

Order Form Attachment 8 – Governance

For the purpose of Call Off Schedule 7 (Governance) of the Call Off Terms, the following boards and meetings shall apply:

Executive Sponsor Review Meeting	
Buyer Members of Executive Sponsor Review Meeting (include details of chairperson)	<ul style="list-style-type: none"> • Chief Digital Information Officer (CDIO) (Chair) • Chief Technology Officer (CTO) • Accountable Executive • Director of GIO • Head of Supplier Management • Defra Group Commercial representative • Board support (secretariat)
Supplier Members of Executive Sponsor Review Meeting	<ul style="list-style-type: none"> • CDIO equivalent • CTO equivalent • Accountable executive(s) • Relationship manager • Account manager
Start Date for Executive Sponsor Review meetings	From the Commencement Date
Frequency of Executive Sponsor Review meetings	Six (6) months
Location of Executive Sponsor Review meetings	Buyer hub premises or Supplier premises, as agreed between the Parties
Inputs to Executive Sponsor Review meetings	<ul style="list-style-type: none"> • Cumulative SRM dashboard from the previous reporting period • Future Relationship Innovations • Review and decide on innovation expenditure • Review and manage relationship risks and issues
Outputs from Executive Sponsor Review meetings	<ul style="list-style-type: none"> • Escalation decisions • Relationship rating/score agreement

Quarterly Business Review Meeting

Buyer attendees of Quarterly Business Review (include details of chairperson)	<ul style="list-style-type: none"> • Chief Digital Information Officer (CDIO) (every six (6) months) • Chief Technology Officer (CTO) • Accountable Executive • Director of GIO • Head of Supplier Management (Chair) • Defra Group Commercial representative • Supplier Relationship Manager • Crown representative (by exception, if required) • Board support (secretariat)
Supplier attendees of Quarterly Business Review	<ul style="list-style-type: none"> • CDIO equivalent • CTO equivalent • Accountable executive(s) • Relationship manager • Account manager
Start Date for Quarterly Business Review meetings	From the Commencement Date
Frequency of Quarterly Business Review meetings	Quarterly
Location of Quarterly Business Review meetings	Buyer hub premises or Supplier premises, as agreed between the Parties
Inputs to Quarterly Business Review meetings	<ul style="list-style-type: none"> • Account Management Plan (GIO Lead Supplier Manager) • SRM dashboard (GIO Lead Supplier Manager) • Supplier planned initiatives • Strategy updates (DDTS and Supplier accountable executive) • Supplier Management Report
Outputs from Quarterly Business Review meetings	<ul style="list-style-type: none"> • Agreed action plans • Account priority changes • Escalation decisions

Service Management Board	
Buyer Members of Service Management Board (include details of chairperson)	<ul style="list-style-type: none"> • Service management executive • Lead supplier manager (Chair) • Service management representative (where appropriate) • Commercial representative • Security representative • Service level management representative • Other representatives as required • Board support (secretariat)
Supplier Members of Service Management Board	<ul style="list-style-type: none"> • Account manager • Service delivery executive • Operational delivery manager(s) • Service delivery representatives (as appropriate) • Head of security
Start Date for Service Management Board meetings	From the first Service Commencement Date
Frequency of Service Management Board meetings	Monthly or such other frequency as agreed between the Parties.
Location of Service Management Board meetings	Buyer premises (or using an agreed medium that is sensible for effective operation, for example face-to-face, video conference or teleconference)
Inputs to Service Management Board meetings	As per the applicable agenda issued in accordance with Paragraph 5.5 of Call Off Schedule 7 (Governance).
Outputs from Service Management Board meetings	As per the applicable minutes of the Board meeting issued in accordance with Paragraph 5.8.5 of Call Off Schedule 7 (Governance).

Commercial Management Board	
Buyer Members of Commercial Management Board (include details of chairperson)	<ul style="list-style-type: none"> • Commercial Category Lead (Chair) • Service Owner • Finance Manager • Commercial Contract Manager • Board support (secretariat)
Supplier Members of Commercial Management Board	<ul style="list-style-type: none"> • Account manager • Service delivery executive • Financial representative (quarterly)
Start Date for Commercial Management Board meetings	From the first Service Commencement Date
Frequency of Commercial Management Board meetings	Monthly during the third week of each month (or such other frequency as agreed between the Parties).
Location of Commercial Management Board meetings	Buyer premises (or using an agreed medium that is sensible for effective operation, for example face-to-face, video conference or teleconference).
Inputs to Commercial Management Board meetings	<ul style="list-style-type: none"> • Supplier Management Report (risks, issues, assumptions, issues and dependencies) • Performance Monitoring Report (key obligations due, performance, status achievements) • Financial and commercial reports required as per Call Off Schedule 6 (Transparency Reports) • Contract change control register
Outputs from Commercial Management Board meetings	Actions and updates risks, issues, opportunities, decision and escalation logs to be confirmed by the Chair and issued to all attendees.

Technical Design Authority	
Buyer Members of Technical Design Authority (include details of chairperson)	<ul style="list-style-type: none"> • Head of Infrastructure & Security Architecture (Chair) • Heads of: Application Architecture, Data Architecture • Head of Digital Technology • GIO Head of Technical Services & Technical Leads (as required) • Programme Chief Architects & Solution Architects (as required) • DDTS Service Owners (as required) • Design Document Authors (as required) • Commercial representative (as required)
Supplier Members of Technical Design Authority	<ul style="list-style-type: none"> • Account Chief Technology Officer/Technology Lead/Architects or equivalent • Domain architects
Start Date for Technical Design Authority meetings	Commencement Date
Frequency of Technical Design Authority meetings	Weekly
Location of Technical Design Authority meetings	Buyer premises / virtual
Inputs to Technical Design Authority meetings	<ul style="list-style-type: none"> • RAID log • Compliance/Non-compliance reports • Waiver requests • Technology roadmaps • Design patterns • Design documents • Enterprise architecture principles
Outputs from Technical Design Authority meetings	<ul style="list-style-type: none"> • Decisions • Waivers • Endorsement or approvals for designs • Requests for new design patterns • Recommendations for technology adoption by the Buyer • Recommendations for new delivery programmes or working groups

Transition Management Board	
Buyer Members for Transition Management Board (include details of chairperson)	<ul style="list-style-type: none"> • Transition management lead • Defra Group heads of service • Contract manager/director • Transition managers • Service lead management Representative • Commercial representative • Infrastructure Technology Procurement representative
Supplier Members for Transition Management Board	<ul style="list-style-type: none"> • Transition lead(s) • Data Manager (quarterly)
Other attendees	<ul style="list-style-type: none"> • Former Suppliers' exit managers • Other Supplier representatives as required
Start Date for Transition Management Board meetings	Commencement Date
Frequency of Transition Management Board meetings	Weekly
Location of Transition Management Board meetings	Buyer premises / virtual
Inputs to Transition Management Board meetings	<ul style="list-style-type: none"> • Implementation performance summary report (as per Paragraph 3.1.4 of Part B of Call Off Schedule 11 (Implementation)) • Milestone Reconciliation Report • Implementation Plan - Plan On A Page (POAP) • Change Authorisation Note summary (if applicable)
Outputs from Transition Management Board meetings	<ul style="list-style-type: none"> • Action log • Decision log • Risks and issues