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**SCHEDULE 9**  
**CONTRACT MANAGEMENT**

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**1 PURPOSE**

1.1 This Schedule sets out the:

1.1.1 contract management procedures to be used in the Contract.

1.1.2 management information and reporting requirements with which the Contractor and the Authority shall comply with.

1.2 The objective of this Schedule is to:

1.2.1 enable the implementation of the Services in a timely manner and in any event in accordance with the timescales required under this Contract;

1.2.2 enable the Authority to monitor the Contractor's performance of the Services;

1.2.3 describe the structure of the Contract and the purpose of each of its key elements; and

1.2.4 detail the governance underpinning this Contract.

1.3 The Contract management arrangements set out in this Schedule are intended to support the Parties in achieving, amongst other things, the objectives set out in Schedule 2 to the Contract in relation to the generation of Mission Capable Aircraft.

1.4 This Schedule is based on the following structure:

1.4.1 Part A covers the Contract Management and governance structure.

1.4.2 Part B defines the arrangements for providing information to support contract monitoring and administration.

1.4.3 Annex A sets out the joint meetings managed by the Authority.

1.4.4 Annex B sets out the joint meetings managed by the Contractor.

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**PART A – CONTRACT MANAGEMENT**

**2 CONTRACT MANAGEMENT STRUCTURE**

2.1 This Schedule sets out how the contract will be managed for the Contract Period. Figure 1 provides an overview of the governance structure that will be applied; this is described in Paragraph 11 of this Schedule.



**Figure 1: Sentinel Availability Service Governance**

**3 CONTRACT MANAGEMENT OBJECTIVES**

3.1 The contract management structure set out in this Schedule is intended to support the Parties in achieving:

- 3.1.1 Regular monitoring of the performance of the Services to ensure compliance with the terms and conditions of this Contract including the contract schedules.
- 3.1.2 Early identification of problems and issues in the performance of the Services, such that they might be resolved in a prompt and co-operative manner.
- 3.1.3 The prompt and co-operative management of changes raised in accordance with the change process described in Schedule 6 (*Contract Change*) of this Contract.
- 3.1.4 The joint objectives referenced at Paragraph 1.3.

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## 4 ISSUE MANAGEMENT AND DISPUTE RESOLUTION

4.1 In the event an issue or dispute in relation to the Contract is raised in accordance with this Paragraph 4, such referral shall not prejudice any other right of a Party to exercise or claim the benefit of any other remedy available to it under this Contract. Including, without limitation, the implementation of recovery plans, the operation of the payment withholds mechanism described in Schedule 5 (*Pricing and Payment*) and/or any rights of termination.

4.2 As part of the contract management process, the Parties shall seek to ensure that issues are dealt with promptly and at the lowest authorised level within their organisations. The issues management process described in this Schedule has been developed to achieve the following objectives:

4.2.1 Ensure issues are resolved by working together in the most cost-effective manner.

4.2.2 Ensure issues are addressed promptly with a view to minimising the impact of the delivery of services and avoiding formal disputes arising.

4.2.3 Ensure issues are dealt with in an open, constructive and respectful manner.

4.2.4 Ensure issues can be resolved through normal day-to-day working and escalated through the governance framework identified at Paragraph 2, if required.

4.3 An issue log shall be maintained continuously by the Contractor and delivered as part of the Monthly Performance Report (MPR) for review at each governance meeting:

4.3.1 an issue identification number;

4.3.2 the date the issue was raised;

4.3.3 a description of the issue;

4.3.4 an impact statement quantified, where practical, in performance, cost and time terms;

4.3.5 the Parties respective leads for handling the issues;

4.3.6 the required resolution date,

4.3.7 the actual resolution date; and

4.3.8 the action agreed to resolve the issue.

4.4 The Parties to the Contract will use their best endeavours to resolve in good faith any dispute, which may arise between them. The Parties shall escalate issues to (and between) the governance meetings identified at Paragraph 2 of this Schedule.

4.5 The Parties shall ensure that any issue referred to a governance meeting is supported by sufficient information and evidence to support resolution of the issue. Agreed decisions shall be captured in the meeting minutes and recorded in the issues log.

4.6 Where an issue is escalated through the governance meetings detailed at Paragraph 11 and a resolution cannot be agreed, the matter will be categorised as a Dispute and handled in accordance with Clause 82 (*Disputes*) of the Terms and Conditions of this Contract.

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## **5 TERMS OF REFERENCE FOR CONTRACT MANAGEMENT**

5.1 The governance Group, their purpose, objectives and method of operation shall include, but shall not be limited to, for the:

5.1.1 Annual Performance Review Meeting (APRM), as set out in Paragraph 28;

5.1.2 Quarterly Performance Review Meeting (QPRM), as set out in Paragraph 29; and

5.1.3 Monthly Performance Review Meeting (MPRM), as set out in Paragraph 30.

5.2 Each Group meeting will be chaired by a representative from the Authority. The Contractor shall Manage the meeting of a Group, as per the Manage definition at Schedule 1 (*Definitions and Abbreviations*).

5.3 The Parties shall ensure that their respective representatives at any meeting have a sufficient level or seniority, responsibility, authority and availability to allow the Group to carry out its business.

5.4 Meetings of any Group shall be validly convened with a quorum of at least one (1) representative from each Party who shall attend in person unless otherwise agreed between the Parties.

5.5 Unless otherwise agreed by the Parties, any meeting of a Group will be a meeting in person at the MOB. If a Party requests that a Group meeting takes place via conference call the other party shall not unreasonably withhold its consent to such request.

5.6 The decisions taken by, actions of and any failure to act by a Group shall not in any way relieve either Party from any of their obligations under this Contract nor shall they constitute a Change or make the Authority responsible for any additional cost or expense or create any liability on the Authority (unless expressly agreed in writing by the Authority at the time of, or subsequent to, such decision, action or failure to act).

5.7 Where a decision of a Group requires amendment to the Contract or any documentation referred to pursuant to the Contract, such decision of that Group shall not be deemed to be final and binding on the Parties unless and until the Contract or such other documentation as may be referred to under the Contract has been amended in accordance with the change process described in Schedule 6 (Contract Change) of this Contract.

5.8 The Authority may call an extraordinary meeting of any Group if it reasonably believes that such a meeting is required on providing a minimum of five (5) Business Days' notice. Each Party will use best endeavours to ensure that any extraordinary meeting of any Group is quorate and the timeframes associated with the Contractor's Manage obligation shall not apply.

5.9 Unless indicated otherwise in this Schedule references to "required inputs" and "required outputs" shall be references to the "required inputs" and "required outputs" of the Contractor.

## **6 CONTRACT/PERFORMANCE MANAGER**

6.1 The Parties shall each nominate a contract/performance manager (the "Contract Manager"), with prime responsibility for:

6.1.1 monitoring and assessing the Contractor's performance of the Services;

6.1.2 monitoring the Authority's performance against GFA obligations;

6.1.3 the management of the Contract, including management of issues arising under the Contract;

6.1.4 identifying changes to be progressed under the change process described in Schedule 6 (Contract Change); and

6.1.5 ensuring that appropriate and effective relationships are maintained between both Parties.

6.2 In the event that a Contract Manager is absent for a required meeting, from either Party, the Party concerned shall ensure that the Contract Manager’s role is fulfilled by a nominated individual:

6.2.1 who shall be of equivalent or greater seniority than the Contract Manager; and

6.2.2 whose identity has been communicated to, and agreed by, the other party prior to the meeting.

**7 CONTRACT DELIVERY**

7.1 In accordance with Schedule 2 (*Statement of Work*) of this Contract, the Contractor will provide an integrated support service that has been designed to deliver CASP outputs relating to FAF and Fully Mission Capable (FMC) aircraft. The support solution is illustrated in Figure 2 below. Services are detailed in full in Schedule 2 (*Statement of Work*) to this Contract.

**\*REDACTED\***

**Figure 2: Integrated Sentinel Support Solution Service Model**

**8 CONTRACT STRUCTURE**

8.1 This Contract comprises a set of terms and conditions and contract schedules. The terms and conditions are structured into sections that group related terms and conditions together. The totalities of these documents make up the legal ‘Contract Document’. The table below sets out the contract structure, summarises the function of each section/schedule, and provides the contract management lead.

**Table 1: ISSS Contract Sections and Schedules**

Reference	Title	Summary	Owner/s
<b>Contract Sections</b>			
Section A	Definitions And Interpretation		AirISTAR Commercial Delivery-1
Section B	Core Obligations		AirISTAR Commercial Delivery-1
Section C	Sub-Contracting		AirISTAR Commercial Delivery-1
Section D	Price/Costs/Payment	References Schedule 5 (Pricing and Payment)	AirISTAR Commercial Delivery-1

Section E	Performance And Remedies	References Schedule 4 ( <i>Performance Management</i> )	AirISTAR Commercial Delivery-1
Section F	Information Provisions		AirISTAR Commercial Delivery-1
Section G	Intellectual Property Rights		AirISTAR Commercial Delivery-1
Section H	Security Provisions		AirISTAR Commercial Delivery-1
Section I	Site Issues		AirISTAR Commercial Delivery-1
Section J	People Issues		AirISTAR Commercial Delivery-1
Section K	Asset Related Provisions		AirISTAR Commercial Delivery-1
Section L	Contract Specific Provisions		AirISTAR Commercial Delivery-1
Section M	Termination		AirISTAR Commercial Delivery-1
Section N	General Contract Provisions		AirISTAR Commercial Delivery-1
<b>Contract Schedules</b>			
Schedule 1	Definitions and Abbreviations	A definition for each contractual term used in the Contract and a list of abbreviations used throughout the Contract.	AirISTAR Commercial Delivery-1
Schedule 2	Statement of Work	The Contractor's scope of work detailing the services and deliverables which the Contractor is obligated to deliver. The statement of work is made up of the following sections: <ol style="list-style-type: none"> <li>1. Solution Overview</li> <li>2. Manage Service</li> <li>3. Fleet Management</li> <li>4. Maintenance Service</li> <li>5. Technical and Engineering Service</li> <li>6. Supply and Procurement Service</li> <li>7. Training Service</li> <li>8. Design Service</li> <li>9. Contract Deliverable Requirements Lists</li> <li>10. Supporting Data</li> <li>11. Depth Maintenance Statements of Work</li> </ol>	AirISTAR Sentinel Programme Lead
Schedule 3	Quality Standards and Requirements	A list of the QA requirements and standards, including MAA RAs.	AirISTAR Sentinel Programme Lead

Schedule 4	Performance Management	Defines the KPIs, Trial KPIs and PIs, and the process of how they are measured and sentenced to inform the parties on how well the Contractor is performing.	AirISTAR Sentinel Programme Lead and AirISTAR Commercial Delivery-1
Schedule 5	Pricing and Payment	Details how the Contract will be priced and how payment will be made, including performance linked payments in accordance with Schedule 4. It will also define Contract options.	AirISTAR Commercial Delivery-1
Schedule 6	Contract Change	Provides the mechanism for Contract change and review.	AirISTAR Commercial Delivery-1
Schedule 7	Government Furnished Assets	Defines the total list of Government Furnished Assets (GFA) required by the Contractor to deliver the services set out in Schedule 2 (Statement of Work). The GFA consists of both assets and services.	AirISTAR Sentinel Programme Lead
Schedule 8	Collaboration Agreement	Intellectual Property Right Condition.	AirISTAR Commercial Delivery-1
Schedule 9	Contract Management	Describes how the contract will be managed.	AirISTAR Sentinel Programme Lead and AirISTAR Commercial Delivery-1
Schedule 10	TUPE	Draws attention to the Transfer of Undertakings (Protection of Employment) Regulations 2006, which apply to this Contract.	AirISTAR Commercial Delivery-1
Schedule 11	Ancillary Requirements	Additional terms and conditions which supplement the Contract's terms and conditions, Schedule 11 terms and conditions are referenced from the main body of terms and conditions.	AirISTAR Commercial Delivery-1
Schedule 12	Contractor's Commercially Sensitive Information	Outlines the Contractor's commercially sensitive information for transparency purposes	AirISTAR Commercial Delivery-1
Schedule 13	Exit Management	Sets out the exit management plan for the Contract.	AirISTAR Commercial Delivery-1
Schedule 14	Contractors On Deployed Operations	Sets out CONDO terms and conditions applicable to this Contract.	AirISTAR Commercial Delivery-1
Schedule 15	Forms and Appendices	Provides forms, referenced in the above Schedules of this Contract.	AirISTAR Commercial Delivery-1
Schedule 16	Inventory	Range and scale of spares holdings for this Contract	AirISTAR Sentinel Programme Lead
Schedule 17	Contract Data Requirements	Intellectual Property Rights Contract data requirements for this Contract.	AirISTAR Commercial Delivery-1
DEFFORM 111	DEFFORM 111	Authority points of contact	AirISTAR Commercial Delivery-1

## 9 STAKEHOLDER OVERVIEW

9.1 The key stakeholders in the Sentinel community are identified in Figure 3.

9.2 The Contract is between the Secretary of State for Defence and Raytheon Systems Limited (RSL). The primary point of contact is the Air ISTAR Programme Team (AIPT) part of Defence Equipment & Support (DE&S), which acts as contracting agent and Type Airworthiness Authority (TAA) for the Air ISTAR Force, the head of which is the Air ISTAR Force Commander.

9.3 The Performance Management Team (PMT) is responsible for managing this Contract.

9.4 RSL is the prime contractor for this Contract. RSL is supported by the following sub-contractors:

9.4.1 Cranfield Aerospace: provide structural and stress engineering SME advice to support Authority Engineering Authorities.

9.4.2 Raytheon Space and Airborne Systems (RSAS): provide reach back technical expertise for the mission system.

9.4.3 Bombardier Aerospace: as the Original Equipment Manufacturer (OEM) of the Global Express (the 'Green' Aircraft upon which the Sentinel platform is based) provide SME input on the Green Aircraft.

9.4.4 CAE Burgess Hill: provide training for Sentinel operators and maintainers.

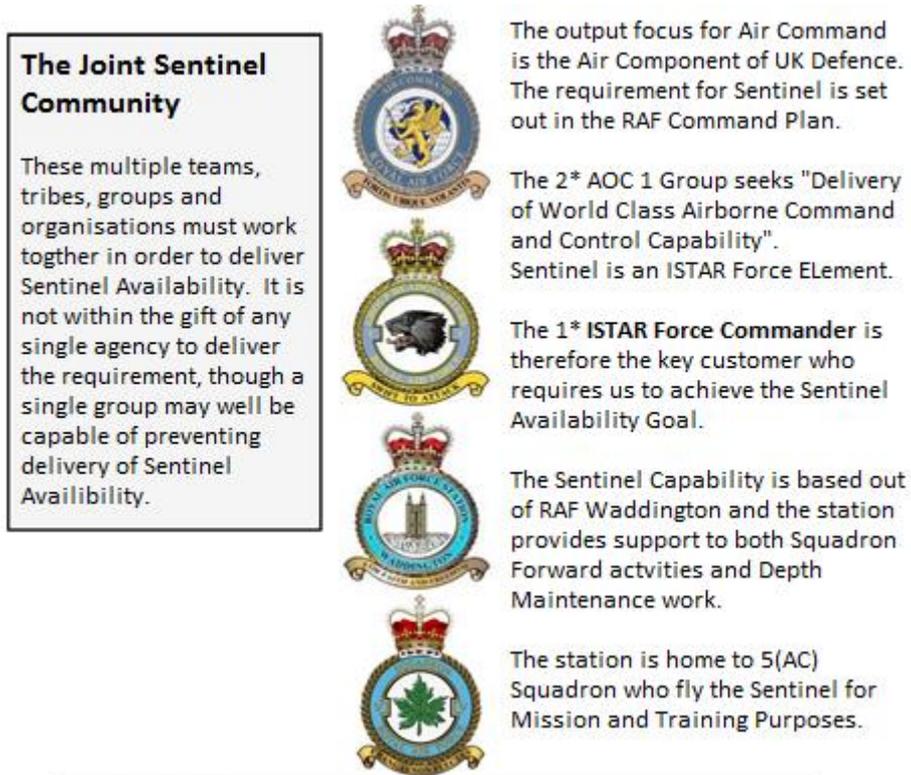
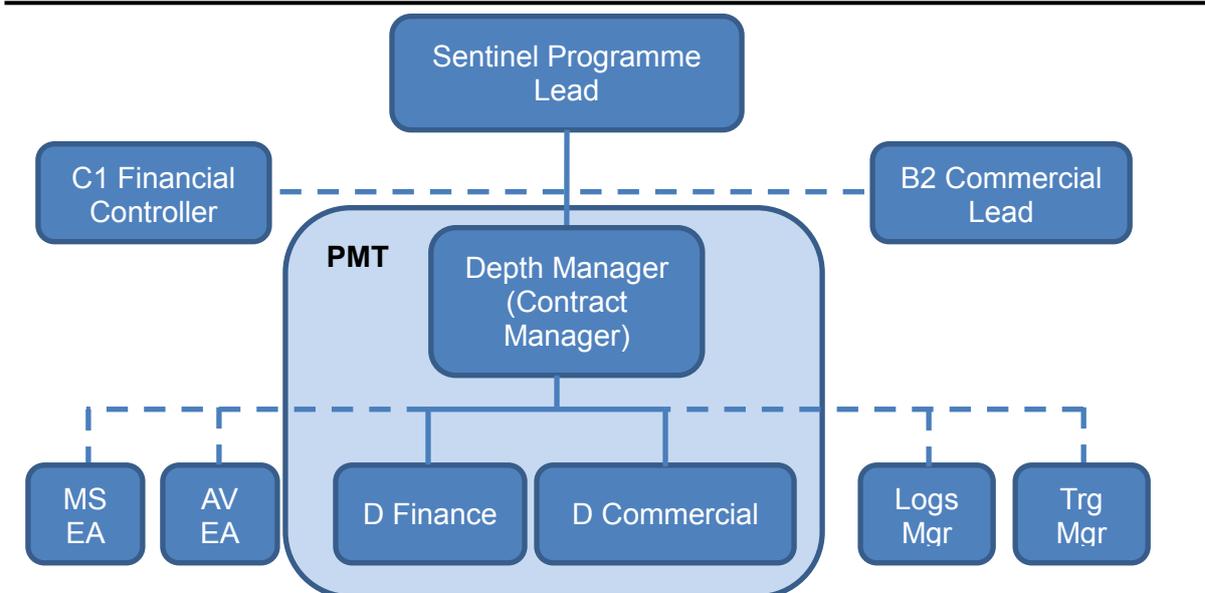


Figure 3: Sentinel stakeholder community

## 10 PERFORMANCE MANAGEMENT TEAM OVERVIEW

10.1 The PMT is made up of the Authority team and Contractor team responsible for managing all aspects of the Contract. The Authority's team is overseen by the Sentinel programme lead (B2/OF4), the team comprises of the Sentinel depth manager (C1) who is the Authority's Contract Manager, a dedicated commercial officer (D) and a dedicated finance officer (D). In addition it includes support from other non-dedicated staff. The organisational chart for the Authority's team is shown in Figure 4, including key Authority specialists and technical leads.



**Figure 4: Authority's team**

10.2 The PMT is the multifunctional lead for managing the contract. This Paragraph 10 shall be amended to incorporate the PMT structure post Transition incorporating the Authority's team structure alongside the Contractor's structure, interfaces between the teams, roles and responsibilities.

## 11 JOINT PROGRAMME GOVERNANCE

11.1 The objectives of programme governance are to monitor, measure, and respond to contractual performance in the context of supporting the Sentinel platform's availability to Air Command.

11.2 Joint reviews of contractual performance under the contract will aim to provide strategic direction, optimise the delivery of the contract outputs and ensure prompt resolution of issues.

11.3 The Parties will adhere to the following governance structure in delivery of this Contract. There are three (3) governance levels, defined as follows:

11.3.1 The APRM is the highest level leadership meeting between the Parties determining strategic programme context and direction. It will also address significant issues that cannot be resolved at the other governance meetings. The Contractor shall Manage the meeting, which will be chaired by the Authority at two star/one star level and is held on an annual basis in the month of April in order to review the APR.

11.3.2 The QPRM is a senior leadership review between the Parties. The Contractor shall Manage the meeting, which will be chaired by the Authority at one star/B1/OF5 level on a quarterly basis in the months of July, October and January to review the QPR. The meeting will not be held in April, unless the APRM does not take place.

11.3.3 The MPRM will be organised and managed by the Contractor but chaired by the Authority at OF4/B2 level and is held on a monthly basis no later than 15 Business Days after the start of the month to review the MPR.

11.4 The three review meetings shall be held in accordance with Part B of this Schedule.

**12 ADMINISTRATION**

12.1 The Contractor shall undertake the following Contract administration:

12.1.1 contract change in accordance with Schedule 6 (*Contract Change*) of this Contract; and

12.1.2 contract closure or termination administration in accordance with Schedule 13 (*Exit Management*) of this Contract.

12.2 The Contractor shall undertake the following records management:

12.2.1 maintain Contract records in accordance with Clause 27 (*Contractor's Records*) of the Terms and Conditions of this Contract;

12.2.2 manages all records in accordance with the Configuration Management Data Management Service detailed in Schedule 2 (*Statement of Work*).

12.3 The Contractor shall undertake the following reporting requirements as detailed at Paragraph 13 of this Schedule.

12.4 The Contractor will deliver information through the Contractor Implemented Technical Information System (CITIS) in accordance with Schedule 2 (*Statement of Work*) Paragraph 5.2. This system allows the secure transfer of information between the Contractor and Authority's information management systems.

**13 INFORMATION MANAGEMENT**

13.1 The reporting and review requirements set out in this Contract and associated Schedules are summarised in Table 2.

**Table 2: Information Management Summary**

<b>Contract Element</b>	<b>Purpose</b>	<b>Report content</b>	<b>Format and Frequency</b>
Narrative Terms and Conditions	Public Store Account annual reconciled report		Annually in accordance with Clause 51.
	Public Store Account quarterly report		Quarterly in accordance with Clause 51.
Schedule 2: Statement Of Work		Consumption of resource against the caps and limits of liability identified for the services.	Reported monthly as part of the MPR in accordance with Paragraph 15.5 of this Schedule.
Schedule 3	Standards Review Reports	In accordance with Paragraph 2.16.2 of Schedule 2 (Statement of Work) of this Contract.	Six monthly, in accordance with Table 3 of Schedule 2 (Statement of Work).
Schedule 4: Performance Management	Monthly Performance Report (MPR)	In accordance with Paragraph 15 of this Schedule.	Monthly in accordance with Paragraph 15.3 to 15.7 of this Schedule.
	Quarterly Performance Report (QPR)	In accordance with Paragraph 15 of this Schedule.	Quarterly in accordance with Paragraph 15.8 to 15.9 of this Schedule.
	Annual Performance Report (APR)	In accordance with Paragraph 15 of this Schedule.	Annually in accordance with Paragraph 15.8 to 15.10 of this Schedule.
Schedule 5	Contract Pricing Statement	In accordance with regulation 23 of the SSCR.	No later than one month from the Effective Date.

	Contract Reporting Plan	In accordance with regulation 24 of the SSCR	No later than one month from the Effective Date.
	Contract Notification Report	In accordance with regulation 25 of the SSCR.	No later than one month from the Effective Date.
	Quarterly Contract Report	In accordance with regulation 26 of the SSCR.	Within one month of the end of each quarter from the Effective Date.
	Interim Contract Report	In accordance with regulation 27 of the SSCR.	Within two months after each Reporting Date.
	Contract Completion Report	In accordance with regulation 28 of the SSCR.	Within six months after the Expiry Date.
	Contract Costs Statement	In accordance with regulation 29 of the SSCR.	Within 12 months after the Expiry Date.
	On-Demand Contract Report	In accordance with regulation 30 of the SSCR.	Upon receipt of written notice from the Authority Date.

## 14 MANAGING RELATIONSHIPS

14.1 Collaborative Relationship Management (CRM) is a critical component for the success of this Contract. Relationships shall be managed in accordance through the governance Groups. A Collaborative Working Protocol and Relationship Management Plan is being agreed at a strategic level between both Parties, this Schedule shall be amended through Schedule 6 (*Contract Change*) to reflect any subsequent arrangements that impact this Contract.

14.2 The Contractor shall manage relationships between itself and its subcontractors as detailed in the Supply Chain and Procurement Plan delivered in accordance with Section 9 Table 18 CDRLs, Schedule 2 (*Statement of Work*).

14.3 The governance structure as detailed at Paragraph 10 is designed to ensure issues can be promptly addressed to avoid relationship issues developing and to ensure a culture of success.

## 15 PERFORMANCE MANAGEMENT AND REPORTING

15.1 Both Parties have internal requirements to produce formal obligations matrices and define measures against which these are assessed for contractual performance management and compliance. The Authority will produce an 'obligations matrix', which manages all aspects of this Contract. The Contractor will monitor their performance against the Contract using their integrated master schedule against the Contract. Both Parties will look at ways in which they can jointly manage their obligations in support of the MPRM.

15.2 A performance management framework of KPIs, Trial KPIs and PIs is detailed in Schedule 4 (*Performance Management*) which will ensure contract performance is assessed using clear, objective and meaningful metrics.

15.3 The Contractor shall deliver an MPR detailing the following:

15.3.1 Performance:

15.3.1.1 the Contractor's performance against the KPIs, Trial KPIs and PIs defined in Schedule 4 (*Performance Management*);

15.3.1.2 the Contractor's calculation of the CPPS;

15.3.1.3 detail of Claimed Relief Events with supporting evidence, including evidence of mitigations the Contractor put in place and communications with the Authority with respect to the event leading to a Claimed Relief Event;

- 15.3.1.4 recording of data in accordance with Schedule 4 (*Performance Management*);
- 15.3.1.5 a dashboard summary of performance against the KPIs, Trial KPIs and Pls from the previous month, being developed through Transition.
- 15.3.2 Issues:
  - 15.3.2.1 Issues log in accordance with Paragraph 4.3
- 15.3.3 Earned Value Management (EVM):
  - 15.3.3.1 EVM data in accordance with Paragraph 17;
- 15.3.4 Performance Measurement and Optimisation Service:
  - 15.3.4.1 Optimisation Opportunities Register in accordance with Paragraph 2.12.1.1 of Schedule 2 (*Statement of Work*);
- 15.3.5 Usage against caps:
  - 15.3.5.1 usage against caps defined in Schedule 2 (*Statement of Work*) summarised below:
    - 15.3.5.1.1 perform forward maintenance, Paragraph 4.4 Schedule 2 (*Statement of Work*);
    - 15.3.5.1.2 Obsolescence studies or white papers, Paragraph 5.11.1.9 (*Statement of Work*);
    - 15.3.5.1.3 Technical Queries, Paragraph 5.9 Schedule 2 (*Statement of Work*);
    - 15.3.5.1.4 Small Modifications MPFs, Paragraph 8.4 Schedule 2 (*Statement of Work*), and;
    - 15.3.5.1.5 software design tasking, Paragraph 8.6 Schedule 2 (*Statement of Work*).
  - 15.3.5.2 usage against caps shall be detailed on a Task basis detailing the labour hours used against each Task. Tasks shall be grouped by the cap areas identified at Paragraphs 15.3.5.1.1 to 15.3.5.1.5 (inclusive).
- 15.3.6 Task Log reporting against Limits of Liability for per Item 2 and Item 3 of the Schedule of Requirements in the following format:
  - 15.3.6.1 a high level summary sheet detailing the
    - 15.3.6.1.1 category of TAF as detailed in Paragraphs 2.8 and 2.12 of Schedule 5 (*Pricing and Payment*)
    - 15.3.6.1.2 TAF reference
    - 15.3.6.1.3 TAF title
    - 15.3.6.1.4 TAF price
    - 15.3.6.1.5 TAF pricing mechanism

15.3.6.1.6 for TAFs priced against Item 3 of the Schedule of Requirements the actual costs incurred, committed costs and estimate to complete cost

15.3.6.1.7 the TAF status – open or closed

15.3.6.1.8 the TAF payment status – billed or paid

15.3.6.2 Cost Certificates in accordance with Paragraph 2.13 of Schedule 5 (*Pricing and Payment*).

15.3.7 Recommendations against the Fleet Plan

15.3.8 Changes to the Forward Business Plan

15.4 No reasonable request for additional items to be included in the MPR, from either Party, will be refused provided reasonable notice is given.

15.5 The MPR shall be delivered to the posts identified at Figure 11 of this Schedule no later than 10 Business Days from the start of the month for the previous month's performance. The report shall be signed by the Contractor to certify that it is an accurate reflection of the Contractor's performance.

15.6 If either Party identifies any errors, omissions or discrepancies in the MPR, the Contractor shall promptly correct such errors, omissions or discrepancies and republish the report within five (5) Business Days of such errors, omissions or discrepancies being identified, or such other period as the Parties agree.

15.7 The MPR shall form the basis for review and discussion by the Parties at the MPRM, defined in Part B of this Schedule, which shall take place within 15 (fifteen) Business Days from the start of the month following the month of performance to be reviewed.

#### **Quarterly and Annual Performance Report**

15.8 The Contractor shall provide a Quarterly Performance Report (QPR) and Annual Performance Report (APR) no later than ten (10) Business Days from the start of the month for the previous quarter or year performance. The QPR and APR will be in addition to the MPR and will summarise elements of the MPRs over the longer period (quarter, year). QPRs and APRs shall also include issues for resolution that require escalation.

15.9 In addition to the summary of all elements included in the MPR, the QPR and APR will include suggested improvements to the Services or contract management procedures.

15.10 The APR will include the following elements:

15.10.1 an impact assessment against the updated CASP in regards the performance measures utilised under this contract, and;

15.10.2 an assessment of the validity of the current FOREX hedge and the implications and cost impact of any change to the hedge for the remainder of the Contract Period, which would be enacted if agreed by the Authority through Schedule 6 (*Contract Change*).

#### **16 FINANCE, PAYMENT AND INCENTIVE**

16.1 Payment details are detailed in Schedule 5 (*Pricing and Payment*) of this Contract.

#### **17 EARNED VALUE MANAGEMENT**

17.1 As part of the Monthly Performance Review (MPR) the Contractor shall report on EVM for the contract. The aim is to enable the objective measurement of the Contractor's progress against the planned schedule and cost for particular work packages to allow risks to the schedule or cost profiles to be identified early, in relation to the work completed, so that early action can be taken by both Parties.

17.2 The EVM report in the MPR shall include a summary in the following areas, reported in the same structure as the Contractor's WBS at level two (2) (eg 1.1):

17.2.1 Cost Performance Index (CPI).

17.2.2 Schedule Performance Index (SPI).

17.2.3 To-Complete Performance Index (TCPI).

17.3 The EVM report in the MPR will also explain any variance on CPI, SPI and TCPI outside the range 0.9 to 1.1 at level three (3) of the Contractor's WBS (eg 1.1.1).

17.4 The effectiveness of the EVM report submitted by the Contractor and the data it contains will be reviewed in service, with any variances being analysed at the MPRM.

## **18 RISK AND OPPORTUNITY MANAGEMENT**

18.1 The Contractor shall deliver the Joint Risk and Opportunity Management Plan (JROMP) in accordance with Table 18, Paragraph 9, Schedule 2 (*Statement of Work*), detailing how Risks and Opportunity will be managed through the life of the Programme.

18.2 The Contractor shall support the execution of Risk and Opportunity Management as detailed in Table 18, Schedule 2 (*Statement of Work*).

18.3 A Joint Risk and Opportunities Review Board is to be held quarterly as detailed at Paragraph Table 2, Schedule 2 (*Statement of Work*). The TORs for this review are defined in the JROMP.

## **19 CONTRACT CHANGE PLANNING**

19.1 The governance of contractual change is covered in Schedule 6 (*Contract Change*) of this Contract. It contains clear processes for the management of minor changes and contract variations.

## **20 SUPPLIER RELATIONSHIP MANAGEMENT**

20.1 Supplier relationship management will be managed in accordance with the governance Groups and to meet the intent of the CWP and RMP being developed as detailed at Paragraph 14 of this Schedule. Using those procedures, supplier relationship management will aim to improve the relationship between the Contractor and Authority to achieve the following:

20.1.1 enhanced programme performance;

20.1.2 continuous improvement through capturing innovation where necessary or valuable;

20.1.3 customer satisfaction; and

20.1.4 quality Improvements where possible.

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## 21 BUSINESS CONTINUITY

21.1 The Contractor and Authority maintain business continuity plans which define the re-establishment of normal business practices following a business interruption, crisis or natural disaster.

21.2 AirSTAR PT and RAF Waddington each maintain business continuity plans. The Contractor, as a subsidiary document to their IPMP, maintains a business continuity plan applicable to Sentinel activities at RAF Waddington and Broughton. The Authority will provide the RAF Waddington business continuity plan to provide the basis of the Contractor's continuity planning for access to the RAF Waddington located facilities and services.

## 22 DEPENDENCY FAILURE REPORTING PROCESS

22.1 Any failures of dependencies, as defined in Schedule 7 (*Government Furnished Assets*) shall be handled in accordance with Clause 50 (*Issued Property*).

## 23 OPTIMISATION SERVICE

23.1 The Contractor's Optimisation Service seeks to introduce a formalised method of improving their delivery of the Services under the Contract. The Optimisation Service is detailed at Paragraph 2.14 to 2.17, Schedule 2 (*Statement of Work*).

23.2 The Performance Measurement and Service Optimisation service will assess the Service against Schedule 4 (*Performance Management*) and the Authority's latest provided CASP to ensure that Optimisation opportunities are focussed on what is important to the Contract and Sentinel operations. The Contractor shall report on this service in the MPR in accordance with Paragraph 15 of this Schedule.

## 24 TASK AUTHORISATION FORM PROCESS (TAFP)

24.1 Task Authorisation Forms (TAFs) allow the Authority to task the Contractor against the technical areas (over and above the Core Service) identified at Paragraph 24.2 below against the Limit of Liability identified in Schedule 5 (*Pricing and Payment*). This Schedule describes the interface between the Parties and the TAFP.

24.2 Work can be placed through the TAFP in the following areas:

24.2.1 Minor Logistic Support Tasks (MLSTs)

24.2.2 Non Attributable Items (NAI)

24.2.3 Small Modifications

24.2.4 BBA Reach Back - SRPSAs

24.2.5 OEM Obsolescence white papers

24.3 Figure 6 details the process flow for TAFs. The TAF to be used under the Contract is set out in Annex C to this Schedule. This TAF will be reviewed under Transition to ensure that it is fit for purpose.

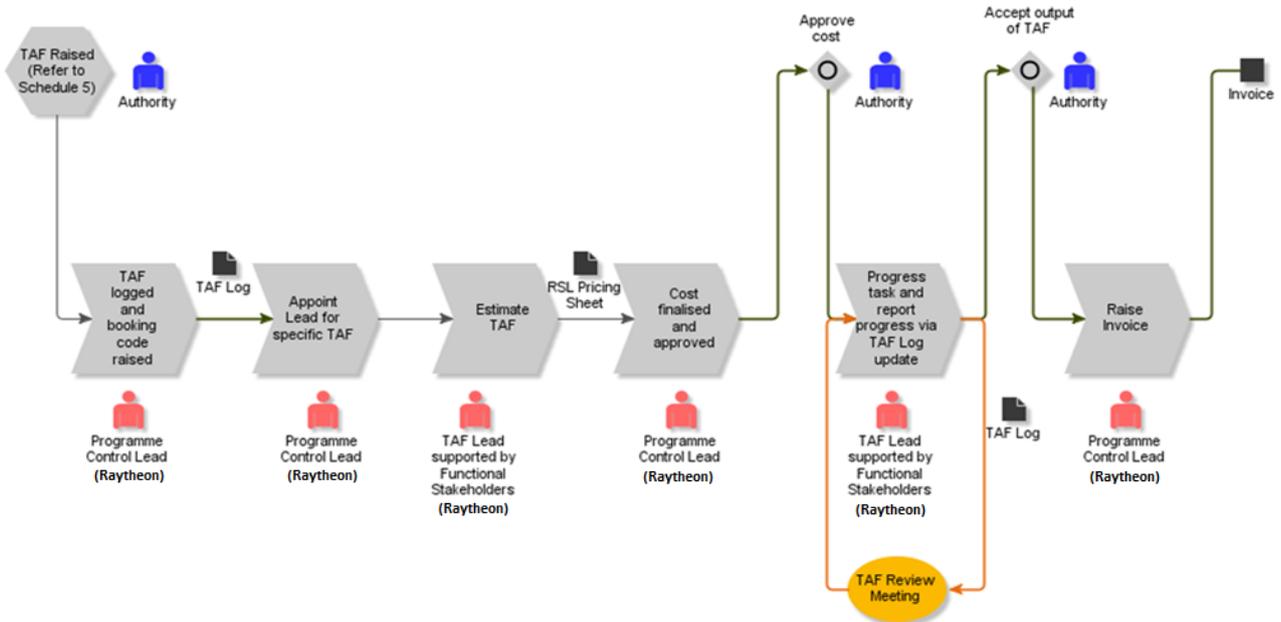


Figure 5: TAFP

24.4 NAI shall be managed in accordance with Paragraphs 6.18 to 6.20 of Schedule 2 (*Statement of Work*) as summarised in Figure 6. The purpose Weekly Sentencing Board is described in Annex A of this Schedule. If assessed as an NAI at the Weekly Sentencing Board the TAFP shall apply.

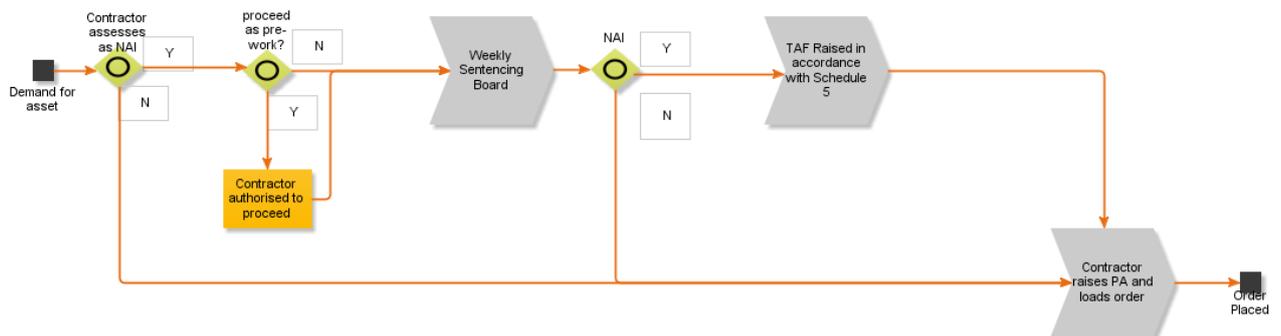


Figure 6: Non-Attributable Items

**25 TASK DATABASE PROCESS**

25.1 Separate to the TAFP identified at Paragraph 24 above, a number of tasks shall be placed within the Core Service and the Firm Price detailed within Schedule 5 (*Pricing and Payment*) through the Task Database (TDB) tool.

25.2 The TDB is used by the Authority and the Contractor to record, prioritise, approve and control Tasks. Table 3 shows the process by which TDBs Tasks are raised.

25.3 Schedule 2 (*Statement of Work*) details the caps for the following tasks which can be placed through the TDB, referenced as follows:

25.3.1 Maintenance Service – Support to Forward maintenance – Paragraph 5.4 to 5.10, Schedule 2 (*Statement of Work*);

25.3.2 TES - TQs – Paragraph 5.4 to 5.10, Schedule 2 (*Statement of Work*);

25.3.3 TES - Software investigations – Paragraph 5.10.4, Schedule 2 (*Statement of Work*);

25.3.4 TES – Obsolescence studies or white papers, Paragraph 5.11.1.9 Schedule 2 (*Statement of Work*);

25.3.5 Design Service – Small Modifications preparation - Paragraph 8.3 and 8.4, Schedule 2 (*Statement of Work*);

25.3.6 Design Service – Software Design Tasks, Paragraph 8.5 and 8.6, Schedule 2 (*Statement of Work*);

25.3.7 Technical Publications

25.4 Nominated Authority Representatives shall authorise the task, subject to Authority and Contractor agreement. The agreed representatives within the Performance or Contract Management Teams for the sign-off of TDBs will be defined during Transition.

25.5 Personnel authorisation rights against each TDB workflow step shall be controlled to ensure that only nominated personnel shall be able to prioritise and manage tasking of the Services.

25.6 Roles assigned to the following workflow steps shall be kept to a minimum to ensure a holistic prioritisation of the resource:

25.6.1 Authority authorised task

25.6.2 Contractor accepted task

25.6.3 Task awaiting Authority acceptance

25.6.4 Task accepted by the Authority

**Table 3: TDB process**

<b>TDB step serial</b>	<b>TDB process step</b>	<b>TDB workflow step</b>	<b>Date recorded</b>	<b>Responsibility</b>
1.	The Authority shall be responsible for raising tasks on the TDB, excepting for the case of software design tasks. 5 Squadron shall raise perform Forward maintenance tasks and AIPT shall raise TES and Design tasks.	New task awaiting authorisation	Task initiation date recorded (auto-populated)	Authority and Contractor
2.	The nominated Authority Representative and nominated Contractor Representative shall agree that the task scope is within the bounds of Schedule 2 ( <i>Statement of Work</i> ), select the appropriate task category, agree a Task Start Date and Target Completion Date prior to the Contractor accepting the task.	Authority authorised task	Authority authorisation date recorded (auto-populated)	Authority
3.		Contractor accepted task	Task Start Date and Target Completion	Contractor

			Date recorded (populated by the Contractor)	
4.	The Contractor works the task to completion.	Contractor completed task	Task Completion Date (populated by the Contractor)	Contractor
5.	The nominated Contractor Representative shall review that the work has been completed in accordance with the agreed scope. The Contractor shall notify the Authority of task completion by sending a notification to the Authority.	Task awaiting Authority acceptance	task validated as complete date (auto-populated)	Contractor
6	The nominated Authority Representative review the task against the original Task scope and either;  a. confirm acceptance. Acceptance of Contractor task completion within five (5) Business Days from the task validated as complete date; or  b. provide comments within five (5) Business days as to why the Task is not acceptable. For measurement processes Paragraph 4.16 of Schedule 4 ( <i>Performance Management</i> ) shall apply.	Task accepted/rejected by the Authority	task accepted date (auto-populated)	Authority
7	In the event that 6b. applies, then steps 4 to 6 are repeated. If the Task is then not accepted, it shall be escalated through the governance Group.	As above	As above	As above

**26 CONTRACT MEETINGS**

26.1 Separate to the governance meetings identified at Paragraph 12 of this Schedule, a number of meetings are held between both Parties as detailed within Schedule 2 (*Statement of Work*), some managed by the Authority and some managed by the Contractor as detailed in Annex A and Annex B respectively of this Schedule.

26.2 The annexes detail the aim and summary of the meeting and reference the associated TORs.

26.3 All TORs shall be incorporated within a shared working environment and finalised within sixty (60) Business Days of the Effective Date. This Schedule shall be amended through Schedule 6 (*Contract Change*) with updates to Annex A and B on completion of this activity.

## **27 TRANSITION**

27.1 The activities provided by the Contractor and the Authority to provide are as follows:

27.1.1 The Authority Representatives for TAFP and TDB processes are to be updated in this Schedule within sixty (60) Business Days of the Effective Date.

27.1.2 Full population of TORs in accordance with Paragraph 26.3 of this Schedule.

27.1.3 Detail a PMT structure and interfaces between Authority and Contractor into Paragraph 10 of Schedule 9 (*Contract Management*), within sixty (60) Business Days of the Effective Date.

27.1.4 Re-format forms in Schedule 6 (*Contract Change*) and Annex C to this Schedule to make improvements where required, within sixty (60) Business Days of the Effective Date.

27.1.5 Deliver a Joint Contract Launch in accordance with Paragraph 2.5.2, Schedule 2 (*Statement of Work*).

27.1.6 Incorporate an Annex into Schedule 9 (*Contract Management*) as an example of how to present performance reporting for Schedule 4 (*Performance Management*) in a dashboard format for the MPR, QPR and APR, within sixty (60) Business Days of the Effective Date.

27.1.7 Incorporate an annex into Schedule 9 (*Contract Management*) as an example of how to present Earned Value reporting (dependency on base lining the Contract schedule to enable reporting), within sixty (60) Business Days of the Effective Date.

27.1.8 Deployment principles for CONDO deployments to be included in Schedule 5 (*Pricing and Payment*), within fifteen (15) Business Days of the Effective Date, unless agreed otherwise by both Parties.

27.1.9 The required attendees for the Group meetings will be updated in Part B of this Schedule, within sixty (60) Business Days of the Effective Date.

27.1.10 The Reach Back SRPSA process for Depth maintenance in accordance with Paragraph 1.5.9 of Schedule 2 (*Statement of Work*) shall be developed within ninety (90) Business Days of the Effective Date.

**PART B – GOVERNANCE AND PERFORMANCE REVIEW MEETINGS**

**28 ANNUAL PERFORMANCE REVIEW MEETING**

28.1 The APRM is the highest-level leadership meeting between the Parties supporting the contract, determining the strategic programme context and direction. It will also address significant issues that cannot be resolved at the other governance meetings. The Contractor shall Manage the meeting, which will be chaired by the Authority at two star/one star level.

28.2 The attendance of the APRM shall be set out during transition.

28.3 The APRM is held on an annual basis in the month of April in order to review the APR.

28.4 The key objectives of the APRM are:

28.4.1 review of the APR delivered in accordance with Paragraph 15.8 to 15.10 of this Schedule;

28.4.2 review and resolve issues escalated to the review

28.4.3 review risks and opportunities in relation to the Contractor’s delivery of the contract

28.4.4 set high-level strategy for the project, to inform future activity to be captured in the Forward Business Plan and Forward Fleet Plan

28.5 The agenda for the APRM shall cover, but not necessarily be limited to, the following subjects:

28.5.1 satisfaction of the fleet maintenance over the review period.

28.5.2 satisfaction of the flying task over the review period.

28.5.3 the Contractor’s performance against the KPI and PIs.

28.5.4 feedback from both Parties on the effectiveness of the KPIs, Trial KPIs and PIs, and the associated performance management process as detailed in Schedule 4 (*Performance Management*) and recommended changes, if required

28.5.5 the Authority’s performance in meeting its obligations;

28.5.6 review of any key risks and opportunities highlighted by the Joint Risk and Opportunities Review Board;

28.5.7 resolution of issues escalated to the APRM;

28.5.8 high level strategy for the project, to inform future activity to be captured in the Forward Business Plan and Forward Fleet Plan

28.6 Inputs and outputs:

Required inputs	Minutes and action log from the previous meeting  APR in accordance with Paragraph 15.8 to 15.10 of this Schedule  Issue log in accordance with Paragraph 4.3 of this Schedule
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Required outputs	Resolution of outstanding issues  Recommendations for improvements to the Service  Recommendations for changes to the CASP  Recommendations for improvements to the performance measures
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**29 QUARTERLY PERFORMANCE REVIEW MEETING**

29.1 The QPRM is held at the one star/B1/OF5 level between the Parties in support of the contract. The Contractor shall Manage the meeting, which will be chaired by the Authority.

29.2 The attendance of the QPRM shall be set out during transition.

29.3 The QPRM will be held on a quarterly basis in the months of July, October and January to review the QPR. The meeting will not be held in April, unless the APRM does not take place.

29.4 The key objectives of the QPRM are:

29.4.1 review of the QPR delivered in accordance with Paragraph 15.8 to 15.9 of this Schedule;

29.4.2 review and resolve issues escalated to the review

29.4.3 review risks and opportunities in relation to the Contractor's delivery of the contract

29.5 The agenda for the QPRM shall cover, but not necessarily be limited to, the following subjects:

29.5.1 satisfaction of the fleet maintenance over the review period.

29.5.2 satisfaction of the flying task over the review period.

29.5.3 the Contractor's performance against the KPI and PIs.

29.5.4 feedback from both Parties on the effectiveness of the KPIs, Trial KPIs and PIs, and the associated performance management process as detailed in Schedule 4 (*Performance Management*) and recommended changes, if required

29.5.5 the Authority's performance in meeting its obligations;

29.5.6 resolution of issues escalated to the QPRM;

29.6 Inputs and outputs:

Required inputs	Minutes and action log from the previous meeting  QPR in accordance with Paragraph 15.8 to 15.9 of this Schedule  Issue log in accordance with Paragraph 4.3 of this Schedule
Required outputs	Resolution of outstanding issues

	<p>Recommendations for improvements to the Service</p> <p>Recommendations for improvements to the performance measures</p> <p>Recommendations for changes to the Forward Business Plan</p> <p>Recommendations for changes to the Forward Fleet Plan</p> <p>Escalation to the APRM of an recommendations that cannot be handled by the QPRM.</p>
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**30 MONTHLY PERFORMANCE REVIEW MEETING**

30.1 The MPRM is held at the B2/OF4 level between the Parties supporting the ISSS contract. The Contractor shall Manage the meeting, which will be chaired by the Authority.

30.2 The attendance of the MPRM shall be set out during transition.

30.3 The MPRM is held on a monthly basis no later than 15 Business Days after the start of the month to review the MPR, which should be delivered no later than 10 Business Days after the start of the month.

30.4 The key objectives of the MPRM are:

30.4.1 review of the MPR delivered in accordance with Paragraph 15.3 to 15.7 of this Schedule

30.4.2 sentence performance against the KPIs, Trial KPIs and PIs as detailed in Schedule 4 (*Performance Management*);

30.5 The agenda for the MPRM shall cover, but not necessarily be limited to, the following subjects:

30.5.1 sentencing of performance against the KPIs, Trial KPIs and PIs as detailed in Schedule 4 (*Performance Management*) which shall be recorded in the meeting minutes;

30.5.2 the Authority’s performance in meetings its obligations;

30.5.3 feedback from joint working groups relating to performance in the following areas:

- 30.5.3.1 safety management
- 30.5.3.2 financial
- 30.5.3.3 commercial/contract change
- 30.5.3.4 quality
- 30.5.3.5 risk and opportunity
- 30.5.3.6 continual improvement
- 30.5.3.7 technical performance

30.5.4 confirmation of invoices to be submitted as identified on the Task Log;

30.5.5 confirmation Cost Certificates provided for TAFs completed in the prior month are approved, or require further information to resolve discrepancies;

30.6 Inputs and outputs:

Required inputs	Minutes and action log from the previous meeting MPR in accordance with Paragraph 15.3 to 15.7 of this Schedule Issue log in accordance with Paragraph 4.3 of this Schedule
Required outputs	Agreed CAPS Agreed dashboard of performance against Trial KPIs and PIs Recommendations for improvements to the Service Resolution of outstanding issues. Escalation of any recommendations or issues to the QPRM that cannot be dealt with by the MPRM

**ANNEX A - JOINT MEETINGS MANAGED BY THE AUTHORITY**

Meeting Managed by the Authority	Aim/Summary	TOR reference
Pre-input meeting	<p>The Depth Maintenance Pre-input meetings are a series of three meetings that are held 90, 60 and 30 days prior to the scheduled input date of the aircraft into Depth Maintenance. The Pre-input meeting seeks to discuss and document all aspects of Depth Maintenance and develop the SOW for the Depth Maintenance, with the minutes from the 3<sup>rd</sup> pre-input meeting forming the Statement of Requirement.</p> <p>The Pre-input meeting is Chaired by the Depth Manager with representation from commercial, the Platform EA and desk officers, along with RSL Commercial and Service leads, and 5 Sqn SEngO,</p>	The TORs for this meeting set are held in AP101-6800-2(R)1 for the aircraft.
Post Output Meeting	<p>A meeting owned by the SL Depth Maintenance Manager and held one-week post allotment of aircraft delivered from Depth Maintenance.</p> <p>The Objective of this meeting is to address post depth maintenance issues after allotment of aircraft back to the authority. To generate a course of action to rectify any maintenance issues attributable to SL Depth Activities.</p> <p>Attendees: RSL ESS,RSL PM, SL Depth Manager; Depth Engineer, SL Commercial, 5 Sqn SEngO, CAMO, Platform EA, PT Desk Officers, (Mech Elect and Mission System as required)</p>	TORs are in the Topic 2(R)1 for the aircraft.
Joint Risk and Opportunity Review Board	Held quarterly as detailed in Schedule 2 (Statement of Work).	TORs for this review are defined in the Joint Risk and Opportunities Management Plan.
AIR Capability Integration Working Group (CIWG)	<p>The CIWG a biannual is the Pan-DLOD project review by the project sponsor representative from the front line command. The CIWG holds the project to time, cost and performance targets.</p>	The TORs for the AIR CIWG are held by the ISTAR Force Headquarters.
AIR Programme Board (PgB)	The purpose of the PgB is for the Senior Responsible Officer to oversee, direct and coordinate the capability programme and	The TORs for the AIR PgB are held by AIR Cap.

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	drive forward and deliver the objectives established in the Programme Mandate. The PgB will ensure the programme is delivered to performance, time and cost in order to maintain the integrity of the Joint Force Command Portfolio and capability requirements.	
AIR Programme Working Group (PgWG)	The purpose of the PgWG is for the PgDir to direct and coordinate the delivery of the programme. It is the primary forum for cross-DLOD coordination and decision making with respect to capability development. The PgWG will review the PgB Pack and agree the information for reporting to the PgB.	The TORs for the AIR PgWG are held by AIR Cap.
Weekly Availability Meeting (SO2s)	Meeting, managed and Chaired by the ELW Availability Cell RAF Waddington,  Sentinel S02 availability meetings discuss the 18 month forward planning of Sentinel scheduled maintenance, flying exercises, operational requirements, Fleet Planning.  Attendees: OC ELW Availability Cell, SL Depth Manager, SL Depth Eng, Air Istar FHQ Rep (X2) RSL PM, SEngO 5 Sqn, SL Logistics Manager.	The TORs for the Weekly Availability Meeting are being developed as part of Transition.
Monthly Availability Meeting (SO1s)	Meeting chaired by OC ELW RAF Waddington) for Sentinel SO1s to discuss the 18 month forward planning of Sentinel scheduled maintenance, flying exercises, operational requirements, Fleet Planning, Engineering, Safety and Airworthiness Issues.  Attendees: OC ELW RAF Waddington (Chairman), SL Programme Lead, OC 5 Sqn, SL Depth Manager, SO1 Air ISTAR FHQ, RSL Sentinel Programme Lead, EngO 5 Sqn, SL Logistics Manager.	The TORs for the Monthly Availability Meeting are being developed as part of Transition.
Depth Aircraft Status Meeting	A meeting co-owned by the RSL Depth PM and SL Depth Manager.  The objective is for RSL to present progress of aircraft under Depth Maintenance. Discuss issues such as spares, critical path / Items / activities, Schedule Adherence, and to review the System Enquiries, and the actions and issues log.	The TORs for the Depth Aircraft Status Meeting are being developed as part of Transition.

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	Attendees: RSL ESS: RSL DSS, RSL PM ,(Chairman) SL Depth Manager; Depth Engineer, SL Commercial,, Platform EA, PT Desk Officers, (Mech Elect and Mission System as required)	
Exceptional Emergent Work Sentencing Panel	<p>A meeting owned by the SL Depth Manager, conducted as required by frequency of items / activities considered to be potential Exceptional Emergent Work by the Prime Contractor.</p> <p>Objective: To sentence items/activities that may be considered as emergent work of an exceptional Nature by the prime contractor.</p> <p>Attendees: RSL ESS: RSL DSS, RSL PM, SL Depth Manager; Depth Engineer, SL Commercial, RSL Commercial, Platform EA, PT Desk Officers, (Mech Elect and Mission System as required) CAMO,</p>	The TORs for the Sentencing Panel are being developed as part of Transition.
NAI Weekly Sentencing Board	<p>Owned by the SL Depth Manager, this ia a weekly meeting to sentence Items that are not attributable to the core contract due to fair wear and tear. Items that are NAIs are attributable to potential damage or otherwise during maintenance activities whilst the aircraft is in the forward environment - whereby the authority accepts liability.</p> <p>Attendees: RSL Commercial and ESS, SL Depth Manager; Depth Engineer, SL Commercial, 5 Sqn SEngO</p>	The TORs for the NAI Sentencing Board are being developed as part of Transition.
Material Review Board	Aim is to review the material holdings of Raytheon controlled inventory with an view to streamline inventory, sentence obsolete/BER equipment and manage repairables.	The TORs for the Material Review Board are being developed as part of Transition.
PEP Range and Scale Review	Aim is to review, periodically, the content of the items allocated to the PEP's to ensure it remains 'fit for purpose'	The TORs for the PEP Review are being developed as part of Transition.
Supply Planning Review	Aim is to ensure that the Sentinel inventory is managed appropriately, proactively and in such a manner as to ensure supply meets demand in the most efficient manner. Engagement with external agencies is required to ensure that Sentinel demand is mapped against demand from other platforms for centrally controlled line items.	The TORs for the Supply Planning Review are being developed as part of Transition.

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Mission System Reliability Working Group	<p>Authority Lead (SL MS EA Chair), held every 6 weeks.</p> <p>Aims: Improve the Reliability of the Sentinel Platform Mission System by identifying threats and issues impacting Availability, Reliability and Maintainability. Agree and implement action plans to reduce impact or resolve. Monitor improvements via Monthly CASP report</p>	The TORs for the Mission System Reliability Working Group are being developed as part of Transition.
Annual Review of Aircrew Data Set	The Aim/Summary for the ADS Review are being developed as part of Transition.	The TORs for the ADS Review are being developed as part of Transition.
Environmental Damage and Corrosion Protection (EDCP) WG	EDCP WG meets 6 monthly to consider impacts of environmental damage and the requirements for corrosion protection activities. It reports to the SIWG.	Full TORs and Agenda are detailed in the Structural Integrity Strategy Document.
Safety ad hoc meetings	The Aim/Summary for the Safety ad hoc meetings are being developed as part of Transition.	The TORs for the Safety ad hoc meetings are being developed as part of Transition.
Airworthiness ad hoc meetings	The Aim/Summary for the Airworthiness ad hoc meetings are being developed as part of Transition.	The TORs for the Airworthiness ad hoc meetings are being developed as part of Transition.
Security Working Group	The Aim/Summary for the SWG are being developed as part of Transition.	The TORs for the SWG are being developed as part of Transition.
Electrical Wiring Interconnectivity System (EWIS) Working Group (WG)	<p>EWIS WG seeks to manage the Sentinel hazards associated with the EWIS. The EWIS WG co-ordinates the ongoing actions against hazards. The WG is held quarterly, falling six (6) weeks before the Systems Integrity WG (SysIWG), to which it is a subordinate.</p> <p>The EWIS WG aims are to; accurately characterise and monitor the condition of Sentinel EWIS through-life, recommend the TAA the standards to which the EWIS should be inspected and maintained and maintenance regime required to maintain the EWIS safely and effectively. The EWIS WG will also implement agreed recommendations through SI(T)s, technical publications or training, so that good EWIS standards and practices are executed through-life.</p>	The full TORs, agenda and required attendance for the EWIS WG are set out in the Sentinel System Integrity (SysI) Strategy.
Hazard Review Boards (HRBs)	HRBs are chaired by the Sentinel TAA, and are held quarterly,	The full TORs, agenda and required attendance for

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	<p>exceptional HRBs may be held if required. HRBs are the mechanism by which the TAA can ensure that all equipment hazards affecting the platform are identified, captured, recorded and managed. Hazard assessments are reviewed to ensure that mitigations and controls remain effective so that risks remain adequately managed. The HRB is responsible for; reviewing current hazards, endorsing the residual risk associated with each cause and agreeing hazards closure, allocating resources to risk reduction activities and monitoring that corrective action required to ensure risks are reduced to ALARP.</p> <p>Prior to the HRB, there must be a review by PT desk officers and safety staff supported by the CDO of accident and incident signals, service inquiry findings, serious fault signals, F760s, quality audit observations, emergent safety evidence and general safety management concerns.</p>	<p>the HRB are set out in the Sentinel Safety and Environmental Management Plan (SEMP). HRB owner is Air ISTAR PT TAA</p>
<p>Hazard Review Working Groups (HRWG)</p>	<p>HRWGs are subordinate to the HRB and provide working level discussions and document recommendations for the HRB. The HRWGs are led by the Air Vehicle EA.</p>	<p>The TORs for the HRWG are being developed as part of Transition. HRWG owner is Air Vehicle EA</p>
<p>Project Safety and Environmental Panel (PSEP)</p>	<p>Project Safety Panels / Committees are held to consider and endorse the equipment Safety Case/Assessment, Hazard Log and any environmental impact assessment. The outputs are reported to the respective Air System Safety Working Group to inform the Duty Holder's decision-making processes.</p>	<p>The full TORs, agenda and required attendance for the PSEP and SEWG are set out in the Sentinel SEMP. PSEP owner is Air ISTAR PT TAA</p>
<p>Configuration Control Board (CCB)</p>	<p>The Sentinel CCB is a six-weekly meeting, preceded by the LTC, which is chaired by the Sentinel TAA. The CCB aims to review and make decisions on proposed changes to the equipment standard recommended by the LTC. The CCB shall authorise changes and modifications to the Sentinel system, addressing configuration control issues and monitoring the progress of on-going modifications.</p>	<p>The full TORs, agenda and required attendance for the CCB are set out in the Sentinel CCB LI.</p>
<p>2* Airworthiness Review</p>	<p>2* Airworthiness Reviews are conducted to provide assurance by reviewing the status of airworthiness issues in each PT.</p>	<p>The TORs for the 2* Airworthiness Review are as defined in Chapter 6 of Air Operating Centres Safety and Environmental Management System.</p>

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<p>Air System Safety Working Group (ASSWG)</p>	<p>A regular, type-specific forum led by HQ 1 Gp, which is attended by the PTL, DRTSA, SCM and DDH, ODH Snr Op and ODH CAE. This ODH chaired forum will evaluate the airworthiness, operation and maintenance of each platform, looking across the DLODs. The ODH aims to make a declaration<sup>1</sup> that he is content that Risks to Life (RtL) from operating the platform are mitigated to a level that is at least Tolerable and ALARP.</p>	<p>As per 1 Gp ASMP</p>
<p>Training Management Working Group (TMWG)</p>	<p>The TMWG is a quarterly meeting focussed on the management of the training Service. Where performance against the training service is reviewed and managed along with any changes to the training plan. The TMWG also known by FHQ as the Customer Executive Board Working Group.</p>	<p>The requirements for the TMWG are set out in JSP 822 (Part 1 Para 51), the mandated TORs, agenda and required attendance for the TMWG are at Part 1, Chapter 1, Section 1.1 Annex B, Appendix 1.</p>
<p>Structural Integrity Working Group (SIWG)</p>	<p>The Sentinel SIWG is a bi-annual, MAA mandated, meeting, chaired by the Sentinel TAA or Air vehicle EA with appropriate LoAA.. The SIWG aims to determine the required Structural Integrity (SI) actions to maintain the airworthiness, verify the SI strategy and plan, assure that SI is being managed in accordance with the strategy and plan, and ensure that the Sentinel system is compliant with all SI relevant policies.</p>	<p>The full TORs, agenda and required attendance for the SIWG are set out in Section 1 Part 3 Annex A of the Sentinel Structural Integrity Strategy and RA 5720.</p>
<p>Propulsion Integrity Working Group (PIWG)</p>	<p>The Sentinel PIWG is a bi-annual, MAA mandated, meeting, chaired by the Sentinel TAA or Air vehicle EA with appropriate LoAA. The PIWG aims to determine the required Propulsion Integrity (PI) actions to maintain the airworthiness, verify the PI strategy and plan, assure that PI is being managed in accordance with the strategy and plan, and ensure that the Sentinel system is compliant with all PI relevant policies.</p>	<p>The full TORs, agenda and required attendance for the PIWG are set out in the Sentinel Propulsion Integrity Strategy and RA 5722.</p>
<p>System Integrity Working Group (SysIWG)</p>	<p>The Sentinel SysIWG is a bi-annual, MAA mandated, meeting, chaired by the Sentinel TAA or Air vehicle EA with appropriate LoAA. The SysIWG aims to determine the required System Integrity (SysI) actions to maintain the airworthiness, verify the SI strategy and plan, assure that SysI is being managed in accordance with the strategy and plan, and ensure that the</p>	<p>The full TORs, agenda and required attendance for the SysIWG are set out in the Sentinel Systems Integrity Strategy and RA 5721.</p>

<sup>1</sup>MRP RA 1020

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	Sentinel system is compliant with all Sysl relevant policies.	
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**ANNEX B - JOINT MEETINGS MANAGED BY THE CONTRACTOR**

<b>Meeting Managed by the Contractor</b>	<b>Aim/Summary</b>	<b>TOR reference</b>
Joint Obsolescence Working Group (JOWG)	Review Critical Items/Burndown Charts; Provide governance to risks; Record new or resolved Obsolescence issues; Provide direction on White Paper Investigations; Review Obsolescence Case Sheets under investigation. The co-ordinated output of the joint Authority and RSL Obsolescence Reviews shall be reported to the relevant senior meetings highlighting Priority concerns on the Obsolescence Register; any system impact and recommended sentencing; any emergent items in period, its system impact, reasons for emergent issues and recommended remedial action; progress against open items.	The TORs for the JOWG are being developed as part of Transition.
Monthly Performance Review Meeting	The MPRM is held at the B1/OF5 or B2/OF4 level between the Parties supporting the ISSS contract.	Meeting requirements are detailed in Schedule 9.
Quarterly Performance Review Meeting	The QPRM is held at the one star/B1 level between the Parties in support of the contract.	Meeting requirements are detailed in Schedule 9.
Annual Performance Review Meeting	The APRM is the highest-level leadership meeting between the Parties supporting the contract, determining the strategic programme context and direction.	Meeting requirements are detailed in Schedule 9.
Sentinel SIMS & OLMP Development & Implementation Team Working Group (SSODIT WG)	The SSODIT WG, held six (6) times a year, is primarily held to address and resolve issues related to monitoring the SI of Sentinel to support the SIWG. It is to ensure that the SI of the Sentinel aircraft and the fleet as a whole is managed the SI strategy, in particular the Operational Loads Measurement Programme (OLMP) and Structural Health Monitoring (SHM) programmes.	The full TORs, agenda and required attendance for the SSODIT WG are set out in the Sentinel Structural Integrity Strategy.

OFFICIAL

<p>Sentinel Quality Assurance Meeting (QAM)</p>	<p>The QAM is held every 4 weeks, chaired by the Quality Assurance Manager. Attendance at meetings includes QA representatives from the Defence Quality Assurance Field Force, CAMO, RAF Waddington, 5 Squadron, AIPT and the Contractor. The meeting reviews quality performance, new and outstanding issues plus Continuous Improvement. The QAM is the primary method of ensuring that Quality is effectively managed by all areas.</p>	<p>The TORs for the QAM are being developed as part of Transition.</p>
<p>Local Technical Committee (LTC)</p>	<p>The Sentinel LTC is a six-weekly meeting, co-chaired by the Sentinel TAA and the Contractor's chief engineer. The LTC aims to review technical instructions, service bulletins, and service advisories issued by the Contractor as the DO and other original equipment manufacturers, making recommendations to the Configuration Control Board (CCB). The LTC shall authorise the preparation of modification proposals, changes to manuals and monitor the closure of such.</p>	<p>The full TORs, agenda and required attendance for the LTC are set out in the Sentinel LTC Local Instruction (LI). RAs 5303, 5312, 5405, 5406 refer.</p>
<p>Joint Programme Check Point</p>	<p>Weekly review, chaired by the MOD Sentinel Programme Lead to address issues, risk, project delivery, commercial issues etc impacting overall programme delivery.</p>	<p>The TORs for the programme checkpoint are being developed as part of Transition.</p>
<p>Training Progress Reviews (TPRs)</p>	<p>TPRs are hosted by RS; Minutes are recorded and issued by RSL. This meeting essentially doubles as the training delivery authority (TDA) monthly Working Group. It is attended by the TDAs for the various training pipeline: MOD Sentinel Training Officer attends as TDA for RSL delivered Trg, 54 Sqn send their OC Trg as the flying training TDA, and 5 Sqn often send various reps as 'the customer'. The TDA WG is in line with JSP 822 and the output forms the input for the Customer Executive Board Working Group held by FHQ.</p>	<p>The TORs for the training progress review are being developed as part of Transition.</p>

**ANNEX C - TASK AUTHORISATION FORM TEMPLATE**

**TASK AUTHORISATION FORM**

<b>Contractor</b>	<b>Authority</b>	<b>Contract No: AIRISTAR/CB6</b>
AirISTAR Programme Team	Raytheon Systems Limited	<b>TAF Reference No:</b> (to be assigned by the Authority):
		<b>TAF Issue No:</b>

**PART 1. TASK REQUIREMENT** (to be completed by Authority Representative)

<b>Task Title:</b>					
<b>Categories</b> <i>(highlight as appropriate)</i>	Minor Logistic Support Task (MLSTs)	Non Attributable Item (NAI)	Small Modification	BBA Reach Back - SRPSAs	OEM Obsolescence white papers
<b>Pricing Mechanism</b> <i>(highlight as appropriate)</i>		Firm price	Ascertained costs		
Request for quotation on the work to be carried out under the above Contract. (Use separate sheet if required)					
Required deliverables and interdependencies:					
Requested Start Date:			Requested Completion Date:		
Authority Representative: Signature: Name: Role: Date:			Authority Commercial Manager: Signature: Name: Role: Date:		

Once Part 1 complete, send to Contractor Commercial Manager: [insert email address]

**PART 2. QUOTATION** (to be completed by Contractor)

<b>Task Title:</b>	
<b>Date Task Received:</b>	
<b>Quotation Validity:</b>	
<b>Impact Statement:</b> (the impact of additional tasking on Contractor's delivery schedule)	
Task Start Date:	Task Completion Date:
Solution Summary. <i>(Use separate sheet if required)</i>	

QUOTATION - The Task defined in Part 1 is submitted for authorisation against the following quotation:						
Details of the individual elements of work to be carried out, including travel and subsistence and sub-contractors	Material Costs (£)	No. of Labour Hours	Hourly Labour Rate (£)	Travel and subsistence (£)	Overheads (£)	Total (£)
1						
2						
3						
4						
<b>Total Price (£):</b>				Firm price/ascertained costs ( <i>delete as appropriate</i> )		
<b>Contractor's Project Manager:</b> Signature: Name: Appointment: Date:				<b>Contractor's Commercial Manager:</b> Signature: Name: Appointment: Date:		

Once Part 2 complete, send to Authority's Commercial Manager [insert email address]

**PART 3. TASK AUTHORISATION**

<b>Task Title:</b>	
<b>Date Quotation Received:</b>	
<b>Agreed Task Start Date:</b>	<b>Agreed Task Completion Date:</b>
<b>Authorisation</b>	
<p><b>Authority's Authorised Representative:</b></p> <p>The statement of work and associated cost breakdown at Part 2 reflects the most effective means available to satisfy the requirement at Part 1.</p> <p>Signature: Name: Appointment: Date:</p>	
<p><b>Authority's Commercial Manager:</b></p> <p>The Contractor is duly authorised to carry out the work detailed in Part 1, for the firm price detailed at Part 2 of this form and within the agreed time-scale, in accordance with the Contract Terms and Conditions.</p> <p>Signature: Name: Appointment:</p>	

Date:

Once Part 3 complete, send to Contractor's Commercial Manager [insert email address]

**PART 4. Contractor Confirmation of Task Completion**

<b>Task Title:</b>					
<b>Agreed Task Start Date:</b>		<b>Agreed Task Completion Date:</b>		<b>Actual Task Completion Date:</b>	
<p>This is to certify that the Task requirement at Part A has been completed to the satisfaction of the Contractor's Representative:</p> <p>Signature:</p> <p>Name:</p> <p>Appointment:</p> <p>Date:</p>					
<p>This is to certify that the Task requirement at Part A has been completed to the satisfaction of the Contractor's Commercial Manager:</p> <p>Signature:</p> <p>Name:</p> <p>Appointment:</p> <p>Date:</p>					

Once Part 4 complete, send to Authority's Commercial Manager [insert email address]

**PART 5. Authority's Acceptance of Task Completion**

<b>Task Title:</b>	
<b>Actual Task Completion Date:</b>	
<p>This is to certify that the Task requirement at Part A has been completed to the satisfaction of the Authority's Representative.</p> <p>Signature:</p> <p>Name:</p> <p>Appointment:</p> <p>Date:</p>	
<p>This is to certify that the Task requirement at Part A has been completed to the satisfaction of the Authority's Commercial Manager.</p> <p>Payment can now be authorised.</p> <p>Signature:</p> <p>Name:</p> <p>Appointment:</p> <p>Date:</p>	

Once Part 5 complete, send to Contractor's Commercial Manager [insert email address]