Annex 6: The template for Incident manager's telephone conference agenda / minutes
Update to be approved by High Level Group: RNE/RFC

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

1st telco on international disruption
Agenda/Minutes

<table>
<tr><td>

Date of telco: DD.MM.YYYY
Time: HH:MM – HH:MM

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Participants:
RFC representatives
Head of incident management of initiating IM
Head of incident management of relevant IM(s)
Communication manager of initiating IM
Optionally Communication Managers of relevant IM(s) as Observers

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Enclosures:
- Set of information about disruption (if already available)
- Re-routing overview
- Media release (if already available)
- List of participants (blank)

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Status: DRAFT

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Date of issue: DD.MM.YYYY – HH:MM

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	Topic / Content	Who	Duration
1	**Intro**	**RFC**	**2**
	- Name and role of the participants - Objective of the conference call		
2	**Information about disruption**	**Initiating IM**	**10**
	- Where, when, what - Actual situation - Impacts - Forecast		
3	**Information about actual situation on other networks**	**All**	**10**
	- Information from all other IMs in relation to relevant re-routing options and parking		
4	**Re-routing concept (based on developed re-routing overview)**	**Initiating IM**	**10**
	- Information on available re-routing lines - Preparation of rough indicative timetable - Proposal for mitigation measures		
5	**International coordination**	**Initiating IM**	**10**

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	- Information regarding operational handling of affected trains			
6	**Communication**		**Initiating IM**	**5**
	- Input for telco with communication managers - Media release - Request to all IMs to alert their communication managers (if they are not participating as Observers) - Other activities		Communication manager	
7	**Specific requirements of telco participants**		**All**	**5**
	- Inputs/requests from all			
8	**Tasks and next steps**		**RFC**	**10**
	- Overview of assigned tasks and deadlines - Involvement of additional stakeholders - Decision if a Capacity coordination telco will be organised - Agreement on timeframe and responsibilities for preparation of IM offer - Agreement on deadline to provide the internationally coordinated capacity/paths adjusted for the specific situation. - Next telco: agreement on date, time and frequency of international coordination (ideally always at the same time); definition of participants at the following telcos			
9	**Any other business**		**All**	**5**