



FAO Mr Martin Foerder  
Bilfinger Berger – Siemens – CAF Consortium  
9 Lochside Avenue  
Edinburgh Park  
Edinburgh  
EH12 9DJ

Our Ref: INF CORR  
4296/FMcF

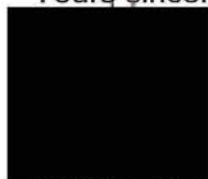
Date: 2<sup>nd</sup> March 2010

Dear Martin,

**Edinburgh Tram Network Infraco  
Progress Meeting (Progress Report 2-9)**

Please find attached herewith Minutes of Progress Meeting held on 01<sup>st</sup> December 2009 as agreed by both tie/BSC representatives.

Yours sincerely,



Steven Bell  
**Project Director – Edinburgh Tram**

delivering transport projects

tie limited

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tie Limited

**Minutes: Infraco Progress Meeting**  
**Date: 01 December 2009**  
**Time: 1500 - 1630**  
**Venue: Training Room, 1<sup>st</sup> Floor Edinburgh Park**

<b>Attendees:</b>	Frank McFadden	FMcF	tie	Martin Foerder	Mfo	BSC – BB
	Robert Bell	RB	tie	Kevin Russell	KR	BSC - BB
	Colin Neil	CN	tie	Miguel Berrozpe	MB	BSC – Siem
	Colin Matlock	CM	tie	Michael Wilken	MW	BSC – Siem
	Michael Jesuarul	MJ	tie	Joe Richardson	JR	BSC - BB
	Michael Paterson	MP	tie	Douglas Ross	DR	BSC - BB
	Hazel Kennedy (mins)	HK	tie	Alan Dolan	AD	SDS
				Stefan Rotthaus	SR	BSC – BB
			David Steele	DS	BSC - CAF	
<b>Apologies:</b>	Steven Bell	SB	tie	Alfred Brandenburger	AB	BSC - Siem
	Susan Clark	SC	tie	Alejandro Urriza	AU	BSC – CAF
	Dennis Murray	DM	tie	Scott Ney	SN	SDS
	Alastair Richards	AR	TEL	Jim Donaldson	JD	BSC – BB
	Tony Glazebrook	TG	tie	Colin Brady	CB	BSC – BB
	Bob Cummins	BC	tie	Jason Chandler	JCh	SDS
				Jim Cowie	JC	BSC - BB
				Jim Noblett	JN	BSC – BB

<b>1.0</b>	<b>Welcome and Introductions</b>	
<b>1.1</b>	FMcF welcomed everyone to the meeting; Mfo thanked FMcF for rescheduling the time of the meeting to allow him to attend.	Note
<b>2.0</b>	<b>Agreement / Corrections of previous minutes</b>	
<b>2.1</b>	Comments on previous minutes to be forwarded to HK.	KR
<b>3.0</b>	<b>Progress Report – HSQE</b>	
<b>3.1</b>	Network Rail Health & Safety Plan is currently with Willie Biggins of tie for review prior to formal submission. The Construction Phase Health & Safety Plan Rev 5 was issued to Paul Colquhoun of tie on 10 <sup>th</sup> November 2009 for review and comment prior to final submission.	Note
<b>3.2</b>	ITP packages to be audited prior to handover for works at Princes Street, on agreement all packages will be scanned and kept within BSC system.	Note
<b>3.3</b>	RB to speak with Scottish Power re incident at Princes Street	Note
<b>3.4</b>	14 ITP's have been reviewed by tie are now 'Level A - No objection status', with a further two from Barr currently being reviewed.	Note

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3.5	A Flowchart showing how information is gathered in the As-Built Process needs to be drafted by the BSC Engineering Team and included in the to-be-revised Design Management Plan.	Note
3.6	Princes Street; Worksite completion certificate remains outstanding. On final signature outstanding list of works to be attached. Design Assurance to be issued at a later date.	Note
3.7	DC (tie) to provide outcome of Design Change/Validation Audit to BSC	DC
3.8	Design Assurance Audit on BSC (mainly CAF) was carried out on the 18 <sup>th</sup> November 2009. CAF require to provide the relevant documentation, with the audit report and findings being finalised thereafter. Future CAF audits to be undertaken in Spain.	Note
4.0	<b>Progress Report – Programme</b>	
4.1	JC to clarify meaning of statement 'the critical path to the completion of the works run through soil nailing at the Depot, 6A, 5b, 5C, 7A, 5A, 1C, 1D, 5C, 1C & 5A trackworks 5A & 1A OHLE'.	JC
4.2	Section 1A – 2 <sup>nd</sup> paragraph 'The Forth Ports Authority Agreement .....	Note
4.3	Section 1A, 2 <sup>nd</sup> paragraph, BSC to clarify where dates in the following paragraph came from:- 'Lindsay Road utility diversion work started by tie (Clancy Docwra) on 16 November 2009 and BSC understand this work will continue until mid January 2010. BSC also understand that diversions works by BT will then take place from 4 January 2010 for 4 – 5 weeks, which may allow a start to works on Lindsay Road in early February 2010.	BSC
4.4	Section 7; Surcharge Area in relation to design and programme to be discussed.	BSC/tie
4.5	MFo requested that the MUDFA Schedule be forwarded to him by 11 <sup>th</sup> December 2009.	FMcF
4.6	RB advised that tie had received no response to correspondence in respect of Employers Requirements. JD advised that BSC had responded to this 3 – 4 weeks prior to this meeting. KR to confirm to tie reference number of letter. [Post Meeting Noted: KR confirmed this letter had not been sent and e-mailed response to R Bell].	RB
5.0	<b>Progress Report - Design and Consents</b>	
5.1	Approvals:-  From a total of 230 planning and technical approvals:  88% are approved (202) 8% are pending approval (18) 4% are to be submitted (9)  Current status at 03.12.09  92% Planning Approvals granted 84% Technical Approvals granted	Note

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<b>5.0</b>	<b>Progress Report - Design and Consents</b>	
<b>5.1</b>	<b>Issues &amp; Concerns;</b> <ul style="list-style-type: none"> <li>▪ SDS to provide information re RBS Gogarburn Tramstop.</li> <li>▪ Ground works within Railway Corridor are unable to commence due to availability of specialist.</li> </ul>	Note Note
<b>5.2</b>	Extended Construction Support; <ul style="list-style-type: none"> <li>▪ Organisational Chart within report to be disregarded, revised Organisation Chart being sent by letter to <b>tie</b> for approval.</li> <li>▪ RB to approve Organisation Chart for previous month.</li> <li>▪ Report still awaiting from JC re proposal on future allocation of staff. AD to raise with JC.</li> </ul>	Note RB AD
<b>5.3</b>	Workshops:- <ul style="list-style-type: none"> <li>▪ Earthing &amp; Bonding – BSC awaiting tie Instruction. RB to verify status of same.</li> <li>▪ SCC Loops Workshop – under discussion with A Dolan/John Newton.</li> </ul>	RB Note
<b>5.4</b>	Request For Information:- <ul style="list-style-type: none"> <li>▪ MW to provide further clarification on what is required to allow outstanding RFI's (13) to be resolved.</li> </ul>	MW
<b>6.0</b>	<b>Procurement</b>	
<b>6.1</b>	Revised letter was sent to Expanded to cover Carrickknowe Bridge.	Note
<b>7.0</b>	<b>Progress Report – Construction</b>	
<b>7.1</b>	RB requested that BSC disregard INF CORR 2943/MB Tower Bridge Licence Application which was sent in error.	BSC
<b>7.2</b>	Conflict schedule to be reviewed to allow a <b>tie</b> Notice of Change to be issued to BSC.	CN/MP
<b>7.3</b>	Trackwork Carrickknowe – South Gyle Access Bridge;5 piles out of 33 trial holes completed. No results on trial holes to date.	Note
<b>7.4</b>	South Gyle Access Bridge; SDS to complete redesign of TM/Utilities thereafter this will be submitted for Traffic Management. BSC/ <b>tie</b> to review Traffic Management application to allow this to be utilised for construction works at West abutment.	JD/CN
<b>7.5</b>	Gyle Tram Stop Retaining Wall; JD advised that Scottish Power had requested that the full cable be exposed following spike completion, however BSC are unable to meet this request as BSC priced for the cable to be exposed at either end only.	Note
<b>7.6</b>	A8 Underpass; MP to review original Change Order for 12 Way Diversion.	MP
<b>8.0</b>	<b>Progress Report – E and M</b>	
<b>8.1</b>	OLE; BSC are awaiting a tie Notice of Change for poles 110-076A and 110-099A where tie/CEC now require a building fixation. MP to check status of <b>tie</b> Notice of Change.	MP
<b>8.2</b>	OLE; Technical report to be compiled for Princes Street.	MB

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8.3	Traction Power Supply; no issues raised.	Note
8.4	TRW;. Final design for reinforced track slab proposed previously by BSC (Siemens) to be forwarded to BB weekending 4 <sup>th</sup> December 2009.	MB
8.5	TRW; Further discussions between Consortium members re re-synchronisation to be held, thereafter tie to be advised of outcome.	BSC
8.6	TRW; Victoria and Tower Bridges; MB advised that at present Rheda does not fit, further discussion between BSC/SDS to be arranged about a possible shallow trackform fitting the SDS alignment and without undue excess of weight on these bridges.	BSC/SDS
8.7	TRW; Wheel Rail Interface – Further discussion to take place between J Dolan, S Scott, M Wilken and K Dieker re concerns re turnouts to be resolved. Meeting between tie, BSC, ICP and ORR is scheduled for 11 December 2009.	BSC/tie
8.8	TRW; tie does not agree with statement 'Need to agree on derailment containment provision in a few locations (Notified Departure)'. MB will internally request clarification inside Siemens, and clarify in the next meeting.	Note
8.9	TRW; MB requested that another section be released by tie/BSC to allow Siemens to continue with trackwork construction after the Guided Busway as this will be soon be concluded.	BSC/tie
8.12	DWE; No issues raised.	Note
8.13	Signalling; Turnover strategy to be added to next report.	MB
8.14	TLC – no issues raised.	Note
8.15	HV/LV – Supply; no issues raised.	Note
9.0	<b>Trams</b>	
9.1	Trams; Ongoing talks being undertaken by respective parties re information for Bus Tracker.	Note
9.2	Trams; Modification being carried out on On Board Radio PA System.	Note
10.0	<b>EMC</b>	
10.1	Network Rail Immunisation; Programme to be forwarded to tie.	BSC
10.2	Testing, Commissioning and Start Up; Report to be further developed.	MB
11.0	<b>Stake Holder and Third Party Issues</b> ; no issues raised.	Note
12.0	<b>Commercial</b>	
12.1	Change Management; Ongoing discussions being undertaken by respective parties re outstanding issues.	Note
13.0	<b>AOB</b>	
13.1	Meeting being convened for discussion re Tram Inspector.	Note
14.0	<b>Next meeting</b>	
14.1	The next meeting will take place Tuesday 26 January 2010.	Note

Prepared by Hazel Kennedy

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