Joint Project Forum & Principals Meeting

Frankfurt, 20 August 2013

Attendees:

Sue Bruce (Chair) The City of Edinburgh Council Sue.Bruce@edinburgh.gov.uk Alan Coyle The City of Edinburgh Council Alan.Coyle@edinburgh.gov.uk Alastair Maclean The City of Edinburgh Council Alastair.Maclean@edinburgh.gov.uk Colin Smith The City of Edinburgh Council Colin.Smith@edinburghtrams.com Bilfinger Jochen.Keysberg@bilfinger.com Dr Keysberg Bilfinger Martin.Foerder@bilfinger.co.uk Martin Foerder Siemens Dr Schneppendahl Joerg.Schneppendahl@siemens.com Siemens Simon Linnemans Simon.Linnemans@siemens.com

Item No	Subject	Action Owner
1.0	Previous Minute - 27 March 2013	
1.1	Decision	
	To approve the minute of the last Joint Project Forum & Principals meeting on 27 March 2013 as a correct record.	
1.2	Colin Smith reported that there were no items in the above noted minute that were not covered by the agenda for this meeting, which had been tabled by CEC and adopted by the meeting	
2.0	Communications	
	Discussion around Tram Operations High Level Update Presentation (August 2013)	
	The contract particulars were affirmed.	Noted
	Principles of:	
	 Partnership working Opening of sites - Access for other contractors and client's agents 	
	were affirmed and agreed.	
	All are to continue working through to project conclusion in this regard.	AII

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Item No	Subject	Action Owner
2.1	Programme and Planning	
	The continuation of the confidential planning forum was affirmed and it was agreed that the implementation of this forum would be maintained through to project completion.	MF, SL, CS
	Subject to internal planning and discussions remaining confidential, a date for trams travelling for testing to York Place by 20 th December 2013 is to be introduced to the Client Target Programme	
	The meeting agreed that a new initiative to be implemented and issued for instruction would be Phase B ₁ - Edinburgh Airport to Edinburgh Park; this is to be handed over to the Client by 20 th December 2013.	MF, SL, CS
	It was noted that clear sign off of what is planned within the confidential forum and what is safe to be released would be controlled by the weekly Project Directors meeting.	MF, SL, CS
	One possible source for misinformation or inaccurate information could be the TMRP, where narrow scope questions are being answered and being interpreted out of context.	
	Action: Either Tram to be extracted from TMRP or Colin Smith to attend all TMRP meetings.	cs
2.2	Clearance to Release Information	
	For the avoidance of doubt, that which can be released on 17 th September 2013 is:	
	 Section B₁ to be handed to the Client in December 2013 	
	Client Target Programme to note handover of Section C by first quarter 2014	
	Revenue Service, subject to other parties within the project jigsaw, is to commence by second quarter 2014.	
	Project to release further progress update on 17 th December 2013.	

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Item No	Subject	Action Owner
	 Street Progress – York Place to be offered for traffic in October 2013. Weekly updates on Shandwick are to be issued from weekly project Director's meeting. Tram Stops to be complete on Tram line by October 2013; NB. Attendant vandalism risk. 	MF, SL, CS
3.0	Approach to Notional Final Account	
	Principle of notional final account process discussed and agreed.	MF, SL, CS
	The format and detail of the notional final account was discussed and agreed.	
	It was noted that an exchange of information between Martin Foerder and Colin Smith had identified discrepancies in the figures that had been compiled by T&T. It was agreed that this would be resolved with T&T.	MF, CS
	It was noted that Items of divergence are an inaccurate representation of the actual position. It was agreed that Colin Smith would offer an Independent Certifier's opinion on this issue.	cs
	The Independent Certifier's Opinions schedule was tabled and agreed as being an accurate representation of opinions to date.	
	The meeting agreed that in order to close out commercial discussions, Infraco and T&T are to be invited to a meeting to have open and frank discussion to closely examine, ensure consistency and have a unanimous agreement on the financial position. This meeting is to be complete by 30 th August 2013.	
	Confirmation of Contractual Claims Position:	
	 Current - None Outstanding – None Pending - None 	
	The meeting noted an action for CEC, which was to take the notional final account forecast and incorporate this into the revised project financial forecast.	AC, CS

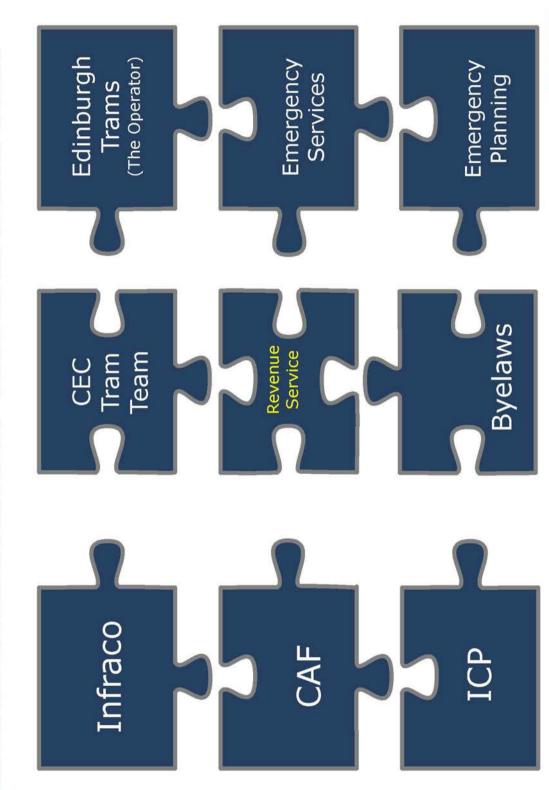
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	The Delay Timebank of 22 weeks that was agreed at a Cost Engineering workshop held in November 2011 was discussed. Approximately three days remain and the timebank account is now closed. A final certificate has been issued and was appended to the Certifier's Certificate issued in respect of Infraco's application for payment number 72. No further draw down is required; this initiative having provided a saving in excess of £6.5million in potential delay costs to CEC.	
4.0	Approach to Handover and Programming	
4.1	Communications	
	All communication protocols must be observed	All
	The meeting agreed that an update on street clear, Shandwick Place and York Place would be issued by the project during the w/c 26 th August 2013.	
	It was noted that the "Look Ahead" programme from the Communications team is to continue to be controlled by the monthly project control meeting.	
	A joint statement regarding the remedial work is to be prepared for 17 th September regarding progress and completion.	
4.2	Joint Initiative – Client Target Programme, Section B₁	
	A new initiative, Section B ₁ , is to be complete by 20 th December 2013, this was fully endorsed by the Principals.	
	A Media event is to be called on handover of section B ₁ for 17 th December; plan for this event to be approved by the project team. Client target programme to be revised to include handover of Section C within first quarter of 2014 and commencement of shadow running within first quarter of 2014.	
	Client target programme to be revised to present revenue service within second quarter of 2014. Further project progress update to be given on 17 th December 2013.	

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5.0	Project Threats	
5.1	All parties per project jigsaw (see attached diagram) require to be brought together in the correct sequence and order.	
	Mitigation: Tram SMT, Tram Transition Board and Edinburgh Trams Ready for Operations forum.	MT/CS
5.2	Misinformation or partial information that is issued in an uncontrolled manner without the appropriate sign off is seen as a key risk.	
	Mitigation: All information regarding Comms, Programme and Press queries must be signed off by MF, SL and CS before being released or relied upon.	
5.3	Testing & Commissioning Integration between CAF and Infraco.	
	Mitigation: continue with weekly integration meeting	cs
5.4	Remediation Work - To be complete at the earliest possible time.	
	Mitigation: Maximum squad working six days per week. Action Infraco. CS to be based at Torphichen Street.	Infraco, CS
5.5	Reputational Damage through incorrect statements being made or press behaviours.	
	Mitigation: Weekly Directors meeting, joint project meeting with Councillors Burns and Hinds,	MF, SL, ADM, SB, CS, AC
6.0	АОВ	
	A commitment was given by all parties to take every opportunity to bring project close as quickly as practical and in a safe manner in order to achieve ICP sign off.	AII

Commencement of Revenue Service



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