# Supplier Meeting Plan

Supplier meetings are a great way to create a forum to discuss all aspects of the supplier relationship. These meetings should include discussion around supplier performance, escalation of issues, decision making and any other relevant activities. The structure and overall plan of these meetings is outlined in the table below.

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| Purpose  | * To discuss supplier performance, contract, and risk
* To manage specific initiatives and support work streams that form part of the supplier strategy
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| Agency attendees | * Operational manager
* Relationship managers as required
* Other stakeholders or subject matter experts as required
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| Supplier attendees | * Service delivery manager
* Key account manager as required
* Other relevant stakeholders
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| Frequency  | * Monthly
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| Proposed agenda | * Contractual performance review
* Review of all workstreams
* Review and plan workstream pipeline
* Review and resolve any risk or issues
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