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**From:** Susan Clark  
**Sent:** 13 August 2010 12:25  
**To:** Julie Smith; Steven Bell; Alasdair Sim; Alastair Richards; Dennis Murray; Bob Cummins; Mark Hamill; David Crawley; Fitchie, Andrew  
**Subject:** Pitchfork Workshops - Contingency Planning : STRICTLY PRIVATE AND CONFIDENTIAL AND PREPARED IN CONTEMPLATION OF LITIGATION - FOISA EXEMPT

Dear All

Julie will be in touch to arrange 4 workshops as described below – don't worry – you don't all need to be at all of them! The purpose is to do some contingency planning and think about "what if" should our current discussions with BSC not result in a successful conclusion, which we really hope they will, and find ourselves in a termination scenario and undergoing re-procurement. The exercise will be equally useful should we agree an incremental delivery approach with BSC with them only completing part of the route.

PLEASE NOTE THE STRICT CONFIDENTIAL NATURE OF THIS E.MAIL AND DO NOT DISCUSS WITH OTHER MEMBERS OF THE TEAM UNLESS THEY ARE INCLUDED IN THE E.MAIL.

The workshops are as follows: 4 (it would be great if they were all next week but most important are the design and packaging ones:

**Pitchfork Workshop 1 – Contingency Planning : Design ( 2 hours)**

Attendees – Steven, Dennis, Alastair Richards, Andrew F(if back), me, Alasdair S, Dave Crawley – by phone, Bob Cummins

Agenda

Novation of SDS back to **tie** on termination – risks and benefits  
Design assurance – how would this be procured under a new procurement  
Ways of procuring and interfacing design - with and without novation back to tie  
Re-design?

**Pitchfork Workshop 2 – Contingency Planning : Procurement Packages ( 2 hours)**

Attendees – Steven, Dennis, Alastair R, Andrew, Mark, me

Agenda

Risks and benefits of each option  
Analysis of suitable contract forms  
Preferred option

**Pitchfork Workshop 3 – Contingency Planning : Trams (1 hour)**

Attendees : Steven, me, Dennis, Alastair R

Agenda

Novation of Tramco back to **tie** on termination – risks and benefits

Based on about, issues to be considered during procurement

**Pitchfork Workshop 4 – Contingency Planning : Contract Forms (2 hours)**

Attendees – Steven, Dennis, Alastair R, me,

Agenda

Review of package/design/contract matrix  
Refinement of contract types  
Preferred options

We will use the Macadam room.

Thanks to all and to Julie who now has the task of setting these up!

Susan

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