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**From:** Rebecca Andrew  
**Sent:** 12 December 2007 14:20  
**To:** Geoff Gilbert  
**Cc:** Miriam Thorne; 'Stewart McGarrity'; Alan Coyle; Donald McGougan  
**Subject:** Tomorrow's meeting

Geoff,

I've spoken to Donald regarding the meeting that's being rescheduled for tomorrow. Donald would prefer that the meeting is later in the day, as he has Finance Management Team at 2pm.

I'd be grateful if you could give us an idea of the agenda for the meeting. In order for CEC to sign off its report for next week we need comfort on the following:

- 1) contract price
- 2) detail of split between firm prices and estimates (and timescale for changing estimates to firm prices)
- 3) residual risk and level of risk allowance (we are looking for justification that allowance is sufficient)
- 4) detail of process required to firm up on prices before financial close, and any risks CEC need to be aware of.

We'll also need to diary a meeting for early January to get an understanding of the final deal to allow sign off by Council Officers.

Regards,

Rebecca

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