

APPENDIX 1 - MEETINGS

Meeting	Purpose	Frequency	Reports submissions /	Membership
Build / Roll-out	<p>To review the Supplier's detailed performance of the Contract. These meetings will cover:</p> <ul style="list-style-type: none"> • Network build and commission (in particular, progress in Network Deployment) • Milestone Payments • Operational performance (customer provisioning, technical performance and support) • RSP and end-customer take-up • use of SMEs on projects and approach to enabling opportunities for SMEs in the supply chain • review Network implementation issues and minor amendments to the Network build and commission roll-out plan (subject to Change Control Procedure) • review of other Contract Change proposals (subject to Change Control Procedure) 	Monthly but changing to quarterly once the Network has been successfully implemented	As per Schedule 6.4 (Reports)	<p>Supplier: Supplier Representative</p> <ul style="list-style-type: none"> - Programme Director - Project Manager - Technical Lead <p>Authority: Authority Representative</p> <ul style="list-style-type: none"> - Programme Director - Technical QA - Programme Qa
Strategic	<p>To review the Supplier's overall performance. These meetings will cover:</p> <ul style="list-style-type: none"> • Reviewing the contribution the project is making to supporting Norfolk's strategic ambitions • Contributing "Best Practice" knowledge including, technology, business, commercial and sales & marketing, as appropriate to ensure the project meets its strategic objectives • Overall financial management • Overall performance against plan • Review major implementation issues and 	Quarterly	As per Schedule 6.4 (Reports)	<p>Supplier: Supplier Representative</p> <ul style="list-style-type: none"> - Programme Director - Regional Director <p>Authority: Authority Representative</p> <ul style="list-style-type: none"> - Cabinet Member(s) - Programme Director

Meeting	Purpose	Frequency	Reports / submissions	Membership
	their resolution			

[Template Note: The table of governance meetings outlined above are the baseline for a Call-Off Contract. However, the Local Body may require amendments to these arrangements

