

**Bilfinger Berger – Siemens – CAF Consortium : Edinburgh Tram Network
Meeting Notes**

Subject	Consortium Management Meeting No 4		Location	Lochside House
Date	8 th December 2008		Time	10:30
Attendees	Representing	Attendees	Representing	
Michael Flynn Josef Frentz Roland Brueckmann Alfred Brandenburger	Siemens Siemens Siemens Siemens	Richard Walker (RWa) Ralf Axmann Colin Brady (CBr)	Bilfinger Berger Bilfinger Berger Bilfinger Berger	
Distribution	Attendees Dirk Wipperman, BB Axel Metzger, BB	A Urriza, CAF A Campos, CAF	Notes by CBr & RBr	

		Action	Date
1	MANAGEMENT & ADMINISTRATION		
1.1	Minutes of Last Meeting (Note : Status of Actions from previous meetings is recorded in the relevant section of these minutes)		
1.1.1	The minutes were accepted.		
1.3	Consortium Management		
1.3.1	Change Management process requires development :- <ul style="list-style-type: none"> to obtain confirmation from each partner that each change does or does not have any impact on that partner to obtain sign off from all affected partners (as determined above) of final change estimate to Tie. Ensure CAF receive the Change Schedule at each update CAF to nominate a Change Manager This process must be carried out for the 240 changes to date as soon as possible (refers also to action 1.3.4 in meeting no 3)	RWa,CBr AUr ABr AUr RWa,CBr AUr	ongoing ongoing end Dec asap
1.3.2	Value Engineering Agree which VE items affect which partner, produce schedule for review in next meeting	CBr/RBr	next mtg
1.3.3	Provisional Sums Agree which Provisional Sums affect which partner, produce schedule for review in next meeting. Review status of trigger daters		

		Action	Date
1.3.4	and report in next meeting	CBr	next meeting
1.3.5	Meeting Timetable to be agreed for Q2-4, 2009.	All	ongoing
1.4	Operational Management		
1.4.1	Inform Tie of trackwork mobilisation period (2 months). RBr to discuss with Frank McFadden and then produce BSC letter to Tie	RBr	end Dec
1.4.2	Intercompany scope issues – resolved as follows :- <ul style="list-style-type: none"> • £120k unallocated amount in Construction price – allocated to BB • BB to provide 40 office spaces to Siemens, including services etc • BB to leave temporary worksite fencing or barriers in place for (say) 2 weeks, to allow Siemens to complete shared works (eg trackslab etc). • BB to allow Siemens free use of temporary worksite fencing materials if available in store and not required elsewhere. • BB to provide TM design services etc for Siemens fencing/hoarding (but BB not liable for non-approval) 	Note	
1.4.3	Inform Tie of condition/suitability of Guided Busway slab for trackform. If condition of slab renders existing (direct fix) design unfeasible, notify a change and seek redesign.	RBr RBr	asap asap
1.4.4	OLE foundations – establish actual variance between tender and current Siemens design for holding down bolts, to establish extent of const problem for bolt supply.	RBr/CBr	next mtg
1.4.5	Produce supplementary Application for Payment for items such as :- <ul style="list-style-type: none"> • V26-V31 costs • Carricknowe Starter layer • Edinburgh Park Starter layer • Leith Walk inefficient working • SDS Construction / Design Support without waiting for prior agreement from Tie.	CBr	ongoing

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		Action	Date
2	HEALTH, SAFETY, ENVIRONMENT & QUALITY		
2.1	Health & Safety		
2.1.1	Item 2.1.1, meeting 3) 2 serious near misses occurred on civil worksites in previous period. Report in next meeting. Programme of Safety Culture training will commence in January. Subcontractor Gallagher involved in both incidents. Notify Gallagher that they will be excluded from the project if further incidents occur.	CBr	ongoing
2.1.2	(Item 9.2, Meeting 1) Develop more representative KPI's	CBr/RBr	end Jan
2.1.3	Siemens H&S Manager, Kenny Hughes, is now on site	Note	
2.2	Environment		
	No comments		
2.3	Quality		
2.3.1	No comments		
3	PROGRAMME STATUS		
3.1	Contract Programme The Contract Programme is still the version issued at contract close. Updates, showing impact of design and other delays, unmitigated, are submitted to Tie each period. Current update shows completion in February 2012 (programme date is 16 July 2011) Tie response on EOT for V26-V31 shift received – agreed in principle to accept BSC mitigated duration of 7 weeks 3 days. (Item 3.1, meeting 2) Obligations in Mobilisation and Advance Works contract which could affect validity of EOT claim checked – no issues.	Closed Closed	
4	PROGRESS		
4.1	Engineering & Design		

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		Action	Date
4.1.1	(Item 4.1.1, meeting 2) Safety Case / Assurance Documentation scope and management plan required - implementation plan, including identification of resources, to be produced by end Dec.	RBr/CBr	end Dec
4.1.2	(Item 4.1.2 Meeting 3) Increasing delays to alignment of Infracore proposals and SDS design is now impacting on construction start dates. Resources increased and Development Workshops in progress.	CBr, RBr	ongoing
4.1.3	Safety Case/Assurance Documentation plan ready for BSC internal review by end of week. Will be sent to Tie when approved.	RBr	end Dec
4.2	Interfaces		
4.2.1	(Item 4.2.1, Meeting 3)Detailed definition of interfaces is still outstanding - implementation plan, including identification of resources, to be produced by end Nov.	Open	end Nov
4.3	Procurement & Manufacturing		
	No comments		
4.4	Construction & Installation		
	No comments		
4.5	Testing, Commissioning and Start-up		
	No comments		
5	COMMERCIAL		
5.1	Payments and Cash		
5.1	(Item 5., Meeting 1)Consortium Financial Reporting. Alfred Brandenburg reported :- Payments received from tie were reported as follows: -Siemens 25'2 GBP (net) -BB 27'9 GBP (net) -CAF: no data available		

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		Action	Date
	<p>There are no payments outstanding or overdue.</p> <p>Future reports will be included in the period report, issued in advance of the meeting.</p>	Closed	
5.2	Change Management		
5.2.1	<p>(Item 5.2.4, Meeting 3) Post Meeting Note A meeting with tie was arranged for 11/11/08, at which some progress was made on establishing an urgent change mechanism. Update to be provided in next management meeting.</p> <p>Procedure is still under negotiation with Tie and unlikely to be in place before the New Year.</p>	<p>Closed</p> <p>Note</p>	
5.3	Claims		
5.3.1	<p>(Item 5.3.1, meeting 3) Strategy for delay claims to end of 2008 attached to report. BB UK planner working on delay substantiation. Report progress in next meeting.</p> <p>On programme for submission to Tie in January.</p>	CBr	ongoing
5.3.2	<p>(Item 5.3.2, Meeting 3) BB UK wish to propose David Carrick as Claims Consultant, to be employed by BB on behalf of Consortium. Siemens to meet Mr Carrick and comment. Costs to be agreed</p> <p>Siemens do not require services of Mr Carrick. BB will utilise as required</p>	Closed	
5.4	Risks & Opportunities		
	<p>(item 5.4, Meeting 3) Risk Management process is required by Contract – nothing is in place at present. A Brandenburger will produce proposal for Consortium acceptance and implementation – will require additional Consortium funded resource.</p> <p>Procedure now drafted.</p>	Closed	
6	PROJECT ISSUES		

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		Action	Date
6.1	(Item 9.1, Meeting 1) Open Issue List now produced and will be reviewed in future meetings (operational and Consortium level)	RBr/CBr	ongoing
6.2	(Item 6.3, Meeting 3) Issue of Depot excavation quantity (part of Issue T 3) to be logged as a change asap.	Closed	
6.3	(Item 6.4, Meeting 3) Examine “core business” clauses in Main Contract, to determine whether we can reject instructions to undertake utility diversions. Confirmed that we can not reject instructions on this basis	Closed	
7	MAINTENANCE CONTRACT		
7.1	No comments		
8	EXTENSIONS		
8.1	Phase 1B tender programme too long – more access points required. Costs have doubled from initial estimate	Note	
9	ANY OTHER BUSINESS		
	No comments		
	Next Meeting 13 th January, at 10:30, at Project Office, Edinburgh Park.		