Annex 3: Reports

1.1. In each Contract Month, the System Integrator shall provide to the Authority's Representative the relevant reports identified in Schedule 6 (Governance and Reporting).

1.2. Throughout the Contract Period, the Authority shall assess the appropriateness of each Report set out in paragraph 1.1 of this Annex 3 (*Reports*) and the Authority reserves the right to:

1.2.1. change any Report; and/or

1.2.2. insert a new Report,

if the Authority considers (acting reasonably) that a more appropriate report should be delivered by the System Integrator.

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Annex 4: Critical Documents

1.1 In each Contract Month, the System Integrator shall Upload the Critical Documents in accordance with Schedule 2 (*Obligations of the System Integrator*) and/or Schedule 6 (*Governance and Reporting*) (as the case may be).

1.2 Throughout the Contract Period, the Authority shall assess the appropriateness of each Critical Document the Authority reserves the right to:

1.2.1 change any Critical Document; and/or

1.2.2 insert a new Critical Document,

if the Authority considers (acting reasonably) that a more appropriate document should be maintained and Uploaded by the System Integrator.

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Schedule 5

GFX

This schedule contains the list of the GFX available to the System Integrator for the purposes of this Contract.

Information has been removed from this Schedule because it contains sensitive information which could compromise National Security, in addition to commercially sensitive information.

No	GFX Type	Description	Date Required	Duration and Notice
1	Information	EWSI Payload Interface Control Document.	Contract Award + TBC	Duration of Contract
2	Equipment	Current In-Service EWSI Payloads	Contract Award + TBC	Duration of Contract
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
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[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
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[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
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[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

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Schedule 6

Governance and Reporting

Information has been removed from this Schedule because it contains Personal Data.

Part 1

1 Contract Data Deliverables

1.1 The Contract Data Deliverables listed in Annex 1 of this Schedule are in addition to any other Data Deliverables required under this Contract.

1.2 The System Integrator shall provide the Contract Data Deliverables set out in Annex 1 in the time specified in the Delivery Schedule column.

1.3 The System Integrator shall ensure configuration control of this Schedule 6 (*Governance and Reporting*) and maintain a master log of all versions of all Contract Data Deliverables which records the following details of every element of the Contract Data Deliverables and associated management information including:

1.3.1 name;

1.3.2 specified Contract Data Deliverable type;

1.3.3 status;

1.3.4 approver name;

1.3.5 approval data; and

1.3.6 whether it is the current or prevailing version of the relevant item or whether it has been superseded and archived.

2 Progress Reports

2.1 The System Integrator shall supply the Authority with reports on the progress of this Contract.

2.2 Reports shall detail as a minimum:

2.2.1 Performance / delivery of the System Integrator Deliverables;

2.2.2 Risks and opportunities;

2.2.3 The Financial Management Information as set out in Part 4 (*Financial Management Information*) to Schedule 7 (*Pricing and Payment*);

2.2.4 Any other information specified in this Contract; and

2.2.5 Any other information reasonably requested by the Authority.

2.3 Reports shall be provided to the addressees in boxes 1 and 2 of the DEFFORM 111, or as otherwise specified by the Authority and in the form and frequency specified in this Contract.

3 Progress Meetings

3.1 Unless otherwise stated in this Schedule 6 (*Governance and Reporting*), all meetings listed in Annex 2 to this Schedule 6 (*Governance and Reporting*) shall be held virtually or at a mutually agreed location in the UK.

3.2 The System Integrator shall provide and present information as required and supply the relevant suitably qualified and experienced personnel to attend.

3.3 Where Annex 2 to this Schedule 6 (*Governance and Reporting*) states that the System Integrator's role is to 'Support' at any meeting the System Integrator shall supply the relevant suitably qualified and experienced personnel to attend.

3.4 The System Integrator and the Authority shall ensure that the individuals fulfilling the roles listed in the column headed "Key Attendees" (or their authorised representatives) attend such meetings. The System Integrator shall attend progress meetings at the frequency and times specified in this Contract. Any additional meetings shall be at no cost to the Authority.

3.4.1 The Authority's Project Manager and acquisition team members shall attend each meeting where appropriate and will advise the System Integrator in advance of the expertise of his supporting team.

3.4.2 The System Integrator's Project Manager shall be required to attend each meeting supported by personnel suitably qualified to respond to the areas of expertise notified by the Authority.

3.5 All meetings shall be held at a location to be agreed between the System Integrator and the Authority's Project Manager.

3.6 The System Integrator shall be responsible for sending out the required meeting materials for the meetings detailed below two (2) Working Days prior to the meeting and then also presenting the materials.

3.7 Unless stated otherwise, the System Integrator shall be responsible for making a record of the discussions and decisions of the meeting. These will be forwarded within ten (10) Working Days of the meeting, in draft form, to the Authority's Project Manager and Commercial Officer at the address given in boxes 1 and 2 of the DEFFORM 111, for agreement prior to the final version being issued.

3.8 Routine management meetings are to be organised and chaired by the System Integrator and are defined below. Frequency is after the Effective Date. Agenda Items and Attendee lists should include, but are not limited to, all items and personnel mentioned.

3.9 The Systems Integrator shall provide a DV cleared attendee to act as a Specialist Advisor and to present research opportunities and feedback from the SEA and WORM process as described the Schedule 2 (*Obligations of the System Integrator*).

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Part 2

1 **Authority Key Personnel**

Key Role	**Key Personnel**
Project Manager	[redacted]
Commercial Manager	[redacted]
Chief Engineer	[redacted]
Safety / Airworthiness Engineer	[redacted]
ILS Manager	[redacted]
Supply Chain Manager	[redacted]
Operations Manager	
Quality Manager	[redacted]

2 **System Integrator Key Personnel**[1]

[1] To be completed

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Key Role	**Key Personnel**
Programme Manager	
Commercial Manager	
Chief Engineer	
Safety / Airworthiness Engineer	
ILS Manager	
Supply Chain Manager	
In-Service Manager	
Operations Manager	
Supportability Analysis Manager	
CIC and Trials Manager	
Quality Manager	
SEA Manager	
Tender Manager	

Annex 1 Contract Data Deliverables

Item No.	Contract Data Deliverable	Description	Delivery Schedule
1	Training Package.	The training package is the content required to deliver both operator and maintainer training. To be provided as requested by the Authority prior to IOC in support of DSAT requirements, or to be provided as requested at any other time after Contract Award. Upon termination and/or expiry of this Contract (whichever occurs earlier), the System Integrator shall provide the Authority with electronic copies of the training package in an editable format (such as MS Word and MS PowerPoint).	As required by the Authority in accordance with the delivery dates agreed between the Parties; and On the Expiry Date as part of Schedule 15 (*Exit Plan*).
2	Technology Roadmap.	The System Integrator shall produce and maintain a Technology Roadmap, detailing the planned capability upgrades and their target date for introduction. The Technology Roadmap shall be made available to the Authority upon request.	IOC
3	Risk and Opportunity Management Report	The System Integrator shall provide a risk and opportunity management report to include: 1 A risk register for the full scope of this Contract, defining risk (case, event, consequence), owner, proximity, current and target impact (probability and cost/schedule/performance impact), support solution risks, ILS risk activities and associated management responses for both risks (threats) and opportunities;	Every 15th Working Day of the month.

		2 Risk & opportunity change outlining the risks that have been escalated to higher level for action / information; 3 Risk profile which specifies the risk exposure profiled over the Contract Period; 4 Risk / opportunity pre & post mitigation response containing waterfall charts highlighting reduction in risk as a result of mitigation actions; and 5 Risk & opportunities process health metrics covering the previous thirty (30) days which includes details of: the total number of risks; the risks which: have been added, closed, updated, have a review planned, have a review overdue, have had their scoring updated, have been escalated / deescalated, have had a plan added or updated, have had responses added, updated or completed and the date when they were completed	
4	Supportability Case Report	The Supportability Case Report ("**SCR**") shall be produced in accordance with DStan 00-600 Part 03 Issue 02 ILS PD 4002-01 and the requirements of Schedule 2 Part 4.	SCR at Contract Award SCR at Preliminary Design Review SCR at Critical Design Review SCR at LSD SCR at Logistic Support Date SCR at ISR SCR at OSD
5	International Traffic Arms Regulations (ITAR)/ International trade Cooperation Treaty (ITCT)/ Import Duty Waiver (IDW)	The System Integrator shall: 1 identify any items that are subject to ITAR, ITCT and/or IDW; 2 detail procedures to be used for managing items subject to ITAR, ITCT and/or IDW.	Throughout the Contract Period.

6	Health Hazards and System Safety Reports	The System Integrator shall identify: 1 Short term health hazards; 2 Long term health hazards; 3 Mechanical hazards; 4 Electrical hazards; 5 Radiological hazards; 6 Escape routes; 7 All pollutants; 8 Breathing systems.	Throughout the Contract Period
7	GFX Schedule	The System Integrator shall state his requirements in the form of a schedule of GFX, which may include: 1 Government Furnished Equipment (GFE) 2 Government Furnished Resource (GFR) 3 Government Furnished Information (GFI) 4 Government Furnished Facilities (GFF).	Throughout the Contract Period
8	Air System Integrity Management Strategy	The System Integrator shall detail a combined approach to structural, propulsion and systems integrity of the MUAS in accordance with the Establish, Sustain, Validate, Recover and Exploit (ESVRE) principles as listed at 1-9 below. The strategy shall: 1 include an Integrity Management Plan, detailing how the Air System Integrity Management Strategy will be implemented and associated timelines for routine / scheduled activities; 2 detail a process for review of FRACAS outputs; 3 detail a process for review of component lifting data; 4 include an environmental damage prevention and control system;	ISF

		5 outline an inspection programme to find and correct any deterioration of items critical to, or of significance to, the integrity of the Air System; 6 outline an appropriate Maintenance schedule review period; 7 outline the strategy for undertaking a statement of operating intent and usage review, no later than 3 years from the Logistic Support Date 8 detail a process for reporting significant IM findings to the Integrity Management Working Group; and 9 ensure processes are in place for when Integrity Evidence no longer supports the Integrity Baseline.	
9	System Specification	The System Integrator shall detail the proposed specification of the MUAS, to include but not limited to: 1 Air System configuration; 2 performance limits; 3 defined weight limits; 4 defined moment limits; 5 individual sub-system mass; and 6 identification of critical components.	3 months prior to ISF
10	Air System Maintenance Manual	The System Integrator shall detail those activities necessary to conduct scheduled maintenance and rectification of the Air System. To include but not limited to: 1 pre-flight inspection criteria and procedures; 2 post-flight inspection criteria and procedures; 3 a procedure for checking and managing the weight and moment of each MUAS prior to flight; and	3 months prior to ISF

		4 detailed instructions for those maintenance and/or repair activities deemed acceptable to perform at Levels 1 to 3.	
11	Engine Evaluation	The System Integrator shall demonstrate that an appropriate level of safety can be achieved by the chosen propulsion system, through use of existing design standards and/or test/usage data. MAA RA 1605(1).c.(8) refers.	3 months prior to ISF
12	Quality Assurance Plan	The System Integrator shall: 1 detail how they meet the requirements of clause 74 (*Quality Assurance*); 1 identify the ILS requirements to be integrated into the Quality Assurance Plan; 2 define the relationship between ILS and quality.	Contract Award
13	Safety Management System Report	The System Integrator shall detail the policies, processes and procedures in place to enable a systematic and proactive approach to managing health and safety risks.	3 months prior to ISF
14	Failure Reporting, Analysis, and Corrective Action System Strategy	The System Integrator shall detail the process for: 1 failure reporting, incorporating the use of the MOD Form 760 process; 2 analysis of failures; 3 recording and reporting of software-related failures to support the Software Assurance Strategy; and 4 corrective actions in response to failures.	3 months prior to ISF
15	Ageing Aircraft Strategy	The System Integrator shall: 1 define the processes and policies to ensure that degradation and the interaction of apparently unrelated ageing processes is accounted for; 2 detail how associated risks are appropriately mitigated;	FOC

		3 ensure that inherent design characteristics are identified to reduce the requirement for demonstrable proof of integrity management as the MUAS age; 4 propose a suitable approach to ageing aircraft audits; and 5 produce an ageing aircraft plan detailing how the Ageing Aircraft Strategy will be implemented and associated timelines for routine / scheduled activities.	
16	Manufacturing Plan	The System Integrator shall: 1 define the approach to the manufacture of the MUAS in accordance with the accepted system specification; 2 identify high-risk and low-yield manufacturing processes; 3 identify high-risk and low-yield materials; 4 identify any requirements for manufacturing development efforts to satisfy design requirements; 5 include a manufacturing process definition detailing the approach to monitoring and controlling the quality of manufacturing output and processes; 6 detail production planning; 7 identify long-lead items; and 8 include a draft development roadmap of initial products and subsequent iterations	3 months prior to ISF
17	Factory Acceptance Plan	The System Integrator shall detail: 1 the process for factory acceptance testing; and 2 the structure of the factory acceptance statement.	3 months prior to ISF
18	Verification and Validation Requirements Matrix (VVRM)	The System Integrator shall populate and maintain the VVRM issued by the Authority, with a claim of compliance statement against each System Requirement, stating:	From Contract Award

		1 whether or not the proposed design solution satisfies either threshold or the objective measure of performance; 2 where compliance is claimed, what evidence has been provided to support the claim; 3 where compliance has not been claimed, the System Integrator proposal for how compliance will be sought in the future and the associated timescales.	
19	Enabling Contract opportunity reports	The System Integrator shall detail the number, type and value of Enabling Contract opportunities placed on the Defence Sourcing Portal and awarded during the Contract Period.	As requested by the Authority
20	Financial Data Input	The System Integrator shall comply with DEFCON 647.	As requested by the Authority.
21	Leasing Information	The Systems Integrator shall provide a report to satisfy the requirements of IFRS16.	As requested by the Authority.
22	Social Value Progress Report	The System Integrator shall report on the progress to deliver against the requirements of Schedule 18 (*Social Value Plan*).	As requested by the Authority.
23	Operator Manual	The Operator Manual shall: 1 provide the necessary operating limitations, procedures, performance and systems information the operator needs to safely and efficiently operate the MUAS during all anticipated operations; and 2 include flight reference cards for ease of reference during Air System operation.	3 months prior to ISF
24	Security Accreditation Plan	The plan shall detail the security activities necessary, with associated milestones, to achieve the necessary level of Security Accreditation to meet the requirements detailed in the System Requirements Document.	Contract Award plus 2 months

25	Security Case Report	The System Integrator shall summarise the security risk status of the Air System.	Contract Award plus 2 months and updates at ISF, IOC & FOC
26	Monthly Performance Report	The System Integrator shall deliver the Monthly Performance Report, evidencing the System Integrator's performance against the KPIs and PIs in accordance with Schedule 4 (*System Integrator Performance Mechanism*).	Monthly
27	Supply Plan	The System Integrator shall include: 1 a list of items on order and in the repair loop; 2 forecast delivery dates for all items on order and in the repair loop; 3 any current or forecast supply problems; 4 activity being undertaken to resolve the current or expected supply problems; and 5 a comparison of actual supply versus planned supply.	Monthly
28	Contract Amendment Status report	The System Integrator shall deliver a summary of the status of proposed amendments to the Contract and confirmation of the list of agreed amendments to the Contract.	Two (2) Working Days Prior to the Monthly Project Review Meeting
29	Status of Ad-Hoc Task Orders and CIC Task Orders	The System Integrator shall deliver a summary of the status of the proposed Ad-Hoc Task Orders and CIC Task Orders and of the agreed Ad-Hoc Task Orders and CIC Task Orders.	Two (2) Working Days prior to the Monthly Project Review Meeting in written communication by email
30	Occurrence reporting summary of events and progress	The System Integrator shall include details of occurrences, and outstanding actions on DASORS, FORMS 760, 765, 765X, FOD occurrences and Near Misses, as well as any outstanding changes/modifications	Monthly

31	Integrated Support Plan (ILS)	The System Integrator shall produce the ILS in accordance with DStan 00-600 Part 03 Issue 02 ILS PD 0001-02 and the requirements of Schedule 2 (Obligations of the System Integrator) Part 4	Contract Award plus 1 month
32	ILS Documents Review Plan	The System Integrator shall produce the ILS Documents Review Plan in order to ensure ILS products/deliverables are reviewed and commented with time for correction and amendment as per Dstan 00-600 and Schedule 2 Part 4	Contract Award
33	Supply Support Plan (SSP)	The System Integrator shall produce the Supply Support Plan in accordance with DStan 00-600 Part 03 Issue 02 ILS PD 3002-02 and the requirements of Schedule 2 Part 4	Contract Award plus 1 month
34	Configuration Management Plan (CMP)	The System Integrator shall produce the Configuration Management Plan in accordance with accordance with RA5311	Contract Award plus 2 months
35	Supportability Analysis Plan (SAP)	The System Integrator shall produce the Supportability Analysis Plan in accordance with DStan 00-600 Part 03 Issue 02 ILS PD 0002-02 and the requirements of Schedule 2 Part 4	Contract Award plus 1 month
36	Supportability Design Constraints Report	The System Integrator shall produce the Supportability Design Constraints Report in accordance with DStan 00-600 and the requirements of Schedule 2 Part 4	Contract Award
37	Logistic Information Management Plan (LIMP)	The System Integrator shall deliver the Logistic Information Management Plan to ensure policy and processes specified in the DLF for the management of Support Chain Data are adhered to. The LIMP shall include the location of all logistics information and how the Authority will have access to this data, system and interfaces. All MoD owned inventory shall be held on MoD Log IS	Contract Award
38	Software Support Plan	The System Integrator shall produce the Software Support Plan in accordance with DStan 00-600 Part 03 Issue 02 ILS PD 0005-03 and the requirements of Schedule 2 Part 4	Contract Award plus 1 month

39	Supply Support Schedule	The System Integrator shall outline the key dates of Supply Support deliverables in accordance with DStan 00-600, the DLF, the Authority SSS and the requirements of Schedule 2 Part 4	Contract Award
40	Initial Provisioning List (IPL)	The System Integrator shall produce the Initial Provisioning List in accordance with DStan 00-600 Part 03 Issue 02 ILS PD 3003-04 and the requirements of Schedule 2 Part 4	Contract Award plus 1 month
41	Maintenance Procedures	The System Integrator shall provide unique in-store Maintenance instructions for all Spares and equipment in accordance with the requirements of Schedule 2 Part 4	Contract Award plus 2 months
42	Maintenance Plan	The System Integrator shall produce the Maintenance Plan in accordance with DStan 00-600 and the requirements of Schedule 2 Part 4	Contract Award plus 2 months
43	Codification Report	The System Integrator shall identify all Articles requiring Codification	Upon identification of all equipment requiring codification
44	Illustrated Parts Catalogue	The System Integrator shall produce the Illustrated Parts Catalogue in accordance with DStan 00-600 Part 03 Issue 02 ILS PD 3005-03 and the requirements of Schedule 2 Part 4	Contract Award plus 1 month
45	Re-Provisioning Plan	The System Integrator shall produce the Re-Provisioning Plan in accordance with DStan 00-600 Part 03 Issue 02 ILS PD 3006-02 and the requirements of Schedule 2 Part 4	Contract Award plus 4 months
46	R&M Report	The System Integrator shall produce the R&M Report in accordance with DEFCON 82 to support justification of Spares selection and deliver such data to the Authority with the IPL	Contract Award plus 1 month
47	R&M Plan	The System Integrator shall produce the R&M Plan in accordance with DStan 00-600 Part 03 Issue 02 ILS PD 0004-02 and the requirements of Schedule 2 Part 4	Contract Award plus 2 months

48	Spares Model	The System Integrator shall deliver the Spares Model in accordance with the requirements of Schedule 2 Part 4 Section 5.6.6	Annually
49	Risk Register	The System Integrator shall include all project risks	Contract Award and as required by the Authority
50	Inventory Accounting Report	Where the System Integrator is responsible for the management of Authority owned inventory and does not use Authority Logistic Information Systems, the System Integrator shall provide a comprehensive Inventory Accounting Report of stock held in Microsoft Excel format, to include: 1. NSN; 2. description; 3. quantity of stock held; 4. condition of stock held; 5. price; and 6. location	Monthly
51	Critical Outstanding Spares List	The System Integrator shall provide all necessary information required to manage demands for critical spares (as defined in the DLF) and Capability Loss Code (CLC) demands, including: 1. completion of an Authority provided Critical Outstanding Spares List; 2. lead times; 3. action taken to hasten spares; and 4. forecast delivery date	Weekly and when critical Spares have been identified.
52	Logistics Support Demonstration Plan	The System Integrator shall detail how the Logistic Support Demonstration will take place and articulate milestones as agreed by the Authority. The Logistics Support Demonstration Plan is defined in the DLF	Contract Award

53	Packaging, Handling, Storage & Transportation (PHS&T) Plan	The System Integrator shall produce the PHS&T Plan in accordance with DStan 00-600 Part 03 Issue 02 ILS PD 0004-02 and the requirements of Schedule 2 Part 4	Contract Award plus 3 months
54	Support and Test Equipment (S&TE) Plan	The System Integrator shall produce the S&TE Plan in accordance with DStan 00-600 Part 03 Issue 02 ILS PD 0004-02 and the requirements of Schedule 2 Part 4	Contract Award plus 3 months
55	Facilities Plan	The System Integrator shall produce the Facilities Plan in accordance with DStan 00-600 Part 03 Issue 02 ILS PD 0004-02 and the requirements of Schedule 2 Part 4	Contract Award plus 3 months
56	Disposal Management Plan	The System Integrator shall produce the Disposal Management Plan in accordance with the Defence Logistics Framework, DStan 00-600 and the requirements of Schedule 2 Part 4	Contract Award plus 3 months
57	Through Life Finance Report	The System Integrator shall produce the Through Life Finance Report in accordance with the Defence Logistics Framework, DStan 00-600 and the requirements of Schedule 2 Part 4	Contract Award
58	Fielding Plan	The System Integrator shall produce the Fielding Plan in accordance with the Defence Logistics Framework, DStan 00-600 and the requirements of Schedule 2 Part 4	Contract Award
59	In-Service Support Transfer Plan	The System Integrator shall produce the In-Service Support Transfer Plan in accordance with the Defence Logistics Framework, DStan 00-600 and the requirements of Schedule 2 Part 4	Contract Award plus 1 month
60	Post Design Support (PDS) plan.	The System Integrator shall produce the Post Design Support Plan in accordance with the Defence Logistics Framework, DStan 00-600 and the requirements of Schedule 2 Part 4	Contract Award plus 3 months
61	Supportability Test Evaluation and Verification (STEV) plan	The System Integrator shall produce the Supportability Test Evaluation and Verification Plan in accordance with the Defence Logistics Framework, DStan 00-600 and the requirements of Schedule 2 Part 4	Contract Award plus 1 months

62	Obsolescence Management (OM) Plan	The System Integrator shall produce the Obsolescence Management Plan in accordance with the Defence Logistics Framework, DStan 00-600 and the requirements of Schedule 2 Part 4	Contract Award plus 3 months
63	Supportability Case	The System Integrator shall produce the Supportability Case in accordance with DStan 00-600 Part 03 Issue 02 ILS PD 4001-01 and the requirements of Schedule 2 Part 4	Contract Award
64	Constraints Report	The System Integrator shall produce the Constraints Report in accordance with the Defence Logistics Framework, DStan 00-600 and the requirements of Schedule 2 Part 4	Contract Award
65	Configuration Status Record	The System Integrator shall produce the Configuration Statement Record in accordance with the Defence Logistics Framework, DStan 00-600 and the requirements of Schedule 2 Part 4	Contract Award
66	Maintainability Demonstration plan	The System Integrator shall produce the Maintainability Demonstration plan in accordance with the Defence Logistics Framework, DStan 00-600 and the requirements of Schedule 2 Part 4	Pre LSD
67	Removal Route Plan (RRP)	The System Integrator shall produce the Removal Route Plan in accordance with the Defence Logistics Framework, DStan 00-600 and the requirements of Schedule 2 Part 4	Contract Award plus 3 months
68	Maintenance Schedule	An incorporation of common maintenance items, presented as a system/equipment set of Design Authority Maintenance Schedules (DAMS)	Contract Award plus 3 months
69	Human Factors Integration (HFI) Plan	The System Integrator shall produce the Human Factors Integration Plan in accordance with DStan 00-600 Part 03 Issue 02 ILS PD 0004-02 and the requirements of Schedule 2 Part 4	Contract Award plus 2 months
70	Technical Documentation Management Plan (TDMP)	The System Integrator shall produce the Technical Documentation Management Plan in accordance with DStan 00-600 Part 03 Issue 02 ILS PD 2001-03 and the requirements of Schedule 2 Part 4	Contract Award plus 2 months

71	Data Module Requirements List (DMRL)	The System Integrator shall produce the Data Module Requirements List in accordance with DStan 00-600 Part 03 Issue 02 ILS PD 2003-02 and the requirements of Schedule 2 Part 4	Contract Award plus 2 months
72	Interactive Electronic Technical Publication (IETP)	The System Integrator shall produce the Interactive Electronic Technical Publication in accordance with DStan 00-600 Part 03 Issue 02 ILS PD 2003-02 and the requirements of Schedule 2 Part 4	Contract Award plus 3 months
73	Project BREX	The System Integrator shall produce the Project BREX in accordance with DStan 00-600 Part 03 Issue 02 ILS PD 2004-02 and the requirements of Schedule 2 Part 4	End of Contract
74	Training Plan	The System Integrator shall produce the Training Plan in accordance with JSP822, DStan 00-600 and the requirements of Schedule 2 Part 4	Contract Award
75	Training Needs Analysis	The System Integrator shall produce the Training Needs Analysis in accordance with JSP822, and the requirements of Schedule 2 Part 4	Contract Award plus 1 month

Annex 2: Meetings

Meeting	Role	Location	Frequency (subject to review)	Purpose and Agenda Items	Key Attendees	Documents required in advance of meeting
Monthly Project Review Meeting	Support	UK	Monthly	The System Integrator shall provide: • Actions from previous meeting • Review of System Integrator Deliverables and progress against it • Review of KPI / PI performance and improvement actions as required • Review of payment plan • Escalations from Safety and Technical review, Contractual Change Management Meeting or elsewhere in the Programme	Authority attendees: • Programme Representative • Operations Representative • Commercial Representative • Engineering and Safety Representative • Finance Representative System Integrator attendees: • Programme Manager • Engineering Manager • Commercial/Contract Manager • Engineering and Safety Manager • Finance Manager	No later than two (2) Working Days prior: • Minutes and actions from previous meeting. • Updated System Integrator Deliverables timescale • KPI/PI Metrics • Updated payment plan • Relevant information to support escalation discussions • Other documentation as required

Meeting	Role	Location	Frequency (subject to review)	Purpose and Agenda Items	Key Attendees	Documents required in advance of meeting
				• Presentation of System Integrator proposals requiring decision • Review of project risks, mitigations and actions • Review of progress against major milestones • LfE capture • Review of EVM data • AOB		with suitable notification
Quarterly Project Review	Support	UK	Quarterly	As per the Monthly Programme Review	Authority attendees: • Senior Programme Representative • Senior Operations Representative • Senior Commercial Representative	No later than five (5) Working Days prior: • Minutes and actions from previous meeting. • Updated System Integrator Deliverables timescale

Meeting	Role	Location	Frequency (subject to review)	Purpose and Agenda Items	Key Attendees	Documents required in advance of meeting
					• Senior Engineering and Safety Representative Senior Finance Representative • Senior Desk Office System Integrator attendees: • Project Director • Programme Manager • Engineering Manager • Commercial/Contract Manager • Engineering and Safety Manager • Finance Manager	• KPI/PI Metrics • Updated payment plan • Relevant information to support escalation discussions • Other documentation as required with suitable notification
Annual Project Review Meeting	Support	UK	Annually	As per Quarterly Programme Meeting plus: • Annual review of costs, benefits tracking, cash flow	Authority attendees: • Senior Responsible Owner • Programme Representative	No later than five (5) Working Days prior: • Minutes and actions from

Meeting	Role	Location	Frequency (subject to review)	Purpose and Agenda Items	Key Attendees	Documents required in advance of meeting
				& retention monitoring, budget setting, option assessment. • Review of identified and potential benefit levers. • Review of performance management including the appropriateness of KPIs and PIs and their continued use for the remainder of the Contract Period. Should the Parties agree, the KPIs and PIs may be substituted for other measurements. The parties may also agree to retain the KPIs and PIs but	• Operations Representative • Commercial Representative • Engineering and Safety Representative • Finance Representative • Senior Desk Officer System Integrator attendees: • Programme Director • Programme Manager • Engineering Manager • Commercial/Contract Manager • Engineering and Safety Manager • Finance Manager	previous meeting. • Updated project schedule • KPI/PI metrics • Updated payment plan • Relevant information to support escalation discussions • Other documentation as required with suitable notification

Meeting	Role	Location	Frequency (subject to review)	Purpose and Agenda Items	Key Attendees	Documents required in advance of meeting
				change the success measurements.		
Mid-Term Contract Review	Support	UK	Mid-Term of the Contract	This mid-term contract review will be a formal meeting between the Authority and the System Integrator to discuss the success of the Contract to date including meeting customer expectations, performance against Contract requirements, stakeholder feedback and the impact these issues have on the future direction of the Contract. Actions of the meeting will include the same criteria as the Quarterly Performance Review. The Authority and the System Integrator will agree the supporting information that the System	Authority attendees: • Senior Programme Representative • Senior Operations Representative • Senior Commercial Representative • Senior Engineering and Safety Representative • Senior Finance Representative System Integrator attendees: • Senior Programme Manager • Senior Engineering Manager • Senior Commercial/Contract Manager	No later than three (3) months prior. • All relevant supporting reports as agreed between the Authority and the System Integrator

Meeting	Role	Location	Frequency (subject to review)	Purpose and Agenda Items	Key Attendees	Documents required in advance of meeting
				Integrator will generate to support this meeting.	• Senior Engineering and Safety Manager • Senior Finance Manager	
Future Capability Development Group Meeting("**FC DG**")	Support	UK	Every 4 months	The Authority and System Integrator shall discuss new capabilities. The Authority shall communicate identified new development needs. The System Integrator shall: • provide insight as an industry expert on capability needs generated from end user feedback or from within the Authority; and • present new capabilities or options from within	Authority attendees: • Senior Programme Representative • Senior Operations Representative • Senior Commercial Representative • Senior Engineering and Safety Representative • Senior Finance Representative System Integrator attendees: • Senior Programme Manager • Senior Engineering Manager	To be agreed

Meeting	Role	Location	Frequency (subject to review)	Purpose and Agenda Items	Key Attendees	Documents required in advance of meeting
				the SEA or new developments in the RPAS market for potential inclusion in a CIC Task Order.	• Senior Commercial/Contract Manager • Senior Engineering and Safety Manager • Senior Finance Manager	
Joint Requirement Working Group Meeting ("**JRWG**")	Deliver	UK	Every 4 months, 2 months after FCDG	The System Integrator shall present Innovation Proposals to the Authority, and answer any questions the Authority may have in relation to the proposed Solution(s).	Authority attendees: • Senior Programme Representative • Senior Operations Representative • Senior Commercial Representative • Senior Engineering and Safety Representative • Senior Finance Representative System Integrator attendees: • Senior Programme Manager	To be agreed

Meeting	Role	Location	Frequency (subject to review)	Purpose and Agenda Items	Key Attendees	Documents required in advance of meeting
					• Senior Engineering Manager • Senior Commercial/Contract Manager • Senior Engineering and Safety Manager • Senior Finance Manager	
Collaboration Forum	Deliver	UK	As required	The System Integrator shall: • present Authority development needs and future capability roadmaps to the SEA; and • receive development opportunities from companies within the SEA to be presented to the Authority. Where needed, a representative of the Authority shall attend to	Authority attendees: • Programme Representative • Commercial Representative • Front Line Command Representative's • DASA and DSTL Representative's System Integrator attendees: Suitably security cleared subject matter experts to participate as appropriate,	To be agreed

Meeting	Role	Location	Frequency (subject to review)	Purpose and Agenda Items	Key Attendees	Documents required in advance of meeting
				give expert feedback on uses and act as holder of DV cleared information to answer questions on a need to know basis.	dependent upon the agenda items under discussion. The Authority reserves the right to request the System Integrator to provide DV cleared attendees if required.	
Logistics Support Committee ("**LSC**")	Support	UK	LSC meetings are to be held quarterly as identified in Def Stan 00-600 LSC meeting timings are to be phased to occur before major	The LSC is a formal gathering held to discuss support matters up to LSD. The aims of the LSC are to: • Agree that the Integrated Support Plan ("**ISP**") produced by the System Integrator meets the contracted DEFSTAN 00-600 ILS requirements; • Develop the ILS schedule of work to	The MILSM shall chair and membership shall be as follows: • Authority Delivery Team Requirements Manager; • Authority Delivery Team Project Manager; • System Integrator ILSM; • Authority and System Integrator ILS element area	• Initial Provisioning Guidance Document five (5) Working Days before first meeting • ISP • Use Study (as required by the Authority)

Meeting	Role	Location	Frequency (subject to review)	Purpose and Agenda Items	Key Attendees	Documents required in advance of meeting
			project meetings such as CDR and Stage Assessment Meetings	meet the requirements in the ILS Statement of Work ("**SOW**"); • Monitor and agree progress of activities to meet the ISP; • Identify support risks, allocate responsibility and monitor mitigation to a level that is as low as reasonably practical; • Monitor progress and recommend achievement against the master Milestone Payment Plan and contracted requirements;	support agencies as required.	

Meeting	Role	Location	Frequency (subject to review)	Purpose and Agenda Items	Key Attendees	Documents required in advance of meeting
				• Develop and maintain a Use Study; • Identify the overall logistic support implications of the introduction of equipment into service; • Examine cost options and trade-offs for the provision of Logistic Support; • Assist with the development of information requirements for the Logistic Information Repository ("**LIR**"); • Develop the ILS inputs at each stage of procurement of the MUAS;		

Meeting	Role	Location	Frequency (subject to review)	Purpose and Agenda Items	Key Attendees	Documents required in advance of meeting
				• Resolve issues with GFX; • Review and approve supportability case. Once In-Service the agenda will be: • Agree that the ISP, produced by the System Integrator, has met the contracted DEFSTAN 00-600 ILS requirements; • Develop additions to the ILS schedule of work to meet new requirements added to the ILS SOW; • Monitor and agree progress of activities to meet the ISP;		

Meeting	Role	Location	Frequency (subject to review)	Purpose and Agenda Items	Key Attendees	Documents required in advance of meeting
				• Identify support risks, allocate responsibility and monitor mitigation to a level that is as low as reasonably practical; • Monitor progress and achievement against the Milestone Payment Plan and contracted requirements; • To update the Use Study; • To identify the overall logistic support implications of the introduction of equipment modifications, technology insertions/ refresh;		

Meeting	Role	Location	Frequency (subject to review)	Purpose and Agenda Items	Key Attendees	Documents required in advance of meeting
				• To examine cost options and trade-offs for the provision of Logistic Support; • To review and approve the LIR; • Develop the input to Invitations to Tender for Post Design Services; • To review In-Service Support data; • To provide input into ESCIT OSP process; • To review and approve supportability case; • To manage obsolescence issues;		

Meeting	Role	Location	Frequency (subject to review)	Purpose and Agenda Items	Key Attendees	Documents required in advance of meeting
				• To conduct periodic In-Service Support reviews; • To develop input into TLMP.		
Training Working Group	Support	UK	Quarterly	• Discuss training requirements • Training DLOD schedule • Training needs analysis • Impacts of upgrades and changes to the training solution • Courseware assurance	Authority attendees: • TRA • TDA • ILSM • Operators • Maintainers System Integrator attendees: • Training Manager	To be agreed
Integrity Management Working Group ("**IMWG**")	Support	UK	Every 6 months	The IMWG shall provide governance of the through-life airworthiness of the Air System. The IMWG ensures existing engineering processes are	Authority attendees: • Chief Engineer • Safety / Airworthiness Engineer System Integrator attendees:	To be agreed

Meeting	Role	Location	Frequency (subject to review)	Purpose and Agenda Items	Key Attendees	Documents required in advance of meeting
				suitable to establish, sustain, validate, recover, and exploit system integrity in accordance with MAA Regulatory Article (RA) 5726. The IMWG also serves as a forum for reviewing, discussing and formally endorsing the Air System Integrity Management Strategy as well as reviewing airworthiness risks and agreeing plans to mitigate those risks. The IMWG recommends risk mitigation and acceptance criteria to the PSEP.	• Chief Engineer • Safety / Airworthiness Engineer	
Local Technical Committee ("**LTC**")	Support	UK	Every 6 months	The LTC shall review and endorse the technical aspects of design changes for the Air System, and make recommendations to	Authority attendees: • Safety / Airworthiness Engineer • ILS Manager	Candidates for design changes to the Air System

Meeting	Role	Location	Frequency (subject to review)	Purpose and Agenda Items	Key Attendees	Documents required in advance of meeting
				the CCB for design change approval.	• Supply Chain Manager System Integrator attendees: • Safety / Airworthiness Engineer • ILS Manager • Supply Chain Manager • Supportability Analysis Manager	
Configuration Control Board ("**CCB**")	Support	UK	Every 6 months	The CCB reviews all LTC-endorsed recommendations for design changes to the Air System that may affect safety, reliability, maintainability or performance. All changes to the design of the Air	Authority attendees: • Chief Engineer • Safety / Airworthiness Engineer • ILS Manager • Supply Chain Manager	All LTC-endorsed recommendations for design changes to the Air System.

Meeting	Role	Location	Frequency (subject to review)	Purpose and Agenda Items	Key Attendees	Documents required in advance of meeting
				System must be sanctioned by the CCB.	• In-Service Manager • Operations Manager System Integrator attendees: • Chief Engineer • Safety / Airworthiness Engineer • ILS Manager • Supply Chain Manager • In-Service Manager • Operations Manager • Supportability Analysis Manager	
Project Safety & Environment	Support	UK	Every 6 months	Provides a forum for monitoring and co-ordinating all engineering-related safety,	Authority attendees: • Chief Engineer	• Risk mitigation and acceptance

Meeting	Role	Location	Frequency (subject to review)	Purpose and Agenda Items	Key Attendees	Documents required in advance of meeting
al Panel (**"PSEP"**)				environmental and risk reduction activities, to ensure effective levels of safety and appropriate levels of environmental performance and liability. Agenda: • defining safety team activity; • reviews and endorses the risk status recommendations made in the subordinate working groups; • reporting hazards to the user community; • endorsement of the equipment safety case.	• Safety / Airworthiness Engineer • ILS Manager • Supply Chain Manager • In-Service Manager • Operations Manager System Integrator attendees: • Chief Engineer • Safety / Airworthiness Engineer • ILS Manager • Supply Chain Manager • In-Service Manager • Operations Manager	criteria from the IMWG. • Details of all design changes sanctioned by the CCB. • System Integrator held hazard logs.

Meeting	Role	Location	Frequency (subject to review)	Purpose and Agenda Items	Key Attendees	Documents required in advance of meeting
Quality Working Group ("**QWG**")	Support	MOD Abbey Wood	Every 3 months	Agenda: • review of actions from last QWG; • ongoing or emergent project quality assurance issues/concerns; • review of Risk Identification, Assessment and Communication rev. 9.1 and Active Risk Management to confirm validity of existing risks and identify any new risks; • Contract amendment status and any impact to quality conditions and risks; • status of Global Quality Assurance	Authority attendees: • Quality Manager System Integrator attendees: • Quality Manager	Quality Issues Reports

Meeting	Role	Location	Frequency (subject to review)	Purpose and Agenda Items	Key Attendees	Documents required in advance of meeting
				System delivery since last QWG; • Risk Identification, Assessment and Communication, Reports, Risk Surveillance Plans; • Quality Deficiency Reports and supplier responses, corrective action; • status of the System Integrator's Quality Plans.		
Preliminary Design Review ("**PDR**")	Support	To be agreed by the Authority and the System Integrator	Within 1 month of Contract Award	A multi-disciplined product and process assessment to ensure that the proposed Air System solution under review can proceed into the detailed design phase and meet the stated performance requirements in the SRD within the	Authority attendees: • Programme Representative • Operations Representative • Commercial Representative	To be agreed by the Authority and the System Integrator

Meeting	Role	Location	Frequency (subject to review)	Purpose and Agenda Items	Key Attendees	Documents required in advance of meeting
				agreed performance, time, cost and risk constraints.	• Engineering and Safety Representative • Finance Representative • Front Line Command Representatives System Integrator attendees: • Programme Manager • Engineering Manager • Commercial/Contract Manager • Engineering and Safety Manager • Finance Manager	
Critical Design Review ("**CDR**")	Support	UK	To be agreed by the Authority and the	An assessment of the Air System technical solution to ensure it has a reasonable expectation of	Authority attendees: • Programme Representative	To be agreed at PDR

Meeting	Role	Location	Frequency (subject to review)	Purpose and Agenda Items	Key Attendees	Documents required in advance of meeting
			System Integrator at PDR	meeting the SRD within the agreed performance, test and cost envelope.	• Operations Representative • Commercial Representative • Engineering and Safety Representative • Finance Representative • Front Line Command Representatives System Integrator attendees: • Programme Manager • Engineering Manager • Commercial/Contract Manager • Engineering and Safety Manager • Finance Manager	

Meeting	Role	Location	Frequency (subject to review)	Purpose and Agenda Items	Key Attendees	Documents required in advance of meeting
Trials Readiness Review ("**TRR**")	Support	To be agreed by the Authority and the System Integrator	To be agreed by the Authority and the System Integrator at CDR	A whole Air System assessment for readiness to undergo such trial or test activity identified during Air System development as necessary, in the appropriate environment.	Authority attendees: • Project Manager • Commercial Manager • Chief Engineer • Safety / Airworthiness Engineer • In-Service Manager • Operations Manager System Integrator attendees: • Programme Manager • Chief Engineer • Safety / Airworthiness Engineer • In-Service Manager • Operations Manager	To be agreed at CDR

Meeting	Role	Location	Frequency (subject to review)	Purpose and Agenda Items	Key Attendees	Documents required in advance of meeting
					• Supportability Analysis Manager • CIC and Trials Manager	
Contract Change Management Meeting	Support	To be agreed by the Authority and the System Integrator	As required	The Authority and the System Integrator shall discuss: • Review of proposed Authority / System Integrator changes • Decisions or escalations to Monthly Project Review Meeting	Authority attendees: • Programme Representative • Financial Representative • Commercial Representative System Integrator attendees: • Programme Manager • Finance Manager • Commercial Manager	To be agreed by the Authority and the System Integrator
Security Working Group	Support	UK	As required	To be agreed by the Authority and the System Integrator	Authority attendees: • Programme Representative • Financial Representative	To be agreed by the Authority and the System Integrator

Meeting	Role	Location	Frequency (subject to review)	Purpose and Agenda Items	Key Attendees	Documents required in advance of meeting
					• Commercial Representative • Authority Security Manager System Integrator attendees: • Programme Manager • Finance Manager Commercial Manager • Security Manager	
Software Working Group	Support	UK	As required	To be agreed by the Authority and the System Integrator	Authority attendees: • Programme Representative • Financial Representative • Commercial Representative • MTTLSM • Authority Software SME as required System Integrator attendees:	To be agreed by the Authority and the System Integrator

Meeting	Role	Location	Frequency (subject to review)	Purpose and Agenda Items	Key Attendees	Documents required in advance of meeting
					• Programme Manager • Finance Manager • Commercial Manager • CTTLSM	
Ad hoc Meetings[2]	To be agreed	To be agreed	Ad hoc	To address issues that cannot wait for a regular scheduled meeting.	To be agreed depending on the Agenda	To be agreed depending on the Agenda
Transition Working Group	Support	UK	As required.	To be agreed	To be agreed	To be agreed
Supply Planning Review	Support	UK	Quarterly	To be agreed	To be agreed	To be agreed
R&M Joint Sentencing Committee	Support	UK	As required	To be agreed	To be agreed	To be agreed

[2] The Authority reserves the right to call for ad hoc meetings as necessary in agreement with the System Integrator and as necessary to ensure that the System Integrator fulfils the requirements of the Contract.