# Response Governance first meeting agenda template

**Response Governance [Name of Response, Year]**

[*Meeting Date*]

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| **Attendees** | **Chair** | *[Name, organisation]* |
| **Decision-makers** | *[Name, organisation]* |
| **Controller** | *[Name, organisation]* |
| **Non-decision makers** | *[Name, organisation]* |
| **Secretarial support** | *[Name, organisation]* |
| **Apologies** | *[Name, organisation]* | |
| **Venue** | *[Venue]* | |
| **Items Under Discussion** | 1. Administrative issues [Chair]    1. Confirm all members have read and understood TOR    2. Confirmation all members have signed confidentiality agreement    3. Declaration of potential conflicts of interest    4. Identify any critical people may need to be invited to subsequent meetings 2. Situation report [Controller]   (*consider operations, planning & intelligence, communications, liaison, trade/market access*)   1. Approve response outcomes [Chair]    1. Agree response outcomes, objectives and escalation triggers    2. Identify risk, issues and mitigation measures    3. Review and confirmation of interim measures 2. Confirm appointment of Controller, discuss and agree response resourcing [Chair] 3. Public information management [Chair]    1. Set communications direction    2. Agree response spokesperson 4. Summary of actions and decisions [Chair] 5. Response Governance communiqué [Chair]    1. Agree key messages for use by Response Governance members regarding discussions and decisions 6. Next meeting [Chair] | |
| **Meeting Papers** |  | |