

## Prime Minister-Level attendance

### Pre-summit Actions and Risk matrix – Kuala Lumpur

For attendance of a Prime Minister or a visiting Head of Government in Kuala Lumpur attendance you will need elevated command, coordination, and contingency protocols.

Phase	Action Item	Responsible Party	Status / Notes
Strategic Planning (6–10 weeks out)	Engage Prime Minister's Office (PMO) and Wisma Putra for formal approval of PM attendance.	CEPI / Protocol Lead	
	Request appointment of PMO Protocol Officer /Events Manager and PDRM Polis Diraja Malaysia (Royal Malaysia Police), Principal Protection Officer (PPO).	Protocol Lead/CEPI	
	Engage FCDO team in country to advise them of the proposed event and seek advice.		
	Issue Admin Note to Missions and Embassies		
	Submit initial security and protocol plan to PMO for review.	Security Lead/CEPI	
	Establish liaison with Met Police - Royalty and Specialist Protection (RaSP)/Special Branch (SB) via PMO and Royal Malaysia Police (PDRM) VIP Protection Division.	Security Lead/CEPI/Vivace	
6 weeks out	Deadline for registrations/close cVent reg (unless background checks can be later?)		
	Begin background checks for all staff, contractors, drivers, and suppliers via Special Branch clearance process.	Security / HR/Vivace/CEPI	



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	Conduct threat assessment including political activity, media risk, and protest likelihood.	Intelligence Advisor / PDRM/CEPI/Vivace	
	Develop and agree C3 structures and a Concept of Operations (ConOps) with client.		
	Reserve venue with Red/Yellow/Green zoning capability and prior experience hosting head-of-state visits.	Venue Manager/Vivace/CEPI	
	Secure full hotel floor or suite area for PM accommodation with private lift access.	Hotel Security / PMO Liaison/Vivace/CEPI	
	Review adjoining buildings, public areas, and local business and consider security threats and implications eg potential road closures, parking suspensions, closure of businesses etc.		
4/3 weeks out	Briefing Meeting with Missions and Embassies		
	Host a Table Top Exercise (TTX) with key delivery partners to roleplay potential scenarios and how to respond to them (eg travel disruption impacting on delegates, power outage at venue, cyber attack during event etc).		
Operational Setup (3–7 days prior)	Activate Joint Operations Room (JOR) with live CCTV and convoy tracking.	PDRM / PMO/Vivace	
	Coordinate full EOD (Explosive Ordnance Disposal) and counter-sniper sweeps at venue.	PDRM / Special Branch	



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	Develop a Transport Plan to include the movement and onsite parking arrangements for all Principals, delegations, security, production, venue, media vehicles, Confirm motorcade routes, secondary and tertiary evacuation routes with Traffic Police.	PDRM / Logistics Lead	
	Restrict staff access to cleared personnel only; issue coded access badges.	Security / Accreditation/ CEPI/Vivace	
	Install communications jammers (if required) and secure radio frequency management.	Special Branch / IT Lead/Vivace	
	Verify hospital readiness and assign on-call medical response unit.	Medical Coordinator / PDRM	
1 week out	Book of Faces issued to staff followed by a list of all the delegations and media registered to attend.	Vivace/CEPI/ Protocol lead	
Event Operations (During Event)	Activate Red Zone lockdown 1 hour before PM arrival.	PDRM / Venue Security/Vivace	
	Ensure motorcade timing is strictly followed; no deviations without Command approval.	Convoy Command / PPO/Vivace	
	Maintain surveillance feeds and real-time situation reporting in JOR.	Command Centre / PDRM	
	Ensure press and photographers are PMO-accredited and escorted at all times.	Media Liaison / PMO/Vivace/CEPI	



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	Monitor for social media leaks or misinformation; implement rapid response if needed.	Communications Lead	
	If required, set up an Event Management Centre on or near venue site to coordinate monitoring and management of emerging issues with key partners eg delivery of transport plan, security operations, accreditation, venue management, staffing issues etc.		
	Confirm secure lines for crisis communication with PMO and Embassy representatives.	Operations Lead/Vivace	
Emergency & Contingency Response	Establish air evacuation route and staging area for helicopter or convoy extraction.	PDRM / PMO	
	Identify Tier-1 hospital (Hospital Kuala Lumpur or Gleneagles) for immediate response.	Medical Team / PMO/Vivace	
	Hold emergency drill simulation 24h before event opening.	Security Lead / PDRM/Vivace/CEPI	
	Offer Missions and Advance Teams of Principals an opportunity to do a site visit		
	Host a site visit for all event staff (hosts and venue) to familiarize with the venue and highlight security and emergency processes.		
	Prepare pre-approved media statement templates for crisis/disruption.	PMO Communications Office/CEPI	



Phase	Action Item	Responsible Party	Status / Notes
Post-Event	Conduct full debrief with PMO, PDRM, and Special Branch.	Host Organization / Protocol Lead	
	Submit final incident report and lessons learned within 7 days.	Security Lead/CEPI/Vivace	
	Host a celebratory moment to thank key partners and staff.		