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### CONCEPT DEVELOPMENT MEETING AGENDA

Insert name of Exercise

**AIM:** To discuss, agree on and further develop the broad exercise concept and key parameters including aim, objectives, evaluation concept, core dates, exercise localities and participants.

**INPUTS:** Exercise scoping documents

**OUTCOMES:** General agreement and sufficient guidance to develop the exercise proposal.

**AGENDA:** 1. Aim of the Exercise 2. Objectives for the Exercise 3. Planning milestones, key events and related activities 4. Participating agencies and level of participation 5. Planning limitations and risk assessment 6. Resource requirements 7. Action plan

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

Templates and Resources