

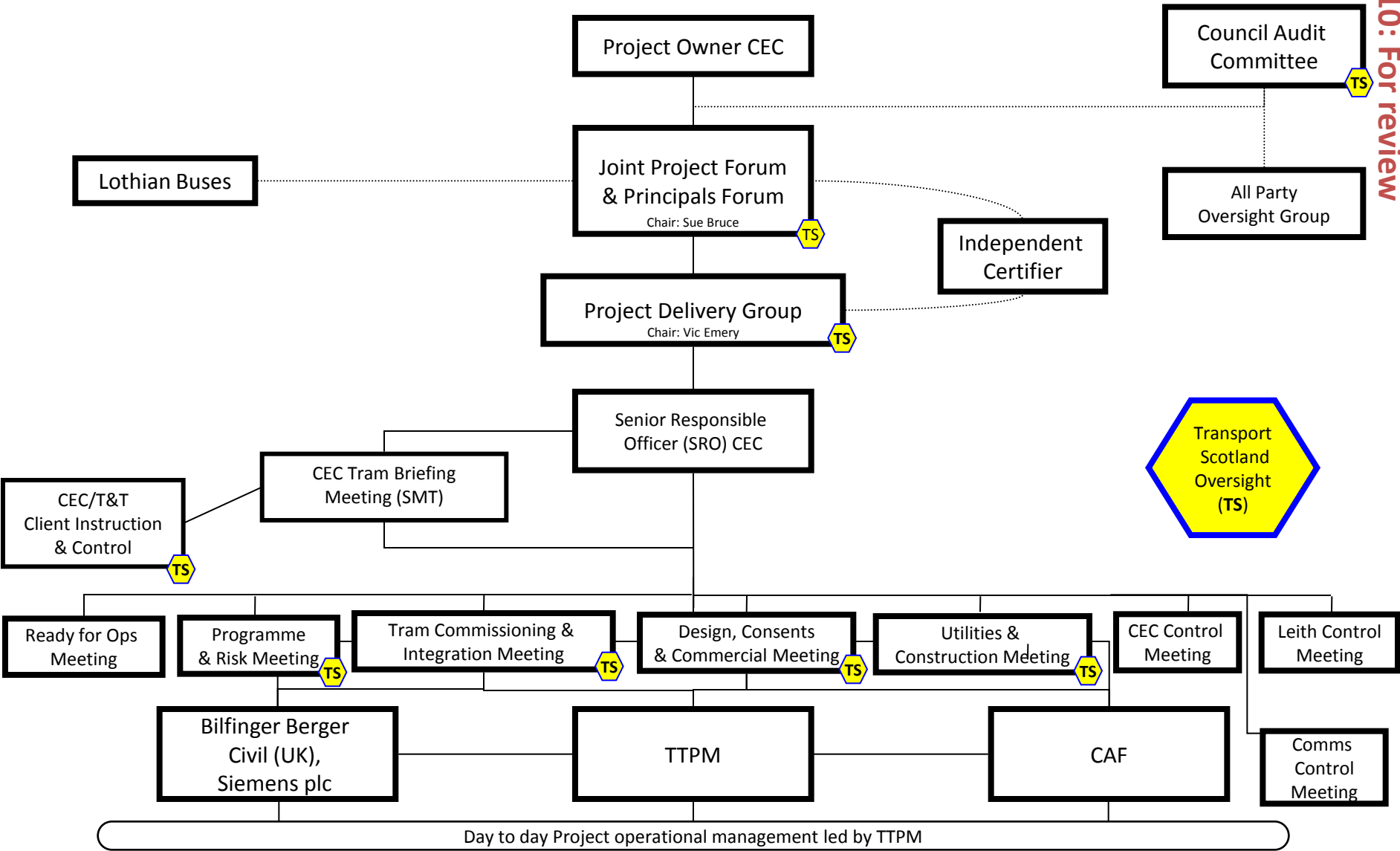
Refreshed
v10

TRAM

Governance Structures

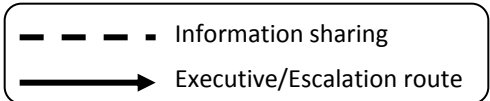
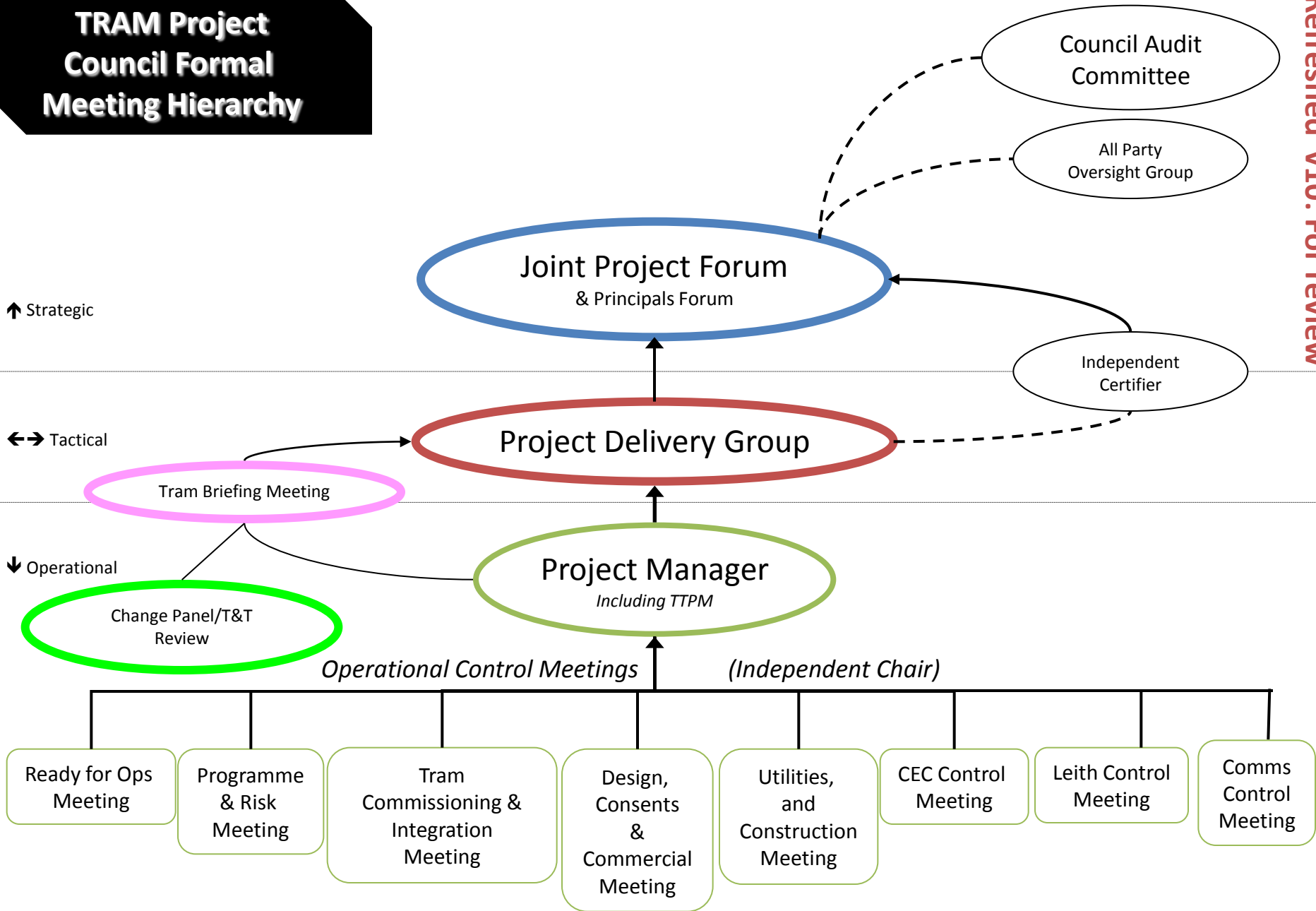
Governance Structure

as agreed at Council 25 August 2011 and 2 September 2011



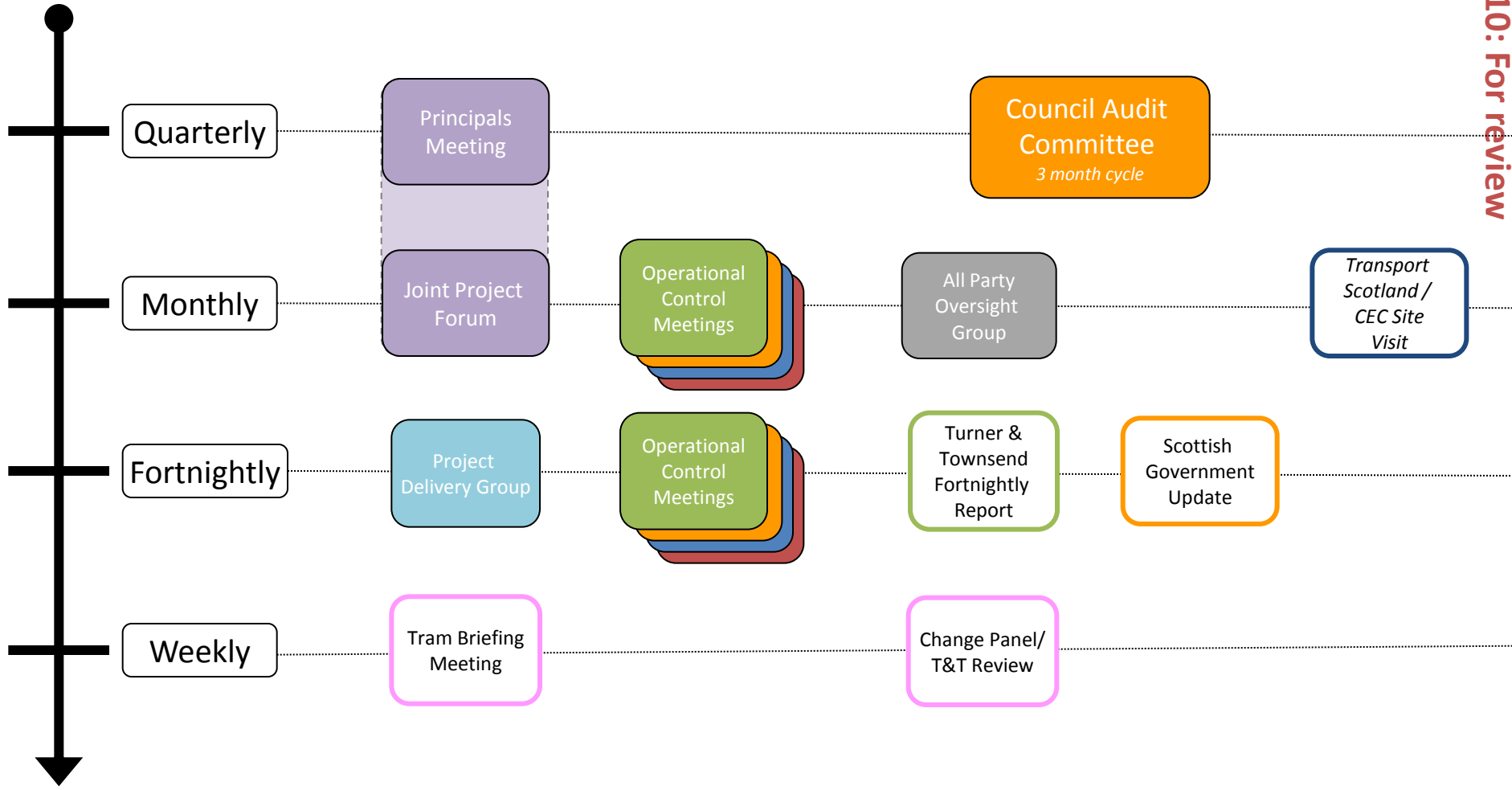
TRAM Project Council Formal Meeting Hierarchy

Refreshed V10: For review



Governance Meeting Diary

TRAM Project Initial Meeting Frequencies



Governance Meeting Descriptors

TRAM Project Meeting Descriptor

Meeting title: Joint Project Forum & *Principals Forum*

Refreshed V10: For review

Chairmanship:	Council Chief Executive
Vice Chairmanship:	Vic Emery
Location for meeting:	Waverley Court
Day held	Wednesday
Frequency	Monthly/ <i>Quarterly</i>
Duration	1 hour 30 minutes
Meeting Purpose	To provide clear strategic leadership and direction to the project
Decisions expected	<ul style="list-style-type: none">• Confirmation of project progress• Resolution of escalated issues
Escalation	N/A
Reporting Route	<ol style="list-style-type: none">1. Council Audit Committee2. Scottish Ministers
Agenda Issued	Three days in advance

Standard Attendee List

Sue Bruce
Vic Emery
Alastair Maclean
Mark Turley
Dave Anderson
Colin Smith
Martin Foerder
Alfred Brandenburger
Richard Garner
Ainslie McLaughlin
Chris Walton/Ian Craig
Alan Coyle
Kelly Murphy/Lucy Adamson

Principals Invited Quarterly

Dr Keysberg
Dr Schnependahl
Antonio Campos

Standard Agenda Items

1. Consolidated Project Update Highlight Report
2. Escalated Issues
3. Key Milestones due in next quarter
4. Communications

TRAM Project Meeting Descriptor

Meeting title: Project Delivery Group

Refreshed V10: For review

Chairmanship:

Vice Chair:

Vice Chair Joint **Project** Forum
Senior Responsible Officer

Location for meeting:

Waverley Court

Day held

Thursday

Frequency

Monthly

Duration

2 hours

Meeting Purpose

To manage the operational delivery of the project and report on progress against programme and budget.

Decisions expected

- Confirmation of project programme progress
- Confirmation of project budget progress
- Identification of issues for Escalation.

Escalation

Joint **Project** Forum

Reporting Route

1. Joint **Project** Forum

Standard Attendee List

Vic Emery	Alan Coyle
Colin Smith	Kelly Murphy
Bob McCafferty	Lucy Adamson
Graham Porteous (TS)	
Ian Craig	
Julian Weatherley (T&T)	
Gary Easton (T&T)	
Rob Leech (T&T)	

Standard Agenda Items

1. Project Update Highlight Reports
 - a. Programme
 - b. Budget
2. Issues for Escalation
3. Communications

TRAM Project Meeting Descriptor

Meeting title: Programme & Risk Meeting

Refreshed V10: For review

Chairmanship:

Vice Chair:

Independent Certifier
Alan Coyle

Location for meeting:

Lochside

Day held

Tuesdays

Frequency

Programme Fortnightly/
Risk Monthly

Duration

1 hour

Meeting Purpose

To ensure compliance with the contract programme and to mitigate and manage risk.

Decisions expected

- Confirmation of compliance
- Escalation of non compliance
- Management actions to control risk
- Escalation of risks that are manifesting themselves.

Escalation

Project Delivery Group

Reporting Route

1. CEC Internal Weekly Review Meeting
2. Project Delivery Group

Standard Attendee List and Distribution

Colin Smith	Graham Robertson
Martin Foerder	Dominic Murphy
Kevin Russell	
James Cowie	
Steve Sharp	
Alfred Brandenburger	
Julian Weatherley	
Gary Easton	
Paul Robinson	
Alan Coyle	
Bob McCafferty	

Standard Agenda Items

1. Items Programme Review
2. Risk Register Review
3. New Risks

TRAM Project Meeting Descriptor

Meeting title: Tram Commissioning & Integration Meeting

Refreshed V10: For review

Chairmanship:	Independent Certifier
Vice Chair:	<i>Alan Coyle</i>
Location for meeting:	Lochside
Day held	Wednesday / Thursday
Frequency	Monthly
Duration	1 hour
Meeting Purpose	To ensure efficient delivery, commissioning and integration of the total tram system to an operational state.
Decisions expected	<ul style="list-style-type: none">• Acceptance of handover criteria.• Compliance with ROGs• Compliance with commissioning Programme• Health and Safety compliance of system
Escalation	Project Delivery Group
Reporting Route	<ol style="list-style-type: none">1. CEC Internal Weekly Review Meeting2. Project Delivery Group

Standard Attendee List and Distribution

Colin Smith	Steve Westwood
Martin Foerder	Michael Wilken
Stefan Rotthaus	Patrick Scully
Jim Donaldson	Martyn Ayres
David Steele	William Delaney
Alfred Brandenburger	Eddie Inglis
Kevin Russell	John White
Julian Weatherley	Dominic Murphy
Pall Palsson	

Standard Agenda Items

1. Acceptance Criteria
2. Commission Progress
3. System Testing
4. Programme
5. Health and Safety

TRAM Project Meeting Descriptor

Meeting title: Design, Consents & Commercial Meeting

Refreshed V10: For review

Chairmanship:	Independent Certifier
Vice Chair:	<i>Alan Coyle</i>
Location for meeting:	Lochside
Day held	Tuesday/Wednesday/Thursday
Frequency	Fortnightly
Duration	1 hour
Meeting Purpose	To ensure capture any potential requirement for design change; To develop the scope of any change orders that arise; To monitor the progress of any change orders issued; To agree the originator of the change and the value/cost of the change; To review resource allocation and records reconciliation; To confirm Valuation and Certifiers Review (Every other Meeting)
Decisions expected	All draft and agreed change orders and their cost consequences are recorded and reported to the client and the contractor.
Escalation	Project Delivery Group
Reporting Route	<ol style="list-style-type: none">CEC Internal Weekly Review MeetingProject Delivery Group

Standard Attendee List and Distribution

Colin Smith	Alan Coyle
Simon Nesbitt	Julian Weatherley
Martin Foerder	Martyn Ayres
David Gough	Gary Easton
David Steele	Rob Leech
Kevin Russell	Shirley Mushet
Alfred Brandenburger	Dominic Murphy
Axel Eickhorn	Scottish Water (part)
Bob McCafferty	
Andy Conway	
Michael Wilken	
Shabu Dedhar	

Standard Agenda Items

1. Review of design consents Report
2. Commercial Consequences of Change and liability identification
3. Monthly Valuation and Certifiers Review

TRAM Project Meeting Descriptor

Meeting title: Utilities, Princes Street and Construction Meeting

Chairmanship:	Independent Certifier
Vice Chair:	<i>Alan Coyle</i>
Location:	Lochside
Day held	Tuesday
Frequency	Monthly
Duration	1 hour
Meeting Purpose	To ensure coordination of approach between the contractor, utilities contractors and design solutions; To ensure that there is efficient working on Princes Street while interfacing with city requirements; To ensure that communication with stakeholders is maintained; To clear construction blockers and to ensure the quality systems, health and safety and NCR reporting is compliant with employer's requirements.
Decisions expected	Confirmation of coordination of utilities works; Escalation of non-conformity of utilities works; Confirmation of efficient management of construction work; Confirmation of any specific communication issues for stakeholders.; Confirmation that construction activity is meeting employer's requirements.
Escalation	Project Delivery Group
Reporting Route	<ol style="list-style-type: none">1. CEC Internal Weekly Review Meeting2. Project Delivery Group

Standard Attendee List and Distribution

Colin Smith	Graham Robertson
Jim Donaldson	Julian Weatherley
Martin Foerder	Gary Easton
Kevin Russell	Rob Leech
David Steele	Stephen Lewcock
Alfred Brandenburger	Shirley Mushet
Klaus Dieker	Network Rail (part)
Clive Arbuckle	
Andy Conway	
Alan Coyle	
Dominic Murphy	

Standard Agenda Items

1. Identification of utilities clashes
2. Solution coordination
3. Traffic management
4. Stakeholder requirements
5. Resolution of Construction Blockers
6. Review of NCR Register

TRAM Project Meeting Descriptor

Meeting title: CEC Control Meeting

Refreshed V10: For review

Chairmanship:	Bob McCafferty
Vice Chair:	Colin Smith
Location for meeting:	Lochside
Day held	Thursday
Frequency	Monthly
Duration	1 hour
Meeting Purpose	To ensure all consents, approvals and tram ancillary issues are actioned timeously.
Decisions expected	<ul style="list-style-type: none">• Identification of issues for escalation.• Internal approval from within CEC.
Escalation	Tram Briefing
Reporting Route	1. CEC Internal Weekly Review Meeting

Standard Attendee List and Alternate Meeting Attendee List

Colin Smith
Alan Coyle
Bob McCafferty
Michelle Coyle
Andrew Renwick
Francis Newton
Secretarial support

Standard Agenda Items

1. TROs
2. Planning Approvals
3. Technical Approvals
4. Air Quality
5. Asset Demarcation and Hand back

TRAM Project Meeting Descriptor

Meeting title: Communications Control Meeting

Chairmanship:

Vice Chair:

Colin Smith

Alan Coyle

Location for meeting:

Lochside

Day held

Thursday

Frequency

Monthly

Duration

1 hour

Meeting Purpose

To examine and control the three month comms lookahead.

Decisions expected

- Project support and approval of the three month comms lookahead.

Escalation

Tram Briefing

Reporting Route

1. CEC Internal Weekly Review Meeting

Standard Attendee List and Alternate Meeting Attendee List

Colin Smith

Jim Donaldson

Kevin Russell

David Steele (DS)

Alan Coyle

Kelly Murphy

Caroline Trainer

Julie Smith

Lucy Adamson

Secretarial Support

Standard Agenda Items

1. Comms 3 month look ahead plan
2. Press enquires
3. Incident forum reports

TRAM Project Meeting Descriptor

Meeting title: LB Control Meeting
– (Ready for Operations)

Chairmanship:

Alan Coyle

Vice Chair:

Colin Smith

Location for meeting:

Gogar Depot

Day held

Thursday

Frequency

Monthly

Duration

1 hour

Meeting Purpose

To ensure smooth transition from construction to operations.

Decisions expected

- Identification of issues for escalation.
- Issues requiring liaison and instruction to contractors .
- Interface with Tram and CEC control meetings

Escalation

Tram Briefing
Joint Project Delivery
Group/Joint Project Forum

Reporting Route

1. CEC Internal Weekly Review Meeting

Standard Attendee List and Alternate Meeting Attendee List

Colin Smith

Alan Coyle

Ian Craig

Bill Campbell

Kelly Murphy

Bill Devlin

Julie Smith

Eddie Inglis

Norman Strachan

Liz Parkes

John White

Secretarial support

Standard Agenda Items

1. H&S
2. Snagging and Defects
3. Demarcation of site
4. Testing and commissioning
5. Security
6. Finance and Procurement
7. Visitor protocol and comms

TRAM Project Meeting Descriptor

Meeting title: Tram Briefing Meeting

Chairmanship:	Council Chief Executive
Vice Chair:	Vic Emery
Location for meeting:	Waverley Court
Days held	Tuesday and Thursday
Frequency	Weekly
Duration	1 hour
Meeting Purpose	To provide clear operational oversight as client, to provide challenge to issues and change requests and to be the client sign off point for change requests.
Decisions expected	<ul style="list-style-type: none"> • Identification of issues for escalation. • Confirmation of potential changes to be actioned through formal change process • Client agreement of Change request applications
Escalation	N/A
Reporting Route	1. Project Delivery Group

Standard Attendee List and Alternate Meeting Attendee List

Tuesdays and Thursdays: **Alternate Thursdays only:**

- | | |
|--------------------|-------------------|
| Sue Bruce | Graham Porteous |
| Vic Emery | Julian Weatherley |
| Ainslie McLaughlin | Gary Easton |
| Alastair Maclean | <i>Rob Leech</i> |
| Mark Turley | |
| Dave Anderson | |
| Colin Smith | |
| Alan Coyle | |
| Bob McCafferty | |
| Lucy Adamson | |
| Kelly Murphy | |

Standard Agenda Items

1. Governance
2. Project Management
3. Operational Issues
4. Communications
5. Change & Finance Report

Alternate Week Agenda Items

1. Turner & Townsend Report
Client only
1. Client Instructions
2. Finance
3. Consents and Approvals
4. Communications
5. Political Feedback & Updates

TRAM Project Meeting Descriptor

Meeting title: Leith Control Meeting

Chairmanship: Vice Chair:	Alan Coyle Colin Smith
Location for meeting:	Lochside
Day held	Thursday
Frequency	Monthly
Duration	1 hour
Meeting Purpose	To ensure all work packages are co-ordinated from a technical and comms perspective.
Decisions expected	<ul style="list-style-type: none">• Identification of issues for escalation.
Escalation	Tram Briefing
Reporting Route	<ol style="list-style-type: none">1. CEC Internal Weekly Review Meeting

Standard Attendee List and Alternate Meeting Attendee List

Colin Smith
Alan Coyle
Bob McCafferty
Rob Leech
Richie Hailes/Steve Jackson
Shane MacKenzie
Andy Conway
Andrew Easson
Andy Scott
Chris Wilson
Kelly Murphy
Secretarial support

Standard Agenda Items

1. Scope
2. Programme
3. Lindsay Road
4. Comms

TRAM Project Meeting Descriptor

Meeting title: CEC/T&T Client Instruction & Control

Refreshed V10: For review

Chairmanship:

Colin Smith
(Control/Instruction)
Alan Coyle (Change)
Bob McCafferty (TT Report)

Location for meeting:

Lochside

Day held

Monday

Frequency

Weekly

Duration

1 hour

Meeting Purpose

To challenge and administer change. To ensure the client is aware of all relevant project matters. To issue client instruction to TTPM.

Decisions expected

- Change Approval
- Client Instruction

Escalation

Tram Briefing

Reporting Route

1. CEC Internal Weekly Review Meeting

Standard Attendee List and Alternate Meeting Attendee List

Colin Smith
Alan Coyle
Bob McCafferty
Julian Weatherley
Gary Easton
Rob Leech
Ed Foster
Dominic Murphy
Clive Arbuckle
Secretarial support

Standard Agenda Items

1. Approval of previous minutes
2. H&S
3. Change
4. Review of TT sub meetings
5. CEC Control Review/Client Instruction
6. Utilities
7. York Place

Other Meeting Descriptors

TRAM Project Meeting Descriptor

Meeting title: All Party Oversight Group

Refreshed V10: For review

Chairmanship:	Council Leader
Vice Chair:	Senior Responsible Officer
Location for meeting:	City Chambers (room TBC)
Day held	Monday
Frequency	Monthly
Duration	1 hour
Meeting Purpose	To provide updates on Tram project progress, current issues and the Open for Business activities
Decisions expected	<ul style="list-style-type: none"> • Confirmation of project progress • Identification of additional information required • Confirmation of Open for Business activities

Escalation N/A

Additional Briefings	1. Regular electronic briefing to be issued to elected members between meetings
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Standard Attendee List

Councillor Dawe (LD)	Sue Bruce
Councillor Cardownie (SNP)	Dave Anderson
Councillor Burns (LAB)	Alastair Maclean
Councillor Balfour (CON)	Alan Coyle
Councillor Burgess (GR)	Kelly Murphy
Councillor Mackenzie (LD)	Bob McCafferty
Councillor Hinds (LAB)	Colin Smith
Councillor Jackson (CON)	
Councillor Johnstone (GR)	

Standard Agenda Items

1. Project Update Highlight Report
2. Current Issues
3. Open for Business Update

TRAM Project Meeting Descriptor

Meeting title: **City Centre Elected Members Briefing**

Refreshed V10: For review

Chairmanship:	Director of City Development
Location for meeting:	Tbc
Day held	Tbc
Frequency	Monthly
Duration	30 minutes
Meeting Purpose	To ensure city centre elected Members remain informed of progress on the Tram Project and to allow a formal channel through which key issues can be raised.
Decisions expected	None
Escalation	Tram Briefing Meeting
Reporting Route	<ol style="list-style-type: none">1. Project Delivery Group2. Tram Briefing Meeting

Standard Attendee List

Joanna Mowat
Charles Dundas
Alastair Rankin
Kelly Murphy
Dave Anderson

Standard Agenda Items

1. Programme Update
2. Key Milestones due in next month
3. Open for Business Programme
4. Issues arising