

Kirsty-Louise Campbell

From: Mandy Wilson
Sent: 03 January 2008 11:57
To: Gill Lindsay
Subject: FW: COUNCIL REPORT 20 DECEMBER - EDINBURGH TRAM
Follow Up Flag: Follow up
Flag Status: Completed

From: Mandy Wilson **On Behalf Of** Gill Lindsay
ent: 03 January 2008 11:56
To: Colin MacKenzie
c: Alan Squair; Nick Smith
subject: COUNCIL REPORT 20 DECEMBER - EDINBURGH TRAM

Firstly, a very happy new year to you.

As you know, Council approved a series of recommendations on 20 December which require a range of significant work and progress to be in place prior to financial close.

It is imperative that we fully support work and progress towards delivery. Can you please ensure that all possible resources relating to this Project are utilised on a full-time basis as agreed to support the legal work which requires to be undertaken as a matter of the utmost urgency during January and leading to financial close.

Please also ensure that there is sufficient presence by this Division at Tie offices as required during this period. It is also important that we take the opportunity to fully utilise the Legal Affairs Committee meetings during January. By the first meeting in January we should be at the stage of confirming final revisals to the Tie Operating Agreement and expecting Tie to agree with these. We should also have identified any additional activities which we wish Tie to complete prior to financial close. Can you please ensure I have a brief written report prior to each of the Internal Planning Group meetings. Please ensure that issues are escalated to yourself and myself as they arise in order that they can be timeously resolved.

Can you please ensure you have constant interface with Sharon Fitzgerald of DLA in respect of understanding and recognising and providing instructions as appropriate in respect of progress towards financial close and risk assessment on the principal contracts.

Thank you for your support to this Project.

Regards

Gill