Annex B12: Standard Meeting Agenda

Standard meeting agenda checklist

(Standard meeting agenda checklist to be used in meetings within OSOCC/UC/SC)

A  General information
A.1 Date  [DD-MMM]
A.2 Time  [hh:mm]
A.3 City
A.4 Sector
A.5 Place/venue
A.6 Meeting purpose
A.7 Meeting coordinator (Name/Organization)

B  General overview
B.1 Situation
B.1.1 Safety
B.1.2 Security
B.1.3 Situation in general
B.1.4 Situation in detail
B.2 Activities (Field/Internal)
B.2.1 Activities concluded
B.2.2 Activities on going
B.2.3 Activities planned
B.3 Resources
B.3.1 Available resources
B.3.2 Incoming resources

C  Analysis
C.1 Summary
C.2 Priorities

D  Planning way ahead
D.1 Proposals for actions
D.2 Instructions
D.3 Any other business
D.4 Questions

E  Next meeting
E.1 Date  [DD-MMM]
E.2 Time  [hh:mm]

Z  Form completed by:
Z.1 Name
Z.2 Title/Position