

Annex 3: Checklist for the implementation of the ICM processes
Update to be approved by High Level Group: RNE/RFC & TM

Version	Approved by	Date of approval
2.0	RNE General Assembly	December 2024

To support the smooth implementation by RFCs and IMs, these checklists list all the steps to be done in preparation for implementing the ICM processes, as described in the ICM Handbook.

RFC level

What	Who	Done
RFC Management Board / General Assembly decides to implement and support the ICM handbook on the RFC.	MB/GA	<input type="checkbox"/>
IMs are informed about the implementation of the ICM process. If needed, an ICM Experts Group can be initiated to ensure implementation at IMs.	Managers	<input type="checkbox"/>
Re-routing scenarios are developed and published on the RFC website / CIP.	Managers and relevant WG	<input type="checkbox"/>
RFC coordinators' contact list is made available to the IMs of the RFC	Managers	<input type="checkbox"/>
The RFC Management Board / General Assembly decides on the ICM handbook chapters which require RFC specific decision. <ul style="list-style-type: none"> - Is there a need to set up a backup organisation to ensure the start of the ICM process when the RFC staff is not on duty? - Is there a need to organise a telco with the communication managers to coordinate media release related issues? - Is there a need for the RFC to inform further stakeholders besides the ones defined in the handbook about an ICM case? 	MB/GA	<input type="checkbox"/>
Publication of RFC specific decisions in CID	Managers	<input type="checkbox"/>
Document templates are developed and available in shared folders.	Managers	<input type="checkbox"/>

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IM level

What	Who ¹	Done
Information about allocation principles provided in NS		<input type="checkbox"/>
IM Contact List updated		<input type="checkbox"/>
Relevant TIS user accounts were created, and staff trained to use the TIS IMTool.		<input type="checkbox"/>
Internal IM procedures updated (if needed)		<input type="checkbox"/>
Access to the contact lists in the TIS IMTool arranged		<input type="checkbox"/>

¹ As responsibility within IMs can differ, the column “Who” is not filled in. It can be filled in by IM fitting his own organisational structure.