MSTAR OBSOLESCENCE REPLACEMENT PROGRAMME (ORP) MEETING MATRIX

Table 1 – MSTAR Obsolescence Replacement Programme (ORP) Meetings

Meeting Title	Location	Frequency	Duration	Key Activities	Attendance

Integrated Test, Evaluation and Acceptance Working Group (ITEA WG)	Starting at the Contractor's premises then alternating between Authority and Contractor premises, noting where appropriate the use of Tele-Conferencing.	Quarterly throughout first year of Contract, commencing from Contract Award. First meeting to be held within 2 months of Contract Award.	1 day (including TSG and LSC)	The Objectives of the ITEA WG are to:
				
				• Maintain the test, evaluation and acceptance plan and schedule.
				
				• Identify and manage test, evaluation and acceptance risks (for inclusion in the Project Risk Register).
				
				• Prioritise test, evaluation and acceptance activities.
				
				• Agree updates to the Contractor's Master Test Plan (CMTP) and Supportability Test, Evaluation and Verification (STEV) Plan (subject to Contract amendment).
				
				• Manage test, evaluation and acceptance resources (including equipment and people).
				
				• Disambiguate the ITEA process.
				
				Terms of Reference for the ITEA WG are shown at Appendix A to the
					• Authority representatives:
					
					  o Project Manager (PM) - chairperson
					
					  o Requirements Manager (RM)
					
					  o Engineering Manager
					
					  o User representative
					
					  o Royal Artillery Trials & Development Unit (RATDU)
					
					  o Royal Artillery Training Development Team (RATDT)
					
					  o Technical Through Life Support (TTLS) Manager
					
					  o Commercial Manager
					
					• Contractor representatives:
					
					  o Engineering Manager
					
					  o Project Manager
					
					  o ILS Manager
					
					  o Test Manager
					
					  o Commercial Manager

Meeting Title	Location	Frequency	Duration	Key Activities	Attendance
				Acceptance Process at Annex M to the Contract.	

Technical Milestone Acceptance Panel	As stated in Acceptance Process at Annex M, noting where appropriate the use of Tele-Conferencing.	As required, depending on completion of phases of Acceptance Process, in accordance with Annex M.	1 day	• As described in Acceptance Process at Annex M to the Contract.
				
				• Review of testing results, trial reports and Contractor provided evidence.
				
				• Agreement of milestones, including but not limited to:
				
				  - Preliminary Design Review (PDR)
				  - Critical Design Review (CDR)
				  - Test Readiness Review (TRR)
				  - Factory Acceptance Test (FAT)
				  - Live Firing Acceptance
				  - First of Class Acceptance
				  - Production Delivery
				  - Final Acceptance
				
				• Sentencing of Incidents
				
				• Review of the Project Risk Register, including the status of risks, new risks, and progress/development of mitigation and rework plans.
					Authority and Contractor representatives are as detailed for the ITEA WG.

Meeting Title	Location	Frequency	Duration	Key Activities	Attendance
Training Steering Group (TSG)	As detailed for the ITEA WG.	As detailed for the ITEA WG.	1 day (including ITEA WG and TSG)	To be held in conjunction with the ITEA WG, Training Steering Group (TSG) meetings are to conduct reviews of the Training Needs Analysis (TNA) to ensure its currency and verification against the design of the MSTAR ORP User and Maintainer skills, capabilities and assigned tasks. Additionally, training deliverables relating to training courses and media are also to be reviewed.	Authority and Contractor representatives are as detailed for the ITEA WG.

Quarterly Progress Meeting (QPM)	Starting at the Authority premises then alternating between Contractor and Authority premises, noting where appropriate the use of Tele-Conferencing.	Quarterly with first meeting three months after Contract Award.	1 day (including LSC and Incident Sentencing Panel)	Performance Based reviews of the Project based on the previous QSR and performance over the last quarter, including:
				• Project Schedule
				• Risks, Issues and Opportunities
				• Finance
				• Safety
				• Support & Repair
				• Spares
				• Disposals
				• Commercial
				• Key Performance Indicators (KPIs)
					• Authority representatives:
					  o Project Manager (PM) / Operations Manager (OM) - chairperson
					  o Engineering Manager
					  o Commercial Manager
					  o Technical Through Life Support (TTLS) Manager
					  o Supply Chain Manager (SCM)
					  o Cost Controller (as required)
					  o Quality Assurance Manager (as required)
					• Contractor representatives:
					  o Project Manager
					  o ILS manager

Meeting Title	Location	Frequency	Duration	Key Activities	Attendance
				- Quarterly Status Report (QSR) - Obsolescence Management Report - Data Reporting, Analysis and Corrective Action System (DRACAS) Report - Quality Assurance - Milestone Payments	- Engineering Manager - Commercial Manager - Quality Assurance Manager (as required)
Logistic Support Committee (LSC)	As detailed for the ITEA WG / QPM.	To be held in conjunction with ITEA WG until Logistic Support Declaration (LSD). From LSD, to be held in conjunction with QPM.	1 day (including ITEA WG / TSG / QPM / Incident Sentencing Panel)	This is the formal gathering of relevant stakeholders held to discuss support matters, and will be used to: - Agree that the Integrated Support Plan (ISP), produced by the Contractor, meets the contracted DEFSTAN 00-600 ILS requirements. - Monitor and agree progress of activities to meet the ISP. - Evaluate and monitor Contractor ILS deliverables as part of the ORP up to Support Maturity Level (SML) milestone of Logistic Support Declaration (LSD). - Record any evidence that can be used to support the Key Support Areas (KSAs) and Governing Policies (GPs) of	The Authority's MSTAR ORP Technical Through Life Support (TTLS) Manager and the Contractor's Integrated Logistic Support (ILS) Manager shall Chair the LSC, with the Contractor performing secretariat duties. Authority and Contractor representatives are as detailed for the QPM.

Meeting Title	Location	Frequency	Duration	Key Activities	Attendance
				the Support Solutions Envelope (SSE) by maintaining and developing the Support Solutions Development Tool (SSDT). • Monitor progress and recommend achievement against the master milestone schedule and contracted requirements. • Identify the overall logistic support implications of the introduction of equipment into service. • Formally review and accept Contractor's ILS deliverables and declare LSD. Terms of Reference for the LSC are shown at Appendix 1 to this Meeting Matrix.	
Incident Sentencing Panel	As detailed for the QPM.	As detailed for the QPM.	1 day (including QPM and LSC)	Incident Sentencing Panel meetings are to be convened in conjunction with LSC meetings to enable the Authority to: • Monitor and sentence Incidents being reported by the User as either Attributable or Non-attributable. • Measure In-Service System Availability, Reliability and	Authority and Contractor representatives are as detailed for the QPM.

Meeting Title	Location	Frequency	Duration	Key Activities	Attendance
				Maintainability (AR&M) performance against the System design specification, in accordance with the Cardinal Point Requirement Document (CPRD). • Monitor the Contractor's provided Repair Enabler Service. • Conduct Trend Analysis of equipment failures. • Agree any resolution action. • Identify potential Post Design Services for modifications and upgrades to the System. Terms of Reference for the Incident Sentencing Panel are given at Appendix 2 to this Meeting Matrix.	

Safety & Environmental Working Group (SEWG) and Hazard Identification	Authority premises	Bi-annually	1 day	The SEWG provides a forum for MSTAR stakeholders to discuss safety and environmental issues relating to the equipment and its environment of use.
				
				The Hazard Identification meetings aim to continually record and update the Hazards, accident sequences and accidents associated with a system. It includes information documenting risk
					• Authority representatives:
					
					  o Project Manager (PM) / Operations Manager (OM) – chairperson
					
					  o Safety Manager
					
					  o Independent Safety Auditor
					
					  o User representative

Meeting Title	Location	Frequency	Duration	Key Activities	Attendance

				management for each Hazard and Accident.	• Army HQ safety representative
					
					• Contractor representatives:
					  o Safety Manager
					  o Project Manager

Safety & Environmental Panel (SEP)	Authority premises	Bi-annually	1 day	The Safety & Environmental Panel meetings provide a forum for MSTAR stakeholders to discuss and/or provide a recommendation to the Authority for approval of Safety and Environmental Case Report (SECR).	• Authority representatives:
					  o Project Manager (PM) / Operations Manager (OM) – chairperson
					  o Safety Manager
					  o Independent Safety Auditor
					  o User representative
					  o Army HQ safety representative
					
					• Contractor representatives:
					  o Safety Manager
					  o Project Manager

Security Working Group	Authority premises	Quarterly from Contract Award until Initial Operating Capability (IOC). Annually from IOC.	1 day	The Security Working Group provides a forum for MSTAR ORP stakeholders to review the Project's Risk Management and Accreditation Documentation Set (RMADS) and discuss any security issues.	• Authority representatives:
					  o Project Manager (PM) / Operations Manager (OM) – chairperson
					  o Security Assurance Coordinator (SAC)
					  o Engineering Manager

Meeting Title	Location	Frequency	Duration	Key Activities	Attendance
					○ Independent Security Accreditor ○ User representative • Contractor representatives: ○ Security Manager ○ Project Manager ○ Engineering Manager
Engineering Judgement Panel (EJP)	Authority premises	One EJP required three months after Contract Award. Annually post-LSD. Meeting to be held in conjunction with others, if appropriate.	1 day	• Consideration and agreement of the Contractor's proposed Maintenance Task Analysis (MTA). • Evaluation and acceptance of MSTAR ORP Level of Repair Analysis (LoRA) to agree maintenance policies for each Maintenance Significant Item (MSI). • Provide confidence to the Authority in the Contractor's recommended item maintenance, including preventative and corrective tasks. • Agreement for the requirement of any Level 1 Support and Test Equipment (S&TE) that is proposed by the Contractor. • Agreement of any potential upkeep tasks above that of the User/Operator Level 1 skills and	• Authority representatives: ○ Technical Through Life Support (TTLS) Manager – chairperson ○ Project Manager (PM) / Operations Manager (OM) ○ Engineering Manager ○ User representative ○ Army HQ safety representative • Contractor representatives: ○ ILS Manager ○ Project Manager ○ Engineering Manager

Meeting Title	Location	Frequency	Duration	Key Activities	Attendance
				capabilities for a decision on whether there are any training requirements for Level 2 and above.	

Other Project Meeting/Reviews, as required, to be determined and at dates to be mutually agreed between the Contractor and the Authority.

Appendix 1

LOGISTIC SUPPORT COMMITTEE (LSC)

TERMS OF REFERENCE (ToRs)

1. The purpose of the Logistic Support Committee is a formal gathering held to discuss support matters through life.

2. The aims of the Logistic Support Committee (LSC) are:

    2.1. To develop and refine criteria for the planning of key ILS milestones as part of logistic pillar approvals; Main Gate (MG), Logistic Support Declaration (LSD) and In-Service Reviews (ISR), in event of changes to the product design or Support Solution, and/or provider.

    2.2. Agree that the Integrated Support Plan (ISP) produced by the Contractor meets the contracted Def Stan 00-600 ILS requirements.

    2.3. Develop ILS schedule of work to meet the requirements in the Statement of Requirement (SOR).

    2.4. Monitor and agree progress of activities to meet the ISP and identify support risks, allocating responsibility. Implement mitigations to a level that is as low as reasonably practicable and monitor mitigation progress.

    2.5. Monitor progress of ILS tasks against the Schedule of Requirements and contracted requirements.

    2.6. To develop fielding plans, usage assumptions that will form the building blocks of quantifying support factors for conducting Support Analysis. The development and authorisation of the Use Study.

    2.7. To identify logistic support implications of the introduction or upkeep of equipment In-service.

    2.8. Examine cost options and trade-offs for the provision of Logistic Support.

    2.9. Assist with the development of information requirements for the Logistic Information Repository (LIR).

    2.10. Review and approve the supportability case by providing a framework of evidence for KSA GP SME review in the development and upkeep of the case, using an agreed Support Solutions Development Tool (SSDT) version.

3. The Chairmanship of the LSC is to be as follows:

    3.1 At inauguration, the function designated TTLSM with support and input from the Contractor's ILS Mgr.

    3.2 Following declaration of LSD, Chairmanship continues to be with the Technical Through Life Support (TTLS) Manager. This is the acceptance of the logistic pillar criteria being met to the satisfaction of the DLoD owner. The LSC will then be known as the In-Service LSC (ISLSC) and will ideally be held on a quarterly basis, or tailored to reflect the behaviour and trends of MSTAR, noting that the minimum number of reviews required per calendar year is two.

4. The membership of the LSC shall include, Authority representation:

    4.1 Technical Through Life Support (TTLS) Manager – Chair

    4.2 Project Manager (PM) / Operations Manager (OM)

    4.3 Engineering Manager

    4.4 Supply Chain Manager (SCM)

4.5   Commercial Manager

5.   Contractor representation. The Contractor shall have person(s) in attendance able to provide the technical and supply support issues of MSTAR ORP, these being:

5.1   ILS Manager

5.2   Project Manager

5.3   Commercial

5.4   Engineering Support

5.5   Secretary

Appendix 2

INCIDENT SENTENCING PANEL

TERMS OF REFERENCE (ToRs)

1. The Incident Sentencing Panel will be operated using the following ToRs. The Incident Sentencing Panel will be convened for:

    1.1 Review of Incident data.

    1.2 Determination of the root cause of the Incident. Perform further investigations where there is a potential of secondary and/or interoperability AR&M issue.

    1.3 Assessment and review of any recommended immediate resolution and corrective actions to restore functionality to the failed equipment/function.

    1.4 Determination and verification of any proposed change in the design, operation, training and/or maintenance of the equipment and function.

    1.5 Determination of sentencing classification of all AR&M incidents and function related observations.

    1.6 Maintenance of an auditable trail for each sentencing and incident decision made (meeting minutes, evidence presented, rationale for decisions and resultant actions) which are included as part of the LIR.

    1.7 Be responsible to and report findings to other key Governance Areas, LSC, Risk, Security, Safety and Environmental.

2. The Contractor's ILS/AR&M representative shall be responsible for the minutes of the meeting. This ensures committee members will have full access to the technical information and rationale behind all proposed immediate resolutions, their implications and any subsequent remedial actions requiring agreement.

3. Once incidents have been formally sentenced, the sentence can only be changed by the Incident Sentencing Panel, ECCB and/or the LSC. All Incidents, observations that have been sentenced and agreed are submitted to the LSC, appropriate Governance area for ratification.

4. Formal voting is not to be used in Incident Sentencing. Where a consensus cannot be reached then sentencing may be deferred if further investigation is required. If a consensus cannot be reached then the incident should be sentenced by the Chairman. Where significant areas of disagreement exist the conflict resolution chain will be; Incident Sentencing Panel Chairman → LSC → Contract Resolution Process.

5. The Incident Sentencing Panel meetings should be an open forum for discussion of all issues relating to the incidents and observations being sentenced and should invite contributions from all members.

6. Incident Sentencing Panel meetings will be held in conjunction with the LSC meetings, ideally on a quarterly basis, or tailored to reflect the behaviour and trends of MSTAR ORP, noting that the minimum number of reviews required per calendar year is two.