

Waste Infrastructure Delivery Programme

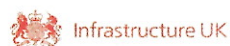


Post Close Training - Planning Meeting

Norfolk County Council – 8th January 2013
REDACTED NAME



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Agenda



1. Objectives
2. Attendees
3. Nature of Course
4. Modules
5. Timings
6. Introductory Project Summary
7. Logistics
8. Pre course Preparation



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Objectives



- Broaden attendees' understanding of the contract
- Broaden awareness of best practice in Contract Management
- Initial development of new contract management tools
- Identification of areas where actions are required

Who should attend?



- SRO (attendance at first session mandatory)
- Head of Waste Management
- Contract Management Team
- Internal specialist support (especially Finance and Legal)
- Managers of interfacing contracts (Inter- Authority Agreements, Service Level Agreements, management services for CA sites etc.)
- Other senior managers, WCA Managers

Nature of Course?



- Modular structure lasting 1-2 days
- Select up to 8 modules from 24 (4 modules for 1 day)
- Pre-reading is an option
- Each module consists of instruction and exercises.
- Content can be customised to suit (agree scope today)
- Delivered by two WIDP Transactors.



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Training Modules



No	Module Title	No	Module Title
1	Introduction (mandatory)	7	Authority Change
2	Transition (including contract management systems)	8	Contract Administration Overview
3	Planning and permitting (including communications)		8a Change in Law
4	Construction and commissioning		8b Benchmarking & Market Testing
	4a – Construction		8c Refinancing
	4b – Commissioning		8d Insurance
5	Setting up the team	9	Relationships with SPV
6	Managing service performance	10	Stakeholder relationships
	6a Delivering waste and optimising performance	11	Knowledge management
	6b Payment and underperformance	12	Contract Management Manual
		13	Natural expiry
		14	Early termination



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Timings



Agenda for Day 1

09.00 – 10.00	Introductory Module
10.00 – 10.15	Tea
10.15 – 12.45	Module 2 Transition
12.45 – 13.15	Lunch
13.15 – 14.30	Module 14 Termination
14.30 – 15.00	Tea
15.00 – 16.20	Module 4b Construction

Introductory Project Summary



- Project history
- Current status
- Key technical features
- Key management issues
- Key contractual issues

Logistics



- Venue
- Instructions to attendees
- Room layout (cabaret style preferred)
- Equipment requirements (multi-media projector, 3 flip charts, post-its etc)
- Refreshments (teas, coffees, lunches etc)
- Provision of background information to WIDP Trainers

Pre-course preparation



- Authority to provide background information to WIDP
- Distribute any pre-reading materials
- Instructions to attendees
- Arrange for hard copy of contract to be available
- Confirm attendees names and job titles to WIDP

