

**Annex 7: The template agenda /minutes for communication telephone conference
Update to be approved by High Level Group: RNE/RFC**

Version	Approved by	Date of approval
1.0	RNE General Assembly	May 2021

Telco on international disruption with communication managers

Agenda/Minutes

<p>Date of telco: DD.MM.YYYY Time: HH:MM – HH:MM</p>
<p>Participants: RFC representatives Communication manager of initiating IM Communication managers of relevant IMs</p>
<p>Enclosures: - Media release (if already available) - Information about disruption</p>
<p>Copy:</p>
<p>Status: DRAFT</p>
<p>Date of issue: DD.MM.YYYY – HH:MM</p>

	Topic / Content	Who	Duration
1	Overview participants	RFC	5
	<ul style="list-style-type: none"> - Name and role of the participants - Objective of the conference call 		
2	General information about disruption	Initiating IM	10
	<ul style="list-style-type: none"> - Where, when, what - Forecast 		
3	Current media situation	RFC	10
	<ul style="list-style-type: none"> - Information about first media reactions - Information on media release and further activities 	Initiating IM Initiating IM, all	
4	Information of general media / press	RFC	5
	<ul style="list-style-type: none"> - Press release from each participating IM requested 		
5	Next steps	RFC	5
	<ul style="list-style-type: none"> - Overview of assigned tasks (if any) - Next telco; agreement on frequency 		
6	Any other business	All	5