# Kick-Off Meeting Invitation

*This invitation should be sent to meeting participants once the Champion has been identified.*

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Date: <date>,

Time: <time>

Location: <address/facility/room>

You are invited to represent your department at the Critical Infrastructure Assessment Kick-Off Meeting. The purpose of the meeting is to learn about a new assessment process being implemented by the <city/town/region> and to begin assessing our critical infrastructure. This assessment has been approved by <senior management/individual name> and will inform the redevelopment of various community plans.

The meeting will focus on three areas:

* Reviewing basic concepts of critical infrastructure;
* Examining the dependencies that exist between locally-owned assets and the goods & services offered to residents; and
* Using a tool to capture and organize these dependencies.

It will be important to attend this meeting as you will receive training regarding assessment activities that you will need to carry out with your department.

Please feel free to contact me with any questions you might have. The RSVP deadline is <date>.

Regards,

<Champion>