

SECTION E. CONTRACT REVIEW

Structure and Content of Meetings

Annual Contract Review (CRM)

Quarterly Performance Review Meetings (PRM)

Cost Report Review

Safety Committee Meetings (SCM)

Intended dates for **Quarterly Performance Review Meetings** are the Wednesday / Thursday nearest the 26th of that month following the end of the relevant contract review period (3 month period).

Intended dates for the **Annual Contract Review Meeting** are the Wednesday / Thursday nearest the 26th of the second month following the end of the Contract Year.

Safety Committee Meetings will generally take place 3 monthly from about 1 week after issue of the quarterly Performance Review meeting report (see Section D serial D6) to up to around 2 weeks after the PRM itself.

The annual **Cost Report Review** will take place between 2 to 4 weeks after issue by the Contractor of the initial issue of the Cost Report (see Section D Serials D14 and D15).

All individual Content Item Headings are to be included in the reports required by with nil entries where appropriate.

The appropriate table for the quarter is to be inserted at the front of the performance report together with the agenda.

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Meeting	Structure and Attendees	Aim and Content
<p>Quarterly Performance Review – 1st and 3rd Quarters</p>	<p><u>Informal Meeting</u> to be held between Contractor's and Authority's representatives.</p> <p><u>Participants:</u> DMS Contract Manager, Authority Commercial Manager and the Contractor's Contract Manager. Additional participants to be advised.</p> <p><u>Chaired by:</u> DMS Contract Manager.</p> <p><u>Venue:</u> Contractor's Office or MoD Office Portsmouth.</p> <p><u>Calling Notice</u> to be issued by Contractor 10 days in advance of the agreed date.</p> <p><u>The Agenda and 'Electronic Report'</u> is to be sent to the DMS Contract Manager and Authority Commercial Manager 5 days in advance of the agreed date.</p> <p><u>Record:</u> The Contractor is to provide Bullet Point Notes with a table of agreed Actions. An initial draft is to be provided to the Authority within 5 working days.</p>	<p>Aim: To provide the Authority and the Contractor the opportunity to informally review and analyse the performance of all activities during the quarter, to identify areas of under / over achievement and areas of potential improvement, and to set objectives for the coming quarter. The meeting is to address the following items.</p> <p>Agenda and Performance Report Content:</p> <ul style="list-style-type: none"> • <u>Minutes / Notes and Actions</u> from the last Quarterly Meeting and from the Annual Contract Review meeting. • <u>General Overview and Operational Reports</u> by area including any Commendations / Shortcomings / Non-Conformities etc. • <u>Utilisation Report</u> – a report on the craft utilisation for the quarter. This should identify all SOR User Units and their take-up of the services, including nil returns. The DO will use the electronic stats provided by Smit (on a monthly basis) to input figures to the P&P Mechanism. • <u>SHE-Q Report</u> to include: <ul style="list-style-type: none"> ○ Accidents and Incidents; ○ Safety Management System (SMS) update; ○ Safety Case update; ○ Audits and Audit Register – a review of all audits and inspections undertaken by all parties during the past quarter. To highlight any NCs and actions to address these. • <u>Technical Report</u> – to include a general overview, any overhauls, maintenance issues, surveys, out of water work, significant repairs, upgrades and damage rectification. • <u>Fuel Report</u> – a rolling 3 year graphical trends display by quarter, area and vessel type. • <u>HR Report</u> – Overview of the security clearance status. • <u>Commercial and Financial Report</u> to include: <ul style="list-style-type: none"> ○ Service Failures; ○ the TAF Register for the current year with any carry over from the previous year; ○ Third Party Revenue – a table showing the status of invoicing and payments of the Authority Share for the current year with any carry over from the previous year. An estimate of any projected TPR; ○ The Contractor to provide the quarterly updated 'Task Failure and CUC Input' and 'Overall Calculation' Sheet from the P&P Mechanism. ○ Review and agree the Resource Capacity Table – Qtr 3 only. ○ Review and agree status of Deliverables, Reports and Management Plans, as per SoR Section D – Qtr 3 only. ○ Review and agree Joint Document Register – Qtr 3 only.

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Meeting	Structure and Attendees	Aim and Content
<p>Quarterly Performance Review– 2nd Quarter / 6th Monthly</p>	<p><u>Formal meeting</u> to be held between the Contractor and Authority representatives.</p> <p><u>Participants:</u> Senior and Departmental representatives from the Contractor. The DMS Delivery Section Leader, DMS Contract Manager and Authority Commercial Manager. Additional participants to be advised.</p> <p><u>Chaired by:</u> DMS Delivery Section Leader.</p> <p><u>Venue:</u> Contractor to arrange.</p> <p><u>Calling Notice</u> to be issued by Contractor 10 days in advance of the agreed date.</p> <p><u>The Agenda and Performance Report</u> is to be sent by E-Mail to the DMS Contract Manager, DMS Section Leader and Authority Commercial Manager 5 days in advance of the agreed date.</p> <p><u>Record:</u> The Contractor to provide formal minutes with table of agreed actions. An initial draft is to be provided to the Authority within 5 working days.</p>	<p>Aim: To present a quarterly and half yearly view of performance to date, and to afford the Authority and the Contractor the opportunity to discuss the quarter’s performance. The meeting is to address the following items.</p> <p>Agenda and Performance Report Content:</p> <ul style="list-style-type: none"> • <u>Notes and Actions</u> from the last Quarterly Meeting. • <u>General Overview and Operational Reports</u> by area including any Commendations / Shortcomings / Non-Conformities etc. • <u>Utilisation Report</u> – a report on the craft utilisation for the quarter. This should identify all SOR User Units and their take-up of the services, including nil returns, and compare these to the SoR requirement. The DO will use the electronic stats provided by Smit (on a monthly basis) to input figures to the Pricing and Payment Mechanism (PnP). • <u>SHE-Q Report</u> to include: <ul style="list-style-type: none"> ○ Accidents and Incidents; ○ Safety Management System (SMS) update; ○ Safety Case update; ○ Audits and Audit Register – a review of all audits and inspections undertaken by all parties during the past quarter. To highlight any NCs and actions to address these. • <u>Technical Report</u> – to include a general overview, any overhauls, maintenance issues, surveys, out of water work, significant repairs, upgrades and damage rectification. • <u>Fuel Report</u> – a rolling 3 year graphical trends display by area and vessel type. • <u>HR Report:</u> <ul style="list-style-type: none"> ○ Overview of the security clearance status; ○ Recruitment and retentions data / statistics; ○ Absence data / statistics; ○ Disciplinary actions; ○ Training undertaken, to include a SQEP table. • <u>Commercial and Financial Report</u> to include: <ul style="list-style-type: none"> ○ Service Failures; ○ The TAF Register for the current year with any carry over from the previous year; ○ Third Party Revenue – a table showing the status of invoicing and payments of the Authority Share for the current year with any carry over from the previous year. An estimate of any projected TPR;

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		<ul style="list-style-type: none">○ An update on any contract amendments;○ Any adjustments made or to be made to the FM;○ The Contractor is to provide an endorsed quarterly updated 'Task Failure and CUC Input' and 'Overall Calculation' Sheet from the P&P Mechanism.
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Meeting	Structure and Attendees	Aim and Content
<p>Quarterly Performance Review – 4th Quarter</p>	<p><u>Informal Meeting</u> to be held between Smit and Authority representatives.</p> <p><u>Participants:</u> DMS Contract Manager, Authority Commercial Manager and the Contractor’s Contract Manager. Additional participants to be advised.</p> <p><u>Chaired by:</u> The DMS Contract Manager.</p> <p><u>Venue:</u> Contractor’s Office or MoD Office Portsmouth.</p> <p><u>Calling Notice</u> to be issued by the Contractor 10 days in advance of the agreed date.</p> <p><u>An Agenda and Performance Report</u> is to be sent by E-Mail to the DMS Contract Manager and the Authority’s Commercial Manager 5 days in advance of the agreed date.</p> <p><u>Record:</u> The Contractor is to provide Bullet Point Notes with a table of agreed actions. An initial draft is to be provided to the Authority within 5 working days.</p>	<p>Aim: To provide the Authority and the PSP the opportunity to informally review and analyse the performance of all activities during the quarter, to identify areas of under / over achievement and areas of potential improvement, and to discuss the Annual Contract Review Meeting and set objectives for the coming year. The meeting is to address the following items:</p> <p>Agenda and Performance Report Content:</p> <ul style="list-style-type: none"> • <u>Notes and Actions</u> from the last Quarterly Meeting. • <u>General Overview and Operational Reports</u> by area including any Commendations / Shortcomings / Non-Conformities etc. • <u>Utilisation Report</u> – a report on the craft utilisation for the quarter including analysis to demonstrate utilisation trends (rolling annual trends by area). This should identify all SOR User Units and their take-up of the services, including nil returns, and compare these to the SoR requirement. It should also compare the take-up to the PSP’s resource capacity. • <u>SHE-Q Report</u> to include: <ul style="list-style-type: none"> ○ Accidents and Incidents; ○ Safety Management System (SMS) update; ○ Safety Case update; ○ Audits and Audit Register – a review of all audits and inspections undertaken by all parties during the past quarter. • <u>Technical Report</u> – to include a general overview any, overhauls, maintenance issues, surveys, out of water work, significant repairs, upgrades and damage rectification. • <u>Fuel Report</u> - a rolling 3 year graphical trends display by area and vessel type. • <u>HR Report:</u> <ul style="list-style-type: none"> ○ Overview of the security clearance status; ○ Recruitment and retentions data / statistics; ○ Absence data / statistics; ○ Disciplinary actions; ○ Training undertaken, to include a SQEP table. • <u>Commercial and Financial Report to include:</u> <ul style="list-style-type: none"> ○ Service Failures; ○ The TAF Register for the current year with any carry over from the previous year;

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		<ul style="list-style-type: none"> ○ Third Party Revenue – a table showing the status of invoicing and payments of the Authority Share for the current year with any carry over from the previous year. An estimate of any projected TPR; ○ Any SoR updates undertaken during the CY. ○ An update on any contract amendments; ○ Any adjustments made to the FM; ○ The Contractor to provide the quarterly updated ‘Task Failure and CUC Input’ and ‘Overall Calculation’ Sheet from the P&P Mechanism. ○ Review Customer Survey Returns (when applicable) and publish a summary sheet. ○ Publish the agreed Resource Capacity Table. ○ Publish the agreed status of Deliverables, Reports and Management Plans, see SoR section D. ○ Publish the agreed Joint Document Register.
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Meeting	Structure and Attendees	Aim and Content
<p>Annual Contract Review</p>	<p><u>Formal Meeting</u> to be held between The Contractor and Authority representatives.</p> <p><u>The Calling Notice</u> to be issued by The Contractor 10 days in advance of the agreed date.</p> <p><u>The Agenda and Performance Report</u> are to be sent by E-Mail to the DMS Contract Delivery Section Leader and the Authority's Commercial Manager 10 days in advance of the agreed date.</p> <p><u>Venue:</u> To be arranged by the Contractor.</p> <p><u>Participants:</u> Senior and departmental representatives from the Contractor. DMS Team Leader, DMS Delivery Section Leader, and the Authority's Contract Manager and Commercial Officers. Additional participants to be advised.</p> <p><u>Chaired by:</u> Authority Team Leader.</p> <p><u>Record:</u> Formal Minutes with table of agreed actions to be provided by the Contractor – initial draft within 10 working days.</p>	<p>Aim: To present to the senior representatives of the Company and the Authority the contract performance over the previous year and objectives for the coming year particularly by way of continuous improvements, and to provide a forum for discussion on performance and any other issues raised. Senior representatives should take the opportunity to challenge the management, efficiency and cost effectiveness of the contract. The meeting is to address the following items.</p> <p>Agenda and Performance Report Content:</p> <ul style="list-style-type: none"> • <u>Minutes and Actions</u> from the last Annual Meeting. • <u>Annual General Overview</u> of the years activity including any Commendations / Shortcomings / Non-Conformities etc. It should also address any major issues arising and aims, issues and objectives for the coming year. • <u>Overall Annual Performance Report</u> – a report on the craft utilisation for the year, identifying all SOR User Units and their take-up of the services, including nil returns, and comparing these to the SoR requirement. This is to include a review and analysis of utilisation / tasking levels and spare capacity and analysis to demonstrate utilisation trends (rolling annual trends by area) and comparison with PSP's resource capacity. The DO will use the electronic stats provided by the Contractor (on a monthly basis) to input figures to the PnP Mechanism. • <u>SHE-Q Report</u> to include: <ul style="list-style-type: none"> ○ Accidents and Incidents – an annual overview; ○ Audits and Audit Register – an annual overview. ○ An annual overview of any issues. • <u>Technical Report</u> – to include a general annual overview of any survey work and any other significant work. Update on Maintenance systems. • <u>Fuel Report</u> - a rolling 3 year graphical trends display by area and vessel type. • <u>HR Report:</u> <ul style="list-style-type: none"> ○ Overview of the security clearance status. Number of clearances sought and completed in the year; ○ Recruitment and retentions, annual data / statistics; ○ Absence, annual data / statistics; ○ Annual overview of training undertaken, to include a SQEP table. • <u>Commercial and Financial Report to include:</u> <ul style="list-style-type: none"> ○ Service Failures raised during the year; ○ The TAF Register for the outgoing year with any carry over from the previous year; ○ Third Party Revenue – table and status of invoicing and payment of Authority Share. Projected TPR and any long term plans for TPR generation.

		<ul style="list-style-type: none"> ○ An update on any contract amendments (inc SoR) over the year; ○ An update on any adjustments made to the FM during the year; ○ The Contractor to provide the annual updated 'Task Failure and CUC Input' and 'Overall Calculation' Sheet from the PnP Mechanism. ○ Customer Survey Returns summary sheet (when applicable). ○ A Table demonstrating the agreed status of Deliverables, Reports and Management Plans – as per SoR section D.
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Meeting	Structure and Attendees	Aim and Content
<p>Quarterly Safety Committee Meetings</p>	<p><u>Formal Meeting</u> to be held between The Contractor and Authority representatives.</p> <p><u>The Calling Notice</u> will be issued by the Authority 10 days in advance of the agreed date.</p> <p><u>The Agenda and Performance Report</u> will be sent by E-Mail to the Contractor's Safety Representative and Contract Manager 10 days in advance of the agreed date.</p> <p><u>Venue:</u> To be arranged by the Authority.</p> <p><u>Participants:</u> The Authority HSEQ Assurance Manager and the Contractor's Safety Representatives together with the Contractor's and Authority's Contract Managers. Additional participants to be advised.</p> <p><u>Chaired by:</u> The Authority's HSEQ Assurance Manager.</p> <p><u>Record:</u> Formal Minutes with table of agreed actions to be provided by the Authority – initial draft within 10 working days.</p>	<p>Aim: To be advised.</p> <p>Agenda and Safety Report Content: (in the main this this will be covered by the safety content of the report required for the quarterly PRMs:</p> <ul style="list-style-type: none"> • <u>SHE-Q Report</u> to include: <ul style="list-style-type: none"> ○ Accidents and Incidents; ○ Safety Management System (SMS) update; ○ Safety Case update; ○ Audits and Audit Register – a review of all audits and inspections undertaken by all parties during the past quarter. <p>Any further elements or changes to above to be advised.</p>

Meeting	Structure and Attendees	Aim and Content
<p>Cost Report Review</p>	<p><u>Formal Meeting</u> to be held between The Contractor and Authority representatives.</p> <p><u>The Calling Notice</u> will be issued by the Contractor 10 days in advance of the agreed date.</p> <p><u>The Agenda</u> will be sent by E-Mail to the Authority’s Contract Manager and Commercial Manager 10 days in advance of the agreed date.</p> <p><u>Venue:</u> To be arranged by the Contractor. Projection display of the IT version of the report is to be provided.</p> <p><u>Participants:</u> The Contractor’s and Authority’s Contract Managers and Commercial Managers. Additional participants to be advised.</p> <p><u>Chaired by:</u> Contractor’s Commercial Manager.</p> <p><u>Record:</u> Formal Minutes with table of agreed actions to be provided by the Contractor – initial draft within 10 working days.</p>	<p>Aim: A meeting to review the detail of the Contractor’s final draft of the annual Cost Report (‘Contract Financial Report’) and to agree on a final version to be published to all parties.</p> <p>To be developed</p> <p>Agenda and Cost Report Content</p> <p>To be developed</p>