
From: Geoff Gilbert
Sent: 12 December 2007 15:21
To: Rebecca Andrew
Cc: Miriam Thorne; Stewart McGarrity; Alan Coyle; Donald McGougan
Subject: RE: Tomorrow's meeting

Rebecca

Are you, Donald and Alan available for 3pm to have this briefing meeting? I suggest that the agenda is as follows:-

1. Infraco Price
 - a. Detail of the split between firm and provisional
 - b. Process and programme for firming up provisional elements (The two approaches we are adopting)
 - c. Progress to date in firming up the price
 - d. Position we expect to be at by Financial Close
 - e. Exclusions from price (and Project Estimate)
 - f. Pre financial close Infraco risk and contingency allowances
2. Tramco Price
 - a. Current position
 - b. Pre financial close Tramco risk and contingency allowances
3. Impact of Infraco and Tramco on Project Estimate figure of £498m
4. Contract Terms status
 - a. Where we are
 - b. Plan for finalising suite of contracts
 - c. Update Risk Allocation Matrix – summary of what this means for tie/CEC, how it links into QRA
 - d. SDS Novation status
 - e. Tramco novation status
5. Programme
 - a. Completion date
 - b. On street construction works methodology
6. Project Risk Allowance
 - a. Key risks pre financial close
 - b. Key risks post financial close
 - c. Adequacy of the level of risk allowance
 - d. Programme to financial close (and fallback plan)

I think this should cover the ground and address the points you made in your Email. Let me know if there is anything else that you would like added.

As to the meeting in January I suggest we diarise Friday 14th January.

Regards

Geoff

From: Rebecca Andrew [<mailto:Rebecca.Andrew@edinburgh.gov.uk>]
Sent: 12 December 2007 14:20
To: Geoff Gilbert
Cc: Miriam Thorne; Stewart McGarrity; Alan Coyle; Donald McGougan
Subject: Tomorrow's meeting

Geoff,

I've spoken to Donald regarding the meeting that's being rescheduled for tomorrow. Donald would prefer that the meeting is later in the day, as he has Finance Management Team at 2pm.

I'd be grateful if you could give us an idea of the agenda for the meeting. In order for CEC to sign off its report for next week we need comfort on the following:

- 1) contract price
- 2) detail of split between firm prices and estimates (and timescale for changing estimates to firm prices)
- 3) residual risk and level of risk allowance (we are looking for justification that allowance is sufficient)
- 4) detail of process required to firm up on prices before financial close, and any risks CEC need to be aware of.

We'll also need to diary a meeting for early January to get an understanding of the final deal to allow sign off by Council Officers.

Regards,

Rebecca

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