



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

Our Ref: INF CORR  
2657/FMcF

Date: 21<sup>st</sup> October 2009

Dear Martin,

**Edinburgh Tram Network Infraco  
Progress Meeting (Progress Report 2-6)**

Please find attached herewith Minutes of Progress Meeting held on 8<sup>th</sup> September 2009 as agreed both tie/BSC representatives with the exception of Item No 5.3.


Yours sincerely,

  
Steven Bell  
Project Director – Edinburgh Tram  



delivering transport projects

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## tie Limited

**Minutes:** Infraco Progress Meeting  
**Date:** 08 September 2009  
**Time:** 13.00 – 15:00  
**Venue:** Training Room, 1<sup>st</sup> Floor Edinburgh Park

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

<b>1.0</b>	<b>Welcome and Introductions</b>	
<b>1.1</b>	RB welcomed everyone to the meeting and extended his apologies for Frank McFadden, MF extended apologies for David Steele, CAF, who would not be in attendance due to annual leave commitments.	Note
<b>2.0</b>	<b>Agreement / Corrections of previous minutes</b>	
<b>2.1</b>	Previous minutes accepted, however MF advised that BSC do not accept tie's comments on the Progress Report and will continue to raise issues through correspondence.	Note
<b>3.0</b>	<b>Progress Report – HSQE</b>	
<b>3.1</b>	Good practice being undertaken on Princes Street and the Guided Bus Way both of which are being published on Facebook.	Note
<b>3.2</b>	Gogarburn Bridge – the outside beam was observed to be approximately 120mm offline from its original seating position. JN confirmed that the lateral tying of the beams had not been done. The final report is outstanding.	Note JN

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<b>3.0</b>	<b>Progress Report – HSQE</b>	
<b>3.3</b>	RB stated that <b>tie</b> representatives were currently having difficulties in arranging joint inspections with their respective counterpart within BSC. It was suggested that these inspections take place as part of the Weekly Progress Meeting. JN to raise with respective parties within BSC, with outcome being reviewed at Progress Meeting on 6 <sup>th</sup> October 09. Should there be no improvement, it was agreed a Joint Inspection Matrix be compiled with dates.	JN Note
<b>3.4</b>	It was noted that the tracking of incidents during the festival period showed a slight decrease.	Note
<b>3.5</b>	The following audits have been undertaken by <b>tie</b> :- <ul style="list-style-type: none"> <li>▪ Infraco Notice of tie Change No.1, Clause 104</li> <li>▪ Gogarburn Bridge, Clause 104</li> <li>▪ Carrick Knowe Bridge, Clause 104</li> <li>▪ Russell Road Retaining Wall 4, Clause 104</li> <li>▪ Earthworks Section 5C and Section 7, Clause 104</li> <li>▪ System Integration Audit – 7 findings were recorded; 1 major (System Integration Plan not delivered), 3 minor and 3 observations.</li> </ul> <p>Close out meeting for 104 Audits still to be arranged.</p> <p>A further 8 Design and Assurance Audits to be arranged by <b>tie</b> between September 2009 – Spring 2010</p>	Note
<b>3.6</b>	<b>tie</b> to review FAT's schedule and advise where they will be in attendance.	TG
<b>3.7</b>	Pre HMRI Meeting to be arranged for October 2009, to discuss presentation on Switches & Crossings and ICP.	Note
<b>3.8</b>	Review of Hazard Log being undertaken with a target date of 15 <sup>th</sup> September 2009 for completion, thereafter a review will be undertaken on 29 <sup>th</sup> September 2009.	Note
<b>4.0</b>	<b>Progress Report – Programme</b>	
<b>4.1</b>	Progress Report stated commencement of works at Tower Bridge planned for 7 <sup>th</sup> September 2009, however in the 3 month lookahead programme is states commencement date of 2 October 2009.	Note
<b>4.2</b>	Commencement of works at Lindsay Road will be delayed until 4 <sup>th</sup> January 2010.	Note
<b>4.3</b>	Section 1B – Leith Walk; works now planned to commence on 04 January 2010 after completion of BT works, RB stated that it was hoped that BT would be completed prior to 27 <sup>th</sup> December 2009, however BSC advised that very little work could be undertaken prior to stated commencement date.	Note
<b>4.4</b>	Section 6; full programme to be issued for depot in due course.	JC
<b>4.5</b>	RB tabled a paper on Adherence to Employers Requirements Section 12 Project Management Processes. BSC to review content and respond.	MFr

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<b>5.0</b>	<b>Progress Report - Design and Consents</b>	
<b>5.1</b>	A meeting has been undertaken with further meetings programmed between BSC/SDS to allow a full understanding of where the SDS programme slippage has occurred.	Note
<b>5.2</b>	Raymond Cox, Roads Engineering removed from Extended Construction Support Organisation Chart. Organisation Chart to be reviewed and agreed by RB/CB 09 September 2009.	Note
<b>5.3</b>	Development Workshops:-  RB advised his understanding to be:- <ul style="list-style-type: none"> <li>▪ Tramstop - <u>2</u> <del>4</del> <u>out of 7</u> misalignments accepted (DKE yet to be agreed)</li> <li>▪ Substations – 3 misalignments accepted</li> <li>▪ Earthing &amp; Bonding SR to check if minutes were circulated.</li> <li>▪ Drainage – SR to check in minutes were circulated.</li> <li>▪ Loop Development Workshop held but report/minutes remain outstanding.</li> </ul>	Note Note SR SR Note
<b>5.4</b>	Depot – Design produced for Earthing and Bonding but not accepted, different approach being proposed for lightning.	Note
<b>5.5</b>	MW to provide MB with update on all outstanding RFI's for Siemens; meeting to be convened Friday 11 <sup>th</sup> September 2009 tie/BSC to review and close out all outstanding RFI's where possible	MW tie/BSC
<b>6.0</b>	<b>Progress Report – Construction</b>	
<b>6.1</b>	Cemetery Wall, Constitution Street – meeting to be arranged between tie, BSC and SDS to discuss integration of wall remedial works and permanent design.	GCN/JD
<b>6.2</b>	Foot of the Walk to Balfour Street; Track Slab/Conflicts/TM approval still to agreed.	tie/BSC
<b>6.3</b>	Waverley Bridge to St Andrews Square may commence following completion of Princes Street in November 2009.	Note
<b>6.4</b>	Princes Street - Haymarket; BSC target date for commencement 4 <sup>th</sup> January 2010.	Note
<b>6.5</b>	Shandwick Place; BSC target date for commencement 25 <sup>th</sup> September 2009, if agreement is reached between tie/BSC	Note
<b>6.6</b>	Carrick Knowe Bridge; due to commence on 14 <sup>th</sup> September 09; however, WPP's returned with comments by tie requesting resubmission.	Note
<b>6.7</b>	Gyle Tram Stop Retaining Wall; trial excavations have taken place to locate existing services.	Note
<b>6.8</b>	Depot Building; Steelwork fabrication has commenced and erection is scheduled to commence 21 September 2009, however it should be noted that due to weather conditions this date may not be met.	Note
<b>7.0</b>	<b>Progress Report – E and M/.....</b>	

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<b>7.0</b>	<b>Progress Report – E and M</b>	
<b>7.1</b>	OLE; BSC await CEC's decision on position of pole adjacent to Frederick Street and the colour of the paint to be used. BSC have offered alternatives and physical samples. MB advised that CEC have requested that OLE poles are to be of uniform height, which BSC feels is a new requirement and constitutes a Mandatory <b>tie</b> change. Verification that this request from CEC constitutes a <b>tie</b> Change is required.	Note  MB
<b>7.2</b>	Production, temporary storage facilities have been arranged in Glasgow for various materials.	Note
<b>7.3</b>	Crawley Tunnel; meeting to be convened Tuesday 08 <sup>th</sup> September to discuss final trackform design.	<b>tie/BSC</b>
<b>7.4</b>	Track Drainage Box returned by <b>tie</b> as Level C. Further discussion between respective <b>tie/BSC</b> representatives to take place.	Note
<b>7.5</b>	Schedule of inconsistencies to be provided to <b>tie</b> in respect of changes being driven by third parties for the need to re-synchronize detailed configuration and actual status of definition of trackform. Thereafter joint meeting to be arranged to allow further discussions/resolution.	MB
<b>7.6</b>	Groundborne Noise & Vibration; request for Estimate to be provided week ending 11.09.09.	<b>tie</b>
<b>7.7</b>	Markle Mains Quarry ballast not yet approved, due to not complying with Network Rail standard.	Note
<b>7.8</b>	Klaus Dieker to advise on agreement of derailment containment provision in few locations (Notified Departure).	KD
<b>7.9</b>	Targeted date for commencement on Guided Bus Way is 21 <sup>st</sup> September 2009.	Note
<b>7.10</b>	TG to forward ICP opinions on areas still to be agreed.	TG
<b>7.11</b>	Traffic Light Control; agreement not reached by <b>tie</b> re BSC's proposal, which currently exceeds Provisional Sum. <b>tie</b> to discuss further and advise BSC of decision weekending 11 <sup>th</sup> September 2009.	MP
<b>7.12</b>	HV/LV Supply; Change Order 100 to be issued to BSC by close of play Tuesday 08 <sup>th</sup> September 2009.	FMcF
<b>8.0</b>	<b>System Integration</b>	
<b>8.1</b>	System Integration Plan; No progress. BSC have now requested <b>tie</b> approval to engage Scott Wilson on this matter. <b>tie</b> to confirm.	<b>tie</b>
<b>9.0</b>	<b>Commercial</b>	
<b>9.1</b>	Milestones – <b>tie</b> advised that 2 Milestones had been achieved this period in respect of Princes Street	Note
<b>9.2</b>	Change Management – <b>tie</b> has provided to BSC an updated Summary confirming the status of INTC's raised / Estimates as of 3rd September 2009. KR advised that the information provided in the report was BSC's status of the INTC's at 28 August 2009 as required by the Project Period and Monthly Progress Meeting Calendar Dates. Meeting to be convened between MP/KR to discuss outstanding Estimates	MP/KR

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<b>10.0</b>	<b>AOB</b>	
<b>10.1</b>	MF advised that BSC's office will be closed on Friday 18 <sup>th</sup> September – Monday 21 <sup>st</sup> September 2009	Note
<b>10.2</b>	tie commentary of Progress Report; MF acknowledged receipt of commentary but BSC do not accept it and found there were factual inaccuracies within the commentary. RB stated that tie would continue to forward commentary paper on Progress Report for BSC's information/action as required. BSC will continue to raise any concerns formally through correspondence.	Note
<b>11.0</b>	<b>Next meeting</b>	
<b>11.1</b>	The next meeting will take place Tuesday 06th October 2009	Note

Prepared by Hazel Kennedy

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