

Kiwinet Conference Call 1 – (time/date)

Note: This call typically occurs approximately two hours following initial notification of a Pest find.

If any Kiwinet Coordinator is not available, then the assistant coordinator takes part.

Purpose: *To inform Kiwinet Coordinators of a biosecurity response and begin the process of providing industry response capability*

Confidentiality Reminder. Information within this conference call is highly confidential. A reminder that no comments may be made (including on social media) until messages are made public.												
Incursion details:												
Pest description (synopsis of event or find)	<i>Organism:</i> <i>Event/find:</i> <i>Pest life cycle:</i> <i>Rate of natural spread:</i>	Link - pest background documents										
Risk assessment (overview)	<i>Threat significance to industry;</i> <i>Potential production effects;</i> <i>Market access;</i> <i>Effects to BAU</i>											
Scale of response.	<i>Likely to include:</i> <i>National response team (NRT)</i> <i>Yes/ No</i> <i>National Biosecurity capability Network (NBCN)</i> <i>Yes / No</i> <i>Kiwinet</i> <i>Yes / No</i>											
KiwiNet resources likely required for the response:	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 70%;"><i>Role</i></th> <th style="width: 30%;"><i>Numbers</i></th> </tr> </thead> <tbody> <tr> <td><i>Surveillance - Site Visits</i></td> <td></td> </tr> <tr> <td><i>Movement Control – Audit and Inspection</i></td> <td></td> </tr> <tr> <td><i>Organism management -Treatment</i></td> <td></td> </tr> <tr> <td><i>Other</i></td> <td></td> </tr> </tbody> </table>	<i>Role</i>	<i>Numbers</i>	<i>Surveillance - Site Visits</i>		<i>Movement Control – Audit and Inspection</i>		<i>Organism management -Treatment</i>		<i>Other</i>		Link – role cards Link - information for Kiwinet volunteers
	<i>Role</i>	<i>Numbers</i>										
<i>Surveillance - Site Visits</i>												
<i>Movement Control – Audit and Inspection</i>												
<i>Organism management -Treatment</i>												
<i>Other</i>												
<i>(Kiwinet Co-ordinators are requested to review what resource their organisation may have available for the response.</i>												

	<p><i>Review the main attributes required of volunteers. Role cards will help indicate skills required for various roles.</i></p>										
<p>Time-frame for Kiwinet co-ordinators to advise resource availability</p>	<p>Response is requested <i>BEFORE our next conference meeting which is planned for</i> <i>planned for</i> <i>(Time/ date)</i></p> <p>Please use the “Kiwinet resource” template (attached) and direct responses to the KVH Kiwinet Response Co-ordinator</p> <table border="1" data-bbox="338 562 1102 674"> <thead> <tr> <th data-bbox="338 562 588 600">Name</th> <th data-bbox="588 562 839 600">Email</th> <th data-bbox="839 562 1102 600">Phone</th> </tr> </thead> <tbody> <tr> <td data-bbox="338 600 588 638"></td> <td data-bbox="588 600 839 638"></td> <td data-bbox="839 600 1102 638"></td> </tr> <tr> <td data-bbox="338 638 588 674"></td> <td data-bbox="588 638 839 674"></td> <td data-bbox="839 638 1102 674"></td> </tr> </tbody> </table>	Name	Email	Phone							<p>Link - “Kiwinet Resource” template</p>
Name	Email	Phone									
<p>Additional meeting notes and action points</p>											
<p>Next Conference call details: (time/ date) (Dial in details)</p>											

Kiwinet Conference Call 2 – (time/date)

Note: This call typically occurs approximately twenty-four hours following initial notification of a Pest find.

If any Kiwinet Coordinator is not available, then the assistant coordinator takes part.

Purpose: *To have kiwifruit response capability on standby and ready to deploy*

Confidentiality Reminder.

Information within this conference call is highly confidential.

A reminder that no comments may be made (including on social media) until messages are made public.

Incursion details (update)																											
UPDATE Pest description (synopsis of event or find)	<i>Organism:</i> <i>Event/find:</i> <i>Pest life cycle:</i> <i>Rate of natural spread:</i>	Link - pest background documents																									
UPDATE Risk assessment	<i>Threat significance to industry;</i> <i>Potential production effects;</i> <i>Market access;</i> <i>Effects to BAU</i>																										
UPDATE Scale of response	<i>Includes:</i> <i>National response team (NRT)</i> <i>Yes/ No</i> <i>National Biosecurity capability Network (NBCN)</i> <i>Yes / No</i> <i>Kiwinet</i> <i>Yes / No</i> <i>Responders identified as available to date</i>																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Group</th> <th style="width: 25%;">Name</th> <th style="width: 25%;">Organisation</th> <th style="width: 25%;">Contact email</th> </tr> </thead> <tbody> <tr> <td>Response strategic leadership group</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MPI HQ</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Response Liasion</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Group	Name	Organisation	Contact email	Response strategic leadership group				MPI HQ				Response Liasion											
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KiwiNet resources identified by industry as available for the response	<i>Role</i>		<i>Numbers</i>	<i>Organisation</i>	
	<i>Surveillance - Site Visits</i>				
	<i>Movement Control -Audit and Inspection</i>				
	<i>Organism Management - Treatment</i>				
	<i>Other</i>				
	<i>Total</i>				
KiwiNet resources requested through NBCN	<i>Role</i>		<i>Numbers requested</i>	<i>Requested time-frame for deployment of role-holders/volunteers</i>	
	<i>Surveillance - Site Visits</i>				
	<i>Movement Control – Audit and Inspection</i>				
	<i>Movement Control – movement control officers</i>				
	<i>Organism management -Treatment</i>				
	<i>Organism management – disposal co-ordination</i>				
	<i>Other</i>				
Agreed financial process	As per industry pre-agreed terms			Link – financial process	
Contacts persons for responders		Name	Organisation	Phone	Email
	Kiwinet Liasion				
	Travel arrangements				
	Accomodation				
	Welfare at field HQ				
	Other				
Likely rotation for field teams					
Additional meeting notes and action points					
Next Conference call details: (time/ date) (Dial in details)					