne Observer County Down Outlook	028 4372 2666 028 4063 0202
Newry	Newry Democrat Newry Reporter	028 3025 1250 028 3026 7633
Newtownabbey	Ballyclare Gazette Newtownabbey Time	028 9335 2967 028 9084 3621
Newtownards	Newtownards Chronicle	028 9181 3333
Omagh	Tyrone Constitution Ulster Herald	028 8224 2721 028 8225 5961
Portadown	Portadown Times	028 3833 6111
Strabane	Strabane Chronicle Strabane Weekly	028 8224 3444. 028 7188 6869

Television an radio

BBC	028 9033 8000
UTV	028 9032 8122
RTE	028 9044 2938
U105	028 9032 8122
Downtown	028 9181 5555
Citybeat	028 9023 4967
Coolfm	028 9181 7181

Investigative news magazine

The Detail	028 9031 5522
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New agency

The Press Association	028 9024 5008
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Appendix 2

TRADES COUNCILS

Council	Secretary	Address
Ballymena	TBA	TBA
Belfast & District	Kevin Doherty	Belfasttradescouncil@hotmail.co.uk http://www.facebook.com/profile.php?id=1430542231#!/belfasttradescouncil
Craigavon	Dooley Harte	http://www.facebook.com/pages/Mid-Ulster-Trade-Union-Council/101387276592524
Derry	Liam Gallagher	liamgallagherdtc@hotmail.co.uk
Lisburn		lisburntradescouncil@gmail.com
Newry	Cara Murchan	newrytuc@btinternet.com www.facebook.com/newrytuc
Omagh	Anton McCabe	omaghtradescouncil@fastmail.fm
Strabane	Ryan McNulty	Secretary@satuc.org
There are also Trades Councils in Fermanagh, North Down and Coleraine	You can contact them through Kevin Doherty	90247940 or at kevin.doherty@ictuni.org

Appendix 3

MLA CONTACT DETAILS

BELFAST EAST CONSTITUENCY

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Campaign checklist

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Campaign checklist

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Campaign checklist

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Campaign checklist

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Campaign checklist

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Appendix 4

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	Martina Anderson	Stormont Estate
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Appendix 5

Membership of NI Assembly Statutory Committees

(as at 23 May 2011)

Committee for Agriculture and Rural Development

Chairperson	Paul Frew
Deputy Chairperson	Dolores Kelly
Committee Members	Thomas Buchanan Trevor Clarke Willie Clarke Jo-Anne Dobson William Irwin Kieran McCarthy Conor Murphy Oliver McMullan Robin Swann
Clerk	Stephen Graham
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Committee for Culture, Arts and Leisure

Chairperson	Michelle McIlveen
Deputy Chairperson	William Irwin
Committee Members	Dominic Bradley Brenda Hale David Hilditch Gerry Kelly Michael McGimpsey Karen McKeivitt Cathal Ó'hÓisín Pat Sheehan Robin Swann
Clerk	Stephen Graham
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Committee for Education

Chairperson	Mervyn Storey
Deputy Chairperson	David McNarry
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Clerk	Roisin Kelly
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Committee for Employment and Learning

Chairperson	Basil McCrea
Deputy Chairperson	Thomas Buchanan
Committee Members	<p> Jim Allister Sammy Douglas Michelle Gildernew Chris Lyttle Barry McElduff David McIlveen Sandra Overend Pat Ramsey Alastair Ross </p>
Clerk	Cathie White
Contact Details	<p> Room 416 Parliament Buildings Ballymiscaw Stormont Belfast BT4 3XX Tel: 028 9052 1488 cel@niassembly.gov.uk </p>

Committee for Enterprise, Trade and Investment

Chairperson	Alban Maginness
Deputy Chairperson	Daithí McKay
Committee Members	Steven Agnew Gordon Dunne Phil Flanagan David McIlveen Alasdair McDonnell Stephen Moutray Mike Nesbitt Robin Newtown Sue Ramsey
Clerk	Jim McManus
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Committee for the Environment

Chairperson	Anna Lo
Deputy Chairperson	Simon Hamilton
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Clerk	Alex McGarel
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Committee for Finance and Personnel

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Committee for Health, Social Services and Public Safety

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Clerk	Kathryn Bell
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Committee for Justice

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Committee Members	Sydney Anderson Stewart Dickson Colum Eastwood Seán Lynch Jennifer McCann Basil McCrea Alban Maginness Peter Weir Jim Wells
Clerk	Christine Darragh
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Committee for the Office of the First and Deputy First Minister

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Clerk	Peter Hall
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Committee for Regional Development

Chairperson	Jimmy Spratt
Deputy Chairperson	Pat Doherty
Committee Members	Roy Beggs Joe Byrne Dolores Kelly Trevor Lunn Seán Lynch Ian McCrea Stephen Moutray Mike Nesbitt Cathal Ó'hÓisín
Clerk	Paul Carlisle
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Committee for Social Development

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Appendix 6

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Notes

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Fighting to protect pensions



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