

Schedule 15 - SSSB - Progress Meeting and Reporting Governance

SSSB Quarterly Progress Meeting Terms of Reference			
Purpose and scope of Authority	Review delivery and performance of the SSSB Contract, managing project risks & opportunities, resolving issues and encouraging continuous improvement.		
Frequency	Quarterly, alternating between the Contractor's premises and DE&S Abbey Wood.		
Chair	SACC Project Manager		
Core Membership	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> SACC DT Project Manager Engineer Commercial Manager ILS Manager </td> <td style="width: 50%; vertical-align: top;"> Contractor Team Project Manager Engineer Commercial Manager ILS Manager </td> </tr> </table>	SACC DT Project Manager Engineer Commercial Manager ILS Manager	Contractor Team Project Manager Engineer Commercial Manager ILS Manager
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Additional Attendees	Stakeholders (such as Safety, Finance, Project Controls, GFA) where considered necessary to address dependencies/issues. Suitably briefed individuals deputising for the above core members where they are unable to attend.		
Outputs	<p>The SSSB Quarterly Progress Meeting will report on, but not be limited to, the following topics:</p> <ul style="list-style-type: none"> • Quarterly Progress Report • Milestone status • Project Risks, Issues and Opportunities • Key Performance Indicators (KPI's) • GFA matters requiring attention of the Authority • Safety, Environment and Security • ILS including Obsolescence Report • Sub-Contractors progress/issues arising • Spend against Payment Plan • Quality Assurance • Utilisation of Core Engineering Hours 		
Agenda and Scope of Reviews	<ul style="list-style-type: none"> • Review SSSB Service Delivery and Performance • Schedule and Milestone Review • Payment Plan • Obligations Matrix Review • Change Control including Tasking • Review Risk register • Monitor GFA requirements • Refer risks, issues or disputes as appropriate • Quality Assurance • ILS update including obsolescence and changes 		