

**Table 1: Meeting types**

	<b>A) Progress meeting</b>	<b>B) Strategic meeting</b>
<b>Level</b>	Tactical and Operational	Strategic
<b>Purpose</b>	The purpose is to have a good basis for cooperation at the operational level. This meeting must discuss issues at the operational level and facilitate arrangements for formal contractual matters. Escalations, learning points and improvement actions, for example, are defined and monitored for progress in this meeting.	This meeting serves as a platform for developing a long-term vision for the cooperation and also as the highest escalation level.
<b>Frequency</b>	Periodically, 1 x per year	If the need arises, in further consultation
<b>Participants, Positions, Duties</b>	<p><u>Chairperson</u></p> <ul style="list-style-type: none"> <li>- Client's Contract Manager</li> </ul> <p><u>Reporting:</u></p> <ul style="list-style-type: none"> <li>- In writing by the Client</li> </ul> <p><u>Party responsible for preparation:</u></p> <ul style="list-style-type: none"> <li>- Client: Contract Manager</li> <li>- Contractor: Delegate 1</li> </ul> <p><u>Other participants:</u></p> <ul style="list-style-type: none"> <li>- Client: Contract Assistant and any Technical Manager and/or Technical Adviser</li> <li>- Contractor: Delegate 2</li> </ul>	<p><u>Chairperson</u></p> <ul style="list-style-type: none"> <li>- Client's Contract Manager</li> </ul> <p>If escalated:</p> <ul style="list-style-type: none"> <li>- Project Manager/Department Head RDD</li> </ul> <p><u>Reporting:</u></p> <ul style="list-style-type: none"> <li>- In writing by the Client</li> </ul> <p><u>Party responsible for preparation:</u></p> <ul style="list-style-type: none"> <li>- Client: Contract Manager</li> <li>- Contractor: Delegate</li> </ul> <p><u>Other participants:</u></p> <ul style="list-style-type: none"> <li>- Client: Technical Manager (if necessary, Project Manager)</li> <li>- Contractor: Delegates</li> </ul>

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Strategic	Dir. Client	Dir. Contractor
Tactical	Contract Management/ Service Management (RWS CIS)	Project Manager
Operational	Functional Management/ Service Delivery Management	SM (support/service)

**Key**

*Dir = Management Board; SM = Service Management*