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**From:** Jim McEwan [Jim.McEwan@tie.ltd.uk]  
**Sent:** 10 March 2008 10:10  
**To:** Graeme Bissett (external contact); Steven Bell; Fitchie, Andrew; Susan Clark; Alasdair Sim; Dennis Murray; Stewart McGarrity  
**Cc:** Willie Gallagher; Geoff Gilbert  
**Subject:** RE: Close Report : Weekend homework I'm afraid  
**Attachments:** Close Report - v6 team responses post 5 2 08.doc

Graeme

I have updated with a suggested text to cover price movement post the preferred bidder selection. Perhaps Andrew could review this sensitive area and Geoff could edit as appropriate.

jim

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**From:** Graeme Bissett [mailto:graeme.bissett@tie.ltd.uk]  
**Sent:** 07 March 2008 16:01  
**To:** Steven Bell; 'Fitchie, Andrew'; Susan Clark; Jim McEwan; Alasdair Sim; Dennis Murray; Stewart McGarrity  
**Cc:** Willie Gallagher; Geoff Gilbert  
**Subject:** Close Report : Weekend homework I'm afraid

Colleagues

I have held back updating the Close Report until we have sight of the final deal to avoid wasteful iteration. We now need to finish this, in line with the short term schedule below :

Today	Finalisation of commercial / technical negotiations
Today – Wednesday 12 <sup>th</sup>	Finalisation of legal drafting, all documents
Close of business Monday 10 <sup>th</sup>	Issue of Close Report to Council officers
Tuesday pm	Council briefing all areas, following Close Report format
Wednesday briefing and approval	TPB, tie Boards, Approvals Committee, CEC internal Chief Executive
Wednesday / Thursday 12 <sup>th</sup> / 13 <sup>th</sup>	Issue of Notification of Award

The Close Report is a pivotal document as it incorporates the final positions on all key issues and is the basis on which final briefings of our decision-makers will be based. That said, it does not need to resemble War and Peace, either in scale or literary quality.

The attached version is the January predecessor with some updating and the main outstanding areas clearly flagged along with the person whose role it is to update the drafting. One important dimension is that DLA will tackle the drafting of :

Section 2 : Infraco contract suite in all respects, sing the existing material as they see fit

Section 3 : Council guarantee

Section 9 : Risk matrix and DLA letter

These sections will be encompassed in a comprehensive document from DLA which describes all the main terms and incorporates the specific "letters of comfort" required by CEC from DLA. Accordingly, these sections should be left by tie people to Andrew to direct.

The work should be self-evident from the attached draft but if there are any questions, please call me over the weekend to clarify. Please input direct to the draft attached, I will consolidate all work on Monday. Do not worry about the content of any other sections, you will have a chance to critique the document before it is finalised. Please note also that there are a few points on the CEC Required Documents list issued by Susan last night (copy attached – see right hand column) which need to be reflected in the Close Report, principally in relation to risk, pricing, third party agreements.

Your cooperation is much appreciated.

Regards  
Graeme

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Graeme Bissett

m : [REDACTED]

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