

**PROCEDURE FOR TASKING FOR TRAINING COURSES – SoR Item 6**

1. If the Authority requires the Contractor to deliver any of the training courses set out at Appendix 1 to this ANNEX M in accordance with the SoW at ANNEX A, the Authority shall complete Part A of the tasking form set out at Appendix 2 of this ANNEX M. The Firm Price payable by the Authority for each of the training courses are set out in Table 1 of Appendix 1 to this ANNEX M. The Authority shall issue such a tasking form to the Contractor no later than three months prior to the commencement of the requested training course.
2. Further to Paragraph 1 above, the Contractor shall complete Part B of Appendix 2 of this ANNEX M and submit such form to the Authority within 10 Business Days of receiving the Part A from the Authority. The Contractor shall only have the right to reject the task where the Authority has not adhered to the notice provisions set out above or the training course requested would result in the Authority exceeding the maximum number of training courses for that type of course in the relevant Financial Year, as specified in Table 1 of Appendix 1 to this ANNEX M .
3. On completion of the training course, the Contractor shall complete Part C of Appendix 2 of this ANNEX M and issue it to the Authority within 10 Business Days of completion of such training course.
4. Further to Paragraph 3 above, the Authority shall either:
  - (a) Confirm completion of the training course; or
  - (b) Dispute the completion of the training course

The Authority shall complete Part D of Appendix 2 of this ANNEX M to reflect either (a) or (b) of Paragraph 4 above as applicable. Where paragraph (b) applies, the Authority shall include brief details of why the completion of the training course is disputed in the form of Part D of Appendix 2 of this ANNEX M.

5. Further to Paragraph 4 above, the Contractor shall provide a detailed response to the Authority in writing within five (5) Business Days of receipt a completed Part D form as set out at Paragraph 4 above.
6. When the Authority is satisfied that the training has been completed then the Authority shall follow the procedure set out at Paragraph 4 above.
7. If further to Paragraph 5 above, the Authority still disputes the completion of the training course then the Authority shall inform the Contractor in writing within ten (10) Business Days. The disputed training course shall then form part of the agenda for the next Performance Review Meeting for the matter to be resolved.