**TTX16 Exercise Management Team Briefing Guidance**

**Introduction**

The purpose of the exercise management team briefing is to brief all members of the exercise management team on the final agenda, any relevant logistics arrangements, and their roles and responsibilities during the implementation of the exercise.

1. **Guidance** 
   * Have copies of all relevant exercise management team information ready and printed
   * Start with introductions (if required)
   * Review the key exercise brief—i.e. target audience, purpose, specific objectives, etc. (concept note)
   * Run through the key points of the scenario and injects, including time jumps and key phases in the day’s timeline
   * Run through the final agenda (times, venue)
   * Run through the participant rules
   * Discuss the way the day will run (confirm the respective roles of the facilitator, the evaluators, the observers, etc.)
   * Review the equipment to be used/tested
   * Run through the room setup and seating arrangements
   * Run through how the exercise will be controlled (team meetings and communications setup, etc.).
   * Ensure everyone is clear on their assigned roles, where they will be and when, and the communication rules
   * Run through any genuine emergency (risk management) plans (fire evacuation, security briefing, etc.)
   * Final questions
   * Set start time for the exercise day.