
From: Damian Sharp
Sent: 07 February 2008 12:10
To: Susan Clark; David Crawley
Subject: FW: Updated Close Report
Attachments: Close Report - UPDATE DRAFT 5.02.08 ISSUED TO TEAM.doc

Susan
David

Meant to forward this to you also. Relevant text is on pages 7-10 (approx).

Damian

From: Damian Sharp
Sent: 07 February 2008 12:08
To: Graeme Bissett (external contact)
Cc: Dennis Murray
Subject: FW: Updated Close Report

Graeme

I have had a first go at my bit – shown in tracked changes. Happy to discuss with you or Dennis.

I need t check some facts on when certain design information was provided to BBS and this cannot be finalised until after the final deal is concluded on approvals liability.

Since I was editing anyway I have also marked up some suggested proof reading up to page 7.

Damian

From: Graeme Bissett [<mailto:graeme.bissett@>]
Sent: 05 February 2008 18:12
To: Tom Hickman; Mark Hamill; Alasdair Sim; Alastair Richards - TEL; Andrew Fitchie; Colin McLauchlan; Damian Sharp; Dennis Murray; Duncan Fraser - CEC; Geoff Gilbert; Graeme Barclay; Graeme Bissett; Jim McEwan; Matthew Crosse; Steven Bell; Stewart McGarrity; Susan Clark; Willie Gallagher
Subject: Updated Close Report

Colleagues, Susan's paper issued last night identifies the documents required to meet all of CEC's requirements as support to the Close process. These will be captured in the body of the Close Report or as an Appendix. I have now updated the previous draft of the Close Report to highlight where these requirements will fit. In addition, some of the previous sections require to be updated to reflect the final position.

There is a challenge in that we are having to finalise these documents simultaneously with the finalisation of both the Infraco contract suite and the third party agreements, but we have little flexibility.

The responsibilities should be consistent with those on Susan's paper and they are also highlighted within the body of the updated draft report attached. For those who have some drafting to do, remember : keep the text brief.

We can discuss progress and requirements on Thursday, but give Susan or me a shout of you want to cover anything before then.

Report Contents [Status in brackets where not complete]

1. Introduction
2. Infraco contract suite [Work in progress] : Dennis to update, with final review by Steven, Stewart, Geoff and Andrew F including linkage to Sections 9 (Andrew F) and 10 (Stewart) below.
3. Council financial guarantee
4. Grant Award letter
5. Notification of Award stage and risk of challenge
6. Third party agreements [Work in progress] : Susan and Alasdair to complete.
7. Land acquisition arrangements
8. Governance arrangements & corporate matters
9. Risk allocation matrix and DLA letter [awaited] : Andrew F to deliver based on final Infraco suite
10. Risk assessment of in-process and provisional arrangements [Update required] : Stewart to refresh.
11. Update on critical workstreams and readiness for construction [awaited] : Steven to deliver
12. Specific confirmations

Appendices

- Appendix 1 – Summary presentation on Employer’s Requirements (Done)
- Appendix 2 – Infraco / Tramco pricing summary and tie-in to total project budget (Stewart)
- Appendix 3 – Summary of programme (Steven / Tom)
- Appendix 4 – Governance & Delegations paper (Done)
- Appendix 5 – tie Operating Agreement (Done)
- Appendix 6 – TEL Operating Agreement (Done)
- Appendix 7 – Synopsis of Infraco contract exclusions (Geoff)
- Appendix 8 – OCIP exclusions report (Tracey)

Regards
Graeme

Graeme Bissett

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