

Joint Project Forum & Principals Meeting

Frankfurt, 20 August 2013

Attendees:

Sue Bruce (Chair)	The City of Edinburgh Council	Sue.Bruce@edinburgh.gov.uk
Alan Coyle	The City of Edinburgh Council	Alan.Coyle@edinburgh.gov.uk
Alastair Maclean	The City of Edinburgh Council	Alastair.Maclean@edinburgh.gov.uk
Colin Smith	The City of Edinburgh Council	Colin.Smith@edinburghtrams.com
Dr Keysberg	Bilfinger	Jochen.Keysberg@bilfinger.com
Martin Foerder	Bilfinger	Martin.Foerder@bilfinger.co.uk
Dr Schneppendahl	Siemens	Joerg.Schneppendahl@siemens.com
Simon Linnemans	Siemens	Simon.Linnemans@siemens.com

Item No	Subject	Action Owner
1.0	Previous Minute – 27 March 2013	
1.1	Decision To approve the minute of the last Joint Project Forum & Principals meeting on 27 March 2013 as a correct record.	
1.2	Colin Smith reported that there were no items in the above noted minute that were not covered by the agenda for this meeting, which had been tabled by CEC and adopted by the meeting	
2.0	Communications <i>Discussion around Tram Operations High Level Update Presentation (August 2013)</i> The contract particulars were affirmed. Principles of: <ul style="list-style-type: none"> • Partnership working • Opening of sites - Access for other contractors and client's agents were affirmed and agreed. All are to continue working through to project conclusion in this regard.	Noted All

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	<ul style="list-style-type: none"> • Street Progress – York Place to be offered for traffic in October 2013. Weekly updates on Shandwick are to be issued from weekly project Director’s meeting. • Tram Stops to be complete on Tram line by October 2013; NB. Attendant vandalism risk. 	<p>MF, SL, CS</p>
3.0	Approach to Notional Final Account	
	<p>Principle of notional final account process discussed and agreed.</p> <p>The format and detail of the notional final account was discussed and agreed.</p> <p>It was noted that an exchange of information between Martin Foerder and Colin Smith had identified discrepancies in the figures that had been compiled by T&T. It was agreed that this would be resolved with T&T.</p> <p>It was noted that Items of divergence are an inaccurate representation of the actual position. It was agreed that Colin Smith would offer an Independent Certifier’s opinion on this issue.</p> <p>The Independent Certifier’s Opinions schedule was tabled and agreed as being an accurate representation of opinions to date.</p> <p>The meeting agreed that in order to close out commercial discussions, Infraco and T&T are to be invited to a meeting to have open and frank discussion to closely examine, ensure consistency and have a unanimous agreement on the financial position. This meeting is to be complete by 30th August 2013.</p> <p>Confirmation of Contractual Claims Position:</p> <ul style="list-style-type: none"> • Current - None • Outstanding – None • Pending - None <p>The meeting noted an action for CEC, which was to take the notional final account forecast and incorporate this into the revised project financial forecast.</p>	<p>MF, SL, CS</p> <p>MF, CS</p> <p>CS</p> <p>AC, CS</p>

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	<p>The Delay Timebank of 22 weeks that was agreed at a Cost Engineering workshop held in November 2011 was discussed. Approximately three days remain and the timebank account is now closed. A final certificate has been issued and was appended to the Certifier's Certificate issued in respect of Infracore's application for payment number 72.</p> <p>No further draw down is required; this initiative having provided a saving in excess of £6.5million in potential delay costs to CEC.</p>	
4.0	Approach to Handover and Programming	
4.1	<p>Communications</p> <p>All communication protocols must be observed</p> <p>The meeting agreed that an update on street clear, Shandwick Place and York Place would be issued by the project during the w/c 26th August 2013.</p> <p>It was noted that the "Look Ahead" programme from the Communications team is to continue to be controlled by the monthly project control meeting.</p> <p>A joint statement regarding the remedial work is to be prepared for 17th September regarding progress and completion.</p>	All
4.2	Joint Initiative – Client Target Programme, Section B₁	
	<p>A new initiative, Section B₁, is to be complete by 20th December 2013, this was fully endorsed by the Principals.</p> <p>A Media event is to be called on handover of section B₁ for 17th December; plan for this event to be approved by the project team. Client target programme to be revised to include handover of Section C within first quarter of 2014 and commencement of shadow running within first quarter of 2014.</p> <p>Client target programme to be revised to present revenue service within second quarter of 2014. Further project progress update to be given on 17th December 2013.</p>	

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<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p>	<p>Project Threats</p> <p>All parties per project jigsaw (see attached diagram) require to be brought together in the correct sequence and order.</p> <p>Mitigation: Tram SMT, Tram Transition Board and Edinburgh Trams Ready for Operations forum.</p> <p>Misinformation or partial information that is issued in an uncontrolled manner without the appropriate sign off is seen as a key risk.</p> <p>Mitigation: All information regarding Comms, Programme and Press queries must be signed off by MF, SL and CS before being released or relied upon.</p> <p>Testing & Commissioning Integration between CAF and Infraco.</p> <p>Mitigation: continue with weekly integration meeting</p> <p>Remediation Work - To be complete at the earliest possible time.</p> <p>Mitigation: Maximum squad working six days per week. Action Infraco. CS to be based at Torphichen Street.</p> <p>Reputational Damage through incorrect statements being made or press behaviours.</p> <p>Mitigation: Weekly Directors meeting, joint project meeting with Councillors Burns and Hinds,</p>	<p>MT / CS</p> <p>CS</p> <p>Infraco, CS</p> <p>MF, SL, ADM, SB, CS, AC</p>
<p>6.0</p>	<p>AOB</p> <p>A commitment was given by all parties to take every opportunity to bring project close as quickly as practical and in a safe manner in order to achieve ICP sign off.</p>	<p>All</p>

Commencement of Revenue Service

