

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]						
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