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HAND DELIVERY

Anne Martin
Secretary to the Inquiry
The Edinburgh Tram Inquiry
1st Floor
Waverly Gate
2-4 Waterloo Place
Edinburgh EH1 3EG

Your ref: Anne Martin
Our ref: SLR

11 February 2015

Dear Anne

**TRANSPORT SCOTLAND
DOCUMENT TRANSFER**

Please find enclosed seven un-encrypted memory sticks labelled Tram docs 1/7 to 7/7 and dated 11 February 2015 which contain material held by Transport Scotland relating to the Edinburgh Tram Project. I can confirm that the material on the seven memory sticks is believed to represent all material held by Transport Scotland that relates to the Edinburgh Tram Project. It is unmodified and unredacted.

It has been agreed that the material, which is being voluntarily provided, is for the Inquiry's eyes only until at least 6 April 2015. As discussed and agreed, the Scottish Ministers will notify the Inquiry by 6 April 2015 of any material which they consider to be confidential or to contain personal data. Insofar as material may be notified by Ministers as confidential, it is provided on condition that it will not be disclosed to any other party or publicly disclosed. It is acknowledged that the Chairman has put in place processes to satisfy himself that confidentiality is properly claimed. In the event that the Chairman wishes to disclose any material notwithstanding that it has been notified as confidential, Ministers would wish reasonable notice of his proposal to do so and to be afforded a reasonable opportunity to make representations on the matter (either in writing or at a hearing).

Kindly acknowledge safe receipt of this letter and the enclosures.

Yours sincerely,

[REDACTED]
STEPHEN REES

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