

Joint Project Forum

Edinburgh, 12 March 2014

Attendees:

Sue Bruce (Chair)	The City of Edinburgh Council	Sue.Bruce@edinburgh.gov.uk
Mark Turley	The City of Edinburgh Council	Mark.Turley@edinburgh.gov.uk
Colin Smith	The City of Edinburgh Council	Colin.Smith@edinburghtrams.com
Graham Porteous	Transport Scotland	Graham.Porteous@transportscotland.gsi.gov.uk
Simon Nesbitt	Bilfinger	Simon.Nesbitt@bilfinger.com
Axel Eickhorn	Siemens	Axel.Eickhorn@siemens.com
Mikel Irizar	CAF	mirizar@caftengineering.com
Bill Campbell	Lothian Buses	bcampbell@lothianbuses.co.uk
Tom Norris	Edinburgh Trams	Tom.Norris@edinburghtrams.com

Item No	Subject	Action Owner
1	<p>Previous Minute – 12 February 2014 Decision</p> <p>To approve the minute of 12 February 2014 as a correct record.</p>	
2	<p>Health and Safety Update</p> <p>Colin Smith advised that there were no issues to report.</p> <p>Health and safety was being closely monitored and the primary responsibility was moving away from construction and to operations. Sue Bruce noted the journey that had been undertaken in regard to health and safety and paid tribute to the partnership working displayed.</p>	
3	<p>Key Points of Progress –</p> <p>3.1 Commissioning and Integration Of Trams</p> <p>Colin Smith advised that T1 had been handed over a day in advance of the revised client programme and T2 was expected to be handed over later that day.</p> <p>The weekly progress meeting and the fortnightly testing and commissioning control meeting had integrated successfully. There were also significant benefits of the operator being present at the CICM and Tram SMT meetings. Overall the progress had been good and on</p>	

Item No	Subject	Action Owner
	programme.	
3.2	<p>Third Party Consents and Approvals</p> <p>Colin Smith explained that there were a number of challenges with third party consents and approvals but they were not insurmountable.</p> <p>The top nine items of the ICP report on Section C had been explored and solutions sought. These were to be resolved to ensure that the ICP was able to issue a letter of support regarding Section C. The two week proving period would also give the ICP comfort, as well as Tram SMT, that the project was on course for a 30 May 2014 commencement date.</p> <p>The ICP had highlighted that he required re-assurance that the Operator was fully empowered to deal with any issues arising under The Railways and Other Guided Transport Systems (Safety) Regulations 2006 (ROGS). Colin Smith would be providing a short paper on the issue and this would be circulated. This reassurance would be provided and it was essential that there was no compromise to the system or the safety of the system.</p> <p>Tom Norris added that the definition of the role of the infrastructure manager was key and it was essential that there was clarity where the scope for the work lay. Sue Bruce stated that a meeting should be held on the maintenance arrangements to ensure there was clarity on roles and scope. Colin Smith to arrange.</p> <p>Mark Turley added that the aim was for the CEC tram team and Edinburgh Trams to work as one team; this was already in progress but arrangements may need to be formalised.</p> <p>Sue Bruce highlighted that outcomes arising out of the discussions at Mar Hall were often a reason for why current arrangements were in place. It was essential that this corporate memory was not lost. Colin Smith added that he would arrange a session to ensure that this was covered.</p> <p>Axel Eickhorn advised that the lift at Murrayfield, which was necessary for Operation Salvador, was currently being looked at by Bilfinger to ensure that a localised solution was in put in place for the upcoming operation.</p>	<p>CS</p> <p>CS</p> <p>CS</p>

Item No	Subject	Action Owner
	Simon Nesbitt added that once Operation Salvador had taken place the localised solution would be removed to allow the permanent solution to be put in place by Siemens.	
3.3	<p>Network Rail – Immunisation Test Review Panel</p> <p>Colin Smith thanked all those involved in ensuring that VIP treatment was provided to the representatives from Network Rail when they travelled to Edinburgh to close out immunisation. They were picked up at the airport by a tram and taken to the city centre where they were brought along to Waverley Court. The letter of no objection would be appended to the minutes which would act as a record and the way forward.</p>	
3.4	Operating Agreement	
	<p>Colin Smith stated that he had asked Iain Strachan to speak to Trudi Craggs to examine the risks associated with the agreement.</p> <p>Sue Bruce highlighted a possible scheme of delegation for the maintenance agreement. Colin Smith stated that he would take an action to speak to Alastair Maclean on this issue.</p>	CS
4	Ready for Operations	
4.1	<p>Red Team email circle and plan of work</p> <p>A meeting had taken place where Edinburgh Trams and Infracore were asked to understand the difficulties of managing within a tight timescale. This was designed to help people be more accommodating when carrying out their own duties. Tom Norris added that following the meeting there was better support and collaboration with excellent communications between the parties.</p>	
4.2	<p>Rear View Mirrors</p> <p>Tram 259 had been taken aside and an alternative solution explored. The rest of the fleet would be modified by CAF. The ICP had stated that the solution was satisfactory and he supported exploring the enhancement.</p>	

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4.3	<p>Transition Board – Weekly Team Talk</p> <p>The Tram Transition Board was working well although the previous two meetings had been cancelled to ensure the completion of T1 and T2.</p>	
4.4	<p>Lothian Buses/Edinburgh Tram/CEC Fortnightly Review</p> <p>This meeting covered issues such as the airport bus stance, airport tram stop, park and ride car park and naming rights. The airport tram stop canopy was also discussed, with an opportunity for a potential revenue stream and possibly the location for the mock tram. Bill Campbell added that locating the mock tram at the airport tram stop would be a practical, good use. Colin Smith highlighted that further discussions were necessary on signage at the tram stop.</p>	
4.5	<p>Resources</p> <p>Colin Smith asked for confirmation that the contractors were adequately resourced for the change from construction to operations. Infracore and CAF confirmed that they were resourced and were confident that they could support the move into operations. Simon Nesbitt added that snagging was now down to approx. 400 items and the remainder requiring track access were targeted to be completed by the end of March, start of April 2014. There may be a few longer lead items; however, from a tram operations perspective these are minor. A meeting the next day would be held which would identify the necessary windows to rectify the snagging.</p> <p>Colin Smith asked for an update on the three trams where noise had been heard during operations. Mikel Irizar explained that the three trams had been examined but no scratches or damage had been located. It was agreed that further tests would be undertaken when the trams were fully laden. Sue Bruce stated that this test should be undertaken at the earliest opportunity. Colin Smith agreed to report back at the next meeting.</p>	<p>MI CS</p>
4.6	<p>Tram SMT (Owners' Meeting)</p> <p>Colin Smith stated that the proving period for the tram revenue service had been proposed to take place</p>	

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	between 15 and 30 April 2014. This would entail the tram running seven days a week 5am to 12am. The decision would then be brought to Tram SMT on 6 May 2014 for a decision on when to launch the revenue service.	
<p>5</p> <p>5.1</p> <p>5.2</p>	<p>Ticketing</p> <p>Parkeon Progress and System Installed</p> <p>There had been an issue with Parkeon's factory testing not reaching the required standard. The link with Siemens had now been improved and this issue had been resolved. Axel Eickhorn added that he was comfortable with the Siemens-Parkeon connection and that it was predominantly a monitoring link.</p> <p>Upgrades</p> <p>The card reader upgrade to the ticketing machines had now been put in place. Bill Campbell confirmed that he had asked what the cost and time implications were for altering the machines to enable change to be provided.</p>	<p>BC</p>
<p>6</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p>Edinburgh Gateway</p> <p>Information Transfer to Transport Scotland re. Third Parties, e.g. Scottish Water</p> <p>It had been clarified that the Gateway Project should not encroach on the tram site boundaries. A quote had been requested from Infracore for the costs of an electrical isolation and the erection of a physical demarcation of boundaries. This would be passed onto the Gateway team.</p> <p>Gateway Tram Stop to be facilitated by CEC, Summer 2016 – CEC Tram Team to initiate programme for circulation.</p> <p>Transport Scotland Grant Drawdown - A meeting was scheduled for 19 March 2014 on financial issues. Discussions had also taken place on betterment and the close down of the Transport Scotland grant.</p>	<p>GP/CS</p>

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<p>7</p> <p>7.1</p>	<p>Airport Working Progress</p> <p>Bus Stance</p> <p>Colin Smith enquired whether there was a need for a counting system which would accurately indicate how many people were using the tram from the airport. Bill Campbell confirmed that ticket sales were used as the indicator for the airport bus and he envisaged the agreement with the airport for tram being similar.</p>	
<p>7.2</p> <p>7.3</p> <p>7.4</p>	<p>Airport/Tram Interface Structure</p> <p>Tom Norris advised that Edinburgh Trams wished to prioritise the TVMs and then look at any retail opportunities following this. The retail outlet did not need to be in place for revenue service 'go live'. The possibility of siting the mock up tram at the airport is to be investigated.</p> <p>Park and Ride Car Park</p> <p>Colin Smith stated that it was essential that the park and ride barriers were operational by 31 May 2014. Some of these barriers were not currently operational. Mark Turley advised that a significant amount of work was needed on this and it would be discussed and monitored at the Tram Transition Board.</p> <p>In regard to charging, Bill Campbell stated that options were currently being explored. One option was that people who stayed overnight incurred a significant charge but those who took their arrival ticket to a machine by the end of the day would not pay for parking.</p> <p>Naming Rights</p> <p>Colin Smith highlighted that the Council report on 13 March 2014 included information on the naming rights.</p> <p>A meeting is to be set up between Lothian Buses and CEC regarding items 7.3 and 7.4.</p>	<p>MT/CS</p>

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<p>8</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p>	<p>Governance</p> <p>Project Team Payment Applications No issues.</p> <p>Instructions Outstanding None.</p> <p>Items of Dispute None.</p> <p>Items Requiring Certifier's Opinion Colin Smith confirmed that the compendium of certifier's opinion would be completed into one document by July 2014. It was also confirmed that CAF had agreed with the opinion on Schedule Part 24.</p>	
<p>9</p>	<p>Programme Colin Smith asked every team leader to take away to their teams the interdependency on each other to deliver to the programme. There also should be no public comments/documents that have a detrimental impact on one of the parties involved in the project.</p>	<p>ALL</p>
<p>10</p> <p>10.1</p>	<p>Project Threats and Opportunities</p> <p>As Built and Assurance Documentation There were a number of issues that needed to be closed out. This included ensuring that there was a phased handover of documentation and that the radios were fully operational. Tom Norris highlighted the criticality of the radios, especially when the trams were reduced to one driver per tram. Axel Eickhorn stated that they were in discussions with BT although they did need to establish a further contact. Colin Smith stated that the end of March 2014 should be targeted for completion of this issue and it should be discussed at the meeting later that day. Sue Bruce offered to assist in discussions with BT if necessary.</p>	<p>AE</p>

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10.2	<p>Communications Protocols</p> <p>The communications protocols were still in place and would be utilised going forward. Sue Bruce stated that the protocols should be in effect in perpetuity. Dr Keysberg and Julie Owen had also indicated their agreement with this approach. <i>Post Meeting Note: Arrangements for the period post June 2014 are to be agreed at a close out meeting of the Principals to be held on the afternoon of 30th May 2014.</i></p>	
11	<p>Communications</p> <p>The communications team had been asked to provide detailed information on activities in the four weeks before the tram revenue service and information very 30 minutes on the 'go live' day. Communications had also presented their initial thoughts on the launch event being focussed on the members of the public who would be using the tram. The recommendation from the communications team was also to have the launch event in the morning and the commencement of revenue service in the afternoon. Bill Campbell stated that the most practical approach to commencing revenue operations should be taken and this could entail beginning the service the next day at 5am.</p>	