# Summary of key steps

## Documentation and action required

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| --- | --- | --- |
| Document | Action required | Timescales |
| Delivery guidance | Read | At least 10 weeks before the Cyber 360 |
| Introduction to the Cyber 360 - briefing | Share with colleagues as appropriate | At least 10 weeks before the Cyber 360 |
| Statement of expectations | Complete and return | At least 6 weeks before the Cyber 360 |
| Information confidentiality agreement | Complete and return | At least 6 weeks before the Cyber 360 |
| Draft schedule | Complete and return | At least 6 weeks before the Cyber 360 |
| Final schedule | Complete and return | At least one week before the Cyber 360 |

## Key decisions for participating councils

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| --- | --- | --- |
| Information | Action required | Timescales |
| Delivery dates preference | Share with the LGA | At least 10 weeks before the Cyber 360 |
| Confirmed delivery dates  | Share with the LGA | At least 6 weeks before the Cyber 360 |
| Any team member preference | Share with the LGA | At least 6 weeks before the Cyber 360 |
| A specific scope or focus area | Share with the LGA | At least one week before the Cyber 360 |
| Contextual pre-reading for the team | Share key documents with the LGA | At least one week before the Cyber 360 |

## Key meetings

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| --- | --- | --- |
| Meeting | Who | When |
| Introductory meeting following expression of interest | As appropriate from council | As required |
| First confirmation meeting | Lead organiser (required)Sponsor (optional) | 10 weeks before the Cyber 360 |
| Second check-in | Lead organiser (optional) | 8 weeks before the Cyber 360 |
| Second confirmation meeting | Lead organiser (required)Sponsor (optional) | 6 weeks before the Cyber 360 |
| Check-in | Lead organiser (optional) | 4 weeks before the Cyber 360 |
| Pre-meeting | Lead organiser (required) | At least one day before Cyber 360 |