



International Monetary Fund

WASHINGTON DC ANNUAL AND SPRING MEETINGS

SEC EVENT RESPONSE PLAN

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Confidential

Introduction

The Annual and Spring Meetings (Meetings) Event Response Plan, provides a standardized response framework to manage events that may impact the Annual and Spring Meetings using the Fund's existing event response structure. This plan provides flexible guidance allowing for the Meetings to continue as planned, be adjusted or modified, postponed or canceled, either in part or in its entirety.

Response Plan for Annual and Spring Meeting

The Fund's existing organizational response framework, outlined in the Crisis Management Plan, is followed during all disruptive events. Enhancements specific to the Meetings, will include the addition of a joint Fund/Bank team comprised of select officials representing SEC, COM and CSF HQ Security and their Bank equivalents called the **Meetings Secretariat Crisis Management Team (MSCMT)**. The **MSCMT** (primarily Security and SEC) will be informed of all events that are safety and security related, by the Emergency Operations Response Team (EORT), and will be able to quickly communicate and coordinate within the Fund and Bank respective emergency/crisis response teams as required.

The existing channels will be used for communicating with personnel in each institution, while the MSCMT will retain an additional and separate capability for the coordinated communications to all meetings delegates, ED offices, hotels and embassies. If, due to the emergency, a message needs to be sent to Meeting Attendees then the Meetings Secretariat Crisis Management Team (MSCMT) will be engaged to prepare, approve, and dispatch messages. The MSCMT Communication Team (SEC)_will use preapproved template formats as frameworks to draft messages. The Bank and Fund Secretaries will approve messaging to Meeting attendees related to incidents. Following SEC approvals, MSCMT messages will be dispatched in accordance with established procedures. Messages should be dispatched concurrently. This approach will provide the desired degree of flexibility and fast coordination so critical to Annual and Spring Meetings success.

Prior to the Meetings the MSCMT responsibilities include:

- Validate MSCMT e-mail group is available for both institutions.
- Confirm that MSCMT members have up to date contact information to include mobile phone numbers to allow for SMS texting.
- MSCMT Communications Team will review message templates and update as necessary.
- MSCMT Communications Team will validate the process and procedures to dispatch messages to Meeting attendees.
- Security Teams and Communications Teams will exercise (joint tabletop) to validate the communications and messaging process.

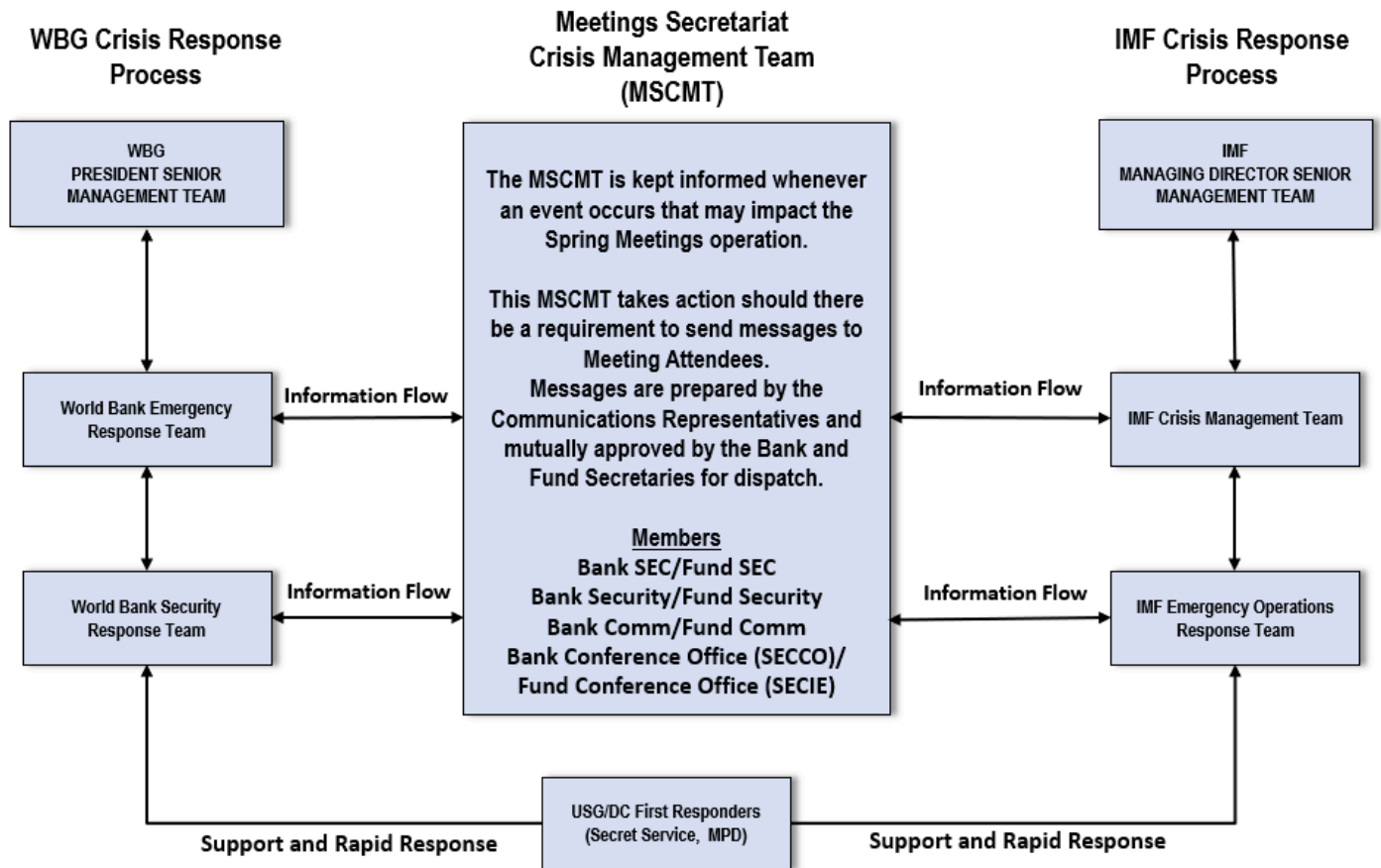
Incidents occurring outside WBG or IMF property will be handled by USG/DC first responders (Secret Service/MPD). Bank and Fund Security Teams will keep respective organizations informed.

After the situation stabilizes, should cancellations or changes need to be made to the Meetings Schedule or logistics, their respective organization will use their internal procedures to determine how to proceed.

The diagram on the following page illustrates this process.



Crisis Response Framework and Information Flow



Meetings Secretariat Crisis Management Team (MSCMT)

Members

The members of the Meetings Secretariat Crisis Management Team (MSCMT) are made up of key representatives from both the Fund and the Bank to better collaborate on any decision that may impact the Annual or Spring Meetings. The Fund and the Bank may determine different Meeting status but will collaborate and communicate concurrently.

Emergency Notification Systems

MSCMT@WBG.org - Meetings Secretariat Crisis Management Team		
	International Monetary Fund	WBG
Lead, Primary	Jianhai Lin	Yvonne Tsikata
Security Services	Vincent O'Neill	Martin Kraus
Secretary – Institutional Affairs	Lei Burgoyne	Alice Yeo
Secretary – Communication	William Oliver	Heather Henderson
Fund Communications	William Murray Camilla Andersen	

CMTSECCRISIS@imf.org - Fund Email and FNS Communications –	
SEC Front Office	Jianhai Lin Lei Burgoyne Sabina Bhatia William Oliver Iouri Starostine Bernadete Alves Nermin Demir Thomas Bonaker Soledad Swerdlow
CSF Security	James Blakeney Vincent O'Neill Meg Klekner Winnie Greywoode Ayida Abate
CSF	Anna Yang Caro Cook Olivier Fleurence
HRD	Silvia de Samayoa Samantha Crosby
ITD	Hoang Ferris
COM	Camilla Andersen Bill Murray Alistair Thomson Dezhi Ma

Emergency Meeting Locations

Primary: Jianhai Lin's Office – In order of preference: HQ2-09-073; HQ1-01-362, PA-02-2010 (1919 Pennsylvania Avenue)
SEC Crisis Conference Line: 1-888-330-1716, or outside U.S. 1-713-353-7024. Access Code: 5028129, Host Code: 9849

Roles and Responsibilities SEC Crisis Team

The role of the CMT SEC Crisis Team is to:

1. Determine if any changes in status of the Annual or Spring Meetings need to be made, and
2. Communicate any changes (or the decision to not make any change) as appropriate to MSCMT.

The SEC Crisis Team will work in concert with the Crisis Management Team and the Emergency Operations Response Team, primarily by providing updates on any decisions or changes that are being considered. Table 2 below outlines roles and responsibilities.

Table 2	
Role	Responsibility
Lead	Determine if any changes should be made to the status of the Annual or Spring Meetings.
Communications	Support SEC in developing messaging.
Security Services	Provide recommendations of impact should any changes to Meeting status be required. Implement any security requirements due to Meeting status change. Liaise with the MSCMT
Secretary – Institutional Affairs	Provide recommendations to SEC Crisis Team
Secretary – Transportation	Support any transportation needs for Meeting Delegates
Secretary – Participant Registration	Help with delegate communication through the registration system in coordination with the MSCMT.
HRD	Determine any impact a change to the Meeting status may have on Fund personnel and communicate appropriately.
ITD	Support any changes to the Meeting status with IT requirements.
Facilities	Support any changes to the Meeting status with facility changes as required.

Determine Annual or Spring Meeting Status

There are four potential responses to events affecting Annual or Spring Meeting: continue as usual, modify, postpone (may be partial or all meetings) or cancel (may be partial or all meetings).

Continue as Planned – Sometimes an event may occur that will not affect the status of the Meetings though participant communication may be necessary to clarify the Meeting status. Examples may include:

- Bomb threat that is cleared
- Protesters
- Event in another part of the city

Modify: When a facility event occurs, and the meetings can continue as planned once a new venue is secured. Examples include:

- Power Outage
- Water main break
- Police activity that does not affect participants' safety but does affect access to IMF HQ buildings

Postpone: When an event occurs that has not directly targeted or affected the Annual or Spring Meetings but may affect participants' safety. When postponing Annual or Spring Meetings, it may be determined that only the most critical meetings will continue. Examples Include:

- A 'Pulse Nightclub' type event that happens within DC or surrounding areas but does not target Annual or Spring Meetings directly

Cancel: When an event occurs that may directly affect the safety and security of Annual or Spring Meeting participants. Examples include:

- Terrorist attack in DC or surrounding area
- Violent protestors

Communications

Security communications will be provided by the existing emergency communication framework outlined in the Crisis Management Plan. Channels may include:

- PA system
- Digital signage
- Office telephone alert (OTA)
- Email, Text, Phone call via Fund Notification System

The MSCMT team is responsible for notifying meeting participants. The Bank and the Fund utilize different registration systems which will be the primary channel for notification of meeting participants through concurrent messaging organized by the MSCMT. Other channels may include:

- Embassies
- Associated Office of Executive Director
- Hotels

General guidelines for developing communications are as follows:

1. Assemble known facts about the incident;
2. Identify and prioritize Audiences who require immediate communication;

3. Designate person responsible for creation of messages to each Audience;
4. Identify and designate the spokesperson for each Audience;
5. Determine the appropriate channel(s) and frequency for delivery to each Audience; and
6. Develop the message content for each Audience and communicate.



Steps to Relocate, Postpone or Cancel Annual or Spring Meetings

In all cases, account for SEC personnel first.

Checklists 1-4 provide steps to follow for the Annual or Spring Meetings.

SEC Crisis Team Considerations		
Continue as Planned – Checklist 1		
1.	Consider if notification to Meeting participants is appropriate	
2.	Develop participant messaging	<p>The MSCMT, In collaboration with the Bank and COM, determine meeting participant's notification:</p> <ul style="list-style-type: none"> • develop message content, • determine and prioritize audience, • determine channel and spokesperson • identify individuals able to send the messages
3.	Notify meeting participants	Respective MSCMT will concurrently notify meeting participants via meeting system, embassies, hotels, ED offices.
4.	Notify meeting support teams	<p>SEC Crisis Team:</p> <ul style="list-style-type: none"> ➤ SEC space planning ➤ Facilities ➤ Real estate ➤ Security Services ➤ IT ➤ Food/Catering ➤ Transportation

SEC Crisis Team Considerations

Cancel – Checklist 2

1	Refer to <i>SEC Meeting Cancellation Procedures</i> document with the SEC Department
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SEC Crisis Team Considerations

Relocate or Postpone – Checklist 3

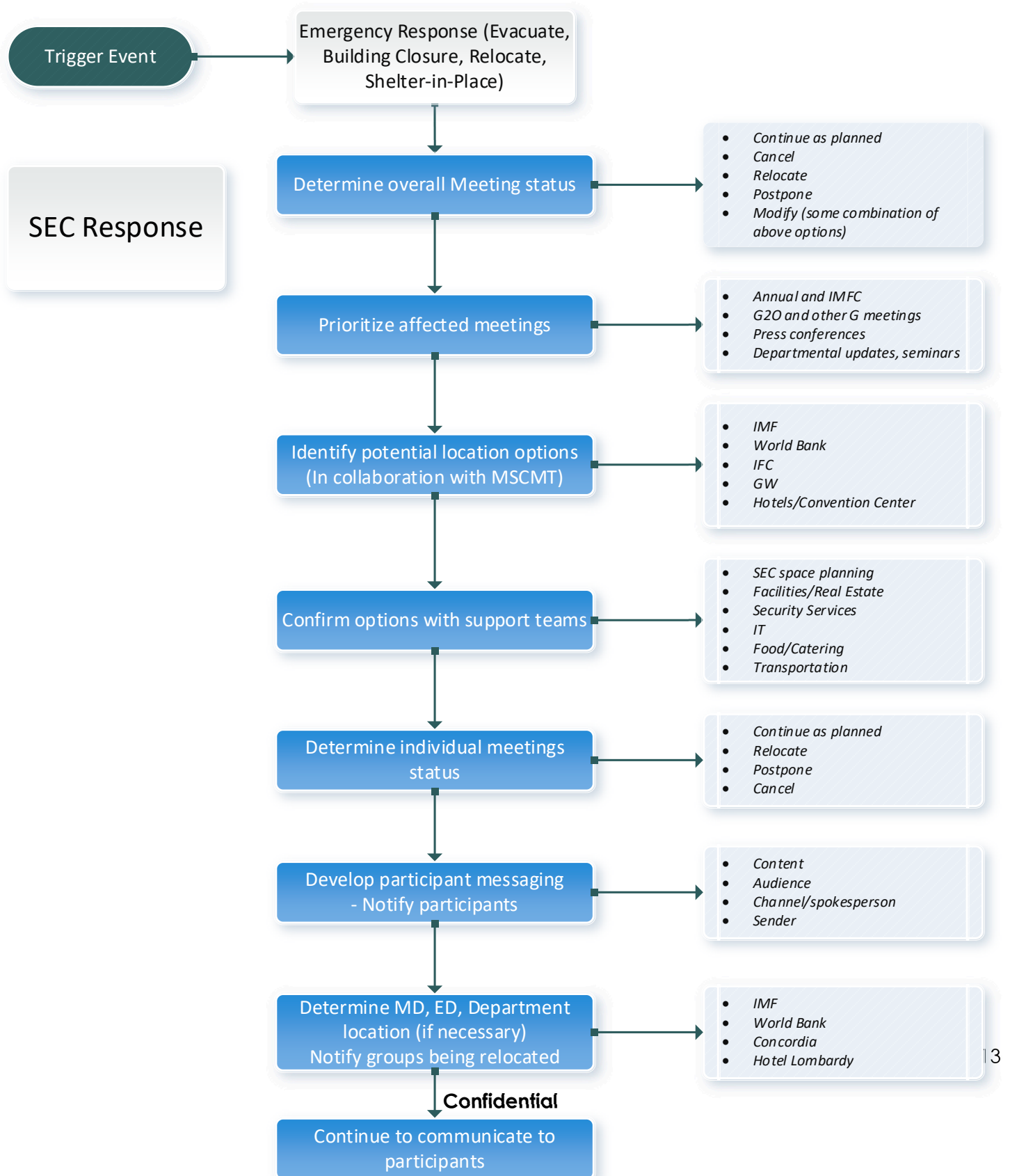
1.	Determine if all or a portion of the Meetings will be relocated/postponed
2.	Notify meeting participants via meeting system, embassies, hotels, ED offices
3.	Notify meeting support teams facilities, travel, security, ITD
4.	Find appropriate facilities
5.	Secure IT requirements
6.	Secure facility/furniture requirements
7.	Support alternate transportation for participants as needed

SEC Crisis Team Considerations Modifying Meetings – Checklist 4			What if meetings are impacted on Thursday afternoon?	What if meetings are impacted for a ½ day on Friday?
1.	Prioritize affected meetings	Prioritize each affected Meeting using the following prioritization guidelines: <ol style="list-style-type: none"> 1. Official meetings, Annual and IMFC – continue to hold if at all possible 2. G20 and other ‘G’ meetings 3. Press Conferences (some may be more critical than others) 4. Departmental updates, seminars 	Priority 1: Priority 2: Priority 3: Priority 4: All other events	Priority 1: Priority 2: Priority 3: Priority 4: All other events
2.	Identify potential locations	Identify all potential locations meetings can be held <ul style="list-style-type: none"> ➤ IMF ➤ World Bank ➤ IFC ➤ GW ➤ Hotels/Convention Center 		
3.	Confirm options with support teams	Confirm the location options are viable with: <ul style="list-style-type: none"> ➤ Facilities/Real Estate ➤ Security Services ➤ IT ➤ Food/Catering ➤ Transportation 		
4.	Decision meeting status	In collaboration with the MSCMT, discuss which meetings will be held as planned, relocated, postponed or cancelled . (the decision may be different for the Bank and the Fund)	Relocate Priority 1 and Priority 2 events. Relocate or cancel Priority 3 events. Relocate or cancel Priority 4 events.	Relocate Priority 1 and Priority 2 events. Relocate or cancel Priority 3 events. Relocate or cancel Priority 4 events.
5.	ID new meeting locations	In collaboration with space planning/facilities/real estate and security services, determine any new location(s)	Option A: Alternative IMF HQ Building Option B: World Bank Option C: Bretton Woods	Option A: Alternative IMF HQ Building Option B: World Bank Option C: Bretton Woods

SEC Crisis Team Considerations Modifying Meetings – Checklist 4			What if meetings are impacted on Thursday afternoon?	What if meetings are impacted for a ½ day on Friday?
6.	Develop participant messaging	In collaboration with the MSCMT determine meeting participant’s notification : <ul style="list-style-type: none"> ➤ develop message content, ➤ determine and prioritize audience, ➤ determine channel and spokesperson ➤ identify individuals able to send the messages 		
7.	Notify participants	Notify meeting participants via meeting system, embassies, hotels, ED offices.		
8.	MD location	Determine where the MD and team will be located if necessary , using the EORT Recovery Space Team. Options may include: <ul style="list-style-type: none"> ➤ World Bank ➤ 1899 ➤ 1919 ➤ Hotel Lombardy ➤ Other 		
9.	ED location	Determine where the EDs/Governors and their teams will be located if necessary , using the EORT Recovery Space Team. Options may include: <ul style="list-style-type: none"> ➤ World Bank ➤ 1899 ➤ 1919 ➤ Hotel space ➤ Other 		
10.	Departments location	Consider any options for Department locations if necessary, using the EORT Recovery Space Team.		
11.	Facility	Space Planning team to determine facility requirements : <ul style="list-style-type: none"> • Furniture needed • # of Meetings in each revised location • AV requirements 		
12.	Security	Collaborate with Security Services on any changes in: <ul style="list-style-type: none"> • Perimeter changes • Security checkpoints • Badge and scanners 		

SEC Crisis Team Considerations Modifying Meetings – Checklist 4			What if meetings are impacted on Thursday afternoon?	What if meetings are impacted for a ½ day on Friday?
13.	IT	Determine IT requirements: Is the registration system up and running? <ul style="list-style-type: none"> Will computers be needed in the new location? 		
14.	Transportation	Update transportation requirements: <ul style="list-style-type: none"> Will new shuttle buses be needed? Will Meeting participants need support rearranging travel plans? What about transportation to any offsite events such as dinners? 		
15.	Food and catering			
16.	Continue ongoing participant messaging	In collaboration with the Bank and COM, determine meeting participant's notification : <ul style="list-style-type: none"> develop message content, determine and prioritize audience, determine channel and spokesperson identify individuals able to send the messages 		
17.	Notify participants	Notify meeting participants via meeting system, embassies, hotels, ED offices.	Relocate Priority 1 and Priority 2 events. Relocate or cancel Priority 3 events. Relocate or cancel Priority 4 events.	Relocate Priority 1 and Priority 2 events. Relocate or cancel Priority 3 events. Relocate or cancel Priority 4 events.

SEC Crisis Team Process for Modifying Annual and Spring Meetings Washington, DC



DM6049295

Emergency Contact Card

(Updated 9/13/2019)

2019 ANNUAL MEETINGS MSCMT WALLET CARD				
Team Members	Title	Cell/SMS Text	Work	Home
Yvonne Tsikata	VP & Corporate Secretary	202-361-4805	202-473-3970	703-237-5880
Jianhai Lin	Secretary	202-459-1073	202-623-7299	703-751-7090
Alice Yeo	SECCO Manager	202-560-4928	202-473-1250	N/A
Lei Burgoyne	SECIE Manager	202-640-9157	202-623-9014	703-349-6194
Martin Kraus	Bank Security Lead	202-560-3597	202-473-7017	443-646-5996
Vincent O'Neill	Fund Security Lead	202-497-9323	202-623-7444	301-570-4044
Heather Henderson	SECCO, Communications	703-597-5915	202-473-6278	703-597-5915
Bill Oliver	SECIE, Communications	202-677-9897	202-623-4957	301-896-0084
Jeremy Hillman	Bank Communications (ECR)	202-367-6438	202-473-0835	240-396-6035
William Murray	Fund Communications (COM)	202-345-8568	202-623-7064	703-841-9019
Camilla Andersen	Fund Communications (COM)	202-390-7057	202-623-9462	240-683-4854
Nathan Barker	Bank Registration/Credentials	202-280-5063	202-458-0730	571-484-3833
Thomas Bonaker	Secretary, Registration	202-290-5536	202-623-6745	202-232-4571
STRICTLY CONFIDENTIAL --- IMF in Red WBG in Black --- STRICTLY CONFIDENTIAL				

2019 ANNUAL MEETINGS MSCMT WALLET CARD	
Emergency Notification Systems - Group Names	
MSCMT - EMAIL ONLY (WBG/IMF Meetings Secretariat Crisis Management Team)	
MSCMT@worldbank.org	
Conference Bridge Line: 877-985-8016; PASSCODE: 2880895; +1-517-444-3338	
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