



MEETING RULES

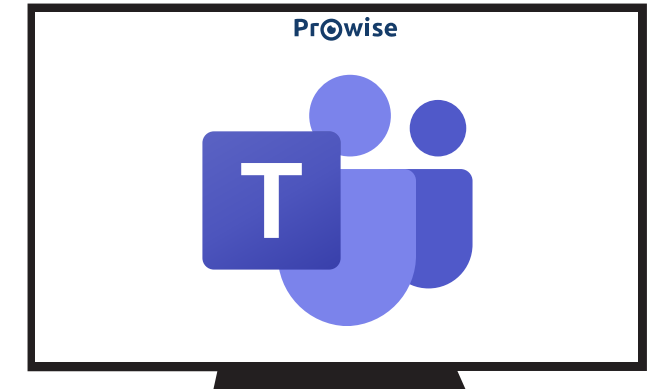
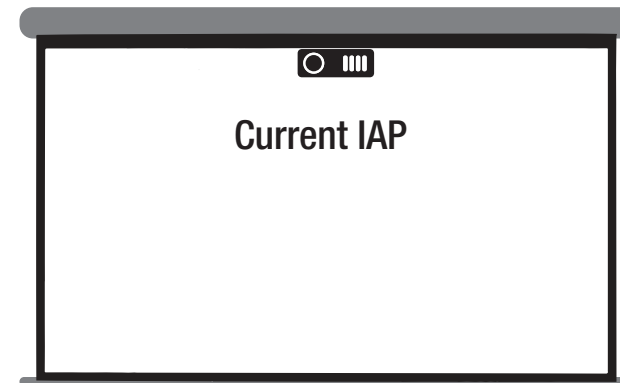
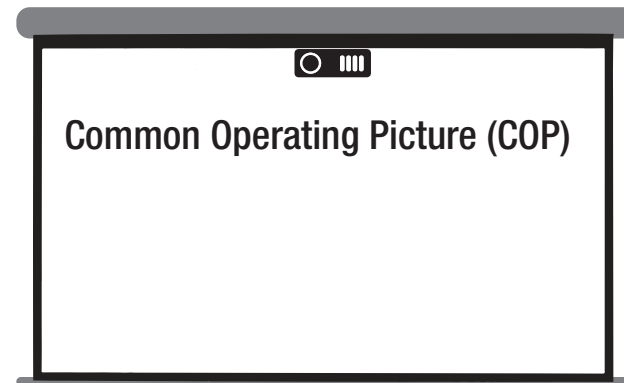
Stick to the agenda | Camera and sound on only when presenting | Presenter front & centre

FACILITATOR

Receiving Agency's Incident Controller

Agenda

1. Welcome and Attendance Check
2. Incident Situation Update (including prognosis and possible impacts)
3. Incident level, notifications, warnings, and emergency declaration status
4. Current incident IAP Review
5. Confirmation of receiving Control Agency and Incident Controller details
- 6. Review and complete relevant Incident Control Transfer Checklist**
7. Confirm lines of communication and relevant resource sharing arrangements
8. Other Items
9. Review of meeting action items / outstanding items
10. Confirmation of Formal Transfer of Incident Control Date and Time



ROLL CALL

- IC (from the agency taking/receiving control)
- IC (from the agency relinquishing control)
- Maritime Casualty Coordinator (as applicable)
- Intelligence Officer (from the agency taking/receiving control)
- Planning Officer (from the agency relinquishing control)
- Management Support (from the agency taking/receiving control)
- SMPC (Optional)

Should a transfer of Controlling Agency be required during an actual or impending MEE incident, the SMPC is responsible for putting in place adequate arrangements to ensure an effective transfer is achieved with minimal disruption to the response effort. At a minimum, a transfer of Controlling Agency should include the formal facilitation of this meeting by the agency taking/receiving control and completion of the incident control transfer checklist from the relevant guidance note for Ports or the Offshore Petroleum Industry

Further information on the facilitation of a transfer of controlling agency can be found in the relevant guidance note for Ports or the Offshore Petroleum Industry, inclusive of an incident control transfer checklist.

