

Schedule 13 (Contract Management)

1. Definitions

In this Schedule, the following words shall have the following meanings and they shall supplement Schedule 1 (Definitions):

“Creative Steering Committee”	an external advisory board of the Buyer; provides oversight and assurance of the creative direction of the project
"Operational Board"	the board established in accordance with paragraph Role of The Operational Board and shall be established by the Buyer for the purposes of this Contract on which the Supplier and the Buyer shall be represented. of this Schedule;
“Project Board”	an internal, DBT board attended by senior DBT officials (including Commercial, Finance, Analysis and Internal Audit leads and FCDO representatives to support approvals and decision making.
"Project Manager"	a manager appointed in accordance with Paragraph The Supplier and the Buyer shall each appoint a lead Project Manager for the purposes of this Contract through whom the provision of the Services and the Deliverables shall be managed day-to-day of this Schedule;

2. Project Management

- 2.1 The Supplier and the Buyer shall each appoint a lead Project Manager for the purposes of this Contract through whom the provision of the Services and the Deliverables shall be managed day-to-day. The Supplier shall also appoint a specific Project Manager for each of the Events Management Services, the Restaurant and Bar Services, the Retail Services and the Staffing and Operational Services. The Supplier lead Project Manager shall not be a Subcontractor of the Supplier. The Suppliers Project Manager for each of the Events Management Services, the Restaurant and Bar Services, the Retail Services and the Staffing and Operational Services may be a Key Subcontractor.
- 2.2 The Parties shall ensure that appropriate resource is made available on a regular basis such that the aims, objectives and specific provisions of this Contract can be fully realised.

- 2.3 Without prejudice to Paragraph Role of the Operational Board below, the Parties agree to operate the boards specified as set out in the Annex to this Schedule.

3. Role of a Supplier Project Manager

- 3.1 A Supplier Project Manager shall be:
- 3.1.1 the primary point of contact to receive communication from the Buyer and will also be the person primarily responsible for providing information to the Buyer;
 - 3.1.2 able to delegate his position to another person at the Supplier but must inform the Buyer before proceeding with the delegation and it will be delegated person's responsibility to fulfil the Project Manager's responsibilities and obligations;
 - 3.1.3 able to cancel any delegation and recommence the position himself; and
 - 3.1.4 replaced only after the Buyer has received notification of the proposed change.
- 3.2 The Buyer may provide revised instructions to any Supplier Project Manager in regard to this Contract and it will be the Supplier Project Manager's responsibility to ensure the information is provided to the Supplier and the actions implemented.
- 3.3 Receipt of communication from a Supplier Project Manager by the Buyer does not absolve the Supplier from its responsibilities, obligations or liabilities under this Contract.

4. Role of the Operational Board

- 4.1 The Operational Board shall be established by the Buyer for the purposes of this Contract on which the Supplier and the Buyer shall be represented.
- 4.2 The members, frequency and location of board meetings and planned start date by which the board shall be established for each of the Operational Board are set out in the Annex to this Schedule.
- 4.3 In the event that either Party wishes to replace any of its appointed board members, that Party shall notify the other in writing for approval by the other Party (such approval not to be unreasonably withheld or delayed). Each Buyer board member shall have at all times a counterpart Supplier board member of equivalent seniority and expertise.
- 4.4 Each Party shall ensure that its board members shall make all reasonable efforts to attend board meetings at which that board member's attendance is required. If any board member is not able to attend a board meeting, that person shall use all reasonable endeavours to ensure that a delegate attends the Operational Board meeting or Project Board meeting (as applicable) in his/her place (wherever possible) and that the delegate is properly briefed and prepared and that he/she is debriefed by such delegate after the board meeting.

- 4.5 The purpose of the Operational Board meetings will be as set out in the Annex to this Schedule. The agenda for each meeting shall be set by the Buyer and communicated to the Supplier in advance of that meeting.

5. Creative Steering Committee Meetings, Project Board and Other Ministerial or Senior Officer Meetings.

- 5.1 The Operational Board shall also attend Creative Steering Committee meetings, Project Board meetings and other Ministerial or Senior Officer meetings as set out in the Annex to this Schedule.
- 5.2 Each Party shall ensure that its attendees identified in the Annex to this Schedule make all reasonable efforts to attend Creative Steering Committee meetings, Project Board meetings and other ministerial or senior officer meetings. If any attendee is not able to attend a meeting, that person shall use all reasonable endeavours to ensure that a delegate attends the meeting in his/her place (wherever possible) and that the delegate is properly briefed and prepared and that he/she is debriefed by such delegate after the board meeting.
- 5.3 The purpose of these meetings will be as set out in the Annex to this Schedule. The agenda for each meeting shall be set by the Buyer and communicated to the Supplier in advance of that meeting.

6. Contract Risk Management

- 6.1 Both Parties shall pro-actively manage risks attributed to them under the terms of this Contract.
- 6.2 The Supplier shall develop, operate, maintain and amend, as agreed with the Buyer, processes for:
- 6.2.1 the identification and management of risks;
 - 6.2.2 the identification and management of issues; and
 - 6.2.3 monitoring and controlling project plans.
- 6.3 The Supplier allows the Buyer to inspect at any time within working hours the accounts and records which the Supplier is required to keep.
- 6.4 The Supplier will maintain a risk register of the risks relating to this Contract which the Buyer and the Supplier have identified.

Annex

1.1 During the Contract Period, the Supplier Project Managers shall attend various Operational Board meetings, Project Board meetings, Creative Steering Committee meetings and other ministerial or senior officer meetings.

1.2 The Parties agree to operate the following boards and meetings at the locations and at the frequencies set out below:

Operational Board			
Attendees	Purpose	Location	Frequency
Supplier Project Manager for specific Service area. Buyer's Operational Board members.	Providing working level approval and direction on a regular basis. Develop strategy areas in relation to the Deliverables, including but not limited to, menu design, retail products, Events program, staffing strategy. Oversight of performance monitoring reviews.	TBC	Weekly
Project Board			
Attendees	Purpose	Location	Frequency
Supplier Project Manager for specific Service area. Buyer's Operational Board members including Commercial, Finance, Analysis and Internal Audit leads and FCDO Buyer's Project Board members	Providing senior approval, decision making and feedback on items which are critical to the success of the UKP. Develop strategy areas in relation to the Deliverables, including but not limited to, menu design, retail products, Events program, staffing strategy. Oversight of performance monitoring reviews.	Virtual	Monthly
Creative Steering Committee Meetings			
Attendees	Purpose	Location	Frequency

Supplier Project Manager for specific Service area. Buyer's Operational Board members. Creative Steering Committee	It provides oversight and assurance of the creative direction of the project in relation to the Deliverables, including but not limited to, menu design, retail products, Events program, staffing strategy.	Old Admiralty Building / Virtual	Monthly
Ministerial or Other Senior Officer Meetings			
Attendees	Purpose	Location	Frequency
Supplier Project Manager for specific Service area. Buyer's Operational Board members Ministers or other senior officers	Develop strategy areas in relation to the Deliverables, including but not limited to, menu design, retail products, Events program, staffing strategy.	Old Admiralty Building / Virtual	Upon request

- 1.3. The first Operational Board meetings, Project Board meetings(s) and Creative Steering Committee meetings are anticipated to be held within the first three weeks of the Effective Date. The frequency of subsequent board meetings is anticipated to be as set out in the table above unless otherwise agreed in writing between the Buyer and the Supplier.
- 1.4 The Buyer reserves the right to change the location of the board meetings during the Contract Period by giving the Supplier reasonable notice of the location change.