

Collaboration Conference Calls

Once activated, the Chair, Vice-Chair, or Executive Committee communicates the RFA details to the membership and works with the requesting jurisdiction to develop an initial Course of Action (COA). A Collaboration Conference Call is then scheduled.

The Collaboration Call serves as the primary platform for information sharing between OEMs and VOAD partners and among VOAD Members themselves. Its effectiveness is rooted in open communication and strengthens our ability to cooperate, coordinate, and collaborate.

Typical Collaboration Call

Agenda Item	Objective
Welcome	Comments stressing the need to support Communication, Coordination, Cooperation and Collaboration throughout the response.
	Explain that the focus of the call includeamongdssion of - any new, modified, or existing RFAs (Requests for Assistance), - identifying and unmet needs, and - any resources required or available. Explain the reporting expectations or responding organizations: - Check-In when responding and ready for deployment (one time) - Check-Out when demobilizing and no longer available for deployment - Situation Reports - Participation in Coordination Calls - Collaboration in Aid.Arena
Situation Update	Current Incident Overview - What happened, where it happened, scale of impact, and status (active, contained, stabilized, transitioning).
	Life Safety & Immediate Needs - Any fatalities, injuries, missing persons, evacuations, sheltering needs, access/functional needs considerations.
	Operational Priorities - What responders are focusing on right now (search and rescue, fire suppression, debris, sheltering, reunification, etc.).
	Impact to Infrastructure - Status of power, water, transportation, communications, hospitals, and critical facilities.
	Weather & Hazards - Current conditions, short-term forecast, threats that may worsen the situation (heat, storms, flooding, wind, smoke, etc.).
	Community Impacts - Number of households affected, structures damaged, school/road closures, vulnerable population concerns.



Agenda Item	Objective
	Resource Needs & Gaps - Requests for assistance, shortages, unmet needs, VOAD opportunities. Current NGO / VOAD Operations - Who is activated, what services are already being provided, and where operations are occurring. Coordination Notes - How information is being shared (SitReps, platforms), next meeting time, key action items.
Course of Action	The Course of Action (COA) brief should include the • objectives (what the COA is intended to achieve - the desired end state); • the actions and tasks (specific steps, activities, or missions required to execute the COA); • the required resources (personnel, equipment, supplies, and partners needed — including any gaps); • the timeline (start time, duration, deadlines, and key milestones); • roles & responsibilities (who is responsible for what (lead agency, supporting partners); • constraints & limitations (factors that restrict execution (access, weather, funding, staffing); • risks & mitigations: (potential issues the COA may create and how they will be addressed); • coordination & communication (how updates, decisions, and changes will be shared among partners); • success criteria (how you will know the COA is working or complete). Typically, TGCRVOAD objectives include • Building situational awareness, • Supporting humanitarian and cleanup efforts, • Strategic elements of our response, • Managing resourced, and, • Transition to LTRCs
Incident Action Plan	What needs to be done, who will do it, when and how, and what resources are required to manage an incident during an operational period (generally the next 24 hours).



Agenda Item	Objective
Collaboration	Reports from Members, Jurisdictions, and Guests
Closing	Reminders of the next meeting
Comments	Encouragement
	Review collaboration tools available