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###  INITIAL PLANNING MEETING AGENDA

Insert name of Exercise

**AIM:** To agree on and refine the Exercise parameters as presented in the Exercise concept document.

**INPUTS:** Exercise concept document

**OUTCOMES:** Broad agreement on the Exercise parameters and sufficient guidance to refine the Exercise plan before final endorsement.

**AGENDA:** 1. Business arising from the concept development meeting

1. Review Exercise concept
2. Refine objectives and identify standards/measures
3. Determine dates, duration and location/s of Exercise-related activities
4. Determine aims and objectives for each activity
5. Determine management arrangements for each activity
6. For each Exercise-related activity, determine participation to prepare relevant invitations to attend
7. Determine EXCON arrangements and determine staffing requirements for:
	1. Exercise control team (EXCON)
8. Determine logistical requirements and identify staff for:
	1. Logistics Team
	2. Administration and Support
9. Determine public relations and media requirements and identify staff for:
	1. Public Relations and Media Team
10. Determine Exercise evaluation requirements and identify staff for:
	1. Exercise Evaluation Team
11. Determine Exercise writing requirements and identify staff for:
	1. Exercise Writing Team/s
12. Determine actions and allocate responsibilities

*Agenda may need to be tailored to suit multiple activity and single Exercise programs*

Templates and Resources