### MID-PLANNING MEETING AGENDA

**AGENDA**

*<insert name of Exercise>*

**AIM:** Refine Exercise management arrangements and review the status of Exercise planning including major issues. At the conclusion of the mid-planning meeting, those appointed to the various Exercise management teams should have sufficient detail to initiate their respective activities.

**INPUTS:** Endorsed Exercise concept document

Exercise plan

Activities list

Activity summary sheet/s

Draft activity (or Exercise) instructions

Draft scenario documents

**OUTCOMES:** Broad agreement on Exercise management plans and sufficient guidance to refine the Exercise instruction/s before endorsement.

Confirmation of Exercise scenario and agreed master schedule of events.

**AGENDA:** 1. Business arising from the initial planning meeting

2. Review any further development to the Exercise concept

3. Confirm Exercise objectives and standards/measures

4. Confirmation of scenario detail and documentation requirements

5. Review EXCON arrangements, including:

a. EXCON structure and appointments

b. facilitators

c. public relations and media

d. visitor and observer arrangements

6. Further develop logistical and administration requirements

7. Determine actions to be achieved before the final planning meeting and allocate responsibilities

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