**Suggested Pre-Contract Meeting Agenda Items**

* Make introductions and issue contact details (perhaps a project directory).
* Clarify roles, responsibilities and lines of communication.
* Agree meeting schedules, meeting structures and attendees.
* Hand over outstanding documents (such as insurance certificates and bonds) and issue outstanding information (which may include any variations made since the contract was awarded).
* Discuss payment procedures, payment milestones, invoicing requirements etc to be aligned with the contract terms
* Discuss the contractor's master programme, including incorporation of works outside of the main contract, inspections, commissioning and testing.
* Discuss the role of the project team members (including site inspectors).
* Agree procedures for monitoring, issuing, receiving and reviewing information (including the information release schedule if there is one, and its relationship with the contractor's master programme). This may include a distribution matrix.
* Agree site access procedures and issues.
* Agree site induction procedures and other health and safety issues.
* Agree procedures for dealing with queries.
* Agree procedures for issuing instructions.
* Hand over contractor's procurement schedule.
* Mobilisation plan and status.