

Response Plan for Transition to Management

Revision history

Version	Date issued	Amendment Details	
		Section(s)	Details
1.0	1 June 2018	All	New template developed to align with the <i>Response Plan development</i> guideline (version 1.0). Parties endorsed the new template in May 2018 and noted that the original <i>Response Plan</i> template (version 1.0, December 2013) will be archived.
1.1	30 Nov 2018	All	<p>Template revised to align with the draft <i>Response Plan development</i> guidelines (version 1.1). The following sections were added:</p> <ul style="list-style-type: none"> • 1.1- Aim • 1.2 - Objectives • 2.3 – Other known hosts in the affected area • 2.7 – Additional impacts • 5 – Social support mechanisms <p>Endorsed by Parties November 2018.</p>

This template should be used in conjunction with the *Response Plan development* guideline which has been developed to assist Parties in developing and revising a Response Plan for a response to an Emergency Plant Pest (EPP) under the Emergency Plant Pest Response Deed (EPPRD). The guideline includes specific instructions on the appropriate structure and content of a Response Plan that is being revised to incorporate Transition to Management activities. The following headings are consistent with the guideline document.

1. Aim and objectives of the Response Plan

- 1.1 Aim
- 1.2 Objectives

2. Current status of the Incident

- 2.1 EPP details
- 2.2 Affected host(s)
- 2.3 Other known hosts in the affected area
- 2.4 Diagnostic details
- 2.5 Description and affect
- 2.6 Extent of Incident
- 2.7 Additional impacts
- 2.8 Decision on feasibility of eradication

- 3. Transition to Management activities**
- 4. Public relations and communication activities**
- 5. Social support mechanisms**
- 6. Response Plan management and governance**
- 7. Information systems and services**
- 8. Reporting**
 - 8.1 CCEPP and NMG reporting
 - 8.2 International notifications
- 9. Trigger points for Response Plan review**
- 10. Financial management of Response Plan**
 - 10.1 Indicative budget
 - 10.1.1 Salary and wages
 - 10.1.2 Operational costs
 - 10.2 Accounting and reporting expenditure
 - 10.2.1 Response Plan expenditure report
 - 10.2.2 Accounting and cost claims processes
 - 10.2.3 Financial audit
- 11. Appendices**