

Annex B to The Statement of Requirements – Program Meeting Schedule

Meeting	Description	Medium F – Face to Face (location) T – Teleconference VC – Video Conference	Frequency	Chair/Organiser	Partner Attendees	Agency Attendees
Operational Meeting	1) Review and discuss Service Area progress, performance management, and any issues and risks for escalation. 2) Review and discuss any: <ul style="list-style-type: none"> • challenges the Partner has in meeting the Performance Indicators; • measures the Partner will implement to improve performance, and • how the NDIA could assist the Partner in meeting Performance Indicators. 3) Performance Review: Once a month this meeting will discuss in detail the results of the monthly Performance Report delivered to the Partner and its Response to Performance Report.	As agreed by the NDIA	Weekly	Chaired by the Agency	Area Managers	Primary Relationship Manager
Strategic Analysis Meetings	Discuss systemic issues raised in quarterly strategic reports, including opportunities for continual improvement in the delivery of NDIS Partners in the Community Services.	As agreed by the NDIA	Quarterly	Chaired by the Agency	Area Managers and other senior and experienced Partner Personnel as required	Agency Representative Regional Managers
Ad Hoc Operational or Strategic Meetings	Meetings of an operational or strategic nature as identified from time to time by the NDIA or as requested by the Partner.	As agreed by the NDIA	As required	Chaired by the party requesting the meeting	As required	As required