**Response Plan for Transition to Management**

**Revision history**

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| **Version** | **Date issued** | **Amendment Details** | |
| Section(s) | Details |
| 1.0 | 1 June 2018 | All | New template developed to align with the *Response Plan development* guideline(version 1.0).  Parties endorsed the new template in May 2018 and noted that the original *Response Plan* template (version 1.0, December 2013) will be archived. |
| 1.1 | 30 Nov 2018 | All | Template revised to align with the draft *Response Plan development* guidelines(version 1.1). The following sections were added:   * 1.1- Aim * 1.2 - Objectives * 2.3 – Other known hosts in the affected area * 2.7 – Additional impacts * 5 – Social support mechanisms   Endorsed by Parties November 2018. |

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