**•** **Effective administration.** Professional Advisors will ensure that;

* their duties are administered in compliance with the Procure22 processes including the requirements within the P22 Project NEC3 Contract Templates.
* their required action and responses are provided within the time-scales appropriate to the Scheme and delivery of its Projects.

**• Clear and realistic objectives.** Professional Advisors will provide clear objectives and collaborate with the Client and Supply Chain on how to deliver the outcomes identified, being realistic in their expectations of Supply Chain capabilities, programme and Project Target.

**• Sign contracts before chargeable work commences.** Professional Advisors will remind Client and PSCP that the Scheme and Project documentation is to be prepared and signed by the Parties before any chargeable work is undertaken by a PSCP other than initial Project preparation within the limits stated by the Client at commencement. They will then administer their roles in each contract effectively and in line with the time-scales set out within it. They will understand the risks of not doing so.

**• Appropriate resourcing.** Professional Advisors will ensure their Role is appropriately staffed with persons who are suitably qualified and experienced.

**• Act impartially.** Professional Advisors will act impartially to provide honest and fair advice in undertaking their duties in compliance with the Procure22 processes including the P22 NEC3 Option C Project contract and its Works and Site Information. They will understand the risks of not doing so.

**• Client and Supply Chain.** Professional Advisors will ensure they are familiar with this Charter, and those of Client and Supply Chain, and comply with them

**• Training.** Professional Advisors will participate in training required to support the delivery of a successful ProCure22 Scheme. All those involved in a Scheme will be experienced or have had training in ProCure22 and provisions of the NEC3 ECC option C contract.

**• Engage with the ProCure22 Implementation Advisor.** Professional Advisors commit to engage with the ProCure22 Implementation Advisors throughout the lifecycle of the Scheme.

**• Sharing information.** Professional Advisors will collaborate with PSCP and Client to provide best practice information to assist other ProCure22 Clients and suppliers.

**• Performance review.** Professional Advisors will collaborate with the Client and PSCP in providing ProCure22 with the KPI and benchmarking information. Committing to participate in a 360 degree review of performance on Schemes and provide feedback to those involved.

**• Standardisation.** Professional Advisors will support the ProCure22 Efficiency and productivity Programme (initiatives of Repeatable Rooms, ProjectShare, and the Standard Components) information for which is available from the ProCure22 Website). The programme provides opportunities to achieve reductions in time and cost without compromising quality or HTM/HBN compliance.

**• Building Information Management (BIM).** Professional Advisors will commit to achieving Level 2 (or whatever the Governments current requirement of public sector spending is at the time) BIM implementation on all projects (BIM = the use of digital data to procure, deliver, operate and dispose of facilities.

**• BSRIA Soft Landings.** Professional Advisors will commit to the ProCureP22 Soft Landings process with a view to improving performance of asset delivery and operation. This will include Post Occupancy Evaluations for the project (at months 12, 24 and 36 after Completion) to measure and optimize asset performance and embed lessons learnt

**• Post Project Evaluation.** Professional Advisors will commit to engaging in evaluation of the completed project within 6 months of Completion, with a view to illuminating best practice and identifying areas for improvement. PPE’s are to be shared via ProjectShare (they can be anonymised if you wish) so that lessons from your project can be used to benefit future projects.

**• Measuring outcomes.** Professional Advisors will engage in measurement of the outcomes for end-users and the benefits that have been achieved by delivering the Scheme and using the ProCure22 process.

**• Sustainable construction.** Professional Advisors will commit to sustainable management of the Scheme and place an expectation on the Supply Chain to do the same. Where possible they must employ green technologies and innovation in the design of a Scheme.

**• User involvement.** Professional Advisors will ensure that end-users are consulted and engaged in the Scheme development process. This includes managing end-user expectations and ensuring that they are involved in the evaluation of the Scheme after delivery.