

ANNEX 13 - MEETINGS

The following meetings shall be attended by the contractor at the request of NSPA:

1.1 Kick-Off Meeting

1.1.1 The project kick-off meeting will take place in Lithuania at location to be agreed. This meeting will allow NSPA and the Contractor's team to share introductions and align their expectations for the project. The project manager and the design manager (SoW - Annex 6) must attend the kick off meeting. If for any unforeseen reason the kick-off meeting cannot be held in Lithuania than it will be held via video-conference call.

The Contractor shall present to NSPA the following documentation after contract award related to Design activities detailed separately of the two project locations:

- Design Work Plan;
- Design Quality Management Plan including a submittals plan;
- Schedule of deliverables.
- Project schedule with design task and site surveys
- Presenting methodology for surveys and a ground investigation plan
- Present a Topographical survey plan

For the kick-off meeting the AE shall prepare a summary PowerPoint presentation of the above plans and documents the presentation shall be made available to NSPA at least 48 hours before the kick-off meeting.

1.2 Design Review Meetings

1.2.1 Regular design review meetings will take place between the Contractor and NSPA. These meetings will be for the purpose of exchanging information such as design progress or solving problems related to the technical and management related aspects of the project. These meetings will be held by video-conference calls between the Project Manager and/or Design Manager and the NSPA TO at least biweekly.

1.3 Design Review Presentations to NSPA & Stakeholders

1.3.1 The contractor shall prepare and present to NSPA & Stakeholders a PowerPoint presentation at every design stage – 10%, 80% and 100%. The presentation shall include all necessary information to brief the stakeholders into the detailed required of each design stage and shall be presented by the Project Manager. Meeting minutes shall be produce by the contractor for every presentation. Presentation shall be made available at least 48h before the presentation for NSPA review. This presentations will take place in Lithuania, location to be confirmed. If for any unforeseen reason the kick-off meeting cannot be held in Lithuania than it will be held via video-conference call.

1.4 Ad-Hoc Meetings

1.4.1 Occasional ad hoc meetings may be required with NSPA and other interested parties to discuss issues requiring general coordination. These meetings will take place in Lithuania in place to be confirmed or online as required.

1.5 Meeting Minutes

1.5.1 In all cases, the Contractor shall prepare the minutes of each meeting including the Kick off meeting, design review meetings and review presentations in an agreed format. These minutes shall be presented to the NSPA TO for review and coordination within 24 hours after the meeting. The minutes shall include a short record of all relevant decisions and tasks agreed or required.