



Ministry  
of Defence



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**SCHEDULE L – GOVERNANCE**

**ENGINES FUTURE SUPPORT**

**CONTRACT NUMBER  
701580378**

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**SCHEDULE L**

**GOVERNANCE**

**1. INTRODUCTION**

1.1 Both Parties shall exercise governance of the Contract through their respective integrated management organisations.

1.2 The schedule of formal meetings is set out below and minutes will be taken, agreed and issued to provide an audit trail of decisions and ensure governance of the Contract.

**2. POINTS OF CONTACT**

2.1 The Authority's Commercial Officer or their authorised deputy, as described in DEFFORM 111 shall act as principal point of contact with the Contractor and act as the focal point within the Authority's organisation for all matters concerning the performance of this Contract.

2.2 The Contractor's Head of Military Business or their nominated deputy shall act as principal point of contact with the Authority.

**3. CONTRACT MEETINGS**

3.1 The Contract meetings are detailed in the tables below.

3.2 Further details specifying agenda, attendees and format of content for discussion will be defined through negotiation.

3.3 The Contractor or the nominated Authority host as agreed shall be responsible for:

a. The provision of meeting room facilities for those meetings hosted at their respective premises, unless otherwise agreed with the Authority;

b. Organising the meeting, including virtual meeting invitations if it is agreed to be necessary, giving notice of no less than ten (10) Business Days to attendees or such other time as is agreed between the Parties;

c. Collating all information required for discussion and/or presentation at the meeting. Any documentation is to be issued to attendees no less than five (5) Business Days in advance of the meeting date;

d. Issuing minutes no later than five (5) Business Days after each meeting or such other time as is agreed between the Parties; and,

e. Follow-up and completion of any actions placed upon the Contractor or the Authority host within the meetings table listed below, within the timescales agreed.

3.4 The Authority or Contractor shall review and agree the minutes and actions of the previous meeting within five (5) Business Days of receiving the minutes.

3.5 Attendance to be agreed between the Authority and Contractor, including provision of reserves empowered to act in the absence of the nominated attendee.

3.6 The Contractor shall provide Suitably Qualified and Experienced Personnel (SQEP) representatives at all meetings outlined in the table below.

3.7 Meeting agendas are outlined in the table below and may be amended by mutual agreement between the Authority and the Contractor, as appropriate.

3.8 The Contractor and Authority shall jointly review the effectiveness of meetings annually and implement agreed changes.

#### **4. ADDITIONAL MEETINGS**

4.1 Additional meetings may be proposed and scheduled by mutual agreement between the Authority and the Contractor. Such meetings may include, but not be limited to, the following:

- a. Integrated Logistic Support Working Group;
- b. Subsidiary meetings including Data Reporting, Analysis and Corrective Action System (DRACAS) Sentencing Committee, Training Working Group, Technical Publications Working Group, Technical Instructions Working Group, Software Working Group.

#### **5. MEETING SUPPORT INFORMATION**

5.1 Meeting support information required to support meeting agendas will be specified within the "Agenda Items" of the formal meetings table below. Additional information to support the governance of this Contract may be provided upon joint agreement between the Authority and the Contractor as required.

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Ser	Meeting Type	Host	Frequency	Authority Attendance	Contractor Attendance	Agenda Items	Meeting Record	Comments
<b>Contract Performance Meetings</b>								
1	Monthly Programme Review	Contractor Virtual	Monthly	Merlin Propulsion Engineering Authority Mgr Merlin Contracts Mgr Merlin Deputy Contracts Mgr Merlin Logs Performance Mgr	Technical Support Manager Customer Assets Manager Tactical Fleet Manager Customer Support Representative	Review of previous meeting minutes and recorded actions. Review of flying hours. Sentencing of KPIs/ PIs. Review of FOD events. Review and sentencing of non-attributable demands. Availability Fly Forward. Operational Deployment Readiness (when required) Additional service task status. Availability Risk review. Engines removals vs forecasts. Engine demands vs Caps. Tooling Support Service. Logistics Discrepancy Reports.	Minutes – Contractor responsibility	Every third Monthly Programme Review will be substituted for the Quarterly Programme Review Meeting
1a	Weekly Operation Update	Contractor Virtual	Weekly	Merlin Propulsion Engineering Authority Mgr Merlin Contracts Mgr Merlin Deputy Contracts Mgr Merlin Logs Performance Mgr	Tactical Fleet Manager	Operational deployment readiness state.	N/A	Friday AM, or otherwise agreed.

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2	Quarterly Programme Review Meeting (QPRM)	Contractor Virtual	Quarterly	<p>Merlin Operations Mgr Merlin Propulsion Engineering Authority Merlin Commercial Merlin Contracts Mgr Merlin Deputy Contracts Mgr Merlin Logs Performance Mgr</p> <p>Hels 1 QAM</p>	<p>Technical Support Manager Customer Assets Manager Tactical Fleet Manager Head of Military Business Commercial Manager</p>	<p>As per Monthly Programme Review meeting plus:</p> <p>Review previous MPRM and QPRM Minutes and actions log. Customer Satisfaction. Review outstanding fault investigation reports. Technical Issues &amp; Joint Technical Improvements</p> <p>Quarterly Reporting: Flying Hour Review Summary of Operations Report Monthly Performance Report Inventory Supply Planning Forecast Review Contract Status Report Quality Issue Report</p>	Minutes – Contractor Responsibility	Last quarterly meeting of year will be the Annual Contract Performance Review Meeting
3	Annual Contract Performance Review Meeting	Contractor Virtual/Face to Face	Annually	<p>Merlin Operations Mgr Merlin Propulsion Engineering Authority Merlin Commercial Merlin Contracts Mgr Merlin Deputy Contracts Mgr Merlin Logs Performance Mgr Hels 1 QAM</p>	<p>Technical Support Manager Customer Assets Manager Fleet Manager Head of Military Business Commercial Manager</p>	<p>As per QPRM, plus: Reconciliation of Annual Flying Hours</p> <p>Review of Annual Non-Attributables Review of FOD allowance status Review of Non-Funded Non-Attributable Demands Strategic Review – Future Forecast of Authority's Activity</p>	Minutes – Contractor Responsibility	

Technical Meetings								
4	Type Design Change Review Meeting (TDCRM), Local Technical Committee (LTC) & Combined Configuration Control Board (CCB).	Authority Virtual/Face to Face	TDCRM quarterly, LTC/CCB 6 weekly	Merlin Propulsion Engineering Authority RTM322 Engineeng Authority Merlin MODS Mgr	Technical Support Manager Service Engineer	TBC		The TDCRM is the entry point for all Modifications and Repairs to be inducted into the MDTs Modification and Repair Approval process. Modifications / Repairs are to be presented at the appropriate LTC and or CCB Gate for Approval by the TAA. Any Minor Modifications or Repairs being progressed by Safran under priviledge are to be presented by Safran with support from RTM322 engineering. All other Modifications or Repairs will be presented by RT322 engineering and supported by Safran.

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5	Technical Issues Meeting (TIM)	Contractor - Virtual/Face to Face	Monthly	Merlin Propulsion Engineering Authority RTM322 Engine Authority Merlin (RTM322) Engineering Support Merlin Obsolescence Manager Merlin Tech Pubs Merlin Commercial Merlin Deputy Contracts Manager	Technical Support Manager Service Engineer Commercial Manager Technical	The purpose of the TIM is to discuss technical issues relating to the RTM322 engine. Topics to be discussed include but not limited to: <ol style="list-style-type: none"> <li>1. Obsolescence.</li> <li>2. Tech Publications.</li> <li>3. Review of Outstanding Actions.</li> <li>4. Modifications/Repairs Work in Progress.</li> <li>5. Key Modification embodiment status.</li> <li>6. Investigations (RI / RA, Quality).</li> <li>7. Technical Queries,</li> <li>8. General Service Letters and Airworthiness Directives.</li> <li>9. Technical Issues and Recommendations.</li> <li>10. Uncommanded Inflight Shutdown Data,</li> <li>11. Core-Split Information.</li> <li>12. FMECA and Airworthiness Topics.</li> <li>13. Not Attributable and FoD events.</li> <li>14. Any other Business.</li> </ol>	Minutes – Contractor Responsibility	The Contractor is to produce the Technical Support report for this meeting and deliver to the MDT no later than 3 days before the next scheduled meeting.
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6	Platform Integrity Working Group (incorporating Propulsion Integrity)	Authority Virtual/Face to Face	Six monthly	Merlin Engineering Authority Merlin Propulsion Engineering Authority RTM322 Engineering Authority	Technical Support Manager Service Engineer	The purpose of the Integrity working Group is to support the TAA in establishing, sustaining, validating recovering and exploiting the Interigty of the Merlin Platform and of which Propulsion forms a central pillar. The agenda of this meeting follows the requirements as detailed in RA 5726 (Integrity Management) and the Manual of Air System Integrity Management (MASIM)	Minutes – Authority Responsibility	RTM engineering will report to the Working Group and supported by Safran
7	Wear Debris Working Group	Authority	Six monthly	RTM322 Engineering Authority Merlin (RTM322) Engineering Support Yeovilton Continuing Airworthiness Management Organisation (CAMO) Culdrose CAMO 1710 NAS	Technical Support Manager Service Engineer	The pupose of this meeting is to discuss any wear debris issues associated with the RTM322 engine. Topics to be discuss include but not limited to: <ol style="list-style-type: none"> <li>1. Review of outstanding actions.</li> <li>2. Review of Wear Debris Analysis records.</li> <li>3. Review of Wear Debris rejections.</li> <li>4. Identification of opportunities to improve the sustainability</li> </ol>	Minutes – Authority Responsibility	RTM engineering will draft the Agenda and issue prior to working group and will be supported by Safran. Furthermore RTM engineering will produce the minutes.



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8	Materiel Review Board	Contractor Virtual/Face to Face	Bi-Monthly	Merlin Deputy Contracts Mgr Merlin GFE Mgr Merlin Inventory Systems Mgr	Customer Assets Manager Customer Service Representative	Review actions from previous meeting or open on Actions Tracker Review and sentencing of Beyond Economic Repair Assets Review and sentencing of Excess Articles Review and sentencing of Surplus Articles	Minutes – Contractor Responsibility	If new disposals are to be sentenced then meeting to be held at Fareham.
<b>Quality Meetings</b>								
9	Engine Quality Assurance Group	Contractor Face to Face/Virtual	Six Monthly	Hels 1 QAM Merlin Propulsion Engineering Authority Yeovilton CAMO Culdrose CAMO Government Quality Assurance Representative (GQAR)	Service Engineer Quality Manager Quality Improvement Leader	Review of previous minutes & actions Project Quality Strategy, plans & Organisation responsibilities Audits, NCRs & non-conformance Management Non-conformance control Defence Quality Assurance Field Force (DQAFF) Surveillance activities & report	Minutes – Contractor Responsibility	

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Safety Meetings								
10	2* Merlin Equipment Safety Review (Major)	Authority Virtual/Face to Face	Annually	Director Helicopters OC Chief Engineer OC Safety Lead Merlin TAA Merlin Engineering Authority Merlin Propulsion Engineering Authority Merlin Safety Head Merlin Safety Mgr Hels S&E TL Hels 1 QAM Hels Environmental Lead FLC Yeovilton CAMO Culdrose CAMO	Technical Support Manager	Aim & context Review of previous actions Equipment Safety Circle-Strategy and Plans Compliance Resource Airworthy Equipment Assurance Delegated Mil CAM Tasks TAA Statement Director Statement Actions not covered Issues for Transfer/Escalation	Minutes – Authority Responsibility	The MDT will report at this meeting with support from Safran.
11	2* Merlin Equipment Safety Review (Minor)	Authority Virtual/Face to Face	Annually	Director Helicopters OC Chief Engineer OC Safety Lead Merlin TAA Merlin Engineering Authority Merlin Propulsion Engineering Authority Merlin Safety Head Merlin Safety Mgr Hels S&E TL Hels 1QAM Hels Environmental Lead	Technical Support Manager	Update from previous 2* Major & may cover any area from below: Previous Actions Equipment Safety Circle-Strategy and Plans Compliance Resource Airworthy Equipment Assurance Sun Delegated Mil CAM Tasks TAA Statement Director Statement Actions not covered Issues for Transfer/Escalation	Minutes – Authority Responsibility	The MDT will report at this meeting with support from Safran.

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12	Merlin Project Safety Panel (MPSP)	Authority Virtual/Face to Face	Six monthly	Merlin TAA Merlin Engineering Authority Merlin Safety Head Merlin Safety Mgrs RTSA Hels S&E TL NCHQ CAE JHC CAE Hels Environmental Lead CAMOs Chief Air Engineer Yeovilton CAMO Culdrose CAMO	Technical Support Manager	In accordance with DAT AET 15B1/15B2	Minutes – Authority Responsibility	The MDT will report at this meeting with support from Safran.
13	Merlin Project Environmental Panel (MPEP)	Authority Virtual/Face to Face	Six monthly	Merlin TAA Merlin Engineering Authority Merlin Safety Head Merlin Safety Mgrs RTSA NCHQ CAE JHC CAE Hels S&E TL Hels Environmental Lead CAMOs Chief Air Engineer Yeovilton CAMO Culdrose CAMO	Technical Support Manager	In accordance with DAT AET 15B1/15B2	Minutes – Authority Responsibility	The MDT will report at this meeting with support from Safran.

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14	Equipment Contribution Working Group (ECWG)	Authority Virtual	Six Monthly	Merlin Engineering Authority Merlin Propulsion Engineering Authority Mgr Merlin Safety Mgr Merlin Avionics EA Merlin Mech EA Yeovilton CAMO Culdrose CAMO	Technical Support Manager	In accordance with DAT AET 17H1/17H2	Minutes – Authority Responsibility	The MDT will report at this meeting with support from Safran.
15	Merlin Publications Working Group	Authority	Six Monthly	Merlin TTLS. Merlin EA desk officers. Leonardo Publications. LH CIETP software. Defence Aircrew Publications Squadron (DAPS). MHF CAMO. CHF CAMO. CU MOSST. Lockheed Martin Publications. LH ILS/Program Mgrs	Technical Support Manager FSR (Mobile)	Review of previous meeting minutes and recorded actions. SAFRAN publications. LM Publications. MF765/765X Performance. Publication Production Schedule progress. Technology Convergence. Contract Changes (IMOS OOS). Signal Amendment Configuration. Aircrew Publications. MLSP Publications. CN Publications. AoB.	Minutes, Administration and Filing of Records – Leonardo Helicopters responsibility	Meeting Minutes feed plethora of higher level meetings. 2* Merlin ESR, Merlin PSEP, TAA Review of ADS,
16	Technical Instructions Working Group	Authority	Six Monthly	Merlin Propulsion Engineering Authority Mgr Merlin Avionics EA Merlin Mech EA Yeovilton CAMO Culdrose CAMO	Technical Support Manager	In accordance with Authority BP	Minutes – Authority Responsibility	

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17	Support Policy Development Review	Leonardo Helicopters	Six Monthly	Merlin Engineering Authority Merlin TTLS. Merlin Propulsion Engineering Authority Mgr Merlin Avionics EA Merlin Mech EA Yeovilton CAMO Culdrose CAMO	Technical Support Manager		Not Contractor Responsibility	
18	Integrated Logistics Support Working Group (ILSWG)	Contractor	Three Monthly	Merlin TTLS Manager	Technical Support Manager Customer Asset Manager	Progress against milestones Risk	Minutes – Contractor Responsibility	