

Attachment 1.3 - Meeting Schedule

NMC Reference			Meeting		
Schedule	Section	Clause	Title	Frequency	Attendees
2	3	3.5.7	Landscape and environmental progress meetings	as and when it is required	OC / Director
2	3	3.5.7	Landscape and environmental - landscape issues related to the Unit	as and when it is required	OC / Director / any third party organisations or individuals
2	4	4.13.5	Annual Review meeting on status and condition of all sub-standard Structures and known defects	November, annually	OC
2	4	5.1.10	Network Operations Service Providers meeting	During the Mobilisation Period	OC / Director / Network Operations Service Providers
2	5	5.1.10	Network Operations Service Providers meeting - feedback, learning & improvements	Quarterly, unless requested m	OC / Network Operations Service Providers
2	5	5.3.6	Attendance at liaison meeting with all Operation Partners	as and when it is required	OC / Operational Partners
2	5	5.3.6 (i)	Regular meetings to assist in effective coordination of activities	as and when it is required	OC / Operational Partners
2	6	6.3.37	Consulting meetings with Network Rail	Prior to the start of Winter Ser	OC / Network Rail
2	7	7.4.6	Review and update communication systems	as and when it is required	OC / Operational Partners
2	7	7.4.7	Incident planning meetings	regular	OC / Emergency services/ local authorities / central government departments
2	11	11.1.9	Road Safety Group Meeting	Annually	OC / Director / Operational Partners / stakeholders
2	11	11.5.3	Road Safety Performance of the Unit	every meeting of the board of	OC
3	1	1.2.16	Annual meeting	Annual - date to be notified by	Director / OC
3	1	1.6.1	Forth Bridges Forum	Quarterly	OC
3	4	4.1.9	APMS user group	Quarterly	Director / OC
3	4	4.2.13	Liaison meetings	tbc	OC / Contractors / Subcontractors / Director / Operational Partners
3	5	5.1.8	Engagement plan review	Quarterly	OC / Director
3	5	5.4.4	Review Annual Unit Specific Communications Plan meeting	Quarterly	Press Transport Scotland / OC / Director
3	5	5.4.5	Effectiveness of the Annual Unit Specific Communications Plan meeting	Biannual	OC / Other OC / Press Transport Scotland / Director
3	5	5.10.3	Mobilisation meeting	Prior to the commencement of	Traffic Customer Care Line Operator / OC
3	5	5.10.4	Provide feedback, share a six (6) month look ahead for events and roadworks and to improve the coordination arrangements between the Operating Company and the Traffic Customer Care Line Operator	Biannual	OC / Traffic Care Line Operator / Director
3	7	table 7.2.1 (a)	2. Programme Meeting	Annually	Director / OC
3	7	table 7.2.1 (b)	3. Programme Meeting	Year 1	Director / OC
3	7	table 7.2.1 (b)	7. Programme Meeting	Year 1	Director / OC
3	7	7.17.5	Change to value of estimates for Schemes	Monthly	OC / Director
3	8	8.5.4	Contract Administrator role - Works Contract meeting	as and when it occurs	OC
3	9	9.1.7	Entry meeting prior to an audit	Prior to an audit	OC / PAG
3	9	9.1.10	Exit meeting after an audit	Following an audit	