

Schedule 13 (Contract Management)

- 1.1. The Supplier will attend regular Progress Meetings with the Buyer, the frequency and structure of which is to be agreed within the first two (2) weeks following the Start Date, and in relation to any Work Package (B) Deliverables, in a Statement of Work.
- 1.2. It is expected that, as a minimum, the Buyer and the Supplier will attend Progress Meetings once every Month to review performance and progress against the deliverables, and performance against any Service Levels, KPIs and Social Value KPIs detailed in Schedule 10 (Service Levels). This will be at the Supplier's cost and will not be reimbursed by the Buyer.
- 1.3. The Supplier is expected to attend any additional Progress Meetings as is required by the Buyer at its own cost, however should, over a four (4) week period, the Supplier be requested to attend any Progress Meetings more than five (5) times, the Buyer will reimburse the Supplier for the time according to the Rate Card contained in Schedule 3 (Charges). It will not reimburse travel and subsistence costs or expenses in relation to Progress Meetings. This paragraph 1.3 shall only apply in respect of Work Package (B) Deliverables.
- 1.4. In reference to 1.3, this only applies to formal contract management meetings, and not any meetings necessary with stakeholders for the progression of the deliverables under a Work Package, which is already charged for under the costs agreed.
- 1.5. The Supplier and the Buyer will also agree in the first two (2) weeks following the Start Date, and in relation to any Work Package (B) Deliverables in a Statement of Work, the type of Progress Reports and Management Information (MI) to be provided for Progress Meetings and associated reporting frequency.
- 1.6. The Supplier will be responsible for producing the Progress Reports and MI for the Progress Meetings at no additional cost to the Buyer.

2. Contract Risk Management

- 2.1 Both Parties shall pro-actively manage risks attributed to them under the terms of this Contract.

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- 2.2 The Supplier shall develop, operate, maintain and amend, as agreed with the Buyer, processes for:
 - 2.2.1 the identification and management of risks;
 - 2.2.2 the identification and management of issues; and
 - 2.2.3 monitoring and controlling project plans.
 - 2.3 The Supplier allows the Buyer to inspect at any time within working hours the accounts and records which the Supplier is required to keep.
 - 2.4 The Supplier will maintain a risk register of the risks relating to the Contract which the Buyer and the Supplier have identified.