

# Notice of meeting and agenda

## Joint Project Forum and Principals Quarterly Meeting

**Wednesday 27 March 2013**

Chief Executive's Board Room, Waverley Court, Edinburgh

### Contact

If you have any questions about the agenda or meeting arrangements, please contact:

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**9.30am to 11.00am:**

**CAF / CEC / Infraco / Transport Scotland Attendees Only**

## **1.0 Previous Minutes**

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- 1.1 Principals Meeting of 21 November 2012 - Submitted for Approval as a correct record
- 1.2 Joint Project Forum Meeting of 27 February - Submitted for Information

## **2.0 Health & Safety**

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- 2.1 Update

## **3.0 Key Points of Progress**

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- 3.1 Commissioning & Integration of Trams
- 3.2 Section B Handover – Lessons Learnt
- 3.3 Third Party Consents and Approvals
  - 3.3.1 Wall fixings
  - 3.3.2 Others on critical path
- 3.4 Network Rail
  - 3.4.1 ScotRail
- 3.5 Scottish Water

## **4.0 Governance**

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- 4.1 Personnel Changes
- 4.2 Meeting Cycles
- 4.3 Project Team Payment Applications
- 4.4 Instructions Outstanding
- 4.5 Items of Dispute

## **5.0 Edinburgh Gateway**

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5.1 Programme

## **6.0 Project Threats and Opportunities**

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6.1 Baird Drive

6.2 Final Accounts

6.3 As Built and Assurance Documentation

## **7.0 Cost Engineering**

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7.1 Update on Reviews

## **8.0 Programme**

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8.1 Infracore / CEC Programme Forum

## **9.0 AOB**

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9.1 Note of Next Quarterly Forum Meeting Date – 12 June 2013 at 9.30am

### **INTERVAL**

**11.15am to 12.30pm:  
CEC / Edinburgh Trams / Lothian Buses / Transport Scotland  
Attendees Only**

## **10.0 Previous Minutes**

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10.1 Principals Meeting of 21 November 2012 - Submitted for Approval as a correct record

10.2 Joint Project Forum Meeting of 27 February - Submitted for Information

## **11.0 Operating Agreement**

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## **12.0 Ticketing**

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## **13.0 Communications / Site Visits**

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## **14.0 Staffing / Training**

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## **15.0 Airport Working Party**

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## **16.0 AOB**

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# Joint Project Forum and Principals Quarterly Meeting

Edinburgh, 21 November 2012

## Attendees:

Sue Bruce (Chair)	The City of Edinburgh Council	<a href="mailto:Sue.Bruce@edinburgh.gov.uk">Sue.Bruce@edinburgh.gov.uk</a>
Vic Emery	The City of Edinburgh Council	<a href="mailto:vicemery@[REDACTED]">vicemery@[REDACTED]</a>
Colin Smith	The City of Edinburgh Council	<a href="mailto:Colin.Smith@edinburghtrams.com">Colin.Smith@edinburghtrams.com</a>
Alastair Maclean (First Part Only)	The City of Edinburgh Council	<a href="mailto:Alastair.Maclean@edinburgh.gov.uk">Alastair.Maclean@edinburgh.gov.uk</a>
Mark Turley (First Part Only)	The City of Edinburgh Council	<a href="mailto:Mark.Turley@edinburgh.gov.uk">Mark.Turley@edinburgh.gov.uk</a>
Alan Coyle	The City of Edinburgh Council	<a href="mailto:Alan.Coyle@edinburghtrams.com">Alan.Coyle@edinburghtrams.com</a>
Chris Walton	Lothian Buses	<a href="mailto:cwalton@lothianbuses.com">cwalton@lothianbuses.com</a>
Ian Craig	Lothian Buses	<a href="mailto:icraig@lothianbuses.com">icraig@lothianbuses.com</a>
Ainslie McLaughlin	Transport Scotland	<a href="mailto:Ainslie.Mclaughlin@transportscotland.gsi.gov.uk">Ainslie.Mclaughlin@transportscotland.gsi.gov.uk</a>
Graham Porteous (First Part Only)	Transport Scotland	<a href="mailto:Graham.Porteous@transportscotland.gsi.gov.uk">Graham.Porteous@transportscotland.gsi.gov.uk</a>
Martin Foerder	Bilfinger	<a href="mailto:Martin.Foerder@bilfinger.co.uk">Martin.Foerder@bilfinger.co.uk</a>
Dr Keysberg	Bilfinger	<a href="mailto:Jochen.Keysberg@bilfinger.com">Jochen.Keysberg@bilfinger.com</a>
Alfred Brandenburger	Siemens	<a href="mailto:Alfred.Brandenburger@siemens.com">Alfred.Brandenburger@siemens.com</a>
Dr Schnependahl	Siemens	<a href="mailto:Joerg.Schnependahl@siemens.com">Joerg.Schnependahl@siemens.com</a>
Antonio Campos	CAF	<a href="mailto:acampos@caf.net">acampos@caf.net</a>

## ACTION NOTE

Item No	Subject	Action Owner
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<b>Interval – Meeting with Keith Brown MSP, Scottish Parliament</b>		
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<b>12.00pm to 12.30pm:</b>		
<b>CAF / CEC / Infraco / Transport Scotland Attendees Only</b>		
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<b>8</b>	<b>Previous Minute 22 August 2012</b>	
	<b>Decision</b>	
	To approve the minute of 22 August 2012 as a correct record.	
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<b>9</b>	<b>Health &amp; Safety</b>	
	No issues to report.	
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<b>10</b>	<b>Key Points of Progress</b>	
<b>10.1</b>	<b>Commissioning &amp; Integration of Trams</b>	
	No issues to report.	
<b>10.2</b>	<b>Third Party Consents / CEC Approvals</b>	
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Item No	Subject	Action Owner
10.2.1	<b>Wall fixings</b>	
	<p>It was noted that one remaining tenant was not cooperating. <b>Action:</b> Colin Smith is to intervene.</p>	
10.2.2	<b>Others on Critical Path</b>	
	<p>No items or instructions were raised by the forum.</p>	
10.2.3	<b>Sectional Handover</b>	
	<p>It was reported that Bob McCafferty and Kevin Russell were working on a partial handover protocol that was to be utilised over 2013. Martin Foerder noted the importance of this work and welcomed it taking place.</p> <p>Colin Smith said that this type of approach was key to the outputs of his delivery plan for 2013. This plan would be ready for circulation in December 2012.</p>	
10.3	<b>Network Rail</b>	
10.3.1	<b>Work Package Plans</b>	
	<p>Colin Smith advised that he has asked Network Rail to prepare a demobilisation plan. Network Rail is currently working on this in relation to resources and duration.</p>	
10.3.2	<b>Gateway and EGIP</b>	
	<p>Colin Smith advised that Turner and Townsend have confirmed there is no programme conflict in relation to the crossover with Gateway. Dominic Murphy is to facilitate a wider discussion with Network Rail and Scottish Water to ensure there are no misunderstandings with these groups.</p>	
10.4	<b>Scottish Water</b>	
10.4.1	<b>Murrayfield</b>	
	<p>It was noted that a number of issues had occurred to provide for a complex problem at Murrayfield involving MUDFA works, temporary works and permanent works.</p> <p>To ensure a swift solution that all parties could identify, Colin Smith had called a weekly meeting with Mark McEwen and John Flett of Scottish Water, together with Andy Scott (T&amp;T) and Alasdair Sim. Colin Smith is to chair this meeting, together with the fortnightly progress meeting.</p>	

Item No	Subject	Action Owner
	<p>A solution and process as a result of this control was emerging.</p>	
<b>10.4.2</b>	<b>Weekly CEC, Scottish Water, T&amp;T Meeting</b>	
	<p>It was confirmed that works on Leith Walk would commence at the end of January 2013 to ensure the work ties in with other CEC programmes taking place in the area and to minimise disruption to traders.</p>	
<b>10.5</b>	<b>ScotRail</b>	
	<p>Colin Smith reported that CEC is monitoring the access ramp slab at the Scotrail depot. No further movement in the cracks had been reported.</p>	
<b>10.6</b>	<b>Edinburgh Airport</b>	
<b>10.6.1</b>	<b>Eastfield Avenue</b>	
	<p>Two issues were discussed:</p> <ul style="list-style-type: none"><li>○ Pedestrian access – this had been resolved and was now in place.</li><li>○ Road crossing – a number of solutions have been discussed, with the main solution passed to the Airport for comment. Due to the trading pattern of the airport, work was not expected to be completed until October 2013.</li></ul>	
<b>11</b>	<b>Governance</b>	
<b>11.1</b>	<b>Project Team Payment Application meetings</b>	
	<p>Colin Smith advised that a request has been made for application meetings to be minuted.</p> <p>Tom Harrison, the Chief Operating Officer of T&amp;T had been invited to meet with CEC and, as a result of the meeting, a seven-point-plan has been received from T&amp;T. The seven-point-plan articulates the need for a different approach when interpreting the contract.</p> <p>Martin Foerder agreed that the meeting had provided an insight into how T&amp;T work and advised he would be interested in seeing the plan.</p>	
<b>12</b>	<b>Edinburgh Gateway</b>	
<b>12.1</b>	<b>Programme</b>	
	<p>Colin Smith stated that this element of the work was running well and meeting the programme.</p>	

Item No	Subject	Action Owner
13	<b>Project Threats and Opportunities.</b>	
13.1	<b>Baird Drive</b>	
	Colin Smith advised that it was appropriate to move the material to Avondale to ensure the works remained on programme.	
14	<b>Cost Engineering</b>	
	Colin Smith advised the previous cost engineering issues had now been dealt with and that the next cost engineering session would be held in January 2013.	
	It was stated that, in terms of results, the cost engineering exercise had exhausted most savings possibilities. It would be worthwhile, however, for the exercise to continue.	
15	<b>Programme</b>	
15.1	<b>Infraco/CEC Programme Forum</b>	
	No issues were raised.	
16	<b>AOB</b>	
	Alfred Brandenburger enquired upon whether any issues had arisen from the most recent Council meeting. Alan Coyle confirmed that a further report had been taken to the Governance, Risk and Best Value Committee and reported that a further report would be taken on the 24 January 2013.	
	Colin Smith enquired about resourcing at CAF and Siemens and asked if the level of staffing was sufficient. It was confirmed that there was sufficient resource in place.	
16.1	<b>Date of next meeting</b>	
	The next Joint Project Forum meeting was due to take place at 11.00am on Wednesday 30 January 2013 and the next meeting involving the project Principals was scheduled for 9.30am on Wednesday 27 March 2013.	



# Joint Project Forum

Edinburgh, 27 February 2013

## Attendees:

Vic Emery (Chair)	The City of Edinburgh Council	<a href="mailto:vicemery@">vicemery@</a>
Colin Smith	The City of Edinburgh Council	<a href="mailto:Colin.Smith@edinburghtrams.com">Colin.Smith@edinburghtrams.com</a>
Mark Turley	The City of Edinburgh Council	<a href="mailto:Mark.turley@edinburgh.gov.uk">Mark.turley@edinburgh.gov.uk</a>
Alan Coyle	The City of Edinburgh Council	<a href="mailto:Alan.Coyle@edinburghtrams.com">Alan.Coyle@edinburghtrams.com</a>
Ainslie McLaughlin	Transport Scotland	<a href="mailto:ainslie.mclaughlin@transportscotland.gsi.gov.uk">ainslie.mclaughlin@transportscotland.gsi.gov.uk</a>
Martin Foerder	Bilfinger	<a href="mailto:Martin.Foerder@bilfinger.co.uk">Martin.Foerder@bilfinger.co.uk</a>
Simon Nesbitt	Bilfinger	<a href="mailto:Simon.nesbitt@bilfinger.co.uk">Simon.nesbitt@bilfinger.co.uk</a>
Simon Linnemans	Siemens	<a href="mailto:simon.linnemans@siemens.com">simon.linnemans@siemens.com</a>
David Steele	CAF	<a href="mailto:dsteeler@caf.net">dsteeler@caf.net</a>
Chris Walton	Lothian Buses	<a href="mailto:cwalton@lothianbuses.com">cwalton@lothianbuses.com</a>
Ian Craig	Lothian Buses	<a href="mailto:icraig@lothianbuses.com">icraig@lothianbuses.com</a>
Tom Norris	Edinburgh Trams	<a href="mailto:Tom.norris@edinburghtrams.com">Tom.norris@edinburghtrams.com</a>

Item No	Subject	Action Owner
1	<p><b>Previous Minute – 30 January 2013</b></p> <p>Martin Foerder introduced Simon Nesbitt from Bilfinger who would be representing Bilfinger at the next Joint Project Forum meeting.</p> <p>Colin Smith advised that the build over agreement with Scottish Water at the Edinburgh Gateway had been signed and circulated.</p> <p><b>Decision</b></p> <p>To approve the minute of 30 January 2013 as a correct record.</p>	
2	<p><b>Health and Safety Update</b></p> <p>Colin Smith explained that a report had been received from Stewart Parsons regarding the track/vehicle incident. This had received contributions from all parties and was currently being peer reviewed by Bob McCafferty and Turner and Townsend. It was expected that the finalised report should be ready by 8 March 2013. Colin Smith highlighted the good work by Stewart Parsons in pulling this report together.</p>	

Item No	Subject	Action Owner
<p><b>3</b></p> <p><b>3.1</b></p>	<p><b>Key Points of Progress –</b></p> <p><b>Commissioning and Integration Of Trams - 2013</b></p> <p>Colin Smith stated that the ICP had provided very positive feedback on the testing and commissioning structure. This structure was now fully in place with full participation from Edinburgh Trams, who were working closely with Siemens and CAF. There was a control meeting every two weeks and if any issues required to be escalated these would go to the Ready for Operations meeting.</p> <p>All parties agreed that this process was working well.</p>	
<p><b>3.2</b></p> <p><b>3.2.1</b></p> <p><b>3.2.2</b></p> <p><b>3.2.3</b></p>	<p><b>Third Party Consents / CEC Approvals</b></p> <p><b>Wall Fixings</b></p> <p>Colin Smith advised that all wall fixings had now been agreed with the House of Fraser wall fixing being agreed following a phone conference involving Colin Smith, Patrick Sculley and House of Fraser. This agreement was expected to be signed by 8 March 2013. Colin Smith thanked Siemens for Patrick's input.</p> <p><b>Others on Critical Path</b></p> <p>An additional light fixing required to be installed onto the Harvey Nichols building. However, this had been discussed with Gordon Drummond and it was agreed that the alarm would be switched off for a short period of time while the light was installed. The previous response from Infracore to the wall fixing when the alarm had been set off had actually engendered good will from Harvey Nichols.</p> <p><b>Sectional Handover</b></p> <p>Colin Smith highlighted that the Project was on target to meet the Section B handover date of 8 March 2013. The successful format and practice utilised for Section A handover had been followed.</p> <p>Vic Emery enquired if Edinburgh Trams were ready for Section B handover. Ian Craig advised that there was a significant amount of work to be completed prior to handover but there was reasonable comfort that 8 March would be met.</p>	

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<p><b>3.3</b></p> <p><b>3.3.1</b></p>	<p><b>Network Rail</b></p> <p><b>Work Package Plans</b></p> <p>Colin Smith advised that Network Rail's involvement and resource was steadily decreasing although the current work demanded of them was still being completed in good time.</p>	
<p><b>3.4</b></p> <p><b>3.4.1</b></p> <p><b>3.4.2</b></p>	<p><b>Scottish Water</b></p> <p><b>Leith</b></p> <p>Colin Smith confirmed that the work in Leith had now been separated from the Tram Project and had its own separate control meeting rather than being a part of the Tram Project governance structure.</p> <p>Vic Emery enquired as to the status of the manholes in Princes Street. Colin Smith explained that the manholes were being tracked at the fortnightly Thursday control meeting but Scottish Water had been advised that the Project would not be digging up the road in Princes Street again.</p> <p><b>Fortnightly CEC, Scottish Water, T&amp;T Meeting</b></p> <p>The fortnightly meeting captured the technical detail on Scottish Water issues but there were still commercial issues to be discussed. Colin Smith advised that there had been an acknowledgement from Scottish Water that they would not pursue £3m for works in Leith but the works would be for a sum of £450k. However, there had been a question over the betterment that Scottish Water had received. The Project was due money where betterment was received from Scottish Water on their infrastructure on a road. This was estimated at £1.8m but Scottish Water was challenging this as they believed that the betterment had taken place on a railtrack rather than a road due to the tram track construction, therefore different valuation rules would apply. Martin Foerder added that there was a distinction between a rail and tram track. Colin Smith confirmed they would be raising this with the senior management of Scottish Water.</p>	

Item No	Subject	Action Owner
3.5	<p><b>ScotRail</b></p> <p>Colin Smith advised that ScotRail were working closely with Network Rail on issues and were influencing their approach. Martin Foerder stated that they had numerous interfaces with ScotRail including access issues and a significant issue which was on the critical path. This was regarding support works required to a Network Rail asset within the tram earthworks zone. Following a site visit Network Rail had rejected the proposed gabion solution. A revised mass concrete block solution was proposed and this appeared to have been accepted, however, but if they insisted on a sheet piling solution then there would be an impact on Siemens' works. These works should have already commenced and the concern was that there would be further delays.</p> <p>Colin Smith explained that it all of the ScotRail and Network Rail issues had been consolidated onto a single tracker. There was also a meeting with Network Rail in early March to discuss these issues and other commercial issues such as car parking. Colin Smith confirmed that he and Turner &amp; Townsend were leading on this with Simon Nesbitt supporting when necessary</p>	CS/SN
3.6	<p><b>Edinburgh Airport – Eastfield Avenue</b></p> <p>Colin Smith advised that the anti-skid at Eastfield Avenue had been installed as had the amended strail units at the pedestrian crossing. The lights were the only remaining issue to complete. Simon Linnemans added that this should be completed by the end of the week. Colin Smith stated that there was a potential problem with the under frame box (i.e the black connection box) and the strail clashing when the tram would be fully loaded. Discussions were ongoing with Siemens and CAF.</p> <p>Colin Smith explained that the proposed road crossing amendments (special strail panels) had not yet been instructed.</p>	

Item No	Subject	Action Owner
<p><b>4</b></p> <p><b>4.1</b></p>	<p><b>Governance</b></p> <p><b>Project Team Payment Application Meetings</b></p> <p>Colin Smith stated that the procedure agreed for payment application meetings had worked so far. The previous meeting was straightforward and a good dialogue had taken place between the parties involved. All parties agreed with this account.</p> <p>Colin Smith confirmed that he had asked Turner and Townsend to ensure by June 2013 that they had a clear understanding on commercial issues so CEC can take the final account discussions forward.</p>	
<p><b>4.2</b></p>	<p><b>Certification, Working Decisions and Agreements</b></p> <p>No issues were raised.</p>	
<p><b>4.3</b></p>	<p><b>Items of Dispute</b></p> <p>No issues were raised.</p>	
<p><b>5</b></p> <p><b>5.1</b></p>	<p><b>Edinburgh Gateway</b></p> <p><b>Programme</b></p> <p>Colin Smith stated that work was progressing well but was being continually monitored.</p>	
<p><b>6</b></p> <p><b>6.1</b></p> <p><b>6.2</b></p> <p><b>6.3</b></p>	<p><b>Project Threats and Opportunities</b></p> <p><b>Network Rail Immunisation</b></p> <p>Colin Smith explained that Infracore had advised that a sum of money was put aside at Mar Hall for immunisation. Following on from this, Turner and Townsend were asked to validate the sum of money so this could be utilised for discussions with Network Rail.</p> <p><b>Scotrail Corridor</b></p> <p>Discussed in 3.5</p> <p><b>Emerging issues</b></p> <p>Colin Smith explained that a new threat had recently re-emerged. SEPA had received a FOI request and had passed this over to the Project. The cost of answering</p>	

Item No	Subject	Action Owner
	the request would be in the hundreds of pounds. It was agreed that Colin Smith and if available, Graham Porteous would discuss this issue with SEPA and their FOI officer.	CS
7	<p><b>Cost Engineering – Next Review</b></p> <p>Colin Smith confirmed that cost engineering was an ever diminishing return but there were small items being pursued.</p>	
8	<p><b>Programme – Infraco/CEC Programme Forum</b></p> <p>The Programme Forum had identified key way points and there was a clear understanding of the needs of the Project and a commitment to deliver the targeted dates.</p>	
9	<p><b>AOCB</b></p> <p>Colin Smith advised that the Section B handover media event was due to take place as planned on 8 March 2013.</p> <p>Colin Smith explained that the Project had received an offer from CAF regarding the disposal of the ten surplus trams. It was agreed that this would be passed to CEC’s Legal team. Any developments would be discussed with Transport Scotland.</p> <p>The Independent Competent Person (ICP) had been in Edinburgh the previous week. He had indicated that he would like to see drivers being provided with as much mileage in their training as possible as well as exposure to different circumstances.</p> <p>Colin Smith advised that the surplus trams would undertake 20,000 KM per annum which would protect their value prior to disposal.</p> <p>Colin Smith confirmed that he and Gavin King would discuss the governance arrangements in the near future. This would involve a change to the Project Delivery Group and the regularity of meetings adjusted in line with the current state of the Project. It was agreed that the Communications tram meeting taking place on a Tuesday would be fortnightly rather than</p>	<p>CS</p> <p>CS/GK</p>

Joint Project Forum  
27 February 2013

<b>Item No</b>	<b>Subject</b>	<b>Action Owner</b>
	weekly. The date of the next meeting was 27 March 2013.	