

**NOTES OF DESIGN, CONSENTS & COMMERCIAL MEETING
HELD ON 15TH MAY 2012 AT BBS CONSORTIUM OFFICE, EDINBURGH**

	<p>Princes Street ASc advised of a possible issue with 4No connections on Princes Street that are not to current SW standards and this should now be the immediate focus.</p> <p>ASc confirmed that B Donnelly is currently researching the audit trail and the 4No missing TQs. B Donnelly has provided as-built information.</p> <p>CSm asked how difficult this issue could become – JFI advised that it is likely that “intrusive works” will be required. CSm requested JFI also check SW records. JFI confirmed he will check SW TQ log but he cautioned that it is more likely that these TQs have not been forwarded to SW by tie.</p> <p>ASc advised that a “wash up” meeting will be held on 17th May 12 prior to the weekly SW being held on 18th May 12.</p> <p>JFI confirmed that a site walkabout will take place on 22nd May 12 with the aim of finding a potential solution. JFI confirmed that SW will take on an extra resource if required to resolve this issue.</p> <p>CSm stated that all parties must agree the solution and get these works completed without any delays. CSm to be advised of the agreed way forward by 25th May 12.</p>	<p align="center">T&T/ BBS/ SW</p> <p align="center">All Ongoing</p>
2.2	<p>Off-Street 2A/N2/02 & 2A/N3/03 – survey carried out and manholes confirmed as CEC. T&T/CEC to issue letter to SW confirming CEC ownership by 18th May 12.</p> <p>Roseburn Delta – Ex Manhole 1 - SNe confirmed that drainage will be revised after the initial earthworks and outline temporary footpath has been finalised and agreed with T&T/CEC. SNe advised that this design change should not have any impact to SW regarding drainage connection and discharge flows.</p> <p>SW Connection at ScotRail Depot Access – Manhole 0801 - SNe advised that BBS proposal to SW will be issued by w/e 18th May 12. CSm confirmed that he will call SDo to discuss this proposal once it has been issued.</p>	<p align="center">A Sim/ ASc</p> <p align="center">BBS/ T&T</p> <p align="center">BBS/T&T/ SW/ CSm</p>
2.3	<p>Forth Ports Section IA – Close Out Status – Legacy Issues regarding Leith Walk RLe updated the meeting regarding the Leith Improvement Scheme:</p> <p>Procurement – NEC Option C – RLe confirmed that the tender was issued on 11th May 12 following discussions with SW. RLe confirmed he has issued an email to SW confirming the actions taken by T&T to address their concerns regarding the preferred Contractor’s health & safety record.</p> <p>SW Issues – major valve works still to be completed at Picardy Place. T&T has taken cognisance of the valve works during the development of the Programme.</p> <p>JFI requested a meeting w/c 21st May 12 with ASc to discuss SW concerns regarding scope of works.</p>	<p align="center">T&T</p> <p align="center">ASc/JFI</p>
2.4	<p>Haymarket Build Over Agreement – BMcC advised that there has been no real progress made with NWR since the last meeting in regard to specific access issues and the Build Over Agreement will remain on hold until agreement can be reached with NWR.</p> <p>SW – Future Access to Manholes – SMu confirmed that she and A Sim met with NWR on 9th May 12 regarding access for SW sewer from Jun 12 onwards but no agreement has been reached. NWR has escalated the issue internally but no update has been received from them to date.</p> <p>SMu confirmed that NWR has been asked to expedite their design proposal. NWR still to confirm the completion date.</p>	<p align="center">A Sim</p> <p align="center">All Ongoing</p>

CONFIDENTIAL - LEGALLY PRIVILEGED AND FOI(S)A EXEMPT
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1.0	<p>Previous Minutes</p> <p>Item 3.2 – T&T Consents Tracker was not attached to the previous Minutes.</p> <p>Item 3.13 – No 90 – SNe advised that this point has not yet been fully “Agreed in Principle” with T&T – I No issue still requires further information to allow Principle to be agreed.</p> <p>Previous Minutes accepted.</p>	Note
2.0	<p>Network Rail – General Update</p> <p>RSh updated the meeting on the status of the Open WPP/Form C documentation (Updated NWR Tracker attached to the Minutes).</p> <ul style="list-style-type: none"> • 0 documents currently with BBS • 4 documents currently with Expanded • 1 document currently with Grahams • 0 documents currently with CRE • 0 documents currently with TRP • 0 documents currently with NWR • Overall – 7 documents have been accepted over past 2 weeks. <p>RSh updated the meeting on NWR issues overall:</p> <ul style="list-style-type: none"> • 21B Embankment (Roseburn to Murrayfield Underpass – 21C) Areas identified on 1st May 12 are now being stoned up. A new stable grid of pegs is being established at 25m centres along the embankment at mast and midpoint locations with pegs at the top of the slope at 5m centres. This work should be completed today and survey datumed. A report from BBS should be issued today confirming the above survey grid and the survey regime. This report should also contain comments from all relevant CREs regarding the Mitigation Plan to be in place and all triggers values for the action plan. OLE CRE is on a site walkabout today to assess the works. • S21C Piling complete at Underpass. Top level of soil nails installed. NWR waiting for an updated Form C for the addition of soil nails. • OLE Heights & Stagers NWR OLE surveyed the OLE wire between OLE masts E636/06 to 08 – no negative feedback received. • Haymarket Depot A joint dilapidation survey was carried out on 3rd May 12 – all known defects were recorded. Mastic has been applied to the open floor slab joints and the store gate has been straightened up temporarily. Permanent repairs will be carried out on completion of adjacent tram works. • Future Works • Carrick Knowe Bridge Planned Commencement Date is 18th May 12. NWR still awaiting the Form C for scaffolding for this weekend’s work. • W4 Retaining Wall Planned Commencement Date is 21st May 12. NWR still awaiting the revised Form C. • Balgreen Road Bridge Demolition Planned Commencement Date is 25th May 12. NWR still awaiting signed WPP but have commented on the “draft” version. NWR still awaiting Form C for temporary handrailing. NWR still awaiting Form C for the crane outriggers. • Balgreen Road Bridge (Removal of Existing Cill Beams) Planned Commencement Date is 1st Jun 12. NWR has not received the WPP for the removal of the cill beams. 	

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	<ul style="list-style-type: none"> Balgreen Road Bridge (Installation of new Deck Beams) Planned Commencement Date is 15th Jun 12. NWR has not received the WPP for the installation of the deck. <p>RSh advised that as these works are imminent there is some risk due to the timescales required by NWR to review documents however every effort will be made to ensure this is carried out timeously.</p> <p>RSh advised that as some of this documentation is not yet with NWR there is a further risk in achieving sign off to meet BBS's timescales as NWR is unable to influence the time taken by other parties to review and sign off.</p> <p>RSh confirmed that all of the above is being discussed regularly with BBS and NWR will continue to work with the Project team to achieve target dates but this might not be possible due to the volume of work and the tight timescales involved.</p> <p>Csm thanked RSh for his continued support to the Project and for managing the NWR works.</p>	
3.0	Cost Engineering – General Update	
3.1	No issues.	
3.2	Traffic Management	
	No issues.	
4.0	DESIGN/CONSENTS ISSUES	
4.1	Design & Consents - General Update	
	<p>Setted and Non Setted Areas – T&T has issued a full information pack and amended Instructions for all setted and non-setted areas.</p> <p>Dublin Street Steps – CEC will submit to the Planning Committee Meeting on 20th Jun 12. SNe confirmed this should allow IFC status to be achieved by end Jul 12.</p> <p>BMcC confirmed that pre-submission confirmation letters were issued to allow the Planning Application to be submitted on 10th May 12. BMcC to follow this through.</p> <p>SNe advised that further clarification has been requested by an owner on the east side but no issues are expected and everything is progressing towards 20th Jun 12.</p>	<p>Note</p> <p>CEC All Ongoing</p>
4.2	T&T Consents Submissions Tracker	
	<p>MAY confirmed discussions with CAF have taken place over the past two weeks regarding legal agreements etc. Csm advised that the meeting being held with CAF on 22nd May 12 will be used to discuss programme and planning. Csm confirmed that LB may be invited to attend this meeting but they will be there as observers only and reminded the meeting that LB are not a contracted party on the Project.</p> <p>Once BB has received all Sub-Contractor Collateral Warranties these will then be forwarded to CEC for sign off.</p> <p>AEi confirmed that P Scully is collating the information relating to the source code for Infracore Software in escrow.</p> <p>An updated Consents Submissions Tracker is attached to the Minutes.</p>	<p>T&T/CAF</p> <p>All Ongoing T&T/BBS</p> <p>MAY</p>
4.3	St Andrew Square - Public Realm Works	
	<p>Public Realm Works are being progressed. Technical design will be taken to "IFC" status but the design will not be submitted to CEC Planning for formal approval. SNe advised that the submission date for issue to CEC Technical (for Approval) and Planning has slipped as the focus has been on York Place Design. This work is not a priority for construction and so no issues are expected. IFC design is expected early Jul 12.</p> <p>Csm requested that BMcC adds this to the agenda of the internal CEC meeting.</p>	<p>BBS</p> <p>BMcC</p>

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4.4	York Place Terminal Point	
	No issues. (Covered in 4.12 below - Item No 4)	
4.5	Cathedral Lane Substation Design	
	RLe confirmed that McNicholas commenced Phase 1 works on 14 th May 12 (4 week duration). Phase 2 works will be completed by 8 th Jul 12 and area handed over to BBS on 9 th Jul 12.	T&T
	T&T has issued the programme for the cabling works, demolition works etc.	Note
4.6	Edinburgh Gateway	
	An update meeting was held on 3 rd May 12 to discuss Edinburgh Gateway further.	
	SNe advised that a draft design Estimate has been received from SDS but further discussion with SDS is ongoing. Aim to issue to T&T w/c 21 st May 12.	BBS
4.7	Hope Street Reinstatement Works	
	RLe confirmed that tNC has been issued to BBS. SNe advised he has not seen this tNC yet. RLe to reissue to BBS if required. (Post Meeting Note: tNC received by BBS on 15th May 12).	RLe
4.8	Building Fixing Agreements	
	BMcC confirmed that 3No standard Building Fixing Agreements are still with owners for signature. A Sim is chasing up on a weekly basis.	A Sim
	KRu advised that BBS has received comments from Fraser's Department Store and these comments are currently being reviewed.	BBS
	CEC to issue formal confirmation of approvals to BBS to allow works to progress.	CEC
4.9	Haymarket Station Development	
	SMu confirmed that NWR has been asked to expedite their design proposal. NWR still to confirm the completion date. R Sheridan to be asked to assist with this matter.	SMu
4.10	Roseburn Delta	
	SNe confirmed that drainage will be revised after the initial earthworks and outline temporary footpath has been finalised and agreed with CEC/T&T based on proposal issued by T&T.	BBS
	T&T to issue the tCO for temporary footpath (construction only) as previously discussed and agreed – no alterations are to be made to this Instruction).	T&T
4.11	General Issues	
	Possible Vandalism to Tramstops – CSm to issue a proposal w/c 21 st May 12 for discussion by all parties on how the tramstop shelters could be erected at an appropriate time to ensure there is no impact to Siemens integrated system works.	CSm/ All Parties

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4.12	Key Design Items (Attached to Minutes)	
	<ul style="list-style-type: none"> No 3 – Edinburgh Gateway “Option 5” – preliminary layout has been issued. Design is progressing following the update meeting held on 3rd May 12. IFEA drawings expected by end of May 12. Aim is to submit the AIP to CEC Structures w/c 21st May 12. No 4 – York Place Terminal Point (including Elder Street) – SNe confirmed aim is to issue IFC design by w/e 18th May 12. BMcC commented on a possible traffic modelling issue at Elder Street is still to be resolved ahead of formal CEC Approval. SNe to check. No 7 – St Andrew Square “Tie-In” Design – IFC design should be available at the beginning of Jun 12. No 9 – Revised Drainage Design to Minimise Utility Diversions – Final Drainage IFC design should be available by mid Jun 12. No 11 - Revised Trackform Design to Minimise Utility Diversions – Trackform conflicts at St Andrews Square. 3No manhole conflicts at St Andrew Square. 1No manhole is progressing with a slightly thinned track improvement layer. 2No manholes (north and south) – action is now with T&T to reduce the cover slabs. RLe advised that this is a major task and discussions are ongoing on how to mitigate the impact of these works. No 12 – Revised OLE Design to Minimise Utility Diversions – OLE relocations progressing. T&T still to prove Manhole 121+077B at St Andrew Square. OLEs at York Place still to be proved and 1No OLE remaining at H2 which is subject to TM. No 13 – Redesign for Setts and Non-Setted Areas – design progressing following receipt of revised tNC/tCO. No 14 – York Place Cellars – Infill Design – aim to carry out surveys in July 12. CEC to advise. 	<p>BBS</p> <p>BBS</p> <p>BBS</p> <p>BBS</p> <p>BBS/ T&T</p> <p>T&T</p> <p>BBS</p> <p>CEC</p> <p>BBS/ T&T</p> <p>Note</p>
	<p>RLe confirmed that a Utilities Conflict Tracker has been developed and discussions are being held weekly between T&T and BBS to manage and resolve these issues. RLe requested all queries should be forwarded to him in the first instance and he will distribute them to all relevant parties.</p> <p>CSm requested that any issues that are not resolved at the weekly meeting should be escalated to the Project Control meeting.</p>	
4.13	Issues Tracker (as at 15 th May 12) (Attached to Minutes)	
	<ul style="list-style-type: none"> No 50 – TVMs/SCADA Change Proposal – now becoming urgent. MAy advised he is expecting an update from LB by 17th May 12. A Coyle confirmed he has developed a Tracker to manage this going forward. RLe confirmed that A Richards had previously advised BBS of the TVM supplier and provided contact details. No 90 – “2 Items out of 3 Items have been Agreed in Principle” – SNe confirmed that BBS has been requested to provide further information to T&T justifying the change. This should allow close out of the final item. No 91 – Airport Kiosk – BBS is carrying out an internal review of the design and will provide T&T with their comments shortly. BBS raised concern that their designer has been asked to provide “best positions” for TVMs and other infrastructure however Edinburgh Airport may want TVMs positioned differently to what has been proposed to take account of their requirements. CSm confirmed that CEC have responsibility for ensuring the design is signed off and therefore CEC should obtain BAA agreement to TVM locations (potentially inside airport) and number and locations at Airport Kiosk. CSm to be involved in discussions. No 97 – Dublin Street Steps – SNe advised that SDS has identified a change due to them. BBS currently reviewing the SDS position. T&T will be advised accordingly. 	<p>MAy/ A Coyle</p> <p>BBS/T&T</p> <p>BBS/T&T</p> <p>CSM</p> <p>BBS</p>

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5.0	COMMERCIAL ISSUES	
5.1	On-Street Works Contract Sum, Plant, Labour and Materials	
	Handover Pack - some further refinement of the documentation is ongoing. CSm requested this is closed out asap.	T&T/ BBS
5.2	Infraco Post Mediation Change Register (Attached to Minutes)	
	MMi confirmed there are no issues and that this is being managed at the fortnightly PMC meetings. GEa advised that DGo is working on 2No specific issues - Off-Street Utilities and the Impact of Delay in Signing the Contract - and both these issues will be tabled at the Valuation meeting being held on 16 th May 12. GEa advised that T&T will table Re-measure and Calculation of the Hard Material regarding Road Construction at the Valuation meeting on 16 th May 12. GEa confirmed that site discussions have taken place however no agreement has been reached at this level. CSm requested that T&T issue an agenda note prior to the Valuation meeting.	BBS/ T&T
6.0	ANY OTHER BUSINESS	
	DDA Non-Compliance on part of the Footpath at Haymarket Yards (Levels Issue). SNe confirmed that derogation was submitted to CEC and BMcC confirmed that CEC has agreed this and that this was now closed.	Note
	H&S Initiative, Think Before You Act – JWe confirmed that a feedback template has been issued to all parties.	All Parties
	On-Street Drainage (SW Positions) – CSm still to issue his report following his decision that a pricing assumption variation had occurred.	CSm
	Commercial Meetings regarding the On-Street Works – fortnightly meetings ongoing.	BBS/T&T
	SNe requested T&T provide clarification on the tNC issued for Edinburgh Gateway Advance Procurement particularly regarding TVM and Validators that are not part of BBS contract to procure.	SMu
	SMu advised that BAA has raised concern regarding the gradients at the pedestrian crossing at Eastfield Avenue. SNe to confirm to SMu when BBS will provide a response.	SNe
	CSm confirmed he will issue a note to SMu to forward to BAA confirming that there is a possibility of further works being carried out a the pedestrian crossing however no further works will be done to the road.	CSm/SMu
	RLe asked which Governance meeting will manage the key issues from Princes Street. CSm confirmed these should be raised at the Utilities / Construction / Princes Street meeting.	Note
6.1	Date of Next Meeting	
	The next meeting will be held on Thursday 31st May at 10.00am in the BBS Training Room.	All



OPEN 'Cat A2' ITEMS

ID No.	Priority	Contractor	Location	Description	Type/Form Category	Check Ref.	Construction Status	Document Status	Issue Date to Network Rail	Signed off by Network Rail on	Document currently with	Signed off
A27	TBA		523 Carrick Knowe	Concrete to cages, but off sheet piles. See drainage etc.	A2	WPP0068 Add 10		Copy of CRE comments issued to BBS and WPP received from CRE 24/03/12. TPA awaiting sign-off from CRE but will carry out interim review. TPR comments issued on Fri 13/04/12. Responses from Expanded received and to be reviewed by TPR. Revised WPP, addressing TPR's comments received on 17/04/12. CRE awaiting sign-off Form C check for sign off. Comments received back after CRE comments. Form C checker has raised comments about loadings onto embankment. CRE awaiting a response to this before Form C can be signed off.		N/A		
A29	TBA		Bushy Road Bridge	Deck Construction	A2	WPP0028 Add 9		Copy of CRE comments and copy of WPP received via CRE on 28/03/12. CRE Comments to be addressed, formal on 03/04/12. TPR still awaiting revised WPP signed by CRE as at Tues 10/04/12. NOTE: CRE comments not addressed, as stated in e-mail of 17/04/12. Awaiting revised WPP. CRE has received signed WPP on 13/04/12.		N/A		

OPEN 'Cat A3 & Form C' ITEMS

ID No.	Priority	Contractor	Location	Description	Type/Form Category	Check Ref.	Construction Status	Document Status	Issue Date to Network Rail	Signed off by Network Rail on	Document currently with	Signed off
78a	2		Structure W3 Russell Road	reinforced earth/modular blockwork wall 50sqm @ 5m dia	Form C	ED0092 In construction with WPP147 Addm. 2	TBC	issued to TPR 05/03/12 Reviewed by TPR and issued to Expanded with comments (05/03/12) NR (D&I) reviewed prior to formal issue and passed comments back to TPR (07/03/12) TPR to issue to contractor with design & drawing discussions with TPR (09/03/12) Response still outstanding as at 19/04/12. CRE awaiting revised issue addressing all comments (03/04/12) CRE awaiting revised Form C addressing comments (06/05/12)		N/A		
30	1		Structure 23C RTM (Murrayfield Corridor)	Ground improvement (Pier piling)	WPP A3	WPP 121 Addm. 6	11/04/2012	Work signed off by CRE on 07/04/12. CRE commented back to Graham re. noted deficiencies being the pile capacity as original material and pile may defect more than anticipated. (11/04/12) CRE signed off on 27/04/12. TPR signed off on 27/04/12. NR (D&I) reviewed and issued back comments on 30/05/12. Now with Diagrams (1 Attachment) Updates received from NR on outstanding requirements following NR comments. Version 4 signed by NR (TPR) on 17/04/12. CRE has reviewed and confirmed, designed and checked Form C to have cognisance of NR (D&I) comments on 17/04/12. Supporting information to be supplied with the Form C (20/04/12)		11/05/2012	NA	YES
24	TBA		Structure W4 Russe Road	Form C - Sheet pile wall to allow pile cap construction	Form C	ED0077		issued for info to NR 03/04/12. Received from CRE 03/04/12. Still to be CAT 3 Checked. TPR comments issued on Form C, goes with WPP144 Add 10 - with NR to go on. At TPR's comments issued Fri 13/04/12. With NR for review (19/04/12) Additional NR comments passed to Expanded on 24/06/12. Awaiting revised front cover. NOTE: Revised drawing of existing building foundation drawing passed to Expanded on 26/04/12. Following meeting with CRE on 04/05/12 Expanded defined more closely the soil properties. CRE has re-analysed the wall and suggest a deflection at pile top of 21mm with a vertical deflection of 4mm. Expanded are realising their situation and we await their results.		N/A		
35	TBA		5584 Newburn Street Bridge	Bridge Deck Structure	WPP A3	WPP 1170 Add 3		Copy of CRE Comments issued in standard Form C & WPP received by TPR 03/04/12. A revised copy for NR. TPR comments issued on 04/04/12, with loading issues. NR (D&I) received the issue to NR on 07/04/12. Response received, but no agreement in WPP as to how 30004/12. Issue in original comments, check with TPR both from CRE/TPR respectively. CRE has received revised issue addressing all comments. WPP has revised a Form C. CRE signed off on 10/11/12.		11/05/2012	NA	YES
17	TBA		W4 Russell Rd	Temporary Sheet Piling walls in retaining wall (W4) 20m @ 20m dia	WPP A3	WPP 144 Add 12	04/05/2012	Submitted to TPR on 04/05/12. Reviewed, commented on and signed off by TPR on 04/05/12. Submitted to NR on 04/05/12. Reviewed and signed off by NR (D&I) on 04/05/12.	04/05/12	04/05/12	NA	YES
28	TBA		5214 Murrayfield Corridor	Sheet pile retaining (TP) at structure 23C RTM. Sheet pile wall at Murrayfield during construction works of ground improvement works	Form C	ED0010/104/145 Form C Rev A	TBC	Signed off by CRE on 28/04/12. Signed off by NR (D&I) on 04/05/12.		04/05/2012	NA	YES
39	TBA		Structure 23C RTM (Murrayfield Corridor)	Ground improvement (Pier piling)	WPP A3	WPP 121 Add 5	A3-12	Signed off by CRE on 16/04/12. Signed off by TPR on 19/04/12. Signed off by NR (D&I) on 19/04/12.		11/05/2012	NA	YES
40	TBA		Bushy Road Bridge	Deck Structure	WPP A3	WPP 127 Add 3	11/05/2012	Signed off by CRE on 03/05/12. Signed off by TPR on 03/05/12. Signed off by NR (D&I) on 10/05/12.	04/05/2012	04/05/2012	NA	YES
51	TBA		Bushy Road Bridge	Class D (Highway) Check - Existing (Concrete Capacity) Check	Form C	11001/055/036/001 Rev 1	11/05/2012	Reviewed by CRE on 03/05/12. Signed off by NR (D&I) on 10/05/12.		01/05/2012	NA	YES
42	1		523 Carrick Knowe	Support to SE cope	Form C	Carrick Knowe Form C 02-06-12. In accordance with WPP0068 Add 10	19/05/2012	Draft copy to NR on 14/05/12, note copy not signed by checker at CRE yet. NR carrying out advanced review given work planned for the weekend.				

Edinburgh Tram Combined Consents Tracker



Consent Reference	Consent Type	Consent Description	Consent Status	Consent Conditions	Consent Expiry	Consent Holder	Consent Date	Consent Reference	Consent Status	Consent Conditions	Consent Expiry	Consent Holder	Consent Date
3rd Party Consents													
...
Technical Informatives													
...
Planning Consents, Variations & Informatives													
...
Other Approvals													
...
Legal Agreements													
...

Bilfinger Berger – Siemens Consortium

Summary of Key Design Items as of 15 May 2012

Item	Current Action Holder	Current IFC date	Current Status
AIRPORT TO HAYMARKET			
1. Edinburgh Gateway (excluding RW)	Infraco	June 12	design
2. Roseburn Delta – Revised Drainage	Infraco/T&T	TBC	survey
3. Edinburgh Gateway “Option 5”	Infraco/CEC	June 12	design
HAYMARKET TO YORK PLACE			
4. York Place Terminal Point (inc Elder Street)	Infraco/CEC	May 12	design
5. Dublin Street Steps	Infraco/CEC	July 12	Approval
6. St Andrew Square – “tie in” design	Infraco	June 12	design
7. St Andrew Square – Public Realm Design ⁴ commenced)	Infraco ¹	-	design
8. Revised Drainage Design to minimise Utility Diversions	Infraco/T&T	June 12	design
9. Revised Ducting Design to minimise Utility Diversions	Infraco/T&T	-	design
10. Revised Track Design to minimise Utility Diversions	Infraco/T&T	TBC	survey
11. Revised OLE Design to minimise Utility Diversions	T&T	-	survey
12. Redesign for Setts and Non-setted areas	Infraco	May 12	design
YORK PLACE TO NEWHAVEN			
13. York Place “cellars” infill design	CEC	TBC	Not Instr ²

Notes:

- 1 – Infraco to obtain Technical Approval only. Prior Approval submission to be completed without Approval
- 2 – CEC to confirm when Infraco/SDS can access cellars to carry out surveys to inform concrete infill design

Issues Tracker (Instructions, Clarifications, Changes etc.)

Date: 15 May 2012

Status: DCRC Meeting - unfiltered

Key:

Agreed in Principle by Eir (AIP)
Principle Not Agreed (PNA)

Issue closed (IC)
Confirmation only (CO)
To be discussed (TBD)

1. The Issues Tracker covers instructions, clarifications and/or changes predominantly related to design. It does not cover all new PMCs related to the in-Phase works.
2. Construction Only includes for any Siemens design costs as well as BRS Construction costs

No.	Post Mediation Change (PMC) Ref	Current Action Holder	Issue	Type	Section	SDS Design Impact	Constr Impact	Date Issued	Current Status	In-Phase			CEC/T&T			Comments
										INTC Ref	SV Ref	Post Mediation Change (PMC) Ref	Debit of Letter	File (or CEC) Letter Ref	(PM) SNC Ref	
14	140	18 Feb 12	IC							...
15	150	18 Feb 12	IC							...
16	160	18 Feb 12	IC							...
17	170	18 Feb 12	IC							...
18	180	18 Feb 12	IC							...

GENERAL INFORMATION							INFRACO WORKS ESTIMATE STATUS TRACKER																		
Location			Location / Description				Estimate			Design				Construction						Values					
Line	Stn	Dist	Urban	Station	Agency / Contract	Brief Description of Change	Price	Value	Cost / Value %	Design Status	Design Start Date	Design End Date	Design Budget	Design Progress	Contract Reference	Contract Start Date	Contract End Date	Contract Budget	Contract Progress	Contract Value	Contract Change Order Value	Outstanding	Approved	Contracted	Outstanding
1	101	101	U1	101	101	101	101	101	101	101	101	101	101	101	101	101	101	101	101	101	101	101	101	101	101
2	102	102	U2	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102
3	103	103	U3	103	103	103	103	103	103	103	103	103	103	103	103	103	103	103	103	103	103	103	103	103	103
4	104	104	U4	104	104	104	104	104	104	104	104	104	104	104	104	104	104	104	104	104	104	104	104	104	104
5	105	105	U5	105	105	105	105	105	105	105	105	105	105	105	105	105	105	105	105	105	105	105	105	105	105
6	106	106	U6	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106	106
7	107	107	U7	107	107	107	107	107	107	107	107	107	107	107	107	107	107	107	107	107	107	107	107	107	107
8	108	108	U8	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108
9	109	109	U9	109	109	109	109	109	109	109	109	109	109	109	109	109	109	109	109	109	109	109	109	109	109
10	110	110	U10	110	110	110	110	110	110	110	110	110	110	110	110	110	110	110	110	110	110	110	110	110	110
11	111	111	U11	111	111	111	111	111	111	111	111	111	111	111	111	111	111	111	111	111	111	111	111	111	111
12	112	112	U12	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112	112
13	113	113	U13	113	113	113	113	113	113	113	113	113	113	113	113	113	113	113	113	113	113	113	113	113	113
14	114	114	U14	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114	114
15	115	115	U15	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115
16	116	116	U16	116	116	116	116	116	116	116	116	116	116	116	116	116	116	116	116	116	116	116	116	116	116
17	117	117	U17	117	117	117	117	117	117	117	117	117	117	117	117	117	117	117	117	117	117	117	117	117	117
18	118	118	U18	118	118	118	118	118	118	118	118	118	118	118	118	118	118	118	118	118	118	118	118	118	118
19	119	119	U19	119	119	119	119	119	119	119	119	119	119	119	119	119	119	119	119	119	119	119	119	119	119
20	120	120	U20	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120
21	121	121	U21	121	121	121	121	121	121	121	121	121	121	121	121	121	121	121	121	121	121	121	121	121	121
22	122	122	U22	122	122	122	122	122	122	122	122	122	122	122	122	122	122	122	122	122	122	122	122	122	122
23	123	123	U23	123	123	123	123	123	123	123	123	123	123	123	123	123	123	123	123	123	123	123	123	123	123
24	124	124	U24	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124	124
25	125	125	U25	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125
26	126	126	U26	126	126	126	126	126	126	126	126	126	126	126	126	126	126	126	126	126	126	126	126	126	126
27	127	127	U27	127	127	127	127	127	127	127	127	127	127	127	127	127	127	127	127	127	127	127	127	127	127
28	128	128	U28	128	128	128	128	128	128	128	128	128	128	128	128	128	128	128	128	128	128	128	128	128	128
29	129	129	U29	129	129	129	129	129	129	129	129	129	129	129	129	129	129	129	129	129	129	129	129	129	129
30	130	130	U30	130	130	130	130	130	130	130	130	130	130	130	130	130	130	130	130	130	130	130	130	130	130

GENERAL INFORMATION							INFRACO WORKS ESTIMATE STATUS TRACKER																		
Reference			Location / Description				Reference			Design				Construction						Values					
Proc	Ref	Rev	Location	Section	Active Identifier	Initial Description of Change	Ref	Letter Ref	Change Reference	Estimate Reference	Planned Installation Date	Actual Installation Date	Cost Based on Project	Estimate Reference	Accounting Details	On Site Status	Contract Value	Contract Reference	Planned Installation Date	Estimated Value	Change Order Value	Outstanding	Applied	Contract	Outstanding
23	141	2.2	101	101	Platform	Platform	101/101	101	101																
24	142	1.0	102	102	Platform	Platform	102/102	102	102																
25	143	1.0	103	103	Platform	Platform	103/103	103	103																
26	144	1.0	104	104	Platform	Platform	104/104	104	104																
27	145	1.0	105	105	Platform	Platform	105/105	105	105																
28	146	1.0	106	106	Platform	Platform	106/106	106	106																
29	147	1.0	107	107	Platform	Platform	107/107	107	107																
30	148	1.0	108	108	Platform	Platform	108/108	108	108																
31	149	1.0	109	109	Platform	Platform	109/109	109	109																
32	150	1.0	110	110	Platform	Platform	110/110	110	110																
33	151	1.0	111	111	Platform	Platform	111/111	111	111																
34	152	1.0	112	112	Platform	Platform	112/112	112	112																
35	153	1.0	113	113	Platform	Platform	113/113	113	113																
36	154	1.0	114	114	Platform	Platform	114/114	114	114																
37	155	1.0	115	115	Platform	Platform	115/115	115	115																
38	156	1.0	116	116	Platform	Platform	116/116	116	116																
39	157	1.0	117	117	Platform	Platform	117/117	117	117																
40	158	1.0	118	118	Platform	Platform	118/118	118	118																
41	159	1.0	119	119	Platform	Platform	119/119	119	119																
42	160	1.0	120	120	Platform	Platform	120/120	120	120																
43	161	1.0	121	121	Platform	Platform	121/121	121	121																
44	162	1.0	122	122	Platform	Platform	122/122	122	122																
45	163	1.0	123	123	Platform	Platform	123/123	123	123																
46	164	1.0	124	124	Platform	Platform	124/124	124	124																
47	165	1.0	125	125	Platform	Platform	125/125	125	125																
48	166	1.0	126	126	Platform	Platform	126/126	126	126																
49	167	1.0	127	127	Platform	Platform	127/127	127	127																
50	168	1.0	128	128	Platform	Platform	128/128	128	128																
51	169	1.0	129	129	Platform	Platform	129/129	129	129																
52	170	1.0	130	130	Platform	Platform	130/130	130	130																
53	171	1.0	131	131	Platform	Platform	131/131	131	131																
54	172	1.0	132	132	Platform	Platform	132/132	132	132																
55	173	1.0	133	133	Platform	Platform	133/133	133	133																
56	174	1.0	134	134	Platform	Platform	134/134	134	134																
57	175	1.0	135	135	Platform	Platform	135/135	135	135																
58	176	1.0	136	136	Platform	Platform	136/136	136	136																
59	177	1.0	137	137	Platform	Platform	137/137	137	137																
60	178	1.0	138	138	Platform	Platform	138/138	138	138																
61	179	1.0	139	139	Platform	Platform	139/139	139	139																
62	180	1.0	140	140	Platform	Platform	140/140	140	140																
63	181	1.0	141	141	Platform	Platform	141/141	141	141																
64	182	1.0	142	142	Platform	Platform	142/142	142	142																
65	183	1.0	143	143	Platform	Platform	143/143	143	143																
66	184	1.0	144	144	Platform	Platform	144/144	144	144																
67	185	1.0	145	145	Platform	Platform	145/145	145	145																
68	186	1.0	146	146	Platform	Platform	146/146	146	146																
69	187	1.0	147	147	Platform	Platform	147/147	147	147																
70	188	1.0	148	148	Platform	Platform	148/148	148	148																
71	189	1.0	149	149	Platform	Platform	149/149	149	149																
72	190	1.0	150	150	Platform	Platform	150/150	150	150																

GENERAL INFORMATION							INFRACO WORKS - ESTIMATE STATUS TRACKER																				
Line Section		Location / Description					Work Item			Design				Construction						Values							
Line	Section	Start	End	Start	End	Activity Name	Start Description of Change	Start	End	Cost	Estimate Number	Estimate Date	Estimate Status	Estimate Value	Estimate Date	Estimate Status	Estimate Value	Estimate Date	Estimate Status	Estimate Value	Estimate Date	Estimate Status	Estimate Value	Estimate Date	Estimate Status	Estimate Value	
42	174		001	04		Capacitor Station	Capacitor station at 174/001 in place of station at 174/001	28 Dec 11	16000	0.00		16 Apr 12															
44	175		04	05		Bridge	Replacement of bridge at 175/004 (MUDM Bridge)	19 Jan 12	10000	0.00																	
45	176		04	05		Highway Station	Construction of Highway Station at 176/004	19 Jan 12	10000	0.00		10 Apr 12															
46	177	001	04	05	001	Highway Station	Construction of Highway Station at 177/001	19 Jan 12	10000	0.00																	
47	178		04	05		Highway	Construction of Highway at 178/004	19 Jan 12	10000	0.00																	
48	179		04	05		Highway	Construction of Highway at 179/004	19 Jan 12	10000	0.00																	
49	180		04	05		Highway	Construction of Highway at 180/004	19 Jan 12	10000	0.00																	
50	181		04	05		Highway	Construction of Highway at 181/004	19 Jan 12	10000	0.00																	
51	182		04	05		Highway	Construction of Highway at 182/004	19 Jan 12	10000	0.00																	
52	183		04	05		Highway	Construction of Highway at 183/004	19 Jan 12	10000	0.00																	
53	184		04	05		Highway	Construction of Highway at 184/004	19 Jan 12	10000	0.00																	
54	185		04	05		Highway	Construction of Highway at 185/004	19 Jan 12	10000	0.00																	
55	186		04	05		Highway	Construction of Highway at 186/004	19 Jan 12	10000	0.00																	
56	187		04	05		Highway	Construction of Highway at 187/004	19 Jan 12	10000	0.00																	
57	188		04	05		Highway	Construction of Highway at 188/004	19 Jan 12	10000	0.00																	
58	189		04	05		Highway	Construction of Highway at 189/004	19 Jan 12	10000	0.00																	
59	190		04	05		Highway	Construction of Highway at 190/004	19 Jan 12	10000	0.00																	
60	191		04	05		Highway	Construction of Highway at 191/004	19 Jan 12	10000	0.00																	
61	192		04	05		Highway	Construction of Highway at 192/004	19 Jan 12	10000	0.00																	
62	193		04	05		Highway	Construction of Highway at 193/004	19 Jan 12	10000	0.00																	
63	194		04	05		Highway	Construction of Highway at 194/004	19 Jan 12	10000	0.00																	
64	195		04	05		Highway	Construction of Highway at 195/004	19 Jan 12	10000	0.00																	
65	196		04	05		Highway	Construction of Highway at 196/004	19 Jan 12	10000	0.00																	
66	197		04	05		Highway	Construction of Highway at 197/004	19 Jan 12	10000	0.00																	
67	198		04	05		Highway	Construction of Highway at 198/004	19 Jan 12	10000	0.00																	
68	199		04	05		Highway	Construction of Highway at 199/004	19 Jan 12	10000	0.00																	
69	200		04	05		Highway	Construction of Highway at 200/004	19 Jan 12	10000	0.00																	

GENERAL INFORMATION							INFRACO WORKS - ESTIMATE STATUS TRACKER																	
System			Location / Description				Contract			Design				Construction						Values				
WWS	WPC	WLS	Location	Section	Activity / Location	Brief Description of Change	Value	Approved	Change Reference	Design Start	Design End	Design Status	Design Budget	Resource	Start Date	End Date	Contract Status	Contract Value	Change Order Value	Contract Value	Contract Value	Contract Value	Contract Value	
			124	123	Top Level	Remove existing upper level track structure through... Schedule 11	13 May 10	9514	10000															
			125	124	Top Level	Remove existing upper level track structure through... Schedule 11	13 May 10	9514	10000															
			126	125	Top Level	Remove existing upper level track structure through... Schedule 11	13 May 10	9514	10000															
			127	126	Top Level	Remove existing upper level track structure through... Schedule 11	13 May 10	9514	10000															
			128	127	Top Level	Remove existing upper level track structure through... Schedule 11	13 May 10	9514	10000															
			129	128	Design	Design of new structure at 129/130/131/132/133/134/135/136/137/138/139/140/141/142/143/144/145/146/147/148/149/150/151/152/153/154/155/156/157/158/159/160/161/162/163/164/165/166/167/168/169/170/171/172/173/174/175/176/177/178/179/180/181/182/183/184/185/186/187/188/189/190/191/192/193/194/195/196/197/198/199/200/201/202/203/204/205/206/207/208/209/210/211/212/213/214/215/216/217/218/219/220/221/222/223/224/225/226/227/228/229/230/231/232/233/234/235/236/237/238/239/240/241/242/243/244/245/246/247/248/249/250/251/252/253/254/255/256/257/258/259/260/261/262/263/264/265/266/267/268/269/270/271/272/273/274/275/276/277/278/279/280/281/282/283/284/285/286/287/288/289/290/291/292/293/294/295/296/297/298/299/300/301/302/303/304/305/306/307/308/309/310/311/312/313/314/315/316/317/318/319/320/321/322/323/324/325/326/327/328/329/330/331/332/333/334/335/336/337/338/339/340/341/342/343/344/345/346/347/348/349/350/351/352/353/354/355/356/357/358/359/360/361/362/363/364/365/366/367/368/369/370/371/372/373/374/375/376/377/378/379/380/381/382/383/384/385/386/387/388/389/390/391/392/393/394/395/396/397/398/399/400/401/402/403/404/405/406/407/408/409/410/411/412/413/414/415/416/417/418/419/420/421/422/423/424/425/426/427/428/429/430/431/432/433/434/435/436/437/438/439/440/441/442/443/444/445/446/447/448/449/450/451/452/453/454/455/456/457/458/459/460/461/462/463/464/465/466/467/468/469/470/471/472/473/474/475/476/477/478/479/480/481/482/483/484/485/486/487/488/489/490/491/492/493/494/495/496/497/498/499/500/501/502/503/504/505/506/507/508/509/510/511/512/513/514/515/516/517/518/519/520/521/522/523/524/525/526/527/528/529/530/531/532/533/534/535/536/537/538/539/540/541/542/543/544/545/546/547/548/549/550/551/552/553/554/555/556/557/558/559/560/561/562/563/564/565/566/567/568/569/570/571/572/573/574/575/576/577/578/579/580/581/582/583/584/585/586/587/588/589/590/591/592/593/594/595/596/597/598/599/600/601/602/603/604/605/606/607/608/609/610/611/612/613/614/615/616/617/618/619/620/621/622/623/624/625/626/627/628/629/630/631/632/633/634/635/636/637/638/639/640/641/642/643/644/645/646/647/648/649/650/651/652/653/654/655/656/657/658/659/660/661/662/663/664/665/666/667/668/669/670/671/672/673/674/675/676/677/678/679/680/681/682/683/684/685/686/687/688/689/690/691/692/693/694/695/696/697/698/699/700/701/702/703/704/705/706/707/708/709/710/711/712/713/714/715/716/717/718/719/720/721/722/723/724/725/726/727/728/729/730/731/732/733/734/735/736/737/738/739/740/741/742/743/744/745/746/747/748/749/750/751/752/753/754/755/756/757/758/759/760/761/762/763/764/765/766/767/768/769/770/771/772/773/774/775/776/777/778/779/780/781/782/783/784/785/786/787/788/789/790/791/792/793/794/795/796/797/798/799/800/801/802/803/804/805/806/807/808/809/810/811/812/813/814/815/816/817/818/819/820/821/822/823/824/825/826/827/828/829/830/831/832/833/834/835/836/837/838/839/840/841/842/843/844/845/846/847/848/849/850/851/852/853/854/855/856/857/858/859/860/861/862/863/864/865/866/867/868/869/870/871/872/873/874/875/876/877/878/879/880/881/882/883/884/885/886/887/888/889/890/891/892/893/894/895/896/897/898/899/900/901/902/903/904/905/906/907/908/909/910/911/912/913/914/915/916/917/918/919/920/921/922/923/924/925/926/927/928/929/930/931/932/933/934/935/936/937/938/939/940/941/942/943/944/945/946/947/948/949/950/951/952/953/954/955/956/957/958/959/960/961/962/963/964/965/966/967/968/969/970/971/972/973/974/975/976/977/978/979/980/981/982/983/984/985/986/987/988/989/990/991/992/993/994/995/996/997/998/999/1000/1001/1002/1003/1004/1005/1006/1007/1008/1009/1010/1011/1012/1013/1014/1015/1016/1017/1018/1019/1020/1021/1022/1023/1024/1025/1026/1027/1028/1029/1030/1031/1032/1033/1034/1035/1036/1037/1038/1039/1040/1041/1042/1043/1044/1045/1046/1047/1048/1049/1050/1051/1052/1053/1054/1055/1056/1057/1058/1059/1060/1061/1062/1063/1064/1065/1066/1067/1068/1069/1070/1071/1072/1073/1074/1075/1076/1077/1078/1079/1080/1081/1082/1083/1084/1085/1086/1087/1088/1089/1090/1091/1092/1093/1094/1095/1096/1097/1098/1099/1100/1101/1102/1103/1104/1105/1106/1107/1108/1109/1110/1111/1112/1113/1114/1115/1116/1117/1118/1119/1120/1121/1122/1123/1124/1125/1126/1127/1128/1129/1130/1131/1132/1133/1134/1135/1136/1137/1138/1139/1140/1141/1142/1143/1144/1145/1146/1147/1148/1149/1150/1151/1152/1153/1154/1155/1156/1157/1158/1159/1160/1161/1162/1163/1164/1165/1166/1167/1168/1169/1170/1171/1172/1173/1174/1175/1176/1177/1178/1179/1180/1181/1182/1183/1184/1185/1186/1187/1188/1189/1190/1191/1192/1193/1194/1195/1196/1197/1198/1199/1200/1201/1202/1203/1204/1205/1206/1207/1208/1209/1210/1211/1212/1213/1214/1215/1216/1217/1218/1219/1220/1221/1222/1223/1224/1225/1226/1227/1228/1229/1230/1231/1232/1233/1234/1235/1236/1237/1238/1239/1240/1241/1242/1243/1244/1245/1246/1247/1248/1249/1250/1251/1252/1253/1254/1255/1256/1257/1258/1259/1260/1261/1262/1263/1264/1265/1266/1267/1268/1269/1270/1271/1272/1273/1274/1275/1276/1277/1278/1279/1280/1281/1282/1283/1284/1285/1286/1287/1288/1289/1290/1291/1292/1293/1294/1295/1296/1297/1298/1299/1300/1301/1302/1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NOTES OF PROGRAMME & RISK MEETING
HELD ON TUESDAY 15TH MAY 2012 AT BBS CONSORTIUM OFFICE, EDINBURGH

ATTENDEES:

Martin Foerder	BBS	Martin.foerder@civil.bilfinger.co.uk
Kevin Russell	BBS	Kevin.russell@civil.bilfinger.co.uk
Steve Sharp	BBS	ssharp@programmingsolutions.co.uk
Alfred Brandenburger	BBS	alfred.brandenburger@siemens.com
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Alan Coyle	CEC	Alan.coyle@edinburgh.gov.uk
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Gary Easton	Turner & Townsend	Gary.easton@turntown.co.uk
Paul Robinson	Turner & Townsend	Paul.robinson@turntown.co.uk
Gordon Smith	Turner & Townsend	Gordon.smith@turntown.co.uk
Dominic Murphy	Transport Scotland	Dominic.murphy@transportscotland.gsi.gov.uk
Graham Robertson	Plan Delivery	grobertson@plandelivery.co.uk
Colin Smith	Hg Consulting	csmith@hg-group.co.uk

DISTRIBUTION:

Attendees only. Attendees to circulate to their own team as required.

		ACTION
1.0	PREVIOUS MINUTES	
1.1	Previous Minutes accepted.	Note
2.0	PROGRAMME - GENERAL	
2.1	<p>CAF Testing & Commissioning (T&C) Plan</p> <p>GRO advised that CAF has raised concern regarding testing over the Christmas period and have advised that if BBS is not on site during this period then they are not prepared to carry out any testing. BBS and CAF Programme schedules are to be checked to ensure dates are coordinated.</p> <p>JWe asked what the implications were if BBS and CAF calendars over the Christmas period do not align. GRO advised as the CAF T&T Plan is on the Critical Path the Section B handover date will move out by 5 days.</p> <p>(Note: BBS Christmas shutdown is: close of business Friday 21st December 12 – reopens Wednesday 2nd January 13).</p> <p>CsM advised that CAF has also requested that all trams are tested prior to the Section B handover and not just the 5No trams scheduled for testing.</p> <p>CsM to discuss the above further with MFo and ABr outwith this meeting. CsM and GRO to then discuss matters with CAF separately. CsM to advise all parties if CAF raise any other issues.</p> <p>JWe confirmed that T&T is currently reviewing the integrated T&C Plan and they will issue their comments by w/e 18th May 12.</p>	<p>BBS/ CAF</p> <p>Note</p> <p>CAF</p> <p>CSM/GRO/ MFo/ABr/ CAF</p> <p>T&T</p>
2.2	<p>Timescales for Development of Rev 5 Programme</p> <p>SSH advised that he will complete the Rev 5 Programme by w/e 18th May 12. The Programme will be distributed to BBS w/c 21st May 12 and then issued to GRO and T&T for approval by close of play 23rd May 12.</p> <p>PRo confirmed that the Rev 5 Programme will contain the T&C activities.</p> <p>SSH will provide stroke by stroke changes made to the Programme to T&T.</p> <p>PRo confirmed that T&T Master Programme will be aligned to the Rev 5 Programme but both Programmes will continue to show different end dates.</p> <p>PRo confirmed that Rev 4c Programme dates will be incorporated into Rev 5 Programme for the On-Street works.</p>	<p>SSH/ All Parties</p> <p>Note</p> <p>SSH</p> <p>Note</p> <p>Note</p>

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	<p>PRo advised that a date for delivery of the Rev 5c Programme has not yet been agreed. SSh confirmed that this should be an administrative exercise only as Rev 4c Programme dates will already be contained with Rev 5 Programme and should follow on in a matter of weeks.</p> <p>Edinburgh Gateway MFo reminded the meeting that a crosscheck of IFEA drawings will need to be carried out to ensure that the Programme and the design tie in. No major issues are expected.</p> <p>TS will formalise their proposals following receipt of BBS design.</p>	<p>Note</p> <p>BBS</p> <p>TS</p>
2.3	<p>York Place CSm confirmed that discussions have been held with the St James Centre and some of the key stakeholders. A plan was presented to the key stakeholders regarding the possibility of opening up York Place to progress utility diversion works and also the possibility of bringing forward the York Place works to allow commencement ahead of Waverly/South St Andrews Street "plug" being completed.</p> <p>CSm advised that comments and feedback has been received from the key stakeholders regarding these proposals and a further meeting will be held in Jun 12 to update the key stakeholders accordingly.</p> <p>CSm confirmed that discussions with the bus station will take place later this week and a protocol briefing with CEC will take place by w/e 25th May 12. This will allow a final report to be produced and presented at the Principals meeting being held on 30th May 12.</p> <p>CSm confirmed that following agreement discussions will then take place regarding the works to take place between Jul – Oct 12 however no public statement will be made earlier than 4th Jun 12.</p> <p>CSm advised that he will attend the TM meeting on 16th May 12 to discuss the TM and Programme from Jul - Oct 12 following the completion of the lane works on 8th Jul 12. CSm advised that the TM and Programme must tie in with the works being carried out by McNicholas.</p> <p>CSm reminded all parties that information regarding York Place should not be discussed outwith the Project until all details are in place and signed off by CEC.</p> <p>MFo asked if a regular Cathedral Lane/York Place update meeting will be organised going forward. CSm confirmed yes. BMcC advised that the next meeting will be held on 23rd May 12 but the invitation has not yet been issued.</p> <p>GRO confirmed that he will attach the revised Programme to the Minutes that will be issued from this meeting and requested that if anyone has any comments regarding this Programme they should forward them to him asap.</p>	<p>All Ongoing All Parties</p> <p>BMcC</p> <p>GRO/ All Parties</p>
2.4	<p>22 Weeks Timeback CSm issued a 22 Week Monitor Sheet as at 28th Apr 12 (attached to Minutes) and gave an update on the status of the 22 weeks timeback.</p> <p>GRO confirmed that during this 28 day period 26 days have been lost and this was due to the ongoing utility diversions and drainage issues at Shandwick Place. PRo advised that due to the time lag a further 2 weeks drawdown at Shandwick Place will also show during the next period.</p> <p>CSm asked SSh if he agreed with the assessment given by GRO. SSh confirmed yes. CSm confirmed that a Certificate for the agreed drawdown of the 22 weeks will be issued with the Valuation Certificate.</p>	<p>Note</p> <p>CSm</p>

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NOTES OF PROGRAMME & RISK MEETING
HELD ON TUESDAY 15TH MAY 2012 AT BBS CONSORTIUM OFFICE, EDINBURGH

2.5	Handover Pack Information (Follow Up from St Andrew Square Site Visit) Discussions regarding the format and contents are ongoing. An update meeting is being held on 17 th May 12 between T&T and BBS to agree and finalise the handover pack.	T&T/ BBS
<i>ITEMS IN BLUE ITALICS WERE NOT DISCUSSED AT THIS MEETING</i>		
3.0	<i>Risk - General</i>	
3.1	<i>Risk Register</i>	
	<p>PSm updated the meeting on the agreed changes made to Risk Register as at 28th Apr 12. (Attached to Minutes).</p> <ul style="list-style-type: none"> • ED009 – risk lowered from red to green. • ED046 – risk raised from amber to red. • ED063 – risk removed and incorporated into R067. • ED071 – risk lowered but remains red. • ED072 – risk lowered but remains red. • ED077 – risk closed. • ED109 – risk lowered but remains red. • ED116 – new risk added. • R067 – risk raised from amber to red. • R068 – risk lowered but remains red. <p>CSm asked how the risk of non-compliant/defective materials is being managed project wide. KRu confirmed that this is being managed via the NCR process and is not noted as an identified risk within the Risk Register. PSm advised that Risk ED009 covers poor quality workmanship and/or inadequate materials.</p> <p>SNo asked if the contaminated material at Baird Drive has been added to the Risk Register. KRu advised that this would not be added in as there is no impact to the works and overall SEPA is satisfied with the control measures put in place regarding contaminated material.</p> <p>KRu confirmed that discussions with SEPA are ongoing and they have requested further information in regard to the report produced. This information is currently being collated.</p>	<p>Note</p> <p>Note</p> <p>BBS</p>
4.0	Any Other Business	
4.1	The next meeting will be held on Tuesday 29th May 12 at 11.00am in the Training Room (both Programme & Risk will be discussed at this meeting).	All

PLAN DELIVERY

**Edinburgh Tram
22 Week Monitor Sheet**

Current Forecast 28-Apr-12

	Rev 4 Finish Date	Rev 4 C Finish Date	Saving in Weeks	Critical Path	Current Forecast Rev 4 C Progressed	Current Saving In Weeks	Variance	Previous Variance	Lose In Period	Current Critical Path
Construction Complete	09-Jan-14	09-Aug-13	22 153 days	Off-Street by 1 day - Section 5A Roseburn to Gogar On-Street - Shandwick Place	16-Sep-13	16.4 115 days	-5.4 38 days	-1.7 12 days	-3.7 26 days	On-Street - Shandwick Place *
Section C	09-Apr-14	07-Nov-13	22	T1, T2 Testing & HMRI Approval	15-Dec-13	16.4	-5.4	-1.7	-3.7	T1, T2 Testing & HMRI Approval
Section D	08-Jul-14	05-Feb-14	22	Shadow Running	15-Mar-14	16.4	-5.4	-1.7	-3.7	Shadow Running

* Off-street progressed "on programme"
days = calendar days

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**NOTES OF TRAM INTEGRATION & COMMISSIONING MEETING
HELD ON 2ND MAY 2012 AT BBS CONSORTIUM OFFICE, EDINBURGH**

ATTENDEES:

Kevin Russell	BBS	kevin.russell@civil.bilfinger.co.uk
Jim Donaldson	BBS	jim.donaldson@civil.bilfinger.co.uk
Stefan Rotthaus	BBS	stefan.rotthaus@civil.bilfinger.co.uk
Alfred Brandenburger	BBS	alfred.brandenburger@siemens.com
Steve Westwood	BBS	Steve.westwood@siemens.com
Pall Palsson	BBS	Pall.Palsson.ext@siemens.com
Michael Wilken	BBS	Michael.wilken@siemens.com
David Steele	CAF	dsteele@caf.net
Inaki Garin	CAF	igarin@caf.net
Martyn Ayres	Turner & Townsend	martyn.ayres@turntown.co.uk
William Delaney	Turner & Townsend	William.delaney@turntown.co.uk
Eddie Inglis	Lothian Buses	Eddie.inglis@edinburghtrams.com
Bob McCafferty	CEC	bob.mccafferty@edinburgh.gov.uk
Colin Smith	Hg Consulting	csmith@Hg-group.co.uk

DISTRIBUTION:

Attendees Only. Attendees to circulate to their own team as required.

		ACTION
1.0	Previous Minutes	
	Previous minutes were accepted.	Note
1.1	General Update	
	Csm confirmed that CAF's application was signed off on 1 st May 12.	Note
1.2	Lothian Buses Update	
	No comments.	
1.3	Overall Acceptance Criteria – Section C & D	
	PPa confirmed the draft overall acceptance criteria was issued on 30 th Apr 12.	Note
	PPA confirmed the Section B programme will be issued formally by 7 th May 12. MAy requested to forward a copy of the Section B Programme to LB (Eddie Inglis and John White) upon receipt.	MAY
1.4	Depot Snagging	
	MAy confirmed that around 85% of snagging is now complete and good progress is being made.	Ongoing
	Csm asked for an update on the water ingress at doors/thresholds. JDo confirmed that BBS will carry out remedial works to the thresholds but no further works will be done as the doors have been constructed as per IFC drawings.	
	Eln and MAy raised concern that this option would not remediate the issue. Eln asked why a drainage channel could not be cut around the threshold.	
	SRo advised that this work would be carried out as an extra and therefore BBS would require an Instruction from T&T to proceed.	
	Csm reminded all parties that he had previously requested they consider without prejudice all possible remedial options to ensure that a permanent solution is in place prior to handing over the depot to LB.	
	Csm asked JDo if an Instruction was issued for additional works to be carried out would this resolve the issue. JDo and Eln agreed that 90% of the problem would be resolved however it would not be possible to achieve 100% success as the rail issue over the channel would still exist.	
	Csm requested that MAy issue an "appropriately worded" Instruction to BBS. KRu asked for a draft Instruction to be issued for comment prior to the formal Instruction being issued.	MAY

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NOTES OF TRAM INTEGRATION & COMMISSIONING MEETING
HELD ON 2ND MAY 2012 AT BBS CONSORTIUM OFFICE, EDINBURGH

	EIn advised that the gate intercom was still not working. SRO confirmed that a technician has been on site and confirmed a cable is broken. A spare has been ordered. Ongoing.	SRO
	Water Ingress – Wheel Lathe – SWe confirmed this will be remediated by w/e 4 th May 12.	BBS
	Keys and Plates – SWe confirmed remedial action is ongoing.	BBS
	JDo reminded the meeting that there is a clear definition between snagging items and defects and these must be managed as two different issues. KRu stated that the snagging list as appended to the Certificate of Substantial Completion in respect of Section A is the “Snagging List”. Any additional items need to be addressed through the defects list or additional work.	Note
	MAY confirmed that timescales have been previously agreed between BBS and T&T for snagging items to ensure close out is achieved for the end of Jun 12.	Note
1.5	Documentation	
	Integrated DAS – MWi will issue CD of updated drawings and non CAF interface relevant items for Section B by w/e 4 th May 12.	MWi
1.6	Delivery of Trams – Overall Tram Delivery Requirements	
	Trams continue to be delivered at a rate of 2 per month.	Note
1.7	Overall Programme	
	No issues.	
1.7	Matters Affecting Lothian Buses	
	Structure Gauge Clearance – PPa advised that the report has been issued. MAY confirmed that T&T is currently reviewing the information prior to BBS updating and issuing the survey data.	BBS/ T&T
	Method Statement for Track 1 – EIn advised that he has reviewed the proposed CAF methodology and has some concerns regarding potential safety issues. EIn to forward observations to SWe for comment.	EIn/ SWe/CAF
	Bus Tracker – JWh previously advised that this is still in use at the depot and will remain there for the short term. Discussions ongoing between LB and CAF.	CAF/ LB
	Drainage to Pit – MAY advised that C Leech is currently looking at a technical response to the LB proposed solution and a briefing note will be issued by 9 th May 12 confirming their recommendation.	T&T
1.10	Matters Affecting CAF	
	No issues.	CAF
1.11	Matters Affecting BBS	
	No issues.	
1.12	Any Other Business	
	Mini-Test Track Handover to CEC – KRu advised that BBS has all the handover documentation in place and this document will be issued to CSm for comment. CSm confirmed that the same format for this handover is to be used as previous.	BBS/ CSm
	It was agreed by all parties that 16 th May 12 is the handover date. This date will allow EIn time to review the method of operation and MAY sufficient time to review the handover process.	All Parties
	KRu requested a tNC is issued in regard to the fencing. CSm to discuss costs with DGo.	CSm/DGo
	KRu advised that SCADA would not be available as part of the Mini Test Track handover. SCADA would be available for Section B handover subject to any further input from the remainder of Initial Phase 1a.	Note

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NOTES OF TRAM INTEGRATION & COMMISSIONING MEETING
HELD ON 2ND MAY 2012 AT BBS CONSORTIUM OFFICE, EDINBURGH

	The next meeting will be held on Thursday 31st May 12 at 2pm in Training Room.	All
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 NOTES OF COMMUNICATIONS CONTROL MEETING HELD ON 03 MAY 2012
 TRAINING ROOM, LOCHSIDE AVENUE

ATTENDEES:

Neil Gibson (NG)	BIG Partnership	Neil.Gibson@bigpartnership.co.uk
Kevin Russell (KR)	BBS	Kevin.Russell@civil.bilfinger.co.uk
Axel Eickhorn	BBS	Axel.Eickhorn@siemens.com
Peter Widdowson (PW)	BBS	Peter.Widdowson@civil.bilfinger.co.uk
David Steele (DS)	CAF	dsteele@caf.net
Paula Hoogerbrugge (PH)	CEC	Paula.Hoogerbrugge@edinburgh.gov.uk
Bob McCafferty (BMcC)	CEC	Bob.McCafferty@edinburgh.gov.uk
Kelly Murphy (KM)	CEC	Kelly.Murphy@edinburgh.gov.uk
Alasdair Sim (ASim)	CEC	Alasdair.sim@edinburghtrams.com
Julie Smith (JS)	Lothian Buses	JSmith@lothianBuses.co.uk
Lucy Adamson (LA)	Transport Scotland	Lucy.Adamson@transportscotland.gsi.gov.uk
Scott Noble (SN)	Transport Scotland	Scott.Noble@transportscotland.gsi.gov.uk
Martyn Ayres (MA)	Turner & Townsend	Martyn.Ayres@turntown.co.uk
Colin Smith (CS)	Hg Consulting	csmith@hg-group.co.uk

DISTRIBUTION:

Attendees only. Attendees to distribute to their own teams as required.

		ACTION
1.0	Introduction	
1.1	CS welcomed everyone to the meeting with apologies received for Alan Coyle, Sean Burnett and Rob Leech.	Note
2.0	Notes from Last Meeting (22.03.12)	
2.1	Previous minutes were agreed and accepted as a true record of the last meeting.	Note
3.0	Update from Previous Actions	
3.1	Item No 3.1 – Media Alert Forum No media forums had been called between 22.03.12 and 03.05.12; however NG advised that there had been media questions during this period which were dealt with appropriately.	Note
3.2	Item No 3.2 – Network Rail CS advised that NWR had instigated a daily survey and report which continues to be ongoing. CS proposed that this should now be scaled down with updates circulated to technical people only. Proposal was accepted by attendees.	Note
3.0	Updates from Previous Actions	
3.3	Item 3.4 – Tram Shop KM advised that a review of what services were to be offered from the tram shop was being conducted and that the communication team would now not be located within the shop. Project Delivery Plan, scope of works with prices expected later today (03.05.12), thereafter timelines to be updated in respect of fitting out ground floor and customer services.	Note
3.4	Item 4.4 – Gogar Roundabout Removal of TM at Gogar Roundabout now complete. AS to confirm if TM is in place for localised utility works within this area. Sign to be reinstated showing site access on Gyle side of roundabout.	AS/PW
3.5	Item 5.1 – Advertising of Fence Line Proposal KM advised that a procedure had now been agreed, with those who wish to participate in the schedule requiring to register their interest by 18 May 12. All other signage will be removed and returned to shop owners.	Note

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 NOTES OF COMMUNICATIONS CONTROL MEETING HELD ON 03 MAY 2012
 TRAINING ROOM, LOCHSIDE AVENUE

		ACTION
3.5 ctd	<p>Item 5.1 – Advertising of Fence Line Proposal cont'd</p> <p>All future advertising to be placed on every 8th panel, with this being trialed for one month.</p>	
3.6	<p>Item 6.2 – East End Focus Group</p> <p>Group Meeting held with CS/DA providing attendees with an update on the project and 'Open for Business', with questions asked re Princes Street and York Place. KM advised that no focus group had been set up at present.</p> <p>KM advised that she was currently assisting the Assessor on rates for people who had been affected by the tram project.</p>	<p>Note</p> <p>Note</p>
3.7	<p>Item 6.4 - West Maitland Street</p> <p>KM advised that a proposal for a crossing had been raised with T&T, however due to the working area this would prove very difficult.</p>	Note
3.8	<p>Item 6.5 – Digital Signage</p> <p>AS/BMcC to discuss with Marshall Poulton re wording of digital signage. AS to provide a photograph prior to discussion.</p>	AS/BMcC
4.0	Depot Protocol – Stakeholder Engagement	
4.1	<p>Depot Protocol</p> <p>JS advised that the above document had now been agreed and reviewed by the ICP. Forum to note that this is not a strategy document, but a document that sets out the protocol for depot visits.</p> <p>It was noted that a Strategy document would be worked on by JS and PH.</p> <p>On reviewing the document the following changes were requested to be made:-</p> <p>Item 3.1 – Bilfinger Berger to be added</p> <p>Item 4.3 – within the yards to be added</p> <p>JS gave a verbal update on the proposal strategy for visitors to the depot that had been discussed with PH. JS noted that Edinburgh Trams were looking to invite key stakeholder groups to the tram depot to raise the profile of the depot and also introduce Edinburgh Trams as the operator.</p>	<p>Note</p> <p>JS</p> <p>JS</p>
5.0	Edinburgh Doors Open Day 2012	
5.1	<p>Doors Open Days</p> <p>KM advised that Edinburgh Doors Open Day 2012 takes place this year with a theme of 'Hidden Treasures'. It was recommended that this was a great opportunity for positive publicity to be capitalised on i.e. showcase the depot to the public through depot tours.</p> <p>Formal request to be submitted to LB in due course. Proposed date 22 & 23 September 12.</p> <p>KR raised the following concerns for consideration i.e. how do you limit number of people, Health & Safety, riding on trams.</p>	Note

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 NOTES OF COMMUNICATIONS CONTROL MEETING HELD ON 03 MAY 2012
 TRAINING ROOM, LOCHSIDE AVENUE

		Action
5.1	<p>Doors Open Days</p> <p>KM advised that it would a controlled and subscribed visit with relatively a small group of people.</p> <p>JS advised that LB on occasions had in the region of 4,000 applicants to visit their main depot on their open days.</p> <p>SN advised that as the Tram depot was something of interest to everyone and not only those in Edinburgh, it could attract interest from a much wider audience, so there could potentially be numbers in the region ten thousand or more who may wish to see around the depot. Careful handling will need to be taken in case all requests could not be accommodated, resulting in a negative effect and disappointment to the majority of those wishing to see the depot.</p> <p>JS advised that LB had an open day of their own on these dates and would therefore be unable to participate in this event.</p> <p>KM advised that a further meeting had been arranged for 17 May for further discussion.</p>	
6.0	Media Plan	
6.1	<p>Media Briefing</p> <p>KM provided an update on the scheduled event for 14 May 12 where journalists would be briefed on project progress over the last 12 months with a view to informing key stakeholders and the public and delivering more balanced coverage on the project.</p> <p>It is envisaged that both Sue Bruce and Colin Smith would brief key journalists.</p> <p>KM advised that it is intended to brief key correspondents quarterly or six-monthly on project progress and to do this is a measured way.</p> <p>KR advised that he had provided comments to NG on the 3 month Media Plan document which contained similar wording and advised that those comments would apply to the Media Briefing document tabled at this meeting, which need to be addressed.</p> <p>This briefing would strive to be factual and on what has been completed to ensure consistency across the board.</p>	<p>Note</p> <p>KM</p>
7.0	Trade Press Visit to Depot	
7.1	<p>Trade Press Visit</p> <p>KM advised that the trade press event is tied in with an existing programme being run by ScotRail and that Edinburgh Trams would look to capitalise on this.</p> <p>KM advised that the trade press are more open to generating positive coverage of the tram project with the visit taking place on Tuesday 12 June (PM).</p> <p>KR advised that he had provided comments to NG on the 3 month Media Plan document which contained similar wording and advised that those comments would apply to the Trade Press Briefing document tabled at this meeting which need to be addressed.</p>	

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 NOTES OF COMMUNICATIONS CONTROL MEETING HELD ON 03 MAY 2012
 TRAINING ROOM, LOCHSIDE AVENUE

		Action
	<p>JS advised that a visit had already been programmed in for the 12 June at 1100 hours for Transport Scotland.</p> <p>KM to liaise with SN if Transport Scotland site visit can be rescheduled to another date. JS to be advised of outcome.</p> <p>CH to share list with BBS.</p> <p>KR advised that it may be beneficial to wait until March 2013 when Section 'B' would be completed, therefore allowing more areas within the route to be visited.</p>	<p>Note</p> <p>KM</p> <p>CH</p> <p>Note</p>
8.0	Baird Drive Issue Update	
8.1	Baird Drive	
	<p>KR provided the forum with an update on progress made with SEPA during their meeting on 27 April 12. The results of the additional testing were discussed, however SEPA requested further substantiation / justification as to the assessment carried out. BBS would incorporate this information into a revised report for SEPA's consideration.</p> <p>A follow up meeting is to be arranged to close out the matter.</p> <p>KR advised that BBS and SEPA would align any statements that may be made following the outcome of the classification.</p> <p>NG advised that there is a possibility that a further article re Russell Road will be reported within the next few days.</p> <p>KM to speak with KR outwith meeting re response to article.</p> <p>KR advised that the resolution of this matter with SEPA was not affecting the progress of other works on the Project. KM enquired if there was any preparatory work required if this was to become an ongoing concern. KR advised that it was not a problem as it was not hazardous material.</p> <p>CS requested that a medium term strategy be developed with the points of contact being KR, NG and KM.</p> <p>KM advised that there is a Murrayfield Community Council meeting scheduled for 15 May 12, where it was possible that questions would be raised on this topic. A statement is to be compiled for the project team to allow them to respond to any queries that may arise.</p> <p>KR advised that BBS had followed the correct guidelines for the removal of any material and that BBS had not done anything untoward.</p>	<p>Note</p> <p>KM/KR</p> <p>Note</p> <p>KR</p> <p>KM</p> <p>Note</p>
9.0	3 month Media Plan	
9.1	Media Plan	
	<p>To be discussed further over the next few days, however it should be noted that a structure was in place.</p>	Note
10.0	Signage Review	
10.1	Signage	
	<p>KM advised that businesses within the East End have requested different signage depending on their type of business. Proposals currently being developed for further consideration.</p>	Note

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NOTES OF COMMUNICATIONS CONTROL MEETING HELD ON 03 MAY 2012
TRAINING ROOM, LOCHSIDE AVENUE

		ACTION
11.0	AOB	
11.1	York Place	
	Update to be provided at next Communications Meeting scheduled for 17 May 12.	Note
12.0	Date of Next Meeting	
12.1	The next meeting will take place at 1500 hrs on 17 May 12 in the Training Room, Edinburgh Park	ALL



HG Consulting (Scotland)
20 Lynedoch Crescent
Glasgow
G3 6EQ

Our Ref: INF CORR 8323/CL

Your Ref:

Date: 17 May 2012

Dear Sirs,

**Edinburgh Tram Network Infraco
Mini Test Track Formal Handover Agreement**

Further to letter ref ETN(BBS)CEC\$T&ABC#051696 of 03 May 12, received from Bilfinger Berger Siemens, please find enclosed the referenced letter duly signed in the relevant places.

Also enclosed is a photographic record of the Mini Test Track at time of handover.

Yours faithfully

A large black rectangular redaction box covering the signature of Julian Weatherley.

**Julian Weatherley
Director of Project Delivery – Edinburgh Trams**

cc	Bob McCafferty	CEC
	Alan Coyle	CEC
	Martin Foerder	BBS
	Elizabeth Parkes	LB
	David Steele	CAF

Edinburgh Tram Offices, 9 Lochside Avenue, Edinburgh, EH12 9DJ Tel: +44 (0) 131 622 8322

CEC02083829_0101

ACTION: MA

Our ref: ETN(BBS)CEC\$T&ABC#051696
Your ref: N/A

03 May 2012

The City of Edinburgh Council
9 Lochside Avenue
Edinburgh
EH12 9DJ

**Bilfinger Berger-Siemens
Consortium**

BBS Consortium Office
9 Lochside Avenue
Edinburgh Park
Edinburgh
EH12 9DJ
United Kingdom

Phone: +44 (0) 131 452 2800
Fax: +44 (0) 131 452 2990

For the attention of Julian Weatherley, Director of Project Delivery - Edinburgh Tram

Dear Julian,

**Edinburgh Tram Network Infraco
Mini Test Track-Formal Handover Arrangements**

Further to recent discussions between the parties we wish to confirm and agree the arrangements for formal handover of the Mini Test Track. Further, we wish, for the sake of good order, to clarify and agree the arrangements for access to, and maintenance of, the Mini Test Track following formal handover. These matters are detailed below.

The Mini Test Track consists of a section of inbound track from chainage 531,260 to 531,720 and a section of outbound track from chainage 531,260 to 531,648 as detailed in the Mini Test Track Plan (attached hereto at Appendix 1) but excluding the items listed in Appendix 1.1 to this proposal which shall not form part of the Mini Test Track for the purposes set out herein.

Upon completion of the Mini Test Track and following the provision of agreed handover documentation, we shall request that the Certifier issue a 'Certificate of Substantial Completion' to that effect stating the date on which the Mini Track was substantially completed. The Certificate of Substantial Completion shall be in the form set out in Appendix 2 to this letter. The parties hereby agree that the Certifier shall be duly authorised to certify substantial completion of the Mini Test Track and to issue the Certificate of Substantial Completion in the form and on the terms set out herein.

Upon issue of the Certificate of Substantial Completion, possession of the Mini Test Track shall revert to City of Edinburgh Council ('CEC') and the current Mini Test Track Licence, executed on 12 December 2011 by way of letter 'INF CORR 8020/JW', shall terminate in accordance with its terms. Following the issue of the Certificate of Substantial Completion, CEC shall be wholly responsible for the Mini Test Track site and for the management and co-ordination of security, fencing, health and safety and permit to work arrangements. To this end it has been agreed that CEC shall procure the existing MTT fencing from BBS and maintain the same following Substantial Completion of the Mini Test Track. The procurement of the fence will be dealt with under separate correspondence.

The Certificate of Substantial Completion shall evidence that the Mini Test Track has been completed so far as practicable and the Certificate of Substantial Completion shall not constitute or be construed as 'substantial completion' as the term is defined in Clause 44.6 of the Infraco Contract. Further, the Mini Test Track is not, and shall not be regarded as, a Section of the Infraco Works. Sectional Completion of the Mini Test Track shall occur as part of Section B in accordance with the express terms of the Infraco Contract. All 'snagging' or patent defects identified in the Mini Test Track shall be addressed as part of Sectional Completion of Section B. Further, it is mutually agreed and understood that the Infraco not be required to carry out all necessary commissioning and testing of the Mini Track prior to Sectional

We, CEC, hereby accept the foregoing proposal by Bilfinger Berger Civil UK Limited and Siemens plc regarding certification of Substantial Completion by the Certifier and formal handover of the Mini Test Track, and that on the terms and conditions stated therein, we now hereby hold the bargain as concluded.

EXECUTED for and on behalf of **THE CITY OF EDINBURGH COUNCIL**

at

on *16th May* 2012 by:

Authorised Signatory

Full Name

Witness Signature

Full Name

Address

[Redacted Signature]

[Redacted Signature]

COLIN ROSS SMITH.

[Redacted Signature]

CATHERINE LEECH

[Redacted Address]

- cc. C. Smith (Hg Consulting)
- A. Coyle (CEC)
- B. McCafferty (CEC)
- A. Brandenburger (BBS)
- K. Russell (BBS)
- P. Scully (BBS)
- P. Palsson (BBS)

Completion of Section B, and shall not be required to undertake any System Acceptance Tests in respect of the Mini Test Track.

On certification of Substantial Completion of the Mini Test Track, the parties shall enter into and execute the Mini Test Track Licence in the form set out in Appendix 3 hereto. Pursuant to the terms of the Mini Test Track Licence the Infraco shall have the right to uninterrupted access to and use of those parts of the Mini Test Track at such times and for such intervals as the Infraco considers necessary for the purposes of carrying out the Infraco Works.

Notwithstanding that prior to Sectional Completion of Section B the provisions of Clause 52 (Maintenance) shall not apply to the Mini Test Track, the Infraco agrees to maintain the Mini Track from the date of Substantial Completion. Further, the Infraco agrees to undertake the maintenance of the Mini Test Track in accordance with the Code of Maintenance Practice and the Code of Construction Practice (so far as applicable) and in accordance with Good Industry Practice.

It is hereby confirmed and agreed that following the issue of the Certificate of Substantial Completion, CEC shall be entitled to enter into and occupy the Mini Test Track or parts thereof as shown on the Mini Test Track Plan (Appendix 1) for the purposes of the Infraco Works and other obligations assumed by CEC in connection with the Infraco Contract.

It is further agreed that CEC shall (and shall procure that its sub-licenceses shall) use the Mini Test Track only for, and to the extent necessary for, the purposes of Infraco Works and/or the Tram Works (as defined in the Tram Supply Agreement) and/or the Services (as defined in the Tram Maintenance Agreement) and shall ensure that the Tram Supplier and Tram Maintainer co-ordinates fully with the Infraco and ensures that its activities do not hinder or disrupt the execution of the Infraco Works.

Please confirm your written acceptance of this proposal by executing and returning this letter no later than 11 May 2012.

Yours faithfully,

For and on behalf of
Bilfinger Berger Civil UK Limited

[Redacted Signature]

Authorised Signatory

[Redacted Signature]

Witness

KEVIN RUSSEN

Name and address of witness [Redacted]

For and on behalf of
Siemens plc

[Redacted Signature]

Axel Eickhorn

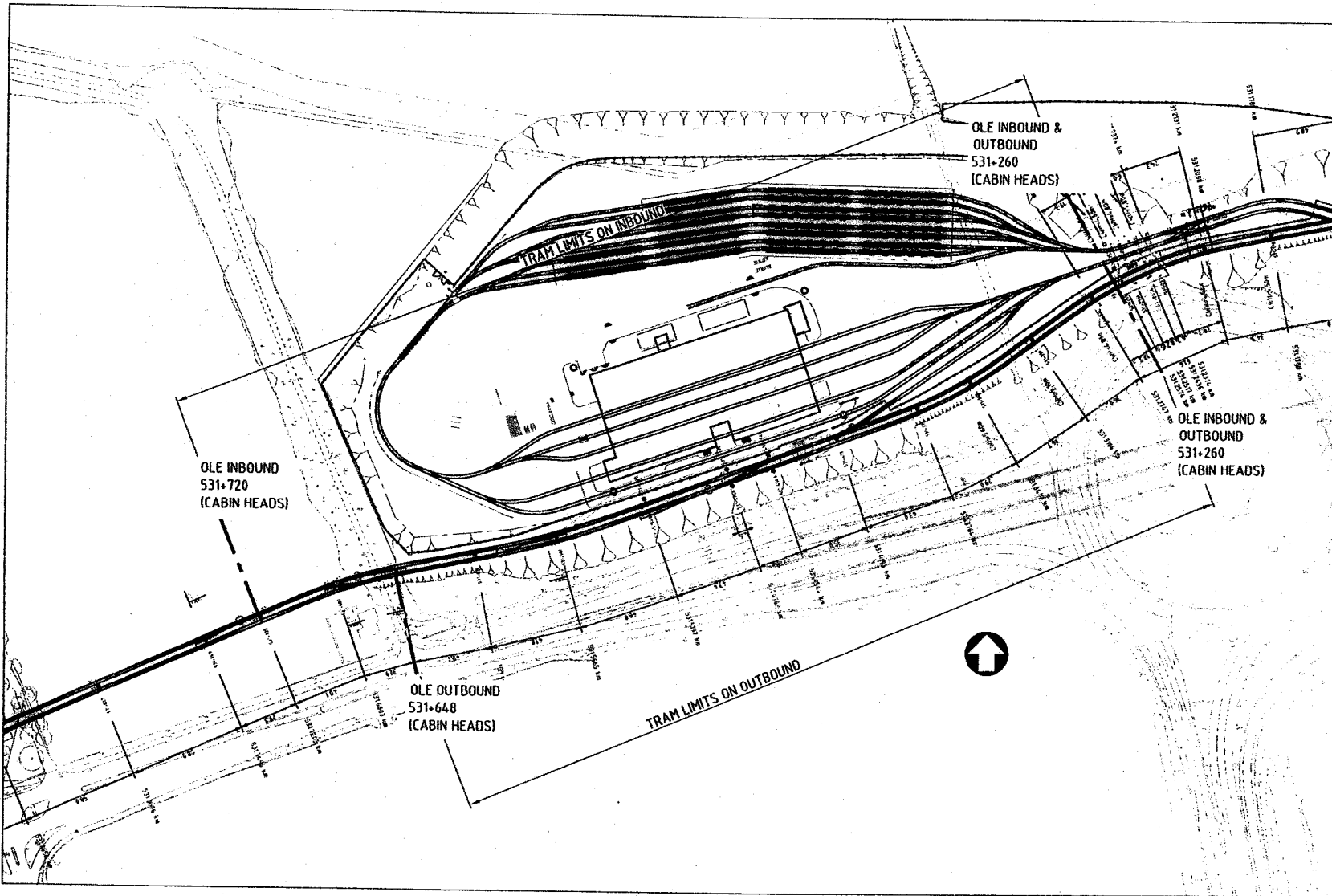
Authorised Signatory

[Redacted Signature]

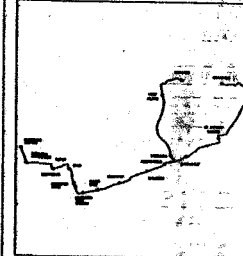
Witness

PATRICK SCULLY

Name and address of witness [Redacted]



Location Diagram



Updates:

Sequence No.	Description	Date	Name

Authority:

Project:

Consultant:

Contractor:

Designer:

DRAWN BY: CMO	DATE: 09-12-2011
CHECKED BY: FSC	DATE: 09-12-2011
APPROVED BY: FSC	DATE: 09-12-2011

Subcontractor Drawing Code: _____
 Status: **CONSULTATION**

Paper Size: A1
 Scale: 1:1000

Sheet Name: **MRN-TEST TRACK PLAN**

Document Code:
 EHM/PMW/DBATD # A
 CAD File Name:
 E:\10-000-0011\10-000-0011.dwg

THIS IS APPENDIX 1.1 REFERRED TO IN THE FOREGOING PROPSAL BY SIEMENS PLC AND BILFINGER BERGER CIVIL UK LIMITED FOR THE HANDOVER OF THE MINI TEST TRACK

APPENDIX 1.1

ITEMS EXCLUDED FROM THE DEFINITION OF THE MINI TEST TRACK FOR THE PUPOSES OF CERTIFICATION OF SUBSTANTIAL COMPLETION

The following items/deliverables (including all associated documentation) shall not form part of the Mini Test Track for the purposes of certification of Substantial Completion in accordance with the terms of Infraco letter reference 'ETN(BBS)CEC\$T&ABC#051696' dated 04 May 2012 and shall not be handed over to or taken into the possession of the Client:-

- Communications Equipment;
- Signalling Equipment;
- Depot Halt;
- System Acceptance Tests;
- Trams;
- Tram Tests (including Tram interface tests);
- Third Party Works;
- Gogar Castle Road Crossing-RSA stage 3 comments and associated works;
- Design Assurance Statement;

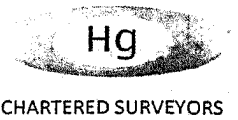
Notwithstanding that Signalling Equipment is expressly excluded from the definition of the Mini Test Track the Infraco shall provide CEC will beneficial use of two (2 No) electrical point machines and one (1 No) mechanical point machine upon certification of Substantial Completion.

The handover of the above mentioned items/deliverables shall follow the completion of the Ingliston Park & Ride substation and shall form part of the Section B Sectional Completion.

All Snagging identified at the time of Substantial Completion shall be completed in conjunction with Sectional Completion of Section B of the Infraco Works.


**THIS IS APPENDIX 2 REFERRED TO IN THE FOREGOING PROPOSAL BY SIEMENS PLC AND
BILFINGER BERGER CIVIL UK LIMITED FOR THE HANDOVER OF THE MINI TEST TRACK**

**APPENDIX 2
SUBSTANTIAL COMPLETION CERTIFICATE**



Certificate of Substantial Completion for Mini Test Track

This Certificate of Substantial Completion is issued by the Certifier further to express agreement between the Parties

Independent Certifier's Certificate of Substantial Completion for Mini Test Track	
Scope of the Works	The Mini Test Track as detailed in the Mini Test Track Plan attached to the Mini Test Track Licence per Infraco letter of 9th December 2011 Reference: ETN (BBS) TIE\$M&ABC# 054876 (Rev 1) and accepted by tie Limited letter of 15 th December 2011 Reference: INF CORR 8020/JW consisting of a section of inbound track from chainage 531,260 to 531,720 and a section of outbound track from chainage 531,260 to 531,648 (see Appendix 1 to to Infraco Letter Reference: ETN (BBS) CEC\$T&ABC# 051696 dated 03 May 2012).
Items excluded from Scope of the Works	Refer to formal list of items excluded from Scope of the Works for the Mini Test Track at Appendix 1.1 to Infraco Letter Reference: ETN (BBS) CEC\$T&ABC# 051696 dated 03 May 2012.
Date specified by Infraco for substantial completion of the Mini Test Track	16 May 2012
I, Colin R Smith FRICS MAPM, acting on behalf of Hg Consulting (Scotland) Limited, Certifier to City of Edinburgh Council, tie Limited, Bilfinger Berger Civil UK Limited and Siemens plc, confirm I inspected the Mini Test Track on 14 th May 2012, excluding those items Appendix 1.1 to Infraco Letter Reference: ETN (BBS) CEC\$T&ABC# 051696 dated 03 May 2012, which do not form part of the Mini Test Track for the purposes of this Certificate.	
I herewith confirm and certify that, notwithstanding that minor items of work (Snagging) remain to be in completed in conjunction with the Sectional Completion of Section B (Test Track) of the Infraco Works, substantial completion of the Mini Test Track has been achieved on:	16 th May 2012
Signed for Hg Consulting (Scotland) Limited Independent Certifier	 FRICS MAPM
Dated	16th May 2012
Copies issued to: City of Edinburgh Council <input checked="" type="checkbox"/> Bilfinger Berger Civil UK Limited <input checked="" type="checkbox"/> Siemens plc <input checked="" type="checkbox"/> Turner & Townsend <input checked="" type="checkbox"/> File <input checked="" type="checkbox"/>	

**THIS IS APPENDIX 3 REFERRED TO IN THE FOREGOING PROPOSAL BY SIEMENS PLC AND
BILFINGER BERGER CIVIL UK LIMITED FOR THE HANDOVER OF THE MINI TEST TRACK**

APPENDIX 3

MINI TEST TRACK LICENCE



**MINI TEST TRACK LICENCE
BETWEEN
CEC AND THE INFRACO**

MINI TEST TRACK LICENCE

1. CEC hereby grants to the Infraco a licence to occupy and use the Mini Test Track on the terms set out below:
 - 1.1 subject to the Infraco complying with the undertakings set out in paragraph 2 below, the Infraco shall have the right during the Term to enter into, remain in and occupy and use without interruption those parts of the Mini Test Track at such times and for such intervals as the Infraco considers necessary for the purposes of carrying out and performing the Infraco Works and other obligations assumed by the Infraco in accordance with the Infraco Agreement including all assets and facilities thereon in connection with the performance of such Infraco Works and other obligations; and
 - 1.2 The Client and the Tram Infraco agree that:
 - 1.2.1 the rights granted pursuant to paragraph 1.1 above shall terminate on the earlier of the Termination Date or the Expiry Date;
 - 1.2.2 the Infraco's occupation of the Mini Test Track will be as a licensee only and shall confer on the Infraco no greater interest than that of licensee and in particular the licence granted by paragraph 1.1 above shall not create a relationship of landlord and tenant;
 - 1.2.3 the benefit of the licence granted by paragraph 1.1 above is personal to the Infraco, its contractors and sub-contractors and its and/or their work persons, servants and agents and is not assignable and the rights given in paragraph 1.1 above may only be exercised by the Infraco, its contractors and sub-contractors of any tier and its and/or their work persons, servants and agents.
2. The Infraco agrees and undertakes to the Client that they shall (and shall procure that its sub-contractors shall):
 - 2.1 carry out the Infraco Works with the minimum disruption to neighbouring properties;
 - 2.2 access, occupy and use the Mini Test Track only for, and to the extent necessary for the purposes of carrying out and performing the Infraco Works and other obligations assumed by the Infraco under and in accordance with the Infraco Agreement;

- 2.3 keep the Mini Test Track as clean and tidy as practicable and not make any physical alterations thereto save for the purposes of carrying out and/or completing the Infraco Works;
 - 2.4 upon termination of the Mini Test Track Licence make good any damage which the Infraco, its contractors and sub-contractors and its and/or their work persons, servants and agents have caused to the Mini Test Track (fair wear and tear excepted);
 - 2.5 not cause unreasonable interference or disruption to CEC's activities in the Mini Test Track provided that Infraco shall be fully appraised by CEC of all such activities in good time and provided Infraco shall have uninterrupted access to execute and complete any outstanding Infraco Works in or on the Mini Test Track; and
 - 2.6 co-ordinate fully with the activities of other parties within the Mini Test Track provided that CEC shall procure that the Tram Maintainer and Tram Supplier shall liaise fully with the Infraco in relation to its operations and activities in the Mini Test Track.
3. The Infraco acknowledges that the Operator/CEC shall have responsibility for the co-ordination of health and safety issues at and in connection with the Mini Test Track and the Infraco hereby agrees to comply with any instruction from the Operator/CEC in relation to health and safety issues at Mini Test Track.
 4. Infraco acknowledges that it shall be responsible for the security of its own equipment and/or mobile and/or portable plant at the Mini Test Track.

IN WITNESS WHEREOF these presents on this and the preceding 2 pages together with Appendix 1 which is annexed hereto are executed as follows:

EXECUTED for and on behalf of **CITY OF EDINBURGH COUNCIL**



at EDINBURGH

on 16th May 2012 by:
 Authorised Signatory

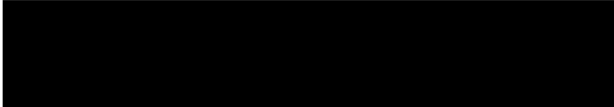
Full Name

Witness Signature

Full Name


COLIN RUSSELL SMITH

CATHERINE LEECH

Address



EXECUTED for and on behalf of **BILFINGER BERGER CIVIL UK LIMITED**

at *EDINBURGH*

on *16th MAY* 2012 by:

Authorised Signatory



Full Name

MARTIN ROEDER

Witness Signature



Full Name

K. RUSSELL

Address

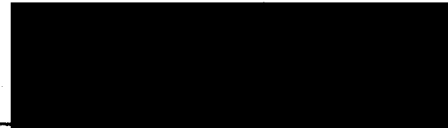


EXECUTED for and on behalf of **SIEMENS PLC**

at

on *16 May* 2012 by:

Authorised Signatory



Full Name

Axel Eickhorn

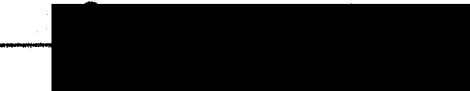
Witness Signature



Full Name

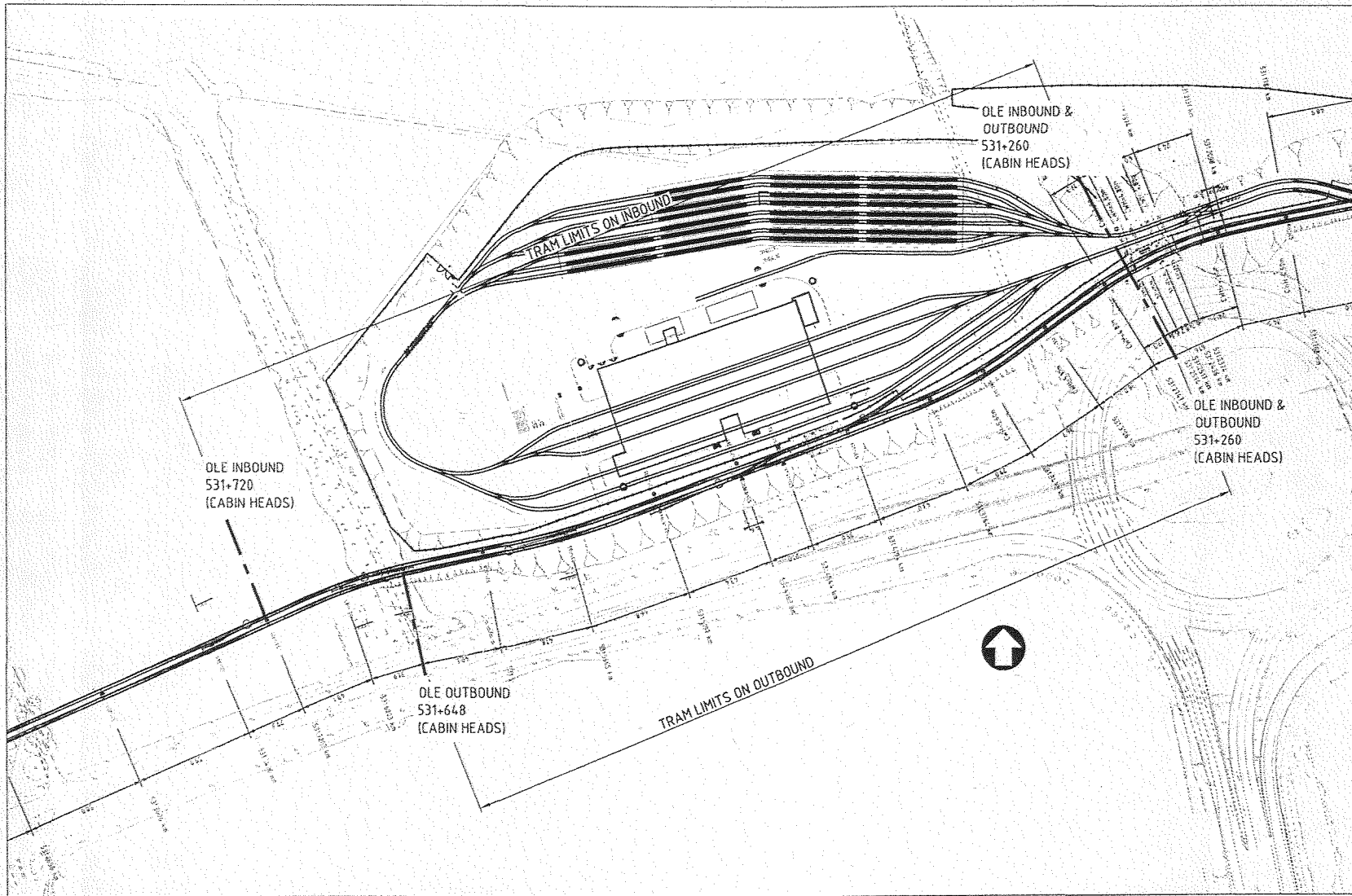
PATRICK SCULLY

Address

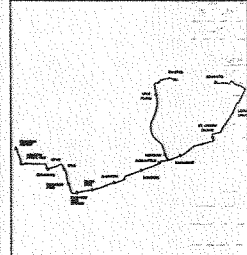


APPENDIX 1

MINI TEST TRACK PLAN



Location Diagram



Updates:

Sequence No.	Description	Date	Name

Authority: Trains for Edinburgh

Project: _____

Contractor: **SIEMENS**

Constructor: **SIEMENS** Approval Box

Designer: **SIEMENS**

DRAWN BY	CAO	DATE	09-12-2011
CHECKED BY	PSC	DATE	09-12-2011
APPROVED BY	PSC	DATE	09-12-2011

Subcontractor Drawing Code: **CONSULTATION**

Paper Size: A1 Units given in this drawing are in SI units unless otherwise stated.

Scale: 1:1000

Sheet Name: **MM1-TEST TRACK PLAN**

Department Code: **ETM/TRW-TS&TB** # **A**

CAD File Name: _____