


Annex B12: Standard Meeting Agenda

Standard meeting agenda checklist  INSARAG <small>Preparedness – Response</small>	
(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]
<div style="text-align: right;"> Z Form completed by: Z.1 Name Z.2 Title/Position </div>	