



tie Limited

Minutes of ETN Infraco Progress Meeting No. 1

Date: 17 June 2008

Time: 13.00 – 16.45

Venue: Kingdom-Brunel Room, CityPoint II

In attendance **tie** – Steven Bell (SB), Bob Bell, (BB), Alastair Richards (AR), Jim McEwan (JM), Dennis Murray (DM), Tony Glazebrook (TG), Tom Hickman (TH), Julie Smith (JS).

BBS – Scott McFadzen (SM), Roland Brueckmann (RB), David Taylor (DT), Steve Sharp (SS), Tom Murray (TM), Colin Brady (CB), Jim Rice (JM).

SDS – Steve Reynolds (SR), Jason Chandler (JC).

Apologies CAF Representative + Susan Clark (SC)

Circulation All + Frank McFadden (FM)

	WHAT	WHO	WHEN
1.	<p>Outstanding Actions from kick off meeting on 21.05.08</p> <p>SB outlined requirements for all action owners to close out their items promptly.</p> <ul style="list-style-type: none"> • Site Establishment – The meeting was held so this item is closed • Correspondence to BBS – completed – Colin Brady now added today • VE instructions – 15 instructions issued and awaiting BBS response • Traffic Signal variations now to be issued as a change – DM meeting Steve Wright 18th June to discuss. Close out end of the week. • 12 week look ahead – starting to receive from DT, tie has requested more detail. • Tramco to be added to 12 week look ahead – still to be completed • Prior and Technical Rag requested by JM – completed. Programme expected by next Monday from DT. SB requested that urgent items to be raised at the Thursday meeting. • Road surveys- alignment meeting held – item closed • Trackform workshops – held no misalignments • Still outstanding is the “others” meeting – Infraco will hold an internal 	<p>JS</p> <p>SM</p> <p>DM</p> <p>DT</p> <p>DT/ SS</p> <p>DT/JC</p>	<p>17.06.08</p> <p>27.06.08</p> <p>20.06.08</p> <p>24.06.08</p> <p>24.06.08</p> <p>19.06.08</p>

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	<p>meeting tomorrow to discuss. SM to come back with date 18th June. tie reiterated that the impact of any delays will be the responsibility of Infraco.</p> <ul style="list-style-type: none"> • TPA Programme – to be given by SC still outstanding with Infraco (JC and SM) • Organograms have been provided to Infraco by SB (CEC and tie). Infraco provided charts as part of their progress report. 	SM SC	18.06.08 18.06.0
2.	<p>Key Concerns and Review of actions for SB/ SM meeting of 10.06.08</p> <p>Overall there is insufficient progress in mobilising and commencing the Works.</p> <p>SB requires a plan demonstrating how the org charts are being populated and the timescales for recruiting the positions which are still vacant. In order to ascertain suitability for the role tie expects to see CV's to demonstrate that the relevant experience and knowledge for all key personnel.</p> <p>Subcontractors – This is clearly unsatisfactory and a core Infraco responsibility that this is delayed from contract award five weeks ago and tie expected more consortium resources and subcontractors in place, the contract programme requires this. tie expects the consortium programme for subcontractors and procurement combined within the report.</p> <p>Infraco stated a working package framework has been created for sub contractors with Pinsents, their legal team. TM will send to DM 17th June. DT and BB to arrange meeting to discuss programme framework - agreed Friday.</p> <p>Immunisation – tie have received letter from BBS which tie considers unacceptable. RB, SM, TG to meet to address unsatisfactory details by end of the week.</p>	SM SM TM BB/DT	20.06.08 20.06.08 17.06.08 19.06.08 20.06.08
3.	<p>Progress Report</p> <p>General Comments</p> <p>As previously requested SB would like to see a focused executive summary for the next progress report documenting headline and highlights, programme, progress, cost and risk issues. Half a page with the most relevant issues. The facilitation with Coverdale has been rescheduled for the 10th/ 11th July and attendees from nominated staff from Infraco and tie is mandatory.</p>	SM	11.07.08

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<p>The information contained in the progress report should be based on 3 weeks of actual information and 1 week of forecast information. This will allow the progress report to be produced within the required reporting window to tie.</p> <p>The forecast data should be updated in the following period report and discussed at the relevant progress meeting.</p> <p>Health and Safety</p> <p>No commentary which is not acceptable. This is to be resolved for next period and SB needs to have the Construction H&S Plan now. SM believes that there is one for advance works but accepts main works plan is overdue submission. Infraco report that it will be submitted tomorrow. If this arrives tomorrow tie will review of the next couple of days.</p> <p>Incident reporting process – all parties are satisfied they understand and can implement this. BBS will not be informed of MUDFA incidents unless relevant and vice versa. SM, RB and CB should be on the incident list.</p> <p>Work Package Plans are being worked through by BBS and some are with tie. Submission details to be shared NR is currently being worked on and this sits in with the Construction Health and Safety Plan. NR has commented on this. Siemens need to comment on this as Siemens Transportation Systems will act as Principal Contractor Licence holder and feedback to BB. There is now a four tier approval plan but Siemens will take first look as they have the NR experience. This needs to be streamlined as it is quite a drawn out process – Siemens, tie/ Ritchie Adams (can be run in parallel) – NR. Principal Contractors Licence application to NR could take six months and they will not rush it through. SB to raise with NR later this week, to ensure it is being progressed effectively.</p> <p>tie received Graham Audit Report and requested further information regarding two fatalities. The information received was out of date, unsatisfactory and superficial and tie are not content with such a supplier. BBS noted that they are looking for a better response from Graham, the Managing Director and Construction Manager are meeting with BBS on 19.06.08 to resolve. All parties need to be satisfied that Graham can work to the safety directives. A Quality Submission is addressing all of the issues raised by tie is required urgently.</p> <p>Safety Leadership initiative – session to be set up with SB, TG, SM, CB, RB,</p>	<p>SM</p> <p>SM</p> <p>RB</p> <p>TG</p> <p>JR</p> <p>RB</p> <p>SB</p> <p>SM</p> <p>SM</p>	<p>11.07.08</p> <p>18.06.08</p> <p>20.06.08</p> <p>20.06.08</p> <p>20.06.08</p> <p>30.06.08</p> <p>19.06.08</p> <p>19.06.08</p> <p>20.06.08</p>
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<p>JC, SR, CAF, CEC, Transdev within the next 10 to 14 days.</p>	TG/ SB	30.06.08
<p>Caley Ale House – BB and JR to investigate why work was started when the relevant arrangements were not in order and report back. This is to be a quick turnaround by the end of the week.</p>	BB/ JR	20.06.08
<p>Construction Support Services SDS state they are engaged in this and have requested payment. BBS wrote to tie today 17.06.08 and tie will respond however there are duplicate costs with some of the support services and tie requires resolution on this prior to instruction. Letter will go to BBS by tomorrow and will deal with design support as well.</p>	DM	18.06.08
<p>Milestone Review tie expects at next report the 14 day notifications of anticipated milestone completions. There are no other issues on this.</p>		
<p>Consortium Agreement with CAF The finalised version of the Consortium Agreement changes was reported as still outstanding and requires two weeks to resolve. tie require notification of progress on this issue and to agree revised invoicing and any external communications.</p>	SM	27.06.08
<p>SDS stated their view of a need to exchange the final instructions and scope definitions which were agreed prior to novation and the SDS final settlement so this can be closed out. DM and JC to discuss and resolve. There will be no programme impact as that issue was settled at time of novation.</p>	DM/ JC	27.06.08
<p>Electronic version of the Primavera files will be provided to tie for the design updates referred to as "V31 and V32".</p>	SS	20.06.08
<p>It was noted that the programme details submitted with the Progress Report was an update against the Contract Programme, with no final mitigation actions proposed or enacted by Infracore or others.</p>		
<p>Overall progress is not in line with the Contract Programme and there is no evidence of actual or proposed mitigation. In addition to identified design approvals issues which are being address in the Approvals Task Force, there appears to be clear delays caused by slow mobilisation of package contractors and completion of Construction Health and Safety and Works Package Plans.</p>		

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<p>It was agreed that a workshop to address their concerns would be arranged as a matter of urgency. SB highlighted his fundamental concern that insufficient progress and mitigation were being identified and actioned by Infraco and where it could be identified, tie on CEC. Programme reporting to include visibility of Design Assurance Statement Deliverable. tie were very disappointed with the DAS schedule for 04.06.08 was cancelled by SDS at 24hours notice. A revised programme, which must be adhered, is requested urgently.</p> <p>The alignment workshops on OLE and Power identified design work relating to the OLE that Siemens were drafting. A meeting was held this morning (17.06.08) to progress, A Steel will be following up with Siemens and SDS.</p> <p>Technical authority submissions – the problem that SDS are facing is that CEC in some cases forward the final submission to other interested CEC parties which instigates further comments which can delay approval. tie requires real evidence in order that can be dealt with within the approvals task force but needs to be fed through to SB and SM.</p> <p>VE – Alignment workshop, address the fact that there were no structures misalignments. Actions were agreed from both sides. This will be recorded by specific correspondence for any formal action/ agreement on VE.</p> <p>Procurement/ Sub Contract Arrangements SB would like to see information relating to long lead procurement incorporated into future progress reports.</p> <p>SB requires to see more information and visibility and real progress regarding the Package Subcontractors and what stage the procurement and programme delivery is at. BBS will provide information on work packages to provide progress. The sheet must be updated to be a consortium sheet and SM to suggest some early lead procurement to mitigate any delays identified.</p> <p>Carillion utility works – some water works still ongoing at the depot. tie change for 5a, 5b and 5c was sent to BBS on 09.06.08.</p> <p>tie will provide Infraco with MUDFA Rev 07 programme in about 10 days times once it has been finalised with Carillion.</p>	BB/DT	20.06.08
	SS/ JC	20.06.08
	RB/JR TG/AS	20.06.08
	DT/ JC	19.06.08
	DM/SB	11.07.08
	SM/CB	11.07.08
	SM	27.06.08
	TH	30.06.08

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<p>Estimate on utility items to be provided by BBS within the 18 business days. If there looks like there could be a problem then BBS to provide justification for any request for an extension to the Estimate timescale. This will be treated on case by case basis.</p>	SM	27.06.08
<p>Delay and recovery to be reported effectively in the progress report and that nothing has been missed that could be collectively dealt with that would help with the programme.</p>	SM/CB	11.07.08
<p>Review of Instructions/ Infraco Notification of change Numbers 1 to 23 have been discussed and there are ongoing actions and will response back before Monday meeting. Weekly meeting is being held to ensure that nothing falls behind.</p>	DM/TM	
<p>A fortnightly escalation review is to be considered to unblock issues if necessary.</p>	SB/CB	11.07.08
<p>BBS stated that they will endeavour to adhere to the contractual timescales for the quote.</p>		
<p>Key Personnel BBS requires people with NR experience and tie would like to know how this is going to be dealt with. The rail experience within Siemens Transportation was highlighted by BBS as a positive support. However at the moment Infraco stated that they consider NR seem to be satisfied with what BBS has submitted.</p>		
<p>BBS to extract relevant structures for fast track temporary works in order that SB can take to NR with submission dates in R MacAulay.</p>	SM SB	18.06.08 19.06.08
<p>Progress on tie obligations BB will issue a summary report. Each obligation has an owner within tie. All 10 asbestos surveys have been carried out although not all reports are in. Owner is Bob Bell MUDFA power will go out for late this year/ early next year. Owner is Alastair Richards. Forth Ports Depot Alasdair Sim dealing with. Dennis Murray will pick up SDS site requirements. PPW being escalated with by SB at NR meeting. Owner is Willie Biggins.</p> <p>Third Party Issues</p>		

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	<p>Infraco must within the next report to report on generally how they interfaces with third parties within their obligations. Third Party Agreements Programme to be forwarded to Infraco.</p> <p>Traffic Management tie has agreed to do some modelling however a programme of Infraco information provision required to be agreed, tie needs to know who will be communicating into who and how. Who is going to provide the updated information. BBS's TM person will deal with this. Contact to be made with A Sim in the first instance.</p> <p>RFI's Spreadsheet in report is not correct, the early dates differ from the dates that were sent. tie targets response within 5 days. A process is to be agreed to close out any residual clarifications. To be dealt with at the Thursday pm site meeting.</p>	AS	20.06.08
		SM/AS	27.06.08
		BB/DT	19.06.08
4.	<p>Risk, Opportunity (inc Insurance)</p> <p>Nothing reported from BBS this week. Progress for VE opportunities is to be documented here for the next report.</p>	SM/CB	17.07.08
5.	<p>Issues and Concerns</p> <p>Consents were highlighted as still a concern for BBS. The solution is being addressed via the approvals task force.</p> <p>tie continue to highlight the slow mobilisation by BBS.</p> <p>Actions noted previously to be executed promptly to address both of these issues and to recover the Contract Programme.</p>		
6.	<p>AOB</p> <p>SRU Agreement is expected to be signed next week.</p>		

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