

PROJECT REVIEW MEETING (PRM)

Function

The function of the PRM is to manage the effectiveness of the contract to deliver the MSS and to manage the Through Life Support issues associated with the Contract.

Attendees

- Authority Project Manager (Chair)
- Authority Commercial Manager
- Authority MSS Engineering Authority
- MSS Support Contractor Technical Representative.
- MSS Support Contractor Customer Support Manager (Secretary)
- MSS Support Contractor Service Delivery Manager
- User Representative
- Front Line Command

Other Suitably Qualified and Empowered Personnel (SQEP) will be requested to attend as necessary.

Terms of Reference

Draft TORs shall be issued by the Authority at the inaugural PRM and ratified no later than 1 month after the inaugural PRM.

Frequency

From Contract award until ISD (MSS FOC) - Monthly.
From ISD (MSS FOC) - Every three months.

Location

The PRM shall take place in the UK at the Contractor's premises.

Agenda

Standing Agenda shall be issued by the Authority and the Contractor at the inaugural PRM and ratified no later than 1 month after the inaugural PRM. Once ratified, the Contractor shall be responsible for providing the Agenda to attendees no later than 5 working days prior to the meeting.

Minutes

Shall be produced by the Contractor and provided in draft form to the Authority's Project Manager within 5 working days of the meeting for their approval. The Authority's Project Manager will review the minutes within 5 working days.

Performance Measurement Report (PMR)

The Contractor shall issue a PMR to the Authority ten working days (10) days prior to each PRM. The format, level of content and level of underpinning evidence of the PMR shall be ratified by the Authority at least two months before the inaugural PRM. The PMR shall include, but shall not be limited to:

- A summary of progress since last review.
- A summary of next way forward.
- Progress against schedule.
- Key issues and actions to resolve them.
- Key risks and mitigation actions.
- Review of actions from previous meeting.

PROJECT REVIEW MEETING (PRM) – TERMS OF REFERENCE

Mandate

The Project Review meeting is responsible for managing the MSS contract, ensuring that KPIs and MoEs are met and where required resolving contractual issues.

Responsibilities

The Project Review meeting will be specifically responsible for:

- Technical oversight of the MSS contract.
- Oversight of progress.
- Issue resolution between the Authority and Contractor which affects the level of service being provided to FLC.
- Risk management for the MSS Contract.
- Review of issues arising from LTC and CCB.
- Review of KPIs;
- Review of MoEs;
- Payment reconciliation;
- Details of issues that the Contractor or the Authority consider may affect the performance of the Contract;
- Details of changes to the Contractor's or Authority's project/commercial management organisations.

Membership

Core membership of the PRM Meeting will be drawn from the following key areas:

- Authority Project Manager (Chair)
- Authority Commercial Manager
- Authority MSS Engineering Authority
- MSS Support Contractor Technical Representative.
- MSS Support Contractor Customer Support Manager (Secretary)
- MSS Support Contractor Service Delivery Manager
- Front Line Command

In addition, membership from specialist or other organisations will be invited as required.

Frequency

From Contract award until ISD (MSS FOC) – Monthly.
From ISD (MSS FOC) - Every three months.

**INTERFACE CONTROL DOCUMENT FOR THE AIRSCAPE WEB SERVICES
(DOCUMENT REFERENCE 103-031706)**

Document redacted under s.43

**AIRSCAPE WEB SERVICES ICD - ANNEX A SECURE CODES OF CONNECTION FOR THE
ISTAR MISSION SUPPORT CONTRACT (DOCUMENT REFERENCE 103-031812)**

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**AIRSCAPE WEB SERVICE ICD - ANNEX B RESTRICTED CODES OF CONNECTION FOR THE
ISTAR MISSION SUPPORT CONTRACT (DOCUMENT REFERENCE 103-031813)**

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**AIRSCAPE WEB SERVICE ICD - ANNEX D XTAMS FOR THE ISTAR MISSION SUPPORT
CONTRACT (DOCUMENT REFERENCE 103-031815)**

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**AIRSCAPE WEB SERVICE ICD - ANNEX E MET FOR THE ISTAR MISSION SUPPORT
CONTRACT (DOCUMENT REFERENCE 103-031816)**

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**AIRSCAPE WEB SERVICE ICD - ANNEX F MILITARY SIGNAL FOR THE ISTAR MISSION
SUPPORT CONTRACT (DOCUMENT REFERENCE 103-031817)**

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**AIRSCAPE WEB SERVICE ICD - ANNEX L INTELLIGENCE SERVICES FOR THE ISTAR
MISSION SUPPORT CONTRACT (DOCUMENT REFERENCE 103-031823)**

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