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**From:** Geoff Gilbert  
**Sent:** 25 July 2007 09:52  
**To:** Tom Hickman  
**Subject:** FW: Outstanding Issues - Clearing House  
**Attachments:** 09mar07 High Impact Critical issues.xls

This was the position at the first meeting

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**From:** David Crawley  
**Sent:** 23 March 2007 13:00  
**To:** Matthew Crosse; Susan Clark; Geoff Gilbert; Trudi Craggs; Ailsa McGregor; Tony Glazebrook; Roger Jones (Transdev); Jim Harries (Transdev); [reynoldss@pbworld.com](mailto:reynoldss@pbworld.com); [chandlerj@pbworld.com](mailto:chandlerj@pbworld.com)  
**Cc:** Steven Bell; Ruaridh Connor  
**Subject:** Outstanding Issues - Clearing House

Dear All,

Some of us, having met recently on the subject of programme review, are concerned to ensure that any such review properly recognises that there are a number of outstanding issues which, if not dealt with promptly, will threaten achievement of the programme. Some of these issues are long-standing and require decisions to be made now. The consensus of view is that a decision, even if sub-optimal in the first instance, will allow faster progress to be made through subsequent change control than delay for a 'better' decision. It is clear that a definitive and final decision on some issues will not always be in **tie's** gift. However it will be possible for **tie** to make an interim 'decision' to give direction. To this end, a 'clearing house' is being organised as follows:

- The attached document contains the high priority issues which need to be tackled to allow SDS to make progress sorted in order of priority
- The attendees of this meeting have been chosen either because of their broad knowledge of the relevant factors, or their engineering knowledge of the issues, or both.
- On any given issue one (**tie**) person will be nominated to be the 'decision maker' – nominations to follow – or offer yourself!
- The proposed format is that for each issue those with a contribution to make on the issue describe the relevant factors, the nominated 'decision maker' summarises what decision they think they are being asked to make and also summarises the relevant factors they have heard – and then makes the decision stating their reasons. The decision is open to discussion if there are additional relevant factors not taken into account, but not otherwise.
- "I didn't have time to write a short letter, so I wrote a long one instead." – Mark Twain - This does of course refer to the fact that short letters need thought and preparation beforehand – which enable them to be short yet still convey all the issues by good positioning of the relevant facts rather than all the facts. We only have time for short letters at these sessions so please prepare in advance accordingly from the attached list.
- The larger issues (Forth Ports?) may take up to an hour each, the smaller ones 15 minutes.
- There is likely to be a small series of such meetings up to the end of April.

The proposed timing for the first meeting, based on the notional availability of many attendees, is **0900 – 1400, Thu 29 March 2007, lunch provided, venue to be advised – but probably COSLA**. I have not yet been able to confirm everyone's availability in advance and this may well conflict with other things. Please try and be available for as much of this session as possible.

If there is a problem with timing please let me know asap.

**David Crawley**

Attendees:

Matthew Crosse  
Susan Clark  
Geoff Gilbert  
Trudi Craggs  
David Crawley  
Ailsa McGregor  
Tony Glazebrook  
Steve Reynolds  
Jason Chandler  
Roger Jones  
Jim Harries  
Duncan Fraser