



Ministry
of Defence



RPAS/00002 – FLEXIBLE TACTICAL UNCREWED AIR SYSTEM (FTUAS)

SCHEDULE L – Governance

OFFICIAL-SENSITIVE COMMERCIAL

1. Governance Principles

1.1 This Schedule L (Governance) defines the governance arrangements which shall be used throughout this Contract but, for the avoidance of doubt, the governance requirements

[REDACTED]

[REDACTED]

1.3 The Contractor shall ensure that individuals fulfilling the roles listed in the columns Contractor Required Attendees (or their authorised representatives) attend such meetings.

1.4 The Contractor shall be responsible for sending out the required meeting materials at least two (2) Working Days prior to the meeting and then also presenting the materials.

1.5 The Contractor shall be responsible for compiling and issuing the meeting minutes, which shall be received by the Authority no later than two (2) Working Days after the closure of the meeting. The minutes should include, but not limited to, all Actions and any discussion on the topics listed in Schedule J.

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Meeting Title	Frequency	Agenda Items (but not limited to)	Authority Required Attendees (but not limited to)	Contractor Required Attendees (but not limited to)
Programme Launch Meeting	Once, two (2) weeks after the Effective Date	<ul style="list-style-type: none"> - Introductions, terms of reference, expectations, strategy & vision - Review of Schedules B1 (Data Deliverables) & B2 (Physical Equipment Deliverables) and progress against each - Review of Schedule A (Contractor's Obligations) to confirm understanding and intent - Review of FTUAS risks, mitigations and actions - Presentation of FTUAS system overview given by the Contractor 	<ul style="list-style-type: none"> Programme Representative Operations Representative Commercial Representative Engineering and Safety Representative Finance Representative iLOG Representative 	<ul style="list-style-type: none"> Programme Manager Engineering Manager Commercial/Contract Manager Engineering and Safety Manager Finance Manager
Monthly Programme Review Meetings	Monthly, from Effective Date until FOC.	<ul style="list-style-type: none"> - Review of agreed actions from previous Programme Review Meeting - Review of Schedules B1 (Data Deliverables) & B2 (Physical Equipment Deliverables) and progress against each - Review of Schedule A (Contractor's Obligations) and progress against Deliverables - Review of KPI / PI performance and 	<ul style="list-style-type: none"> Programme Representative Operations Representative Commercial Representative Engineering and Safety 	<ul style="list-style-type: none"> Programme Manager Engineering Manager Commercial/Contract Manager Engineering and Safety Manager Finance Manager

OFFICIAL-SENSITIVE COMMERCIAL

		<p>improvement actions as required</p> <ul style="list-style-type: none"> - Review of progress against Milestone Payment Plan - Escalations from Safety, Airworthiness, T&E or Logistics Meetings, Contract Change Management Meeting or elsewhere in the Programme - Presentation of Contractor proposals requiring Authority decision - Review of project risks, mitigations and actions - Review of progress against the schedule including major milestones, including the schedule progress data requested in the Reporting schedule - LfE capture 	<p>Representative</p> <p>Finance Representative</p> <p>iLOG Representative</p>	
Quarterly Programme Review Meetings	Quarterly, from FOC	<ul style="list-style-type: none"> - Review of agreed actions from previous Programme Review Meeting - Review of Schedules B1 & B2 (Deliverables) schedule and progress - Review of Schedule A (Contractor's Obligations) to confirm adherence - Review of KPI / PI performance and improvement actions as required 	<p>Senior Responsible Owner</p> <p>Programme Representative</p> <p>Operations Representative</p> <p>Commercial Representative</p>	<p>Programme Director</p> <p>Programme Manager</p> <p>Engineering Manager</p> <p>Commercial/Contract Manager</p> <p>Engineering and Safety Manager</p>

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		<ul style="list-style-type: none"> - Review of Milestone Payment Plan - Escalations from Safety, Airworthiness, Technical T&E, or Logistics Meetings, Contract Change Management Meeting or elsewhere in the Programme - Presentation of Contractor proposals requiring decision - Review of project risks, mitigations and actions - Review of progress against major milestones - LfE capture - Review of actions from previous Quarterly Review Meeting - Customer satisfaction survey review - Review of project Quality status 	<p>Engineering and Safety Representative</p> <p>Finance Representative</p>	Finance Manager
Annual Programme Review Meeting	Annually, from the Effective Date	<ul style="list-style-type: none"> - Review of agreed actions from previous Programme Review Meeting - Actions from previous meeting - Review of Schedules B1 & B2 (Deliverables) and progress - Review of Schedule A (Contractor's 	<p>Senior Responsible Owner</p> <p>Programme Representative</p> <p>Operations Representative</p>	<p>Programme Director</p> <p>Programme Manager</p> <p>Engineering Manager</p> <p>Commercial/Contract Manager</p>

OFFICIAL-SENSITIVE COMMERCIAL

		<p>Obligations) to confirm adherence</p> <ul style="list-style-type: none"> - Review of KPI / PI performance and improvement actions as required - Review of Milestone Payment Plan - Escalations from Safety, Airworthiness, Technical T&E, or Logistics Meetings, Contract Change Management Meeting or elsewhere in the FTUAS Programme - Presentation of contractor proposals requiring decision - Review of project risks, mitigations and actions - Review of progress against major milestones - LfE capture - Review of Actions from Previous Programme Review Meeting - Review of progress required ahead of Expiry Date - Customer satisfaction survey review - Review of project Quality status - Decisions on exercising of extensions / Options of Contract 	<p>Commercial Representative</p> <p>Engineering and Safety Representative</p> <p>Finance Representative</p>	<p>Engineering and Safety Manager</p> <p>Finance Manager</p>
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OFFICIAL-SENSITIVE COMMERCIAL

Quarterly Review of System Safety Meeting	Quarterly, from the Effective Date	<ul style="list-style-type: none"> - Review of Environmental matters - Review of Hazard Log - Review of security / cyber-security status - To include attendance at, but not limited to, Equipment Safety Review and Project System and Environmental Panel 	<p>Engineering / Safety Representative</p> <p>Programme Representative</p>	<p>Engineering Manager</p> <p>Programme Manager</p>
Quarterly Review of Airworthiness	Quarterly, from the Effective Date	<ul style="list-style-type: none"> - Review of outstanding technical queries - Review of Integrity - Review of Technical Baseline (platform configuration) (and proposed changes to it, for Authority Approval) - To include attendance at, but not limited to, the Integrity Working Groups 	<p>Airworthiness and Engineering Representative</p> <p>Programme Representative</p>	<p>Airworthiness and Engineering Manager</p> <p>Programme Manager</p>
Monthly Review of Test & Evaluation	Monthly, starting one month after the Effective Date until IOC	<ul style="list-style-type: none"> - Review of progress against the ITEA Plan - Decisions or escalations to Programme Review Meeting 	<p>T&E lead</p> <p>Engineering Representative</p> <p>Programme Representative</p>	<p>T&E lead</p> <p>Engineering Manager</p> <p>Programme Manager</p>
Contract Change Management	As required	- Review of proposed Authority / Contractor	Programme	Programme Manager

OFFICIAL-SENSITIVE COMMERCIAL

Meeting		Changes <ul style="list-style-type: none"> - Decisions or escalations to Programme Review Meeting 	Representative Financial Representative Commercial Representative	Finance Manager Commercial Manager
Quarterly Logistics Support Committee	Quarterly, from the Effective Date	<ul style="list-style-type: none"> - Review of support requirements of the System - Integration of support elements into the System - Supportability case review - R&M case review 	Programme Representative iLOG Representative	Programme Manager iLOG Manager
Programme Close-out Meeting	One month prior to the Expiry Date	<ul style="list-style-type: none"> - Review of Deliverables schedules and plans for delivery of final deliverables - Review of KPI / PI performance - Review of Milestone Payment Plan and plans for final payments - Capture of LFE from the FTUAS programme - Confirmation of return of GFX - Confirmation that FTUAS Contract is closed in accordance with Clause 81 of the Contract. 	Programme Representative Operations Representative Commercial Representative Engineering and Safety Representative Finance Representative iLOG	Programme Manager Engineering Manager Commercial/Contract Manager Engineering and Safety Manager Finance Manager

			Representative	
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