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
1.0	**RNE General Assembly**	**May 2021**

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

<u>RFC level</u>

What	Who	Done
RFC Management Board / General Assembly decides to implement and support the ICM handbook on the RFC.	MB/GA	☐
IMs are informed about the implementation of the ICM process. If needed, an ICM Experts Group can be initiated to ensure implementation at IMs.	Office	☐
Re-routing scenarios are developed and published on the RFC website / CIP.	Office	☐
RFC coordinators' contact list is made available to the IMs	Office	☐
The RFC Management Board / General assembly decides on the ICM handbook chapters which require RFC specific decision. - Is there the 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 the need to organise a telco with the communication managers to coordinate media release related issues? - Is there the need for the RFC to inform further stakeholders beside the ones defined in the handbook about an ICM case?	MB/GA	☐
Publication of RFC specific decision in CID	Office	☐
Document templates are developed and available on shared folders.	Office	☐

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IM level

What	Who*	Done
Information about allocation principles provided in NS		☐
IM Contact list updated		☐
Relevant TIS user accounts created, and staff trained to use TIS Incident management tool		☐
Internal IM procedures updated (if needed)		☐
Access to CMS contact lists arranged		☐
		☐
		☐

*As responsibility within IMs can differ, the column WHO is not filled in; Can be filled in by IM fitting his own organisational structure