



KiwiNet Coordinators Conference Call 2 (draft agenda)

Note: This typically occurs at approximately 23 hours after Conference Call 1.

1. **Purpose of this conference call:** To have kiwifruit industry response capability on standby and ready to deploy.
2. The KVH KiwiNet response coordinator will run the meeting and note action points.
3. Update on information for **'the pest'** and **'likely scale of the response'** from Conference Call 1.
4. Update KiwiNet coordinators on:
 - The KVH / KiwiNet Person(s) to join the Response Strategic Leadership Group
 - KVH / KiwiNet person to assist at MPI HQ
 - KVH / KiwiNet person to assist with response liaison
5. Report back from KiwiNet coordinators regarding the resource (volunteers / role holders) available within their organisations to assist with the response.
6. Financial process for KiwiNet volunteers (confirm pre-agreed arrangements).
7. KiwiNet roles (roles and number of KiwiNet role-holders / volunteers depends on the scale of the response):
 - KVH KiwiNet coordinator(s) for this response
 - Agree a timeframe for deployment of role-holders / volunteers for the field team.

Potential roles within main work streams likely to include:

- a) Movement control (movement control officers; audit and inspection)
 - b) Surveillance (tracing; GIS; site visit and trapping)
 - c) Organism management (disposal coordination; treatment)
 - d) Operations logistics (data entry; facilities management; personnel logistics; procurement)
 - e) Liaison (operational liaison)
 - f) Operational – (general operations manager / team leader; operations team leader)
8. Confirm the skills, personal requirements and equipment required for KiwiNet volunteers.
 9. Reminder of confidentiality requirement.
 10. Assign tasks including arrangement of accommodation; travel arrangements; appointing a KiwiNet liaison / welfare person at field HQ and/or elsewhere; rotation timeframe for field teams.
 11. Agree a time for a further Conference Call (if required); or agree a timeframe for regular updates.
 12. Agree a time for emailing of Conference Call 2 minutes and actions.