

KiwiNet Conference Call 1 – (time/date)

Purpose: To inform KiwiNet Coordinators of a biosecurity response and begin the process of providing industry response capability. Note: this call typically occurs approximately two hours following initial notification of a pest find. If any KiwiNet Coordinator is not available, the assistant coordinator takes part.

CONFIDENTIALITY REMINDER Information within this conference call is highly confidential. 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 usual business:</i>											
Scale of response	<i>Likely to include:</i> <i>Biosecurity New Zealand Response Services Panel</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: 60%;"><i>Role</i></th> <th style="width: 40%;"><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 Coordinators are requested to review what resource their organisation may have available for the response.</i>												

	<i>Review the main attributes required of volunteers. Role cards will help indicate skills required for various roles.</i>										
Timeframe for KiwiNet Coordinators to advise resource availability	<p><i>Response is requested BEFORE our next conference meeting which is planned for (time/ date)</i></p> <p><i>Please use the KiwiNet Resource template (attached) and direct responses to the KVH KiwiNet Response Coordinator</i></p> <table border="1"> <thead> <tr> <th><i>Name</i></th> <th><i>Email</i></th> <th><i>Phone</i></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	<i>Name</i>	<i>Email</i>	<i>Phone</i>							Link - KiwiNet Resource template
<i>Name</i>	<i>Email</i>	<i>Phone</i>									
Additional meeting notes and action points											
<p>Next conference call details: (time/date) (dial in details)</p>											

KiwiNet Conference Call 2 – (time/date)

Purpose: To have kiwifruit response capability on standby and ready to deploy. Note: This call typically occurs approximately 24 hours following initial notification of a pest find. If any KiwiNet Coordinator is not available, then the assistant coordinator takes part.

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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 usual business:</i>																										
UPDATE Scale of response	<i>Includes:</i> <i>Biosecurity New Zealand Response Services Panel</i> Yes / No <i>KiwiNet</i> Yes / No <i>Responders identified as available to date</i> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <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><i>Response Strategic Leadership Group</i></td> <td></td> <td></td> <td></td> </tr> <tr> <td><i>MPI HQ</i></td> <td></td> <td></td> <td></td> </tr> <tr> <td><i>Response Liaison</i></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	<i>Response Strategic Leadership Group</i>				<i>MPI HQ</i>				<i>Response Liaison</i>											
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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 timeframe 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 for responders		Name	Organisation	Phone	Email
	Kiwinet Liaison				
	Travel arrangements				
	Accommodation				
	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)					