
From: Graeme Bissett [graeme.bissett@██████████]
Sent: 19 April 2008 14:50
To: Steven Bell; Susan Clark; Stewart McGarrity; Damian Sharp; Dennis Murray; Alastair Richards - TEL; Alasdair Sim
Cc: Willie Gallagher; 'Fitchie, Andrew'
Subject: Close and DLA Reports for QC
Attachments: Close Report - v10.doc; 18203499_1_UKMATTERS(17 03 08 Report on Infraco Contract Suite) 17.04.08.DOC; 18737431_1_UKMATTERS(tie report on prcchal) 17.04.08.DOC

Colleagues, here is the Close Report and related documents for QC purposes. I am happy to take comments verbally, on track change format (but please note that your changes need to be distinguishable from those on the master copies attached) or in manuscript form. These must be with me by 3pm Monday 21st, though preferably sooner. You'll be required to sign-off on the QC reviews according to Susan's schedule.

The documents are :

- Close Report v10 – track changes from V9 issued on 4th April
 - Gov'ce appendix is now incorporated into the main Report, it is identical to the previous version.
- DLA Report supporting documents :
 - Tie Report on Infraco Contract Suite Terms (which supports the DLA Report)
 - Tie Report on Procurement Challenge Risk (ditto)

I will circulate the DLA letters and risk matrix in final form during Monday to a limited group for QC review.

As a reminder, these are the fundamental documents of reference which set out tie's position in support of a recommendation to the Council to enter into the Infraco commitments. They need to be accurate and complete. In addition to any other matters of note, any inconsistencies need to be removed.

These documents should reflect the state of play on Monday 21st and we will need a wrap up session late in the day to ensure we are fully aligned with the Infraco contracts.

Specific points to address are :

1. Stewart has taken the lead in drafting S8, which is a key section addressing residual risk. In his absence on Monday will you please review and raise comment on any changes and we will ask Stewart to confirm on Tuesday when he returns.
2. Can Susan look specifically at the words in 8.3 on exclusions and amend as necessary to link with the information reported to CEC in the last few days.
3. I have added Alasdair for update and review of the 3PAs section of the Close Report and sign-off on that. And Alastair to review the Tramco section of the Tie Report on Infraco Contract Suite Terms and also sign-off. Susan, could you update the QC matrix.

4. Susan is updating the appendix on the design management process but all reviewers should comment on this draft as it is not expected to change significantly.
5. The Report on Procurement Risk contains comment from DLA and a number of questions. Would the reviewers please address these where they are able to do so.

Thanks and call me anytime over the weekend if you want to discuss.

Regards
Graeme

Graeme Bissett

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