### EXERCISE EVALUATOR BRIEFING

Attachment [\*] to evaluation plan

**PART A**

**Evaluator specific briefing(s)**

1. General overview of Exercise
2. Exercise aim
3. Exercise objectives
   1. What is the jurisdiction/agency trying to get out of the Exercise?
   2. What are the key focus areas (strategic/operational/tactical)?
   3. What should evaluators be focusing on or not?
   4. What is being tested?
   5. Last-minute changes
4. Scope of Exercise
5. Exercise parameters
   1. Agencies participating and their role
   2. Agencies not participating
   3. Notional agency involvement
   4. Notional elements/Exercise management artificiality
   5. Relevant Exercise history/Exercise manager’s rationale for why particular aspects/activities are included (or not included)
   6. Any previously identified issues/lessons learned that are being revisited
6. Jurisdiction/organisation arrangements/current issues
   1. Environment: organisational, jurisdictional, political
7. Scenario
   1. Master schedule
   2. Critical scenario developments/key timings
   3. Key events relevant to evaluators
8. Exercise management structure
   1. Key timings
   2. Briefings/meetings
   3. Evaluator brief/debrief times
9. Evaluator administration
   1. General instructions
   2. Administration details
   3. Meals
   4. Accommodation
   5. Security/access
   6. Transport/hire cars
   7. Identification/tabards
10. Questions

**PART B**

**Agency/capability-specific briefing/discussions**

1. Evaluators to visit/meet with the relevant agency/capability area to discuss specific details
2. Detail of agency/capability objectives
3. Critical scenario developments/key timings for that agency/capability
4. Focus areas
5. Discuss/agree evaluator role

**PART C**

**General Exercise briefings that evaluators need to attend**

1. Safety
   1. Risk assessment/management
2. Communications
3. Logistics
4. Media
5. Site visits
6. Other relevant meetings/briefings
7. Role player briefings
8. Debrief(s)