Standard meeting agenda checklist

INSARAG
Preparedness – Response

(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