Agenda for the Technical Support Consultant (TSC) Services Kick- Off Meeting on 15/12/2022 at KTDC Mascot, PMG, Thiruvananthapuram

Time	Discussion Topic	Participants	Reference Documents
	A. Contractual Matters and Administration • Deployment • Reports & Deliverables • Obligations of Client and Consultant • Key Milestones • Reporting Structure • Payments • Performance & Monitoring **B.** Institutional/ Contract Implementation Setup: • Coordination Arrangement • Key focal points and counter parts • Communication plan etc	**SPMU** PD, DPD, APD, FME,Procurement Team **PMC** Procurement & FME **TSC** Authorized Representative/'s of TSC, Team Leader	• Contract Document
	C. Technical Discussion 1. Work Planning and Schedule 2. Resource planning and Schedule for activities 3. Track1 - year 1 - Sub projects - DPR preparation 4. SWM Planning & Data Collection 5. Feasibility Study for Dumpsite Remediation. 6. DPR Preparation for Year 1 Additional Sub-Projects 7. Year 2 Sub-Projects Identification from SWM Data Collection 8. DPR Preparation for Year 2 Sub-Projects 9. Interlinkages between TSC Teams and Others	**SPMU** PD, DPD, APD, USTE, Environment Expert, Social Expert **DPMU** Deputy District Coordinators from all Districts **PMC** All concerned SPMC & DPMC team **TSC** Team Leader Financial Management Expert SWM Collection & Transportation Expert SWM Engineers Environmental Expert Environmental Analyst Social Development Expert	• Terms of Reference • Agreed Negotiation decisions • PIM etc