



Contract No: 701760450

For: AHCSP/0005 Long Term Training and
Support Service for Apache AH-64E

SCHEDULE H

MEETINGS

| Version | Issued | Notes |
|----------------|----------------|--------------|
| Engrossment | Contract Award | |

1. Meeting requirements

1. The Contractor **shall** meet with the Authority in accordance with Tables 1 – 4 below:
 - a. Table 1: Programme Management Meetings
 - b. Table 2: ILS and Training Meetings
 - c. Table 3: Engineering Meetings
 - d. Table 4: Fleet Management Meetings
2. The nominated meeting host (unless other arrangements are agreed) **shall** provide the meeting calling notices, the information, the facilities and the necessary security and administrative arrangements to support the meeting
3. The Parties **shall** agree the details for each meeting (including the terms of reference, agenda, timetable and attendees) at least 1 month prior to the first iteration of any meeting
4. Following agreement of the details of the meeting pursuant to paragraph 3 above, the meeting host **shall** use reasonable endeavours to circulate the meeting agendas to all attendees and provide a minimum of 10 Business Days' notice prior to the relevant meeting.
5. For any meetings where international travel may be required, the meeting host for the relevant meeting **shall** use reasonable endeavours to issue calling notices no less than 1 month in advance of such meeting.
6. For all meetings the meeting host **shall** be responsible for producing the record of discussions and decisions for the meeting (unless other local arrangements are agreed) and shall:
 - 6.1. provide the record of discussions and decisions in draft form to the appropriate Authority and Contractor commercial officers and meeting subject matter leads for agreement within 10 Business Days of the meeting; and
 - 6.2. provide a copy of the agreed record of discussion and decisions for the meeting within 5 Business Days of such agreement.
7. For all meetings, the Contractor and the Authority **shall** ensure that their respective meeting attendees are SQEP and hold the appropriate authorisations to enable decisions to be made during the meetings as contained within this Schedule.
8. The Contractor and the Authority **shall**, where practicable, combine any related, suitably relevant and/or associated meetings into a single trip so as to reduce the travel burden and associated costs for all personnel. The Parties agree that for the purposes of this paragraph 8, the following meetings are related, suitably relevant and/or associated meetings:
 - 8.1. PSEP;
 - 8.2. HMWG;
 - 8.3. Apache AH-64E Project Safety Committee;

- 8.4. SSR;
- 8.5. SIWG;
- 8.6. Health and Usage Monitoring Working Group;
- 8.7. SysIWG;
- 8.8. PIWG;
- 8.9. EDPC WG; and
- 8.10. Auxiliary Power Unit Integrity Working Group.

2. Programme Management Meetings

| Meeting | Host | Location | Frequency | Purpose |
|--|------------|----------|---|--|
| Quarterly Programme Review (QPR) Meeting | Contractor | UK | Quarterly commencing three (3) months after the Contract Commencement Date. | Shall include a discussion of: a. KPI Reporting b. Schedule analysis and performance, including significant change to the Contractor's schedule c. Proposed changes and / Additional Tasks d. Narrative reports covering progress on: 1) risk 2) safety and airworthiness 3) feedback from established working groups and meetings required under Schedule A (Statement of Requirements) e. Harvesting of Spares f. Incentivisation |
| Risk Review | Contractor | UK | Quarterly commencing three (3) months after the Contract Commencement Date. | Sub-working group to the QPR to undertake risk reviews as part of the formal risk process. Enabling joint risk management effort between the Authority and the Contractor. |
| Financial and Schedule Review | Contractor | UK | Quarterly commencing three (3) months after the Contract Commencement Date. | Shall include a discussion of: a. Activity progress and forecast dates b. DEFFORM 647 reports and Contract expenditure c. Baseline Changes and Additional Tasks |
| Security Working Group | Authority | UK | Six (6) monthly, commencing six (6) months | Security aspects in consideration of JSP 440 |

| Meeting | Host | Location | Frequency | Purpose |
|---------------------------|------------|----------|--|---|
| | | | after the Contract Commencement Date. | |
| Strategic Delivery Review | Contractor | UK | A single occurrence over the duration of the Contract during the last quarter of calendar year 2023 on a date proposed by the Authority. | <p>The review shall address as a minimum:</p> <ul style="list-style-type: none"> • Potential improvements through strategic alignment of the services provided by the Contractor and the Services provided under this Contract. • Efficiencies that may be gained within Pricing Period 2 (PP2) through innovation. • Other potential synergies and efficiencies that may be offered through other contractual agreements between the Contractor and the Authority's Helicopters Operating Centre (OC). |

Table 1: Programme Management Meetings

3. ILS and Training Meetings

| Meeting | Host | Location | Frequency | Purpose |
|--|------------|----------|---|--|
| Initial Provisioning Conference (IPC) | Authority | UK | No later than 31 July 2022. | To evaluate the Spares ranging and scaling agreed to be provided as part of the Contract under item 21 of Schedule B. Review Harvesting of Spares. |
| Logistic Support Committee (LSC) | Authority | UK | Six (6) monthly, commencing six (6) months after the Contract Commencement Date . | Advising Authority capability sponsor and stakeholders on product supportability matters. |
| Service Management Meeting (SMM) | Contractor | UK | Monthly commencing from one (1) month after Training Services commencement. | The SMM will set short term objectives and priorities, identify specific issues and action any problems that arise within scope of the service. There will be a monthly review of courses that have taken and/or will take place and a quarterly review of all training activity. It will cover all relevant elements of ILS & Training including, Obsolescence, Publications. |
| Inventory Management Supply Review Meeting (IMSRM) | Contractor | UK | Every two (2) months, commencing two (2) months after Manage Material Flow Services commencement. | Discuss material flow including but not limited to Inventory Optimisation, Spares availability, DSpPL, overall purchases, RMC consumption levels, Inventory stock (T/O), disposal values and Harvestable Spares. |
| Management of Training System WG (AAC & REME) | Authority | UK | Six (6) monthly, commencing six (6) months after the Contract Commencement Date. | Review the Management of Training System (AAC and REME) activities. Purpose as defined under JSP 822 (DSAT). |
| TNA Steering Group | Authority | UK | Up to five (5) occurrences spread evenly over the Contract Period. | Purpose as defined under JSP 822 (DSAT). |

| | | | | |
|---|------------|----------|--|---|
| Not used | Not used | Not used | Not used | Not used |
| ILS and Training Review meeting (Sub-working group to the QPR) | Contractor | UK | Quarterly commencing three (3) months after the Contract Commencement Date . | Sub-working group to the QPR to monitor progress towards the achievement of the LSDemos and RFTDs, thereafter review of the ongoing management and delivery of the ILS and Training Services. |

Table 2: ILS and Training Meetings

4. Engineering Meetings

| Meeting | Host | Location | Frequency | Purpose |
|---|------------|----------|--|---|
| Apache 2* Major Equipment Safety review (ESR) | Authority | UK | From the Contract Commencement Date, one (1) per calendar year | Operating director assurance of Aircraft safety. |
| AH-64E Project Safety & Environmental Panel (PSEP) | Authority | UK | From the Contract Commencement Date, two (2) per calendar year | Review the Equipment Safety Assessment(s) and supporting products, coordinate project Safety Management Plan (SMP) and provide advice. |
| Apache AH-64E Hazard Management Working Group (HMWG) | Authority | UK | Twice per year commencing from the Contract Commencement Date | Hazard identification, risk management, risk reduction, risk recording & escalation and risk monitoring & review |
| Apache AH-64E Project Safety Committee | Contractor | UK | From the Contract Commencement Date, two (2) per calendar year | A group of stakeholders that exercises, oversees, reviews and endorses safety management and safety engineering activities. |
| Continuous Improvement Working Group (CIWG) | Contractor | UK | Quarterly commencing from Design Organisation Services Commencement. | To discuss potential efficiencies and continuous improvements primarily across Aircraft Maintenance, DO service elements and general working practices and processes. |
| Phase Maintenance Pre-Induction Meeting - Engineering | Contractor | UK | At least one month prior to an aircraft's planned induction | Determine condition of the Aircraft prior to Phase Maintenance induction and |

| Meeting | Host | Location | Frequency | Purpose |
|--|------------|----------|---|--|
| | | | date, as determined by the Joint Fleet Plan (JFP). | plan specific Maintenance tasks and schedules. |
| Customer Post Survey Meeting – Engineering | Contractor | UK | Monthly commencing from one (1) month following first Aircraft phase induction. | Report on condition of the Aircraft post Phase Maintenance input survey and plan arising specific Maintenance tasks and schedules. |
| Trade Managers Meeting – Engineering and Support | Authority | UK | Daily/ Weekly commencing from Training Aircraft Maintenance Service commencement. | Review fleet status / disposition, Maintenance plan and future planning requirements. |
| Apache AH-64E System Safety Review (SSR) | Authority | UK | From the Contract Commencement Date, two (2) per calendar year | Responsible for conducting the complete safety review process through the CADMID cycle for all design changes (modifications, upgrades and Engineering Change Proposals), new items of equipment, aircraft envelope expansions and ensuring that an acceptable Safety Assessment and Safety Case Reports including all supporting documentation is generated to meet programme requirements. |
| AH-64E Local Technical Committee (LTC) / Change Control Board (CCB) (AKA Configuration management of Design) | Authority | UK | Quarterly from Design Organisation Services commencement. | Provides change control governance, review and consider all potential |

| Meeting | Host | Location | Frequency | Purpose |
|--|------------|----------|---|---|
| | | | | configuration and design changes raised against the Apache AH-64E baselines and applicable regulations (RA 5303, RA 4457, RA 4462). |
| AH-64E Structural Integrity Working Group (SIWG) | Authority | UK | From Design Organisation Services commencement, two (2) per calendar year | The SIWG discusses and actively manages (RA 5720) integrity issues and formally endorses Integrity management processes, decisions and documentation, taking into account projected usage and known risks. Including a review of HUMs data, assessment of high level HUMs events, fleet levels, future system updates and serviceability rates. |
| Health and Usage Monitoring Working Group | Contractor | UK | From the Contract Commencement Date, two (2) per calendar year | Review HUMs data, assess high level HUMs events, fleet levels, future system updates and serviceability rates. |
| AH-64E Systems Integrity Working Group (SysIWG) | Authority | UK | From Design Organisation Services commencement, two (2) per calendar year | The IWG discusses Integrity issues and formally endorses Integrity management processes, decisions and documentation, taking into account projected usage and known risks. |
| AH-64E Propulsion Integrity Working Group (PIWG) | Authority | UK | From Design Organisation Services commencement, two (2) per calendar year | The IWG discusses Integrity issues and formally endorses Integrity management |

| Meeting | Host | Location | Frequency | Purpose |
|---|------------|----------|---|--|
| | | | | processes, decisions and documentation, taking into account projected usage and known risks. |
| AH-64E Air System Document Set (ADS), Integrity Working Group (IWG) | Contractor | UK | Quarterly from Design Organisation Services commencement. | Publication configuration control, Change requests, F765 status, Update on new publications, specific reports on publications the affect Air-worthiness. |
| Air Launch Munition (ALM) Certification & Safety | Authority | UK | Quarterly from Design Organisation Services commencement. | To review and progress the certification and clearance process for ALM and explosives |
| Environmental Damage Prevention & Control Working Group (EDPC WG) | Authority | UK | From Design Organisation Services commencement, two (2) per calendar year | Manage the risk to airworthiness, capability, availability and costs arising from physical degradation of material properties as a direct result of interaction with the climate or the environment, including corrosion, erosion and the degradation of surface finishes and composite material properties. |
| Auxiliary Power Unit Integrity Working Group | Authority | UK | From Design Organisation Services commencement, two (2) per calendar year | The IWG discusses Integrity issues and formally endorses Integrity management processes, decisions and documentation, taking into account projected usage and known risks. |

| Meeting | Host | Location | Frequency | Purpose |
|--|-----------|----------|---|--|
| Monthly Airworthiness and Safety Review (MASR) | Authority | UK | Monthly commencing from one (1) month after Training Aircraft Maintenance Service commencement. | DASORs, SESORS, F760, matters of the moment. |
| Statement of Operating Intent and Usage (SOIU) | Authority | UK | Triennially, the Contractor shall assume one (1) occurrence during the Contract Period in calendar year 2023. | Review of the SOIU content for accuracy and currency. |
| Quality Assurance Group (QAG) | Authority | UK | Six (6) monthly, commencing six (6) months after the Contract Commencement Date. | To progress any quality issues, concerns and corrective, preventative actions in consideration of JSP 940. |

Table 3: Engineering Meetings

5. Fleet Management Meetings

| Meeting | Host | Location | Frequency | Purpose |
|------------------------------|-----------|-----------------------------|---|--|
| Aircraft state briefs | Authority | UK - MOB – at unit location | Daily - from Training Aircraft Maintenance Service commencement | Aircraft status and management |
| Workshop Production meetings | Authority | UK - MOB –at the ILOC | Daily - from Training Aircraft Maintenance Service commencement | Workshop production planning / tasking |
| ILOC – 1015hrs | Authority | UK - MOB – at the ILOC | Daily - from Training Aircraft Maintenance Service commencement | Fleet status and management |

Table 4: Fleet Management Meeting