

Schedule 18 - Progress Meeting and Reporting Governance

Quarterly Progress Meeting Terms of Reference		
Purpose and scope of Authority	Review delivery and performance of the Asset Availability Service for MIDS LVT BU2 Contract, managing project risks & opportunities, resolving issues, and encouraging continuous improvement.	
Frequency	In accordance with Schedule 11 - Statement of Requirement (SOR)	
Chair	DLS Project Manager / SACC Operations Manager	
Core Membership	SACC DT Operations Manager Engineer Commercial Manager ILS Manager	Contractor Team Project Manager Engineering Specialist Commercial Manager ILS Manager
Additional Attendees	Stakeholders (such as, but not limited to 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	Quarterly Progress Meetings will report on, but not be limited to, the following topics: <ul style="list-style-type: none"> • Previous actions update • Key Performance Indicators (KPI's) – Performance against the Quarter • Repair and Beyond Physical Repair (BPR) Report; To include up-to-date Repair Log and Trend Analysis Summary) • Quality issues • Supply Chain Update • Government Furnished Assets (GFA) Register • Special to Type Test Equipment (STTTE) / General Purpose Test Equipment (GPTE) serviceability and calibration status • Software Issues • Security Issues • Risk Register and Issues • Safety Issues • Configuration Management Updates • Contractual and Financial Issues • Technical Questions Tracker • Earned Value Management (EVM) data • Updates to TAF Tracker • Any Other Business (AOB) 	

Agenda and Scope of Reviews	<p>To include but not limited to;</p> <ul style="list-style-type: none">• Action Item Review• KPI Review• TQ Review• TAF Review• Repair Status• Quality Issues• Supply Chain Update• GFA Review• STTTE/GPTE Service and Calibration Status• Software Issues• Obsolescence Issues• Security Issues• Risk Issues• Safety Issues• Configuration Management Updates• Contractual Financial Issues• Earned Value Issues
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