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Subject:	Bi-Weekly Team Briefing
Author:	Fenella Watson (courtesy of notes from Susanne Fersch)
Distribution Date:	16 February 2010
Date of Meeting:	8 February 2010
Time:	12:00-13:00
Location:	Oval Office, 9 Lochside Avenue

Participants

Name / Abbrev.	Name / Abbrev.	Name / Abbrev.
Miguel Berrozpe MBE	Paul Thomson PTH	Frank Wenzel FWE
Alfred Brandenburger ABR	Lydia Delmaestro LDE	Axel Eickhorn AEI
Patrick Scully PSC	Ineke van Klaveren IVK	Klaus Dieker KDI
Mathias Hecht MHE	Thomas Schwanse TSC	Wolfram Zierbock WZI
Susanne Fersch SFE	Rob Emery REM	Damian Wheeler DWH
Ruairi Connolly RCO	Aukje Aherne AAH	Kenny Hughes KHU
Rob Emery REM	Neil Hibbert NHI	Shabu Dedhar SDE

Item	Issue
1.	H&S: KHU Everything is going well as far as H&S is concerned. Concern re Network Rail's presence – there have been incidents on the Guided Busway brought to the attention of the client that we're not up to scratch where we should be working alongside NR. REM and KHU dealing with this. Works on Guided Busway week commencing 15 Feb involve inbound works – need to make sure all method statements and risk assessments are prepared and completed. MBE – there have been 2 casualties in one week on Network Rail. This has caused extreme sensitivity in this area meaning we must have our WPPs and paperwork completed and ready.
2.	Trackwork Commercial – TSC We are going to do an audit at the end of February on BAM regarding hourly rates. With regards to claims and changes, now closing out these and instructing them by variation and progressing. Princes St – there have been complaints that the groove rail is full of gravel. Is this maintenance of trackwork or is it normal roadworks cleaning? This discussion will take place soon. Guided Busway – we're making good progress, we are in discussions with subsuppliers to accelerate the works.
3	Trackwork – DWH We're currently working on the IDR and IDC process and looking at RORs from tie in order to close out the remaining issues.
4	IT & Changes – FWE We have ordered phone lines for warehouse and IT preparation. Systech staff now have Siemens email and Siemens computers. Changes – we have pricing for TNC-0014 for traffic light for €5million. This has been sent to tie.
5	Logistics – SFE

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	<p>Warehouse – dates for move in have been shifted – due to problem with planning permission. Mid March move in. Beginning of March we can receive shipments.</p> <p>We are working on a procedure for site diaries for site managers to fill in and record every detail of what's happening on site. Also working on a procurement procedure for critical materials. Briefing on these due soon.</p> <p>MBE – it is crucial that we have a very accurate procedure for tracking the status of procurement and of items being delivered. It is equally important that we try and negotiate with tie some advance. This requires better coordination from the Lots. AEI and SFE to action.</p>
6	Commercial – AEI
	<p>Introducing Lydia Delmaestro. She comes to us from Traffic Solutions and will work part time for us commercially. She has already successfully supported us with evaluation of immunisation works, tie have agreed 9 milestones and we will collect £300,000.</p> <p>She will also be collecting our timesheets in the future.</p>
7	Commercial – NHI
	<p>We responded formally to tie re risk management process. A follow up meeting Wednesday 10 February to agree the process.</p>
8	Quality – IVK
	<p>We are receiving feedback from audit reporting.</p> <p>This week: monthly progress report for tie is due as well as internally. Email due out with reminder.</p>
9	Contractual – PSC
	<p>We are entering a difficult period with a number of major issues arising. We have at least 2 new disputes between BB and tie. There is also an allegation from BB that the design is not buildable, that we have pushed that design on BB. There will be a number of arguments surrounding this issue, including culpability for design, the SDS BB design interface will be a major issue in terms of money, liability, incurrence of delay and will be a major battleground for this project.</p> <p>We have to work very very closely together on these issues.</p> <p>NHI and RCO will become more closely involved in contractual areas.</p>
10	SIG/COMs Installation – REM
	<p>We have our first tramstop equipment cabinet base being built on Princes Street. BB are doing the works, but overseen by Siemens.</p> <p>Immunisation works – VolkerRail works have been submitted with design completion due May this year.</p> <p>Principal Contractor works – we're carrying out an audit on track monitoring procedure – by Gary Roper. We're being proactive responding to Network Rail's concern on this.</p> <p>Tuesday 9 Feb – meeting with BB and Graham's (subcontractor) re responsibility while working at Haymarket St following the crane incident and cable strike. A flow chart by Jim Noblett shows how we proactively close out issues.</p>
11	Trackwork Installation – WZI
	<p>Works on the Guided Busway is ongoing. We have established programme reporting and have started monitoring it today.</p> <p>We have made our first step in direction of the depot to discuss storage area, etc.</p> <p>We have made first step in direction of Ed Park Bridge, we've found out we need dead loads on top of the bridge for track installation. BB to revise the programme.</p>
12	Contractual- Design Management – SDE
	<p>There is significant threats on Siemens re Design Management and how that has an impact on SDS design. We need to make sure we're well protected on that. SDE will be asking for historical backup information on this.</p> <p>There are processes being established like standard letters to make us more protected in future.</p> <p>Also getting involved in specific issues where there are specific design issues with design details that</p>

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	have knock-on effect like on road surfaces that are circling back on us.
13	Trackwork – KDI
	<p>We are working together with BAM to bring forward the design; we're reviewing the layout drawings and closing out records of review. We are trying to finalise the trackwork design. We are in receipt of SDS' submission for track forms.</p> <p>Floating slab design is available; we're in discussion with SDS and BB to provide their proposal.</p> <p>Ed Park Bridge – we are in discussion with BB. We doubt their accuracy on measurements.</p>
14	Scheduling – MHE
	<p>Rev 3 programme is planned to be discussed with tie, with an end date of 2013 (but this is likely to change to earlier). As the programme becomes agreed, MHE will share with the team.</p> <p>Issue stemming from Construction Programme – there is a weekly discussion with BB about upcoming the locations for trackwork (mainly off street within the next 6 months). The next two sections are the depot and Ed Park Bridge, and other off street parts.</p> <p>Progress reporting – MHE starts to establish progress requests to all subsystems on a weekly basis for installation that can be summarised easily to give clear picture of where we are and where we'd like to be. This will be combined with the info gathered by SFE re deliverables – it includes material available.</p> <p>The delays in the city centre are caused by MUDFA. Tie have apparently not even started the design of the utility diversions in Constitution Street. The MUDFA programme does not include the full design of on-street sections. We are still awaiting information from the client on this.</p>
15	Contact support – RCO
	<p>Reviewing all BIW correspondence; looking at the BRP sub-contract with ACU; looking at INTCs where we may be liable for causing BB delay. Also carrying out Site Event Reporting, used in analysis of delayed activities.</p>
16	Overview – MBE
	<p>The project has had a difficult start to the new year. Tie and BB are playing hardball and the tension has not gone down at all. Tie are strengthening their contract management team. If anyone sees new faces, please inform Patrick Scully and/or Miguel. We need to get changes signed off and very diligent with estimates and negotiating estimates – agreeing costs before we are exposed.</p> <p>Overall Contract Management – escalation of confrontation between tie and BSC; and escalation of tension, between Siemens and BB and Siemens and CAF. We need BB to produce more progress on site. We should try to progress on site as much as reasonably can economically. We should start having very, very accurate reporting of things we have procured and the property transferred to tie.</p> <p>Design claims will be an issue. Tie is trying to attack the consortium in a number of ways: lateness of submitting estimates; inflated estimates (more BB not Siemens); allegations of not "best value"; and lack of progress.</p>