



Work plan template

On an annual basis, we ask that each group, sub-group and branch complete a work plan to enable committees to plan for the year ahead. Workplans encourage collaboration across the BDA, allow committees to focus their work, for the staff team to understand where support might be needed which helps the success of the coming year across the organisation.

The annual plan covers activities planned from 1 March 2025 to the 28 February 2026, please use the template below to detail your upcoming projects, meetings, events and activity and how the BDA can support you to deliver these plans.

BDA Strategic Plan 2024-2027

We ask that each group, sub-group and branch align their activities to the vision, mission and themes within the BDA Strategic Plan. Earlier this year we introduced a new strategic plan for 2024-2027 which covers our three-year goals and sets out our 10 year plan for the association. You can [read, or watch the summary of the new plan here](#).

The BDA Strategic Plan 2024-2034 presents the long-term (10-year) strategic direction for the BDA and provides a detailed picture of how we are going to get there starting with the next three years (2024–2027). This builds on the achievements made in the delivery of the previous strategic plan, and continues the themes of: workforce support and development, growing our community of members, ensuring we are visible and using our member expertise to have a positive influence, and continuously improving our services behind the scenes.

This Strategic Plan reflects our vision, values, core purpose and commitment.

The BDA's core purpose is:

'To be the trusted, collective voice of dietetics, dedicated to protecting, serving and advancing the interests of the BDA community, through our expert leadership in food and nutrition.'

There are five key sections of the strategic plan with four golden threads:



Committee updates and communications

Social Media

Kangaroo Care Awareness Day (15 May)

Dietitian's Week (2-6 June)

World Breastfeeding Awareness Week (1-7 August)

Baby Loss Awareness Week (9-15 October)

AHP Day (14 October)

World Prematurity Day (17 November)

Communications

Please list any projects, campaigns or workstreams that would be suitable for sharing on social media/Dietetics Today/BDA ezines for March 2025 – February 2026.

Committee resources

Is there a volunteer resource that you would like to see developed? Do you have any topics in mind for Volunteer Support Day 2025? Are there any tools and platforms that would be useful for your committee to have access to?

- Newsletter templates
- Social media templates
- Standard administration templates
- Standard questions for members survey

Potential Business Case Ideas

Please list any project, resource or equipment that the committee may have in mind, which may require business case funding. You can find out more about [business cases and the types of projects that we fund on the volunteer hub](#).

- **Well-being study day to support neonatal dietitians** - one day virtual workshop. Through experiential and interactive activities, dietitians will reflect on and learn skills to navigate the challenges of working in neonatal care. Participants will explore the relational context of their work, how relationships can be a source of both stress and support and how they are central to effective dietetic work. The workshop will also

provide a connected space for the community of neonatal dietitians to develop a shared sense of what support they would benefit from in the future."

Committee

Please confirm your committee members, including their names and roles.



Neonatal Subgroup Committee

Neonatal Committee		Education Sub-Committee	
Chair	Sara Clarke	Chair	Lorraine Cairns
Secretary	Vickie Bevan	Vice-chair	Steph Tagani
Deputy Secretary	Melanie Martin	Members	Louise Gibson, Pam Stepney, Karen King, Lynette Forsythe, Kate Arnold, Jamie Buckley
Education Lead	Lorraine Cairns		
Website Co-ordinator	Satu Ravenscroft		
Treasurer	Siyma Hussain		
Social Media support	Mo Mustapha, Katie Hay & Jessica Prout		
LNU / SCU representative	Vacant, Rachel Fox, Hannah Cashin		
Neonates in the Community			
ODN AHP representative	Catherine Casewell		
Ireland representative	Jennifer Wilkinson		
Wales representative	Caroline Powell		
Northern Ireland representative	Nikki Lyttle		
Scotland representative	Lorraine Cairns & Hester Blair		

Please use the table to outline your planned activities for next year in relation to each of the sections of the Strategic Plan. You can refer to the [BDA Strategic Plan](#) to help you.



Key sections

- [Developing a Sustainable Workforce](#)
- [Education and Research](#)
- [Supporting our Members Individually and Collectively](#)
- [Increasing our Voice and Visibility](#)
- [Growing our Membership Community](#)

Golden threads

- [A diverse and inclusive profession](#)
- [Having a positive impact on human and planetary health](#)
- [Excellence behind the scenes](#)
- [Delivering in each nation](#)

Feel free to add more lines to the table if needed. It's great to be ambitious with your goals it's also important to try to keep them realistic taking into consideration the time and resources your committee has available. Think about what steps you need to take as a committee to accomplish your workplan and what kind of support you might need to help you reach your goals.

Strategic plan section		Objective <i>What do you wish to accomplish?</i>	Activity <i>How are you going to accomplish the objective?</i>	Who? <i>Who is responsible for the activities?</i>	When? <i>When will the activity begin & end?</i>	Outcome and Evaluation <i>What are the desired results? How are we going to measure the outcomes?</i>
 Developing a sustainable workforce	1	Annual Neonatal Subgroup study day	Hold a virtual all-day study day based around dietetic resilience and well-being	Neonatal education sub-committee	June 2025	80% of available places booked and attended. Evaluation survey.
 Developing a sustainable workforce	2	Create a tool to collect data on neonatal dietetic follow-up post discharge – outpatients and neonatal outreach services	Data tool to include questions on: <ul style="list-style-type: none"> • Reason for referral • Gestational age • Nutritional interventions required • Outcome of follow-up • Number of dietetic appointments required 	Working group to be identified	February 2026	Data report



Education
and research

3	NEWtrition lunchtime webinars	Continue to organise a series of topical webinars	Catherine Casewell, Nikki Lyttle	March 2025- March 2026	Host 4 sessions across the year, disseminating new information and research.
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Education
and research

4	Hold: 1 x annual study day 2 x half-day study days (March & October)	Use previous member feedback and current topics in neonatology to plan content in advance, advertise to members	Education Sub-committee	March 2025- March 2026	Attendance figures. Evaluation forms Education resources available on NDiG webpage
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Supporting
our
members
individually
and
collectively

5	Conclude the development and publication of a parent information leaflet on breast milk fortifier and donor breast milk	Finalise developed content of leaflet with parents. Transfer agreed content to leaflet template and publish on the BDA website – NDiG page. Raise awareness of availability through our communication channels.	Pam Stepney	March 2024 - May 2025	Parent information leaflet available for members to access via the BDA website. Endorsement sought by BAPM. Parent and staff survey and evaluation
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Supporting
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collectively

6	Hold: 1 x members meeting 1 x AGM	Update members on current topics in neonatology with NDiG involvement – both clinical and non- clinical	Chair, secretary, treasurer	March 2025- March 2026	Attendance results, increasing member participation in group initiatives. Minutes available on NDiG webpage. Membership attendance. Meeting workplan objectives
7	Maintain Basecamp discussion forum	Add content to Basecamp, including advertising of events, hot topics, relevant calendar dates	Committee	Ongoing	Active discussion. Monitor number of posts and users



Supporting
our
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and
collectively



Increasing
our voice
and visibility

8	Continue to offer NDiG representatives to external partners supporting on relevant nutrition output of identified groups	NDiG reps assigned to all stakeholder groups	NDiG Reps	Ongoing	Neonatal dietetic input into identified stakeholder groups Minutes of stakeholder group meetings Feedback from reps at NDiG AGM
9	Establish a document review group to provide timely comment on consultation requests	Group to develop process for reviews and feedback reports, & TOR	Hannah Cashin	Ongoing	Timely review of documents. Feedback report at AGM & business meetings
10	Maintain a social media presence	Create regular social media content to relevant national campaigns and other neonatal organisations	Social media team	Ongoing	Social media calendar Monitor social media activity



Increasing
our voice
and visibility



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Increasing
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11	Maintain Neonatal Dietitians webpage	Regularly review and update content on Neonatal Dietitians webpage	Satu Ravenscroft	Ongoing	Relevant content available following significant review of webpage
12	Survey of dietitians working in SCU/LNU/follow-up services	Develop a survey for dietitians working in LNU's, SCU's and community, reaching out to both neonatal and paediatric group members, to understand the challenges and training needs of dietitians working in these settings	LNU, SCU, community neonatal reps	March - December 2025	Responses from dietitians across these clinical areas to identify priorities to support workforce planning, education and training. Report outlining the findings. Use data to feed into 2026-7 workplan.



Growing our
membership
community