**Sample Meeting** **Brief** **Template**

*Guiding instructions (to be deleted): This is an optional, customisable template that a Local Disaster Management Group (LDMG) or District Disaster Management Group (DDMG) can use as a meeting brief.*

**[Insert LDMG/DDMG Name] [Choose an item] Disaster Management Group**

|  |  |
| --- | --- |
| **Meeting Date:** |  |
| **Meeting Title:** |  |
| **Reference No:** |  |
|  |  |

**Background**



**Current Issues**



**Recommendation/s**



**Contact Officer**

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Agency:** |  |
| **Telephone:** |  |
| **Email:** |  |