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Subject:	Bi-Weekly Team Briefing
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Date of Meeting:	22 March 2010
Time:	12:00-13:00
Location:	Oval Office, 9 Lochside Avenue

Participants

Name / Abbrev.	Name / Abbrev.	Name / Abbrev.
Miguel Berrozpe MBE	Adam Culley ACU	Frank Wenzel FWE
Michael Wilken MWI	Shabu Dedhar SDE	Axel Eickhorn AEI
Neil Hibbert NHI	Ineke van Klaveren IVK	Klaus Dieker KDI
Mathias Hecht MHE	Thomas Schwanse TSC	Wolfram Zierbock WZI
Susanne Fersch SFE	Stephanie Moffatt SMO	Damian Wheeler DWH
Ayman Elsadig AEL	Aukje Aherne AAH	Kenny Hughes KHU
Rob Emery REM		

Item	Issue
1.	Administration – FWA
	Training has been arranged for the core Siemens Project Management team for 30 March 2010. Training on Time Management and another series of sessions on CDM regulations to be arranged shortly. Ayman Elsadig is a new starter today and will be supporting Michael Wilken in civil engineering.
2.	Change Control – SMO & FWE
	Stephanie is still familiarising herself with changes, BIW and is updating the database for all changes. We are developing a database so everyone has a user account and can see updated changes and associated information. Training for how to use it will be done, on how it works and how files can be entered. A workshop on how individuals can do their own backups is also in the process of being formulated.
3	Logistics – SFE
	The site office in Broxburn next to the warehouse is in the process of being fitted out. The move is projected for this Wednesday/Thursday. IT is due to be fitted shortly. Next week there will be a few deliveries, after which all of our TPS equipment will be housed in Edinburgh and we can begin installation. A workshop on emergency procurement is to take place after this meeting. MBE has asked SFE to conduct a meeting for all people moving over on the logistics of the move.
4	F&C – NHI
	Nothing major to report. The BAM audit has been finalised and the report has been issued to the team.
5	Scheduling – MHE
	Our proposed Rev03 programme was rejected by the client. Mediation on the MUDFA impact on the programme (EOT 2) failed last week, so it goes to Adjudication. We are now working closely on the programme for the depot.

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	The Requirements Management Plan has had no response from CAF; this is still needed to progress the report. MHE to request a signature on the document again. This is outstanding by 5-6 weeks.
6	Project Management – MBE
	<p>The project is in difficulties – confrontation between the various parties has escalated rapidly since January and this is visible in the press. Negotiations are ongoing on a high level to cool down tempers, but positions are entrenched.</p> <p>We need to be very risk aware; risks are increasing rapidly. In addition to the lack of progress we start having issues on quality of construction. We could have issues which are starting to be seen, like accuracy. These are normal technical issues, but on top of our other problems becomes more damaging. Be risk aware. Manage risks.</p> <p>The biggest enemy to the project is delay. Anything we can do to progress works and get others to progress works significantly reduces our risk and increases chances of viability and survival. Anything you can do to make the work progress in design or construction or site release, will put us in a better situation.</p>
7	RA/REL Site Management – REM
	<p>Inspection all IMU boxes on P St was carried at – vibration on roads vehicles and had to tighten the lids. All lids have been torqued down to correct settings following additional info from Braunschweig. Point installation contract from Direct Track Solutions (DTS) – all methodology documentation discussed. The FAT for the point machines has been planned for week commencing 26 April in Frankfurt.</p> <p>Meeting with NR on Thurs to discuss delay due to shortfall in receiving documentation by VolkerRail due to the documents used by another contractor.</p>
8	H&S – KHU
	<p>HSQE – currently there is an emphasis on NR interface with all works between Edinburgh Park Bridge and Haymarket and the stretch of mainline track next to the depot. <u>There is more pressure from the client and all WPPs have to go to Martin Burke prior to commencement of work in any of these locations.</u></p> <p>2 climate surveys have been sent out: one from the consortium on HSQE feedback. Please fill this out and send it back. The other is from Siemens BASEQ department – this is for Siemens employees only to fill out.</p> <p>There is a regular ongoing issue re subcontractors not attending the HSQE meetings held on a weekly basis. Either they are not working on the project or are off ill.</p> <p>Siemens had a joint H&S inspection meeting with Client. We still have some issues to address. There are weekly tours and inspections going on and monthly audit activities.</p> <p>Beginning of April there's a visit from H&S Executive to look at the project.</p> <p>Currently we're looking at what problems we will encounter at the depot, Edinburgh Park Bridge and at the airport sites.</p> <p>KHU off from Thursday til week on Wednesday. Gary Roper standing in on his behalf and also bringing in Elizabeth Gardner to support.</p> <p>MBE asking for KHU to organize discussion with all site people re tie's list of preconditions for permit to commence work.</p> <p>NR are coming out next month to inspect tie and we're the Principal Contractor so we'll be affected Siemens carried out a design audit on BAM's competencies in relation to ISO9001:2008 Quality Management Systems and CDM regs.</p>
9	Trackwork - KDI
	<p>We're working with BAM to finalise the trackwork design. We're progressing Records of Reviews and we have more level As and getting support from tie. The Wheel/Rail Interface report has been submitted but not closed out yet; we'll see what comments we get from tie. We are also in discussion with BB re Princes St: the interface for sealant and interface on Princes St is not working very well. There are also commercial contract issues re Princes St interface.</p> <p>We're also looking at preparation of upcoming construction sites, depot with BAM and define and close all the starting conditions and same for EDP Bridge.</p>
10	Commercial Trackwork - TSC

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	<p>The main issue is still fights with BAM re claims and changes. We're able to settle some items, several design changes in the depot. We're busy with Princes St delays which also should be closed out shortly. We're busy with BAM's EOT which has been discussed in DRP with BAM last October and is still pending some issues.</p> <p>A lot of time is taken up with the Guided Busway (GBW) at the moment. Some people are aware we have some problems with Border Rail & Plant (BRP) and lacking progress. Also with BAM who indicate they'll raise claims for delay on GBW.</p>
11	System Engineering - MWI
	<p>We've finally submitted the System Integration Plan. We can now close some audit findings related to this.</p> <p>We're receiving a lot of drawings for IDR from SDS which continue to be distributed and will be the main works for Ayman who will coordinate the design review. We're expecting a vast amount of IFC drawings in the next couple of weeks and a lot of review meetings. We don't expect IFC quality so our review is very important. There is a schedule for IDCs to confirm and agree these IFCs set for after Easter. Everything depends on the IFC quality. If there is insufficient quality then there will be another round of updating the drawings. Hopefully this will not happen.</p> <p>Our priority is the progression of off-street design.</p> <p>We have an outstanding interface issue re track and asphalt – shown up on Princes Street.</p> <p>Wolfgang Braun is here to conduct some tests to see about quality of works. We're meeting with SP to get final agreement for E&B concept for substations. We should be ready for installation in 4-6 months.</p>
12	SDE
	<p>Supporting discussions re ongoing track issues.</p> <p>We're pushing on with exercises on historic submissions and RFIs. Ongoing work making sure with RFIs that the answer is fully accepted – whether SDS or tie.</p>
13	ACU
	<p>We have had the prices from BAM on the plant purchase/rental but we don't know that starts. MBE instructed that we should make sure the request is done formally.</p>
14	Trackwork – DWH
	<p>We have had a 4 week break from the IDR process enabling us to make progress on closing out RORs on design documents. We've also made progress with the SDS on the floating slab.</p> <p>We will reach a milestone if DS issue a trackform and finishes overview.</p> <p>We have an issue with SDS being reluctant to answer TQs.</p> <p>MBE instructed that MWI and the technical team should establish a process to chase SDS for TQ responses. Put it on record, sighting the clause of the SDS agreement, etc.</p>
15	Quality – IvK
	<p>Attended Lead Auditor training last week. Week before was progress report week. We're doing well with our processes and we're really on time. So keep up the good work.</p> <p>Internal progress is due this week.</p> <p>The Quality Management Plan has been updated and is in review, including the procedures.</p> <p>Princes Street audit on handover documentation is coming up.</p>
16	Trackwork Installation – WZI
	<p>GBW – last week we finished the first on the outbound, we start concreting inbound this week after finishing discussion on the addendum of the roadrail mixer.</p> <p>We have difficult development on quality and of progress. We're questioning whether BRP has the right subcontractor for the concreting. We measure and check the survey grid over Edinburgh Park Bridge. There are problems with the stations itself. Expect that after 2 weeks with the first results of the height of the plinth we can decide when to go on top of the bridge.</p> <p>Depot area – starting 22 April for the first round. Start track installation in the workshop. In Discussion with BAM on MST and WPP on ballasted track – is insufficient.</p> <p>Next location to discuss is Shandwick Place and Haymarket – to establish a programme. BB has a new site office in Haymarket; we're in discussion to share.</p> <p>First discussion with subcontractor on remedial works on sealing in P St.</p> <p>Brian Donnelly and WZI decide there's a H&S problem, we need to sort out these problems. So we have to establish TMG and all the bits around the remedial works.</p>

Item	Issue
	Section 7 - focus is to start on ballasted section in mid year after Gogar Bridge.