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Agreement Kick-Off Meeting Procedure



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Agreement Kick-Off Meeting Procedure

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Agreement Kick-Off Meeting Procedure

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Agreement Kick-Off Meeting Procedure

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Agreement Kick-Off Meeting Procedure

1.0 PURPOSE

The purpose of the Agreement Kick-Off Meeting is to achieve a mutual understanding between the Entities and the 2nd Party on the way in which the Contract requirements will be translated into action.

2.0 SCOPE

This procedure applies to Contract activities conducted under the administration and management of the Contracts Management Department.

3.0 DEFINITIONS

Term	Definition
2nd Party	Contractor, Consultant, Engineer or Supplier who upon Contract Award becomes the entity contracted to perform Works or Services.
2nd Party's authorized representative	The individual from the 2nd party's organization who is authorized to act on behalf of the 2nd party.
Agreement	Contract or Purchase Order (collectively "Agreement") between the Entity and a 2nd Party
Construction Contractor	The Main or Principal Contractor responsible for undertaking the Construction Works on the Project.
Entity	Government Entity, Authority or Ministry responsible for the Project(s)
Jobsite	Place or location where the Works or Services will be performed. Sometimes referred to as the site or location of Works or Services
Project	Project to be undertaken by an Entity that consists of single or multiple Agreements with 2nd Parties to perform Works or Services as part of the execution plan to deliver such a Project
Requisition	Requisition for Tendering
Services	Provision of technical or consulting services for design, studies, investigations (geotechnical, surveying testing), specialist advice or the like that are not the Works but necessary to support them
Site Construction Department	Department within the Project Management Company that is responsible for Construction activities/operations.
Site Contracts Department	Department within the Project Management Company that is responsible for administering Contracts.
Site Document Control	Department within the Project Management Company that is responsible for the control of all project Documents using ECMS.
Site Engineering Department	Department within the Project Management Company that is responsible for Engineering or design activities/operations.
Contracts Management Department	Department within the Entity Project Management Organization (EPMO) or at corporate level authorized to conduct contracts formation and administration activities.
Works	Construction or supply of goods, facilities or the like of permanent and temporary nature as contracted by the Entity



4.0 REFERENCE

NOT USED

5.0 ROLES & RESPONSIBILITIES

The following defines the individual roles and responsibilities associated with the coordination, recording and distribution of actions arising from the initial Kick-Off Meeting following Award of an Agreement:

Individual	Role
Construction Manager	Responsible for addressing Construction issues at the Kick-Off Meeting and management and execution of the Works in accordance with the Scope of Work and the requirements of the Agreement.
Contract Administrator	Responsible for the administration of the Agreement in full compliance with its requirements and Site Rules.
Contract Formation Specialist	Responsible for the Tender-Evaluate-Award phase up to turn-over of the Agreement to the Contract Administrator.
Contracts Management Department Manager	Responsible for chairing the Kick-Off Meeting, and the management of the Agreement in accordance with the Project procedures and requirements
Document Control Manager	Responsible for ensuring the flow, dissemination and archiving of documents in accordance with the Project Document Control Requirements.
Engineering Management Department Manager	Responsible for addressing Engineering issues at the Kick-Off Meeting and for the Design review and management
Health, Safety, Security & Environmental (HSS&E) Manager	Responsible for addressing HSS&E issues at the Kick-off Meeting and for monitoring and enforcing 2nd Party's compliance with the Project Health, Safety, Security and Environmental requirements
Project Controls Manager	Responsible for addressing Planning and Cost issues at the Kick-off Meeting and for Monitoring 2nd Party's performance through its reporting and submittals and the tracking of Project Cost and Schedule.
Quality Assurance / Quality Control (QA/QC) Manager	Responsible for addressing QA/QC issues at the Kick-off Meeting monitoring and enforcing 2nd Party's compliance with the Project QA/QC requirements.

6.0 PROCESS

The Kick-off Meeting will be chaired by the Contracts Management Department Manager or his designee (e.g. Contract Administrator) and conducted prior to the 2nd Party's Jobsite mobilization or, in any case, prior to the commencement of the Works.



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6.1 Attendance at Kick-Off Meeting

The Contracts Management Department Manager will invite the 2nd Party's authorized representative (who may invite other members of its project team) along with the Entity's Project team to attend the Kick-Off Meeting.

An agenda of the Meeting shall be distributed in advance, and the meeting leader or his designee shall instruct each participant about the scope of their involvement prior to the Meeting.

Attendance shall be recorded using the Entity's approved Form, which shall be issued while Action Items from the Kick-off Meeting shall be listed and each item tracked to closure.

6.2 Format and Agenda for Discussions

A confirming letter shall be sent by the Contracts Management Department, advising the 2nd Party of the Project's contract execution and administration expectations, and the procedures with respect to the Entity's Confidentiality requirements.

The structure of the Kick-Off Meeting shall follow the general outline herein as modified to suit the specific scope of the Works or Services to which the Contract relates:

- a) Introductions
- b) Health, Safety, Security & Environment
- c) Engineering and Design Requirements
- d) Document Control
- e) Quality Control and Quality Assurance
- f) Procurement and Subcontracts
- g) Construction
- h) Construction Schedule and Planning
- i) Reporting
- j) Contract Management
- k) Risk Management
- l) Handover and Close-Out
- m) Any Other Business

Further examples of topics to be discussed within each of the above sections of the Kick-Off Meeting are included in the Project Kick-Off Meeting Agenda Template.

6.3 Distribution of Minutes of Meetings

The Contracts Administrator shall prepare the Minutes of the Meeting in coordination with the Construction Manager and shall ensure completeness and clarity of the Minutes.

Once the Minutes of Meeting are agreed upon by all attendees, the Contracts Administrator will issue the Minutes to the Entity's attendees and the 2nd Party.



6.4 Action Items Arising

The Contracts Administrator shall be responsible for identifying any actions arising from the Meeting and shall track such actions through closure.

Any actions that remain open shall be formalized in a Letter to the 2nd Party to record / mitigate potential risks in the delay of the execution of the Works arising from the outstanding actions.

Any outstanding responses or actions by the Entity shall be elevated to the responsible Department Manager for resolution by the Contracts Management Department Manager to avoid contributing to any delay in the execution of the Works.

7.0 ATTACHMENTS

1. EPM-KD0-TP-000029 - Kick-Off Meeting Agenda Template



Attachment 1 - EPM-KD0-TP-000029 - Kick-Off Meeting Agenda Template

KICK-OFF MEETING Sample Agenda Items Template

The following agenda items are provided as a guide, the Contract Administrator shall select from the below the topics which relate to the subject Agreement and include them the Agenda for issuance to the Contractor / 2nd Party. The Minutes shall be recorded describing the discussions held during the meeting on the requirements for each of the agenda items and the obligations of the relevant Parties during the Execution of the Works or Services

Introduction, Background and Organization

Introduction of Entity's representatives and their roles on the Project.

Introduction of 2nd Party's representatives and definition of their roles

Notification of Authorized Representatives – Entity's and 2nd Party's

Health, Safety, Security & Environment

A. Organization and Expectations

1. Zero Accident Philosophy
2. Roles/Responsibilities
3. Safety Representatives

B. HSS&E Program and Standards

1. Safety and Health Program
2. Environmental Control Plan
3. Entity's Requirements

C. Training and Education

1. New Employee Orientation/Visitors Orientation
2. Weekly Safety Meeting
3. Specialty Training
 - a. Safety Leadership Workshop
 - b. First Aid/CPR

D. Reports, Investigations and Records

1. Reporting/Investigating Accidents, Injuries and Near Misses
2. Monthly HSS&E Performance Report
3. Weekly Toolbox Talks

E. Field HSS&E Systems

1. Personal Protective Equipment
2. Job Hazard Analysis
3. Excavations/Utility Avoidance
4. Barricades/Signs
5. Confined Spaces
6. Emergency Procedures
7. Housekeeping
8. Lock-Out/Tag-Out

SAMPLE



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9. Audits, Assessments and Inspections
 - Daily/Weekly Assessments and Metrics
 - Formal Assessments/Audits
 - 2nd Party Notice of Non-Compliance/Stop Work

Engineering

- A. Weekly design progress meetings
- B. Preparation and submittal of detailed design and technical specifications
 1. List of drawings
 2. List of specifications (complete list for 100% for final design)
 3. List of calculations to be prepared
 4. List of design check implementation procedures
 5. List of any proposed modifications to preliminary design drawings and explanations to support any proposed modification.
- C. Design Basis
- D. Project design drawings and their distribution.
- E. Copy to be issued for construction soft copy provided
- F. Electronic submittal, review and comment drawings
- G. CAD software, procedure and formatting
- H. Independent design checker
- I. Deliverable requirements
- J. Schedule of Submittals
- K. Construction Drawings, Materials, Manufacturer's Data, Samples and other data
- L. 2nd Party's Verification / Document Status Stamp
- M. As-Built Drawings
- N. Standardized QA / QC Forms
- O. Laydown Area Construction Details

Document Control

- A. Document submittal register
- B. Document Numbering
- C. Document Format

Quality Assurance / Quality Control

- A. Quality Management System Requirements
- B. Quality Plan
- C. Procedures for execution of work activities
- D. Inspection & Test Plan
- E. Entity's Witness & Hold Point Inspections
- F. Entity's Surveillance of quality activities
- G. QA Audits by Entity
- H. Submittal of Non-conformances to Entity
- I. Transmittal of Issues requiring corrective action to Entity
- J. Constraints regarding commencement of Construction activities



Procurement and Subcontracts

- A. Entity's consent required for major subcontracts
- B. Ensure flow down of appropriate Contracts provisions to subcontractors
- C. 2nd Party responsible for management of its own subcontracts
- D. Access to vendor premises for inspection

Construction

- A. Scope of Work
- B. Jobsite Work Rules
- C. Compliance with Project Labour Requirements
- D. 2nd Party's facilities
- E. Entity-furnished facilities
- F. Construction Equipment
- G. Permit responsibility
- H. Work coordination
- I. Daily Reports
- J. Method Statement submission and review
- K. Reporting disputes
- L. Badges

SAMPLE

Construction Schedule and Progress Reporting

- A. Schedule to be Furnished
 - 1. Format
 - 2. Mobilization & Initial activities
 - 3. Content/Detail
 - 4. Critical items reporting
 - 5. 4-week rolling schedule
- B. Design Process
 - 1. Support milestones
 - 2. Drawing register
 - 3. Process
- C. Coordination with others
- D. Resource loading
 - 1. Equipment
 - 2. Manpower
 - 3. Key quantities
- E. Progress curve
 - 1. Overall and by area
 - 2. Weighting
- F. Reporting
 - 1. Monthly progress report
 - 2. Weekly progress report
 - 3. Daily report
 - 4. Deliverables due date

Contracts Management

- A. Contract Document



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1. Correspondence
 2. Control and distribution
 3. Formal notices
 4. Requirement for sequential serialization
- B. Contract Variation Orders
1. Variation Order Procedure
 2. Cost records related to Variations
- C. Payment and Performance Bonds - 2nd Party submittals
- D. Payments
1. Advance payment
 2. Progress payment schedule
 3. Progress measurement and approval
 4. Invoice and Certificates of Payment
- E. Backcharges
1. Notices
 2. Procedure
 3. Performance
- F. Ethics and Conduct
1. Conflict of Interest
 2. Gifts

SAMPLE

Risk Management

1. Insurance coverage
2. 2nd Party's insurance obligations
3. Claims reporting and Handling

Any Other Business

1. Reiteration of Requirements
2. Requirement for periodic progress review and coordination meetings