

Dear Sian and Malcolm,

Please find contained in the table below the updates on your recommendations detailed in your brief, file name "SCOTTISH EXECUTIVE FOLLOW (4).doc".

We have cross referenced your table with Appendix A recommendations highlighted in green(OGC2 Actions.doc) which details Scottish Gateway 2 Actions, a board paper prepared from the last review on the 26th and 27th of September 2006.

All updates and comments are in blue

Proposed Actions on Recommendations

Rec No		Action by	Completion Date	Status	Recommendation Reference number	Comments
1	<p>Implement recommendations from Readiness Review - Amber The following are noted as only 'Partially Achieved.'</p> <p>d) Implications of Novation to be properly evaluated in terms cost, time, quality and risk allocation. Infraco ITN to be drafted to clearly identify and price these issues</p> <p>e) Tramco Negotiation Strategy - This requirement will be included for initial stages of TramCo within the evaluation framework by the end of December.</p> <p>- A revised programme is agreed by all stakeholders to include approvals by Transport</p>	<p>Bob Dawson</p> <p>Bob Dawson</p> <p>Geoff Gilbert</p>	<p>End Oct</p> <p>End of November</p> <p>3 October</p>	<p>Completed</p> <p>Ongoing</p> <p>Completed</p>	<p>1d)</p> <p>1e)</p> <p>1k)</p>	<p>Negotiation strategy is being developed. A draft is enclosed.</p> <p>The following dates have been agreed between the Project</p>

	Scotland					<p>Director and Transport Scotland and will be incorporated within the key milestone and detailed programme by 3rd October.</p> <ol style="list-style-type: none"> 1) Initial release of InfraCo tender prices and their impacts by tie to TS – 12th January 2007 2) Transport Scotland Approval of DFBC – stage 2 - 1st February 2007 3) Ministerial approval of DFBC – 15th February 2007 <p>See enclosed updated Change Control Procedure. Additionally a delegated authority matrix is being prepared which will give effect to appropriate level of authorisation for small changes and identify who can authorise emergency changes</p>
2	<p>l) Small and emergency (reactive) change control protocols to be established and submitted to Tram Project Board.</p>	Geoff Gilbert	End November	Ongoing	1l)	
						<p>Key milestone dates for TS approvals to be included in master timetable – Red</p> <p>See Recommendation 1, item K).</p>
3						<p>Framework and resource plans for evaluation of Tramco and Infraco bids – Amber</p>
				Completed	2	See above

	<p>TramCo evaluation process drafted and evaluation team identified. This will be finalised by 4th October and circulated to stakeholders for comment by 6th October and finalised by 9th October – the revised return date for the TramCo tenders.</p> <p>Infraco evaluation process and evaluation team identified following the principles set out in the Procurement strategy paper submitted to the September Tram Project Board</p> <p>Develop resource plan to support Infraco evaluation and negotiation</p>	<p>Geoff Gilbert</p> <p>Toby Klisky</p> <p>Geoff Gilbert</p>	<p>9th October</p> <p>11th November</p> <p>End November</p>	<p>Completed</p> <p>Completed</p> <p>Ongoing</p>	<p>3</p>	<p>See enclosed file name “Tramco evaluation 1 combined” attached is a signed copy of the Tramco evaluation Paper including details the resources to support the Evaluation.</p> <p>See enclosed file name “Infraco Evaluation Methodology” including details of the resources to support the Evaluation.</p> <p>A Draft Negotiation strategy and Resource Plan is being prepared(to follow)</p>
4	<p><i>Process for reaching agreement on key assumptions for DFBC – Red</i></p> <p>This is already included within the overall programme for the DFBC production, however we will make requirements more overt. This will include data for when draft documents and chapters will be completed and issued for comments to all stakeholders and dates by which comments are to be returned and documents finalised in order to achieve programme targets. tie will seek agreement with stakeholders to these timescales and will expect stakeholders to respect the needs for these dates and comply with them.</p>	<p>Stewart McGarrity</p>	<p>End of October</p>	<p>Ongoing</p>	<p>4</p>	<p>Draft Final Business Case delivered to TS on 16/11/2006 – Copy will be available at meeting on 21/11/2006 & 22/11/06</p>

5	<p>Ensure change control process fully implemented – Green</p> <p>Fully implement change control process</p> <p>Small/emergency changes to be included in Change Control Process - See Recommendation 1, then I)</p>	<p>Fiona Duncan</p> <p>See above</p>	<p>End of October</p> <p>See above</p>	<p>Completed</p> <p>See Item 1I) above</p>		<p>The Change Control Process has been implemented.</p>
6	<p>Ensure all stakeholders accept procurement plan (programme) and are bound by it – Amber</p> <p>All stakeholders will be advised of key procurement plan dates, including dates to receive and comment on documents and for final agreement and release to achieve programme targets. tie will seek agreement with stakeholders to these timescales and will expect stakeholders to respect the needs for these dates and comply with them.</p>	<p>Bob Dawson</p>	<p>End of October</p>	<p>Complete</p>	<p>5</p>	<p>The timescales for the procurement of Tramco and Infraco were set out in the paper “Infraco ITN and Tender Process which was approved by the Board, including stakeholders. This set out the principal steps and milestones for delivery of the Infraco and Tramco contracts.</p> <p>Details and dates for the milestones and stakeholder briefings for the Tramco evaluation are included in the Tramco Evaluation Methodology paper referred to above. This has been agreed by CEC, TEL and Transport Scotland stakeholders.</p> <p>Similarly details and dates for the milestones and stakeholder</p>

						briefings for the Infraco evaluation are included in the Infraco Evaluation. This is very similar to the Tramco evaluation process and will be agreed by CEC, TEL and Transport Scotland stakeholders.
7	<p>Appoint health and safety officer – Amber</p> <p>Health and Safety Officer identified and his transfer to Tram Project will be complete by end of October. Appropriate training will be provided as necessary and supplementary resource provided to ensure delivery of safety case for Tram.</p>	Andie Harper	End of October	Complete	6	<p>Tie has set in play a process for compliance with the current ROTS guidance for gaining the Case for Safety for Tram. In doing so, a core group consisting of the tie Delivery Director, Detail Design Manager for SDS, Transdev and the tie HSQE Manager along with a Design Manager tie have agreed a protocol to be presented to HMRI on 21st Dec for working towards the Case for Safety. The tie HSQE Manager will, oversee the process for tie. As the ROTS legislation is being phased out, discussions will be held with HMRI as to compliance with ROGS as opposed to ROTS. However, the systems safety assurance process adopted for compliance with ROTS will be adopted to ensure a robust approach to systems safety and introduction of service. Tom Condie has been appointed as HSQ&E Officer.</p>
8	<p>ITN to make clear responsibilities of Infraco supplier in respect of third parties –</p>					Volume 1 of the Infraco ITN – the following sections detail the

	<p style="text-align: center;">Amber</p> <p>These items will be fully addressed in subsequent documentation releases of InfraCo ITN and by no later than by end of October. Appropriate stakeholder involvement and approval will be included in issue process with detailed dates for release of drafts, comments and finalisation identified.</p>	Susan Clark	End of October	Workshop with CEC arranged for 10/10 - Completed	7	<p>responsibilities</p> <ul style="list-style-type: none"> • Third Party Agreements are contained within 3.2.12 • 4.22 details requirements at tender stage and • 6.4 details Programme and Execution requirements at tender. <p>See file name "Infraco ITN – document for the three bullet points above).</p> <p>In addition to this the Infraco Contract, Schedule 3, Code of Construction Practice (COCP), details obligations in respect of Third Parties.</p> <p>Both in the Employers Requirements and in the COCP, Stakeholder involvement and copy can be provided at the meeting if required.</p>
9	<p><i>Infraco ITN to include sustainability requirements – Amber</i></p> <p>Environmental and sustainability policy has been prepared and approved and has been included in the ITN. Bidders are required by the ITN to submit proposals on how they will deliver this.</p>	Susan Clark	By end of October	Completed	8	<p>A copy of the Tram Project Environmental and Sustainability Policy contained within the Infraco ITN is attached (file name Tram Environmental and Sustainability Policy (40-91-POL-007)). More Details are required in the ITN and the Employers requirements; please advise if you require further information.</p>

Kind Regards

Fiona Duncan