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**From:** Damian Sharp [Damian.Sharp@tie.ltd.uk]  
**Sent:** 23 January 2008 08:42  
**To:** Gavin Murray; Alasdair Sim; Lindsay Murphy; Ney, Scott; Dolan, Alan; Clare Norman; Andy Conway - CEC; Tony Glazebrook; Alastair Richards - TEL; Ian Clark; Chandler, Jason  
**Cc:** Susan Clark; Steven Bell; David Crawley; Kirsty Wilson  
**Subject:** FW: Actions Tracker for SDS Issues Meeting - Friday 18th January  
**Attachments:** IDC and Approvals Issues and Actions.xls  
**Importance:** High

Folks

I'm afraid there has been some slight confusion with the circulation of the attached issues list for SDS. I hadn't picked up that it hadn't gone to all that were named on it because not all of you may have been spoken to on Friday to confirm the action and timescales – so sorry if this comes as a nasty shock to you.

The origin of this is that this document lists all the things that are currently holding up Interdisciplinary Design Check (IDC), Prior Approval and/or Technical Approval. It also covers suggested actions, owners and timescales for each. You will see that I have ended up with more actions than anyone else – thereby winning a “mug” award!

What I would like you each to do is:

- check actions assigned to you
- confirm whether you agree with the actions and the timescales
- if not, offer alternatives
- briefly update the status column

I am likely to have to update Steven Bell on this after Tram Project Board so any contributions received before 1300 would be really welcome

Damian

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**From:** Kirsty Wilson  
**Sent:** 18 January 2008 16:37  
**To:** Damian Sharp  
**Cc:** Susan Clark; David Crawley; Tony Glazebrook; Gavin Murray; Lindsay Murphy; Alasdair Sim  
**Subject:** Actions Tracker for SDS Issues Meeting - Friday 18th January

Damian

Please find attached the actions tracker from this morning's meeting; please note that I have suggested a date due for the vast majority of these actions, therefore it might be prudent if all owners could consult the tracker and let you know if this date is suitable,

Remember I am out of the office next week on a training course, but I will try and check my emails in the evenings.

Kind regards

Kirsty Wilson  
Edinburgh Tram Project  
Assistant Project Manager - Engineering and Development

tie limited  
Citypoint  
1st Floor  
65 Haymarket Terrace  
Edinburgh  
EH12 5HD

Tel: 0131 622 8308  
Mob: [REDACTED]  
Fax: 0131 622 8301  
Email: [kirsty.wilson@tie.ltd.uk](mailto:kirsty.wilson@tie.ltd.uk)  
Web: [www.tie.ltd.uk](http://www.tie.ltd.uk)

For more information on the Trams project go to:  
<http://www.tramsforedinburgh.com/>

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