
From: Susan Clark
Sent: 22 February 2008 17:10
To: Geoff Gilbert; Andrew Fitchie; Alastair Richards - TEL; Matthew Crosse; Dennis Murray; Steven Bell; Jim McEwan; Graeme Bissett (external contact); Damian Sharp; Stewart McGarrity
Subject: CONTRACT CLOSE - IMPORTANT

Dear All

Next week is an extremely important week for us – a week in which we must close down all remaining issues in order to successfully bring contract close to a successful conclusion.

To ensure that we start the week with a clear vision of what needs to be achieved I must have the following:

- 1) Fully populated outstanding issues lists for the full Infraco suite – this to include Infraco, Tramco and novation issues. I currently don't know if there is one list or if this list is held as 4 different lists for Infraco, Tramco, SDS novation and Tramco novation. Can **Geoff, Alastair, Andrew, Damian** please advise and provide these lists.
- 2) An issues list for all pricing/cost issues - **Dennis**
- 3) An issues list for all remaining design – ER's – Infraco proposals – **Matthew**

These issues lists should clearly identify when you aim to resolve each of the issues and should be updated daily and provided to me to show progress.

I also need to have a fully populated meeting schedule showing what meetings are taking place and who is attending. The one Val has sent out this afternoon only includes meetings for Monday and Tuesday and these do not all have attendees attached. There is nothing apparent for Tramco although I do know that meetings are happening. Can details be provided over the weekend please to Val and I? Please note that the CEC briefing sessions with CEC are being moved into the following week.

Each meeting needs to target resolution of the issues on the outstanding issues list – sorry if I'm teaching granny, but we need to be totally focussed next week to land this.

We have an 0830 arranged for Monday morning – lets use this to make sure we are all on the same page with who is doing what and when.

Susan

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