

Edinburgh Tram Inquiry Glossary – 28 August 2017

Purpose

1. The subject matter of the Inquiry involves a large number of acronyms (ie TIE), instances of specialist terminology (ie pre-qualification) and the use of fact specific references (ie Project Carlisle).
2. This obviously presents a challenge to the Inquiry team and to the Core Participants both in understanding what is going on and ensuring a minimum of consistency in the use of acronyms or certain words. The glossary provides some assistance to all in understanding core terms.
3. Parties should bear in mind that some acronyms or terms may be used by different parties to refer to different things (ie FM is used to mean both First Minister and Functional Manager). Where this occurs, the exact meaning will depend on the context and users of this glossary should take steps to clarify the meaning intended in that context.
4. This glossary:
 - a. Can be searched by hitting the Ctrl and F keys and then entering the desired term; and
 - b. Contains a number of internal links between related entries which can be clicked upon.

Term	Meaning	Further information
3PAs	Third Party Agreements	
ACMP	Approvals and Consents Management Plan	
Act of Council	A formal decision made by CEC	
Adjudication	A procedure for resolution of disputes by an independent 3rd party (an adjudicator)	
Advance Works Contract	A contract signed in advance of a more major agreement in order to expedite some preparatory or advanced works	
AFC	Anticipated Final Cost	
AFC	Approved for Construction	Denotes design drawings approved for issuing to construction contractor
AFR	Accident Frequency Rate	A way of measuring accidents based on a category of accident which is reportable to the Health & Safety Executive
AIP	Approval in principle	A preliminary form of design approval granted by CEC to elements of the ETP
<i>Alcatel</i> Period	A stand down period following the decision to award a contract designed to allow unsuccessful bidders to take any legal action to challenge the decision	

Term	Meaning	Further information
ALEO	Arm's length external organisations	A company or other body controlled by CEC
All POG	See All Party Oversight Group	
AMIS	Alfred MacAlpine Infrastructure Services	A unit of the construction firm Alfred MacAlpine and the original contractor for the majority of utilities diversion works under the MUDFA contract. Alfred MacAlpine was later taken over by Carillion during the ETP
APA	Asset Protection Agreement	
APOG	All Party Oversight Group	Cross-party group of senior councillors and Council Officers established as part of governance arrangements following the Mar Hall Mediation and Settlement Agreement (circa August/September 2011)
AQAP	Air Quality Action Plan	
Arup	Arup Group Limited	A firm of consultants in design and engineering who provided input to the ETP at various points

Term	Meaning	Further information
AS	Audit Scotland	Audit Scotland is a public body which provides support to both the Auditor General and the Accounts Commission who are responsible for monitoring different aspects of public spending in Scotland.
Auditor General (for Scotland)	An independent public official charged with ensuring public money is spent properly, efficiently and effectively. Responsible for auditing most public bodies except local authorities.	The Accounts Commission, including the Controller of Audit, is the public spending watchdog for local government in Scotland.
AutoCAD	Software and file formats used in the 2D or 3D design of engineering or construction works	See also CAD
B Agenda	A supplemental agenda to CEC Full Council or committee meetings containing confidential or sensitive material which would not be published and from whose discussions the public would be excluded	

Term	Meaning	Further information
BAA	British Airports Authority	BAA plc (now Heathrow Airport Holdings Ltd) was formed by the privatisation of the British Airports Authority as BAA plc. The company is the operator of London Heathrow. It was formerly the operator of Edinburgh Airport through its subsidiary Edinburgh Airport Limited (EAL).
BAA/EAL	British Airports Authority/Edinburgh Airport Limited	A combined reference to Edinburgh Airport Limited and BAA of which it was a subsidiary
BAFO	Best and Final Offer	
BAPA	Basic Asset Protection Agreement	Agreement between TIE and Network Rail allowing for access to Network Rail property for the purposes of the ETP
BB	Bilfinger Berger	
BBS	Bilfinger Berger Siemens	Used to refer to the joint venture between these companies for the ETP
BCR	Benefit to Cost Ratio	Comparison of the present value of an investment decision or project with its initial cost. A ratio of greater than one indicates that the project is a viable one.

Term	Meaning	Further information
BDB	Bircham Dyson Bell	A firm of lawyers who acted as Parliamentary Agents during the Scottish parliamentary process for the ETP
BDDI	Base Date Design Information	A term used under Schedule part 4 of the Infraco describing design information current when the Infraco was concluded
Betterment	An improvement that adds to the value or utility of an asset	In the context of the ETP, this often referred to utilities diversion works which resulted in utilities apparatus being replaced by an improved asset and the process of reimbursement this involved
BOM	Bill(s) of Materials	
Bond	A sum of money put aside or secured by a company to guarantee its performance or the rectification of failings under a contract	
BoQ	Bill(s) of Quantities	
BPIC	Business Planning, Integration and Commercial	A workstream and subcommittee within the TPB
BRL		Documents linked to Brodies' letter regarding mediation and adjudication

Term	Meaning	Further information
BRO	Benefits Realisation and Operations	Used in reference to a subcommittee of the TPB
BROR	Benefits Realisation & Operational Readiness Committee	
BSA	Basic Services Agreement	Agreement between TIE and Network Rail for services in relation to the ETP
BSC	Bilfinger Berger, Siemens and CAF	See also the Consortium
BT	British Telecoms	See also BTO
BTO	British Telecoms Openreach	The division of BT responsible for telecoms cables located in the area of the ETP
Building fixing	The attachment of overhead electric lines to buildings rather than to poles. Requires the consent of the building owner or a court order.	
C4	A reference to section C4 of Appendix C to the Code of Practice – Measures Necessary where Apparatus is affected by Major Works. This Code relates to cost-sharing for utilities diversions under the NRSWA.	

Term	Meaning	Further information
C5	A reference to section C5 of Appendix C to the Code of Practice – Measures Necessary where Apparatus is affected by Major Works. This Code relates to cost-sharing for utilities diversions under the NRSWA.	
CAA	Civil Aviation Authority	
CAB	Current Approved Budget	
CAD	Computer Assisted/Aided Design	
CAF	Construcciones y Auxiliar de Ferrocarriles SA	The company which built the tram vehicles and contractor under the Tramco
Call for Evidence	Invitation issued to Public to provide evidence to Inquiry.	
Capex	Capital Expenditure	
Carillion	Carillion plc, a support services and construction company	Carillion acquired the original MUDFA contractor, AMIS, and became responsible for carrying out the MUDFA contract.
CARP	Clarification and refinement process	A stage in procurement/tendering
Catenary-free trams	Trams running without overhead electrical lines to draw power from	

Term	Meaning	Further information
CBS	Cost Breakdown Structure	
CCM	Communications Control Meeting	A set of meetings, post-Mar Hall, relating to communication about the ETP
CCRC	Consolidated Car Rental Centre	An EAL project which overlapped with the ETP
CCS	Congestion Charging Scheme	
CCTV	Closed Circuit Television	A TV system in which signals are not publicly distributed but are monitored, primarily for surveillance and security purposes.
CD	Clancy Docwra	A construction and utilities services firm which became involved in utilities diversions for the ETP following the departure of Carillion
CDA	Core Development Area	
CDD	City Development Department	Department within CEC dealing with transport (among other matters)

Term	Meaning	Further information
CDM Regulations	Construction (Design and Management) Regulations.	These regulations cover the management of health, safety and welfare when carrying out construction projects. The current version is the 2015 regulations which replaced a previous 2007 version.
CDMC	Construction Design and Management Co-ordinator	
CDP	Construction Delivery Plan	Detailed document prepared to accompany the September 2015 Outline Business Case for the Tram Extension
CEC	City of Edinburgh Council	
CEC 2013 Ltd	Current name for a dormant CEC owned company formerly known as Edinburgh Trams Limited	This is a distinct company from the current tram operator which is also known as Edinburgh Trams Limited
CEC Guarantee	An agreement whereby CEC agreed to guarantee TIE's obligation under the Infraco	
CEC Recovery Ltd	The current name for TIE	
CEDR	Centre for Effective Dispute Resolution	
CEO	Chief Executive Officer	
CEPB	Council Executive Project Board	

Term	Meaning	Further information
CERT	City of Edinburgh Rapid Transport	Early transport plan for the city
CETM	Central Edinburgh Traffic Model	
Chainage	The distance along a curved or straight line from a fixed commencement point	Used particularly in surveying of rail as a location identifier denoting distance from a fixed point such as a station or the start of a route
Chairman	Inquiry Chair, Lord Hardie	
Charrettes	Meetings of officials/employees from different organisations involved in the ETP convened to quickly resolve certain design issues	
CI	Critical Issues	
CIC / CI&C	Client Instruction and Control	See Client Instruction and Control Meeting
CICM	Client Instruction and Control Meeting	A meeting between CEC and TT established to manage the project following the Mar Hall Mediation
CIPFA	Chartered Institute of Public Finance and Accounting	
CITB	Construction Industry Training Board	

Term	Meaning	Further information
City Deal	Edinburgh and the South East of Scotland City Region Deal	Funding and long term investment partnership between the relevant local councils and the UK/Scottish governments
Clause 80	A provision of the Infraco relating to changes in the works required for the ETP	
CLDC	Central Local Development Committee	A committee of CEC councillors, active from 2003 to 2007, concerned with city centre issues
COCP	Code of Construction Practice	The Code of Construction Practice defines acceptable standards of construction required of the contractor.
Compulsory Purchase	A process whereby public bodies (local or central government) are able to acquire land for public projects with compensation being paid	
Congestion charging	A scheme for levying charges on vehicles using certain areas of a city with a view to affecting traffic behaviour and vehicle use	
Consortium	See BSC	

Term	Meaning	Further information
Convenor	The councillor acting as the head of a committee within the CEC	The convenor would usually come from the governing party or coalition and would be the person with responsibility for the policy area covered by that committee (ie: SLD Transport Convenor Gordon MacKenzie)
COSLA	Convention of Scottish Local Authorities	
Council Leader	Political leader of the CEC and group leader of the party holding power on the CEC	
Council Monitoring Officer	A local authority monitoring officer is a council official charged with maintaining integrity, propriety and the highest standards of conduct in councillors and officers	For CEC, this role was occupied at least for a time by Jim Inch, Director of Corporate Services
Council Officer	A civil servant working for a local authority such as CEC	Council Officers were also sometimes referred to by their areas of work or seniority (ie Legal Officers, Finance Officers, Senior Officer)
Council Secretary	A Council Officer responsible for certain administrative functions of the Council including the organisation of meetings	This post was replaced by the Head of Legal & Administrative Services from approximately mid-2009 onwards.
Council Solicitor	The Council Officer responsible for the CEC's legal team and for providing legal support to other areas of the CEC	This post was replaced by the Head of Legal & Administrative Services from approximately mid-2009 onwards.

Term	Meaning	Further information
Counsel to the Inquiry	Jonathan Lake QC is counsel to the inquiry. His functions include the provision of legal advice to the inquiry and advocacy at public hearings. He is assisted by Euan Mackenzie QC and Ross McClelland Advocate, who may undertake any of the functions of counsel to the inquiry as may be allocated to them by him	
CP	Core Participant	A person or organisation with a key role in the Inquiry designated as such by the Chair. Confers an entitlement to take a more active role and participate in, and be represented at, the oral hearings
Critical Path	Certain critical activities within the programme which are likely to affect the overall duration or completion date of the works	
CSC	Construction Stakeholders Committee	A TIE subcommittee concerned with the effects of construction on external stakeholders of the ETP including in relation to the MUDFA works
CSCS	Construction Skills Certification Scheme	Industry training course administered by the CITB
CSP	Capital Streets Project	

Term	Meaning	Further information
CUS	Carillion Utility Services	A division of Carillion which was responsible for carrying out the MUDFA works.
CVI	Confirmation of Verbal Instruction	Confirmation notice required by a contractor following a verbal instruction by the client to undertake some aspect of works or change to works
CW	Collateral Warranty	A contract under which a consultant or sub-contractor warrants to a third party (often the project owner or funder) that it has or will comply with the terms of their employment or sub-contract
CW or C&W	Cable and Wireless	A telecommunications (cable) company with assets in the ETP area affected by the utilities diversions.
DAM	Detailed Assignment Model	
DAP	Design Approval Panel	A panel composed of representatives from within the ETP and CEC intended to assist SDS in achieving approvals for its design work
DAR or DARs	Delegated Authority Rules	A scheme of rules established between TIE to determine who had authority to make certain decisions including authorising spending

Term	Meaning	Further information
DAS	Design Assurance Statements	
DAT	Delivery Acceptance Test	
DBFM	Design, Build, Finance and Maintain	A model of infrastructure procurement and operation involving financing and involvement by a single contractor or consortium from conception up to completion of construction with a separate operator then being procured
DBFO	Design, Build, Finance and Operate	A model of infrastructure procurement and operation involving financing and involvement by a single contractor or consortium from conception right up to and including the operation of the project
DBM	Design, Build and Maintain	A model of infrastructure procurement involving a single contractor or consortium taking on all significant aspects except the operation of the project
DBOM	Design, Build, Operate and Maintain	A model of infrastructure procurement involving a single contractor or consortium taking on all significant aspects except the operation of the project

Term	Meaning	Further information
DC	Direct Current	
DCC or D,C&C or D/C & C	Design, Consents & Commercial	A group bringing together CEC, TT, BB, PB and others to deal with various construction and planning issues in the period following the Mar Hall Mediation
DCSP	Development of the City Scrutiny Panel	A CEC Scrutiny Panel
DD	Detailed Design	Production of final designs under the SDS
DDR	Discipline Design Review	
DECI	Design and Early Construction Issues	
Demonstrable cost	A proposed basis of charging for works by the Consortium	
Depot	The ETP depot located at Gogarburn	
Design Manual	A collection of supplementary planning guidance and principles prepared by the CEC Planning Authority to assist in the process of preparing and deciding planning applications for the ETP	
Designated Legal Representatives	Individual(s) instructed by Core Participants and designated by the ETI to represent them.	
DFBC	Draft Final Business Case	

Term	Meaning	Further information
DfT	Department for Transport	
DKE	Developed kinematic envelope	The maximum width, under any circumstances of a tram in motion at any point on the tramline
DLA	DLA Piper LLP who were TIE's Legal advisors in relation to contract procurement and conclusion	
DLAP	Alternative acronym for DLA	
DLR	Docklands Light Railway	
DM	Directors Meeting	May mean a meeting of the directors of any organisation but, within the context of the ETP, this was frequently used to refer to meetings of the directors of the different departments within CEC
DMRB	Design Manual for Roads and Bridges	
DofR	Deferment of Renewal	Process of replacement of aged utilities apparatus with new works (and the calculation of the benefit to utilities resulting from that)
DPD	Design, Procurement and Delivery	Refers to both a workstream and a subcommittee of the TPB
DPM	Design Process Meeting	

Term	Meaning	Further information
DPOF	See DPOFA	
DPOFA	Development Partnering & Operating Franchise Agreement	This was the operations agreement for the ETP which was signed with Transdev
DRP	Dispute Resolution Process	
DSA	Development Services Agreement	Agreement between TIE and Network Rail in relation to design of interfaces between tram and rail projects
DTZ	DTZ Piedad, a firm of property management consultants who provided advice to CEC on funding of the ETP	
DV	District Valuer	A public official who has responsibility for providing independent valuations and professional property advice to public bodies where public money is involved.
DW or D&W	Dundas and Wilson	A firm of lawyers engaged by TIE to provide advice on planning and land issues in relation to the ETP
E&D	Engineering and Delivery	Used in reference to a subcommittee of the TPB

Term	Meaning	Further information
EAL	Edinburgh Airport Limited	Formerly a part of the BAA group and owner of Edinburgh Airport
EALI	Economic Activity and Locational Impacts	
EARL	Edinburgh Airport Rail Link	
EDI	EDI Group	A CEC owned property development, regeneration and investment company
Edinburgh Trams Limited	Current operator of the tram service in Edinburgh following completion of the ETP	
EDMS	Electronic Document Management System	
EGIP	Edinburgh Gateway Interchange Project	Transport Scotland project for the creation of a new rail station with tram interchange at Gogar. This station opened in December 2016.
EIB	European Investment Bank	
EICC	Edinburgh International Conference Centre (a CEC controlled company)	
Embargo	A period during which works would not take place in certain commercially sensitive areas of the city (ie West End, Princes Street, Leith Walk) and usually occurring over Christmas and the Edinburgh Festival period	

Term	Meaning	Further information
ENTICO	An early, proposed name for TIE	
EOI	Early Operator Involvement	
EOI	Expressions of interest	
EOT	Extension of Time	
EPPU	Edinburgh Park Private Utilities	A small set of private utilities diversion works done in the vicinity of the Edinburgh Park business park
EPS	Edinburgh Park Station	
EQSP	Environmental Quality Security Panel	
ER	Employer's Requirements	
ESUM	Emergency Services Update Meeting	
ETI	Edinburgh Tram Inquiry	
ETL	Edinburgh Trams Limited	
ETL2	Edinburgh Tram Line 2	See Line 2
ETN	Edinburgh Tram Network	
ETP	Edinburgh Tram Project	
ETP SG	Edinburgh Tram Project Steering Group	An alternative name for the TPSG

Term	Meaning	Further information
EU	European Union	
FAT or FATS	Factory Acceptance Test	A factory acceptance test is a test conducted at the vendor's premises, usually by a third-party, to verify that the system operates according to the agreed specifications.
FBC	Final Business Case	A business case captures the reasoning for initiating a project or task. It is often presented in a well-structured written document.
FC	Full Council	A meeting of all of the elected councillors of the CEC occurring around 10 times per year
FCL	Financial, Commercial and Legal Subcommittee	A subcommittee of the TPB responsible for dealing with certain issues
Festival	The Edinburgh International Festival, Fringe Festival and associated events occurring in August each year	
FG or F&G	Faithful and Gould	Financial consultants who provided assistance with the revised budget for the ETP following the Mar Hall Mediation

Term	Meaning	Further information
Float	Additional time available to complete certain tasks should they overrun their target completion date or have to be delayed without endangering the overall project programme or completion date	
FM	First Minister	Political leader of the Scottish Government. First, among equals, of the Ministers comprising “the Scottish Ministers”
FM	Functional Manager	
FOG	Funders Operating Group	A group composed of TS and CEC set up to deal with possibility of cost overrun.
FOISA	Freedom of Information (Scotland) Act 2002	The Freedom of Information (Scotland) Act 2002 came into force on 1 January 2005. Under FOISA, a person who requests information from a Scottish public authority which holds it is entitled to be given it by the authority. This right is subject to certain conditions and exemptions, which are set out in the Act. FOISA is enforced and promoted by the Scottish Information Commissioner.

Term	Meaning	Further information
FOW or FoTW	Foot of the Walk	The junction at the northern end of Leith Walk where Great Junction Street, Duke Street and Constitution Street meet.
FP	Forth Ports, alternative name for FPA	
FPA	Forth Ports Authority	
FSB	Federation of Small Businesses	
FWD	Falling Weight Deflectometer	A form of civil engineering testing equipment used to assess the properties of pavements
Gantt Chart	A chart in which a series of horizontal lines shows the amount of work done or production completed in certain periods of time in relation to the amount planned for those periods, used as a tool in project management	
GARL	Glasgow Airport Rail Link	
Gateway Review		A short, focused review of a programme or project carried out at key decision points in its lifecycle by a team of experienced practitioners, independent of the programme or project team.
GI	Geotechnical investigation(s)	

Term	Meaning	Further information
GIS	Geographic Information System	An information storage and collation system allowing for the collection and analysis of information in relation to geographic locations
GMP	Guaranteed Maximum Price	A form of agreement with a contractor in which it is agreed that the contract sum will not exceed a specified maximum.
GPR	Ground Penetrating Radar	
GRBV Committee	Governance, Risk and Best Value Committee of CEC	
Green Book	Guidance for public authorities on how to create and evaluate proposed policies or projects to ensure both best use of public money and the best management of risk. Published by HM Treasury.	
Group Leader	Leader of a political party on the CEC	
GVA	Gross Value Added	
GVD	General Vesting Declaration	A formal procedure that gives a local authority the right to take over the ownership of property. The authority must wait two months after sending out a preliminary notice before it can make a GVD.

Term	Meaning	Further information
H&S	Health and Safety	Regulations and procedures intended to prevent accident or injury in workplaces or public environments.
Harris	Codename used for one of the two final tenderers competing for the MUDFA contract. This was in fact the Morgan Est – Thames Water Joint Venture.	See also Lewis
HAUC	Highway Authorities and Utilities Committee	A body bringing together local authorities and utilities companies in England and Wales in relation to utilities diversions and the NRSWA RAUC(S) is the Scottish equivalent.
Haymarket	Haymarket Railway Station and its surrounding area in the West End of Edinburgh	
Heras fencing	A type of temporary mesh fence assembled in sections inserted into foot blocks. Manufactured by Heras Ltd and frequently used in construction. Sometimes mistakenly called Harris fencing	
HGI	Henderson Global Infrastructure	Property developer for the St James redevelopment

Term	Meaning	Further information
HMRI	Her Majesty's Rail Inspectorate	The organisation responsible for overseeing safety on Britain's railways and tramways.
Holyrood Building Project	The project for the construction of a new building for the Scottish Parliament at Holyrood which suffered very significant cost overruns.	
HP	High pressure	
HR	Human Resources	
HS	Historic Scotland	
HSE	Health and Safety Executive	A UK public body responsible for the promotion and enforcement of safe working practices throughout the country
HSEQ	Health, Occupational Safety, Environment and Quality	
HSQE	Health, Safety, Quality & Environment	
HV	High Voltage	
ICE	Institute of Civil Engineers	

Term	Meaning	Further information
ICP	Independent Competent Person	A person who has sufficient skills, knowledge, experience and resources to undertake verification of procedures and safety processes, mainly by checking the operator's arrangements, based on information provided by the operator.
ICT	Information Communications Technology	An umbrella term that includes any communication device or application, encompassing: radio, television, cellular phones, computer and network hardware and software, satellite systems and so on, as well as the various services and applications associated with them.
IDC	Inter-Disciplinary Checks / Commenting	
IDR	Intermediate Design Review	
IFA	Issued for Approval	Drawings issued by a designer seeking approval from other interested parties
IFC	Issued For Construction	Drawings which have been approved for construction.
Indexed or indexing	The process of adjusting a sum of money to account for inflation	

Term	Meaning	Further information
Infraco	Infrastructure Contract	Shorthand for both the construction contract to build the trams and the consortium comprising Bilfinger Berger, Siemens and CAF, which carried out the building work on the tram line.
Inquiry Legal Team	Counsel to the inquiry, Euan Mackenzie QC and Ross McClelland who are instructed by the Solicitor to the inquiry, Gordon McNicoll, who is assisted by Nicholas Duffy, Deputy Solicitor to the inquiry, David Murdoch, solicitor and others.	
INTC	Infraco Notice of TIE Change	
IOBC	Interim Outline Business Case	
IP Database	Interested Parties Database	A database created by ETI available to Core Participants containing the totality of the documents that may feature in evidence led at the oral hearings that will be considered by the Chairman in preparation of his Report.
IP or IPR	Intellectual property (rights)	
IPG	Internal Planning Group	A group of Senior Council Officers including the Chief Executive of CEC

Term	Meaning	Further information
IPR	Ingliston Park and Ride	
ITI	Integrated Transport Initiative	
ITN	Invitation to Negotiate	A preliminary discussion or an invitation by one party to the other to negotiate or make an offer.
ITPs	Implementation Test Plans	
ITT	Invitation to Tender	A special procedure for generating competing offers from different bidders looking to obtain an award of business activity in works, supply, or service contracts. They are usually preceded by a pre-qualification questionnaire (PQQ).
JPDG	Joint Project Delivery Group	Alternative name for the PDG .
JPF	Joint Project Forum	<p>The Joint Project Forum was a regular meeting of relevant, senior personnel from CEC, the Consortium, TS and other interested parties developed following the Mar Hall Mediation in 2011.</p> <p>These meetings were sometimes combined with a quarterly Principals Meeting involving the heads of the relevant parties.</p>

Term	Meaning	Further information
JPF (PM)	Joint Project Forum – Principals Meeting	See Joint Project Forum
JPF&P	Joint Project Forum & Principals	See Joint Project Forum
JRC	Joint Revenue Committee	A contract awarded by TIE to conduct the modelling and review of tram fare revenues for the ETP
Junior Counsel	An advocate (similar to a Barrister in England) who is not a QC. The Inquiry's Junior Counsel is Ross McClelland.	
Kingdom Agreement	An agreement between TIE and BBS concluded as part of the negotiations for the Infraco in order to set certain terms of that agreement	
KPI	Key Performance Indicator	A type of performance measurement. KPIs evaluate the success of an organization or of a particular activity in which it engages.
KPMG	A firm of financial and professional advisors who at times assisted the Scottish Executive with its reviews of the ETP	
LAC	Legal Affairs Committee	An alternative name for the LAG
LAD(s)	Liquidated and ascertained damages	

Term	Meaning	Further information
LAG	Legal Affairs Group	This consisted of Council Officers, Legal Officers and TIE personnel and was active up until around November 2008. It was replaced by the FCL .
LAMP	Land Assembly Management Plan	
LB	Lothian Buses	Lothian Buses is a municipal bus company in the United Kingdom and the dominant provider of bus services in Lothian.
LBA	Leith Business Association	
LBC	Listed Building Consent	
Leader of the Council	See Council Leader	
Lewis	Codename used for one of the two final tenderers competing for the MUDFA contract. This was in fact Alfred MacAlpine Infrastructure Services.	See also Harris
LHMP	Landscape and Habitat Management Plan	
Line 1	Proposed tram route forming a loop passing through the city centre, Haymarket, Roseburn corridor, Granton, Newhaven and Leith	

Term	Meaning	Further information
Line 2	Proposed tram route running from the city centre through Haymarket, Murrayfield and the Gyle to Edinburgh Airport	
Line 3	Proposed tram route from the city centre to the Royal Infirmary at Little France	
List of Issues	A list of issues developed by and forming part of the investigation by the ETI.	
LLAU	Limits of Land to be Acquired or Used	
LOBO	Lender Option Borrower Option	A type of loan made to local authorities involving an interest rate periodically variable at the option of the lender
LOD	Limits of Deviation	The maximum extent that work can deviate from an agreed set of plans or, in the case of the ETP, from the plans approved under the Tram Acts.
Lord Provost	A councillor acting as the civic and ceremonial head of the CEC who represents the city and chairs meetings of the Full Council where he/she may exercise a casting vote	
LRT	Light Rapid Transit	Urban public transport using rolling stock similar to a tramway, but operating at a higher capacity, and often on an exclusive right-of-way.

Term	Meaning	Further information
LRV	Light Rail Vehicle	
LTS	Local Transport Strategy	
Luas	Name of Dublin's tram network (Irish Gaelic for speed)	
LUTI	Land-Use and Transport Interaction	
LV	Low voltage	
M&E	Mechanical and Electrical	
Mannheim	German city; the location of Bilfinger Berger's head office.	
Mar Hall	A Glasgow Hotel which was the site of a mediation between the parties to the Infraco in March 2011.	The expression Mar Hall was frequently used, within the ETP, to refer to the mediation held there.
Mediation	A voluntary process of resolving disputes between parties using a mediator.	
Metrolink	Manchester tram network	
MH	Manhole	
Midland Metro	The Birmingham & Wolverhampton Light Rail Network	

Term	Meaning	Further information
Minute of Variation	A document recording the change in the form, position, condition or amount of something, in this case the contracts governing the ETP.	
MM	Mott MacDonald	A firm of consultants employed by TIE during the early development of the ETP
MOI	Memorandum of Information	An early step in the process of tendering for a contract
Moray Feu Residents Association	Residents' Association covering part of the West End of Edinburgh. Offered views on the traffic management arrangements during construction of the tram line due to their concerns regarding traffic diversions and air quality.	
MoU	Memorandum of Understanding	
MP	Member of Parliament	
MSC	MUDFA Sub-Committee	A subcommittee of TIE/TEL responsible for supervising progress of the MUDFA works
MSP	Member of the Scottish Parliament	

Term	Meaning	Further information
MUDFA	Multi Utility Diversion Framework Agreement	The contract concluded between TIE and Alfred MacAlpine (subsequently taken over by Carillion) to undertake the work required to move utility (gas, electricity, water, etc) pipes and cables.
MWP	CEC Maintenance Working Protocols	
NAO	National Audit Office	
NCR	Non Conformance Report	Report as to non-conformance with Health and Safety or other procedures
NEC	New Engineering Contract	A suite of 'model' contracts for construction, infrastructure and engineering projects which is currently in its third edition (NEC3). JCT and FIDIC are similar forms of model construction contracts.
NERT	North Edinburgh Rapid Transit	Early name for ETP consisting of the Northern Loop
NET	Nottingham Express Transit	
Newbridge Shuttle	A shuttle service, proposed by TIE, linking the tramstop at Edinburgh Airport with the area of Newbridge to the west of Edinburgh	
Northern Loop	See Line 1	

Term	Meaning	Further information
Notified Departure	A term used within Schedule part 4 of the Infraco to refer to deviations from what was the assumed basis on which the ETP would be constructed	
Novation	The process of transfer of one party's rights and obligations under a contract to another person	
NPF	National Planning Framework	The National Planning Framework sets the context for development planning in Scotland and provides a framework for the spatial development of Scotland as a whole. It sets out the Government's development priorities over the next 20-30 years and identifies national developments which support the development strategy.
NPV	Net Present Value	A calculation that compares the amount invested today to the present value of the future cash receipts from the investment.
NR	Network Rail	Authority responsible for the United Kingdom's railway network.
NRSWA	New Roads and Street Works Act 1991	A key piece of legislation affecting both the rights to carry out streetworks and rights of reimbursement for diversion of utilities apparatus.

Term	Meaning	Further information
NTI	New Transport Initiative	CEC's new local transport strategy established in the early 2000s
NTL	A telecommunications (cable) company with assets in the ETP area affected by the utilities diversions. It was acquired by Virgin Media during the course of the ETP.	
NTS	National Transport Strategy	The strategy that maps out the long-term future for transport in Scotland and outlines the long-term objectives, priorities and plans to make this a reality.
NXD	Non-executive director	
OBC	Outline Business Case	
OCC	Operations and Control Centre	
Ocean Terminal	A shopping centre located in Leith, in the north of Edinburgh	
OCIP	Owner Controlled Insurance Programme	An insurance policy taken by the project owner intended to cover all risks arising out of the project. Used in place of individual insurances by each contractor.

Term	Meaning	Further information
OFCOM	Office of Communications	The UK competition and regulatory agency for communications and broadcasting
Off-street	ETP works occurring in areas where the tram would operate away from roads	
OFRS	Open for revenue service	The opening of the tram to members of the public as a functional service
OFT	Office of Fair Trading	
OGC	Office of Government Commerce	The purpose of the OGC was to support the procurement and acquisition process of public sector organisations in the UK through policy and process guidance and the negotiation of overarching service and provision frameworks. This was intended to improve value for money to the taxpayer, optimising the level of taxpayers equity directed towards the delivery of services. It was moved into the Efficiency and Reform Group of the Cabinet Office in 2010, before being closed in 2011.
OHLE	See OLE	

Term	Meaning	Further information
OJEC	Official Journal of the European Communities. Now the OJEU	
OJEU	Official Journal of the European Union	The Official Journal of the European Union is the official compendium of EU legislation and other official documents of the EU institutions, bodies and agencies. It also includes major public works tenders. It is published every day from Tuesday to Saturday.
OLE	Overhead Line Equipment	An arrangement of wires, suspended over the tram line, for supplying electricity to trams, together with associated fittings, insulators and other attachments including feeders, autotransformer feeders, overhead line switches, jumpers and return conductors.
On-street	ETP works occurring in areas where the tram would run on the roads of Edinburgh	
Opex	Operating Expenditure	
OPS	Outline Project Specification	

Term	Meaning	Further information
Optimism Bias	A tendency towards optimism in the costs and risks of major infrastructure processes. Compensating adjustments have to be made to ensure costs and risk assessments are realistic.	
ORR	Office of Rail Regulation	
ORW	Operational Readiness Workshop	
OSSA	On-street Supplemental Agreement	
OTL	Ocean Terminal Limited	
Outturn	Actual outcomes of a process, including actual spending, as opposed to the expected outcome	
P for O	Preparing for Operations	
P&P	Planning & Programming	
P3e	See Primavera	
Pain/Gain Share Mechanism	A contractual incentive mechanism whereby contractor and client share any overrun or any savings achieved against a target price	
Pantograph	Equipment mounted on the roof of an electric vehicle to connect the vehicle to the overhead line	
PB	Parsons Brinckerhoff	Contractor under the SDS

Term	Meaning	Further information
PB HMRI	HMRI Meeting with PB	
PBC	Preliminary Business Case	
PBU	Private Bills Unit	A section of the administrative staff of the Scottish Parliament assisting in the preparation of private parliamentary bills
PC	Planning Committee	The committee of CEC councillors responsible for planning policy and projects
PCG	Parent Company Guarantee	An agreement by the parent company of a group of companies to guarantee the obligations of a subsidiary
PCS	Pre-construction services, a phase of the MUDFA contract	
PD	Preliminary Design	Production of intermediate stage design work under the SDS
PDG	Project Delivery Group	This group was formed Post-Mar Hall and brought together CEC, T&T, TS, BB and Siemens senior personnel to deliver the project.
PDRM	Project Directors' Review Meetings	These were held monthly within TIE

Term	Meaning	Further information
Peer Group Review	The evaluation of a person's work or performance by a group of people in the same occupation, profession, or industry.	In the ETP context, this referred to a series of reviews of the project conducted by consultants engaged by TIE
PEMP	Project Environmental Management Plan	
PFC	Preliminary Financial Case	
PFI	Private Finance Initiative	A method of providing funds for major capital investments where private firms are contracted to complete and manage public projects. Under a private finance initiative, the private company, instead of national or local government, handles the up-front costs. The project is then leased to the public, and the government authority makes annual payments to the private company.
Phase 1	Proposed first stage of development of the ETN made up of Phases 1a and 1b	
Phase 1a	Proposed tram route from Leith waterfront / Newhaven, passing through the city centre and Haymarket, to the Airport	
Phase 1b	Proposed tram route from Haymarket, passing through the Roseburn corridor to Granton	

Term	Meaning	Further information
PID	Passenger Information Display	
Pigging	The process of inserting a circular plug (pig) into a pipe which is then pushed along by the flow of material travelling through the pipe so as to clean or inspect the interior of the pipe without disrupting the flow	
PIN	Preliminary Information Notice	A document issued at an early stage of a tendering process
PLIG	Property and Legal Issues Group	A group of CEC Legal Officers and other personnel concerned with legal issues and governance relating to the ETP
PMP	Project Management Plan	The project management plan is the document that the project manager builds to describe in more detail the planning of the project and its organization.
PMP	Project Management Panel	A forum for engagement between TIE and BSC staff to resolve issues active around 2009
POL	Port of Leith	
PP	Protective Provisions	

Term	Meaning	Further information
PPP	Public Private Partnership	A vehicle or financing model for public sector investment and projects
PQMP	Project Quality Management Plan	
PQQ	Pre-Qualification Questionnaire	An early step in the process of tendering for a contract
Primavera	A range of project management software used in the ETP to create programmes for the project	
Prior Approval	Approval sought from a planning authority for certain elements of design at an early stage of the development process	
Priority Works Minute of Variation	A variation to the Infraco entered into after the Mar Hall Mediation to allow certain works to occur as a matter of priority	
Prog & Risk	Programme and Risk	
Programme	A project management tool which is used to plan and monitor the timing and progress of tasks or activities making up a project	TIE operated a master programme for the ETP which was informed by separate programmes for different aspects of the project such as the MUDFA and Infraco works.
Projects Carlisle, Notice, Phoenix and Pitchfork	Code names used by TIE for various projects in relation to the ETP	
Proud rail	A rail projecting slightly from the road surface	

Term	Meaning	Further information
Prudential Borrowing	Borrowing of money by local authorities subject to compliance with the Prudential Code	
Prudential Code / Prudential Framework	CIPFA Prudential Code for Capital Finance in Local Authorities	
PSC	Policy & Strategy Committee	A committee of CEC bringing together group leaders and senior councillors
PSCC	Project Safety Certification Committee	
PSMP	Project Safety Management Plan	
PSSA	Princes Street Supplemental Agreement	The Agreement concluded between TiE and Infraco to complete work in Princes Street.
PT DAM	Public Transport Detailed Assignment Model	
PTE	Passenger Transport Executive	
PU	Public Utility, an alternative name for a SUC	
Public Realm	Parts of the urban environment open to all without charge and including streets, pathways and public spaces	
P-way	Permanent way	The rails or tracks of a rail system possibly including associated elements such as sleepers or track-bed

Term	Meaning	Further information
PwC	PricewaterhouseCoopers LLP	A firm of financial advisors assisting TIE with the preparation of business case documents for the ETP
PWG	Procurement Working Group	
QRA	Quantitative Risk Analysis	Quantitative risk analysis, is when an attempt is made to numerically determine the probabilities of various adverse events and the likely extent of the losses if a particular event takes place.
QS	Quantity Surveyor	
QUENSH	Quality, Environment, Safety and Health Management	
R of P&M of the P	Review of Progress & Management of the Project	
RA	Roads Authority	The public authority with control and responsibility over roads in a particular area. In most cases, this is the local council.
RAMS	Reliability Availability Maintainability and Safety	
RAT	Risk and Trade-off	

Term	Meaning	Further information
RAUC(S)	Roads Authorities and Utilities Committee (Scotland)	A forum for roads authorities and utilities groups to meet and discuss issues and best practice in roadworks and utilities works
RBS	Royal Bank of Scotland	The Royal Bank of Scotland Group plc (also known as RBS Group) is a British banking and insurance holding company, based in Edinburgh.
RC	Remuneration Committee	A committee within a company or organisation responsible for determining pay and other benefits for staff or directors
RD	Requirements Definition	The initial stage of work under the SDS
RDWG	Roads Design Working Group	
Relativity	The electronic document management system used by the ETI.	
REV	Revision	
Revenue Protection	Planning and measures undertaken to ensure fares are paid	
Revenue Service	The opening of a transport system to paying customers	
RIBA	Royal Institute of British Architects	

Term	Meaning	Further information
RICS	Royal Institute of Chartered Surveyors	
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations	RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. These Regulations require employers, the self-employed and those in control of premises to report specified workplace incidents.
Roads Authority	A public body with responsibility, under the Roads (Scotland) Act 1984, for the maintenance of roads and management of road works within a certain area.	For most areas, the local authority also serves as the roads authority. In the case of most Edinburgh roads, CEC is the relevant roads authority.
ROGS	Railway and Other Guided Transport Systems (Safety) Regulations 2006	ROGS came into force in 2006. They provide the regulatory regime for rail safety, including the mainline railway, metros (including London Underground), tramways, light rail and heritage railways.
Roley	Alias for one of the Infraco tenderers. This was in fact BBS who were ultimately awarded the Infraco.	See also Scoop
ROM	Rough Order of Magnitude	
ROR	Records of review	A document recording comments or corrections to a project management procedure, plan or design drawing

Term	Meaning	Further information
ROTS	Railways and Other Transport Systems	
Royal Assent	The final stage of the passage of a bill (in both the Scottish and UK parliaments) when it becomes law	
RPI	Retail Price Index	The measure of inflation published monthly by the Office for National Statistics. It measures the change in the cost of a representative sample of retail goods and services.
RRR	Residual Risk Register	
RTN	Remedial Termination Notice	A type of notice issued under the Infraco
RTPI	Real Time Passenger Information	
RTS	Regional Transport Strategy	
RUC	Road User Charging	
Rutland Square Agreement	An agreement between TIE and BBS concluded as part of the negotiations for the Infraco in order to set certain terms of that agreement	
Sacrificial Anodes	A form of technical protection from stray current for apparatus	
SAK	Stirling-Alloa-Kinross Railway	A TIE project in addition to the ETP

Term	Meaning	Further information
SAS	St Andrew Square	
SAT or SATS	Site Acceptance Test	A Site Acceptance Test is to test the system against client approved test plans and specifications in order to show the system is installed properly and is interoperational with other systems.
SCADA	Supervisory Control and Data Acquisition	A system operating with coded signals over communication channels so as to provide control of remote equipment.
Schedule 4	Often used as a reference to Schedule part 4 to the Infraco agreement which related to pricing	
Scoop	Alias for one of the Infraco tenderers, this was in fact Tramlines who were the unsuccessful bidder. –	See also Roley
Scotrail	Operator of the Haymarket Rail Depot and Haymarket Station	
Scottish Executive	The original name of the executive branch of the devolved government of Scotland. It is now officially called the Scottish Government. It is accountable to the Scottish Parliament.	

Term	Meaning	Further information
Scottish Government	The executive branch of the devolved government of Scotland which is accountable to the Scottish Parliament.	
Scottish Ministers	The collective name for the First Minister and senior Ministers (Cabinet Secretaries) in the Scottish Government (not including junior Scottish Ministers).	
Scrutiny Panel	A panel of councillors scrutinising the actions of the executive members of the Council	The system of scrutiny panels was used by CEC until 2007 when it was replaced by a system of committees
SCWP	Stray Current Working Party	A TIE/SDS and utilities group devoted to the issue of stray current
SDG	Steer Davies Gleave	A firm of transport consultants
SDS	Systems Design Services	Name given to the design work contract. This was awarded to Parson Brinckerhoff. Within the context of the ETP, both the contract and contractor were frequently referred to simply as SDS.
SDS PMR	SDS Project Managers Report	
SE	See Scottish Executive	

Term	Meaning	Further information
Senior Counsel	An Advocate holding the status of QC (Queen's Counsel). In the Inquiry team they are Jonathan Lake and Euan Mackenzie.	
SEPA	Scottish Environmental Protection Agency	
SESTRAN	South East of Scotland Transport Partnership	SESTRAN is one of 7 Regional Transport Partnerships in Scotland. It includes 8 local authorities, within an area of 3,180 square miles and is home to 28% of Scotland's population.
Settlement Agreement	An agreement between parties in dispute setting out the terms of an agreement reached to avoid the need for further litigation.	
SfC	Services for Communities	A department of CEC
SG	See Scottish Government	
SG	Scottish Gas	See SGN
SGN	Scotia Gas Networks / Scotland Gas Networks	A gas supply company with assets in the ETP area affected by the utilities diversions.
Shadow Running	Trial runs to verify the tram's operational timetable without carrying passengers	
SHRT	South Hampshire Rapid Transit	

Term	Meaning	Further information
Side entry manhole	A manhole which allows entry into a pipe or duct from the side rather than above. Used in places where space or obstacles do not allow entry from above but are subject to safety considerations.	
SLD	Scottish Liberal Democrats	A Scottish political party having both MSPs in the Scottish Parliament and local councillors in Edinburgh
SMT	Senior Management Team	
Snagging	A construction expression to define the process of a late stage inspection to compile a list of minor defects or omissions which the contractor needs to rectify prior to final sign off	
SNH	Scottish Natural Heritage	The Scottish public body responsible for the country's natural heritage, especially its natural, genetic and scenic diversity.
SNP	Scottish National Party	A Scottish political party having both MSPs in the Scottish Parliament and local councillors in Edinburgh

Term	Meaning	Further information
SP	Scottish Power	Scottish Power is the distribution network operator for central and southern Scotland. It is also responsible for transmission in the south of Scotland. It had assets within Edinburgh affected by the ETP.
SPC / SPV	Special Purpose Company / Vehicle	
Specified Exclusions	Any works or items that parties have agreed should not be covered by an agreed contractual price or formula	
SPF	Special Planning Forum	A short-lived set of meetings held between CEC and TIE in relation to the ETP. Also referred to colloquially as the 'War Room'.
SPOKES	Lothian Cycle Campaign	Spokes is the Lothian Cycle Campaign – a non-party political voluntary organisation, founded in 1977 with a long history of campaigning for better conditions for cyclists, especially in Edinburgh and the Lothians.
Spon's rate	Spon's Price Books provide guides to construction costs (materials and intangible costs such as wage rates, insurance etc)	
SRO	Senior Responsible Officer	

Term	Meaning	Further information
SRU	Scottish Rugby Union	The governing body of rugby union in Scotland.
SRWC	Scottish Road Works Commissioner	
STAG	Scottish Transport Appraisal Guidance	
Standing Orders	The internal regulations governing the conduct of business within CEC	
Statutory undertaker	An alternative name for an SUC	
Stray Current	A phenomenon where current escapes from tram tracks causing corrosion of nearby utilities apparatus	
STV	Single Transferrable Vote	A system of elections used for local government elections in Edinburgh from 2007 onwards
SU	Statutory Utility. An alternative name for an SUC	
SUC	Statutory Utility Company	This may sometimes have been used not only to refer to utility companies but also to include CEC who would have had drainage and lighting apparatus within roads.
Supertram	Name of the Sheffield tram network	

Term	Meaning	Further information
SW	Scottish Water	Scottish Water is a statutory corporation that provides both fresh water and sewerage services across Scotland.
SW KIWR	Scottish Water Key Issues Weekly Review	
SW-C	Scottish Water – Clean	Used to denote apparatus and works relating to Scottish Water’s supply of fresh/potable water to customers (as opposed to conveying sewage or stormwater)
SW-D	Scottish Water – Dirty	Used to denote apparatus and works relating to Scottish Water’s conveying of sewage or other wastewater (as opposed to supplying fresh water)
Swept path	The analysis and definition of the movement and path of different parts of a turning vehicle	See also DKE
SWR	Scott Wilson Railways	
T&C Gov	Testing & Commissioning Governance	

Term	Meaning	Further information
TB	Tram Briefing	The Tram Briefing Meeting was a post Mar-Hall group bringing together more senior CEC Officers, Transport Scotland and Turner & Townsend. It was later replaced by the TB SMT Meeting.
TB SMT	Tram Briefing Senior Management Team	A post Mar-Hall group bringing together more senior CEC Officers and others responsible for the completion of the ETP.
TB&PDG	Tram Briefing and Project Delivery Group	This refers to the joint meetings of the TB and PDG which were both bodies set up after the Mar Hall mediation
TB&PDGJM	Tram Briefing and Project Delivery Group Joint Meeting	See TB&PDG
TC	Tram Communications	
T-C	Tram Integration – Commissioning	
TC SMT	Tram Communications Senior Management Team	
TCSC	Tram Construction Stakeholders Committee	An alternative name for the CSC

Term	Meaning	Further information
TEL	Transport Edinburgh Limited	A company established by CEC to co-ordinate tram and bus operations in Edinburgh
TELB	TEL Board	
TENS	Trans-European Transport Network Executive Agency	
TfE	Transport for Edinburgh	A public body responsible for integrated transport in the City of Edinburgh, wholly owned by CEC and owner of Edinburgh Trams Limited
TfL	Transport for London	A public local government entity with overall responsibility for transport in the Greater London area
TI-C	Tram Integration-Commissioning Meeting	
TIE	Transport Initiatives Edinburgh Ltd	The company established by CEC to deliver the Edinburgh Tram Project
TIE IMR	TIE Informal meeting Record	
TIEA	TIE Audit	
TIEB	TIE Board	

Term	Meaning	Further information
TIEC	Transport, Infrastructure and Environment Committee	A committee of CEC councillors with responsibility for transport matters including the ETP
TIPG	Tram Internal Planning Group	Alternative name for the IPG
TMM	Tram Management Meeting	For earlier aliases of this meeting prior to 2009, see the entry for TMT below.
TMO	Tram Monitoring Officer	CEC Officer charged with monitoring the ETP. Marshall Poulton, a transport specialist was appointed to this role
TMPRG	Traffic Management Peer Review Group	
TMRP	Traffic Management Review Panel	
TMT	Transport Management Team	A grouping composed of the more senior Council Officers within CEC with responsibilities for transport planning and policy

Term	Meaning	Further information
TMT	Tram Management Team	A weekly internal TIE meeting of senior tram project staff and (some) TIE executives. Appears to have sometimes been referred to as the “Management Meeting” and sometimes as the “Executive Meeting”.
TMWG	Traffic Management Working Group	
TOG	Tram Operations Group	Alternative name for the Tram Operations Working Group
TOG	Tram Oversight Group	Alternative name for the All Party Oversight Group
TOWG	Tram Operations Working Group	A group of CEC, TS and LB personnel established following Mar Hall to work and consult on operational aspects of the tram system
TPB	Tram Project Board	
TPD	Tram Project Director	
TPH	Trams per hour	
TPSG	Tram Project Steering Group	An early steering committee for the ETP active between approximately 2002 and 2005

Term	Meaning	Further information
TQ	Technical Query/Queries	
Tram Acts	Edinburgh Tram (Line One) Act 2006 and Edinburgh Tram (Line Two) Act 2006	
Tram Bills	Edinburgh Tram (Line One) Bill and Edinburgh Tram (Line Two) Bill introduced into the Scottish Parliament	
Tram Design Manual	See Design Manual	
Tramco	Tram Vehicle Supply and Maintenance Contract	This was awarded to CAF.
Tramlines	A consortium composed of Laing O'Rourke, Bombardier and GrantRail who bid unsuccessfully for the Infraco.	
Transdev	Transdev SA, a public transport operator headquartered in France	Tram operator responsible for running trams in a number of cities. Initially appointed to operate the trams in Edinburgh under the DPOFA but later removed from the project.
Transport Minister	Minister for Transport, Infrastructure and Climate Change in the Scottish Government	Stewart Stevenson MSP was the minister for much of relevant period

Term	Meaning	Further information
TRO	Traffic Regulation Order	Traffic Regulation Orders impose traffic restrictions such as road closures, introduction or varying of speed limits, prohibition of turns (such as right turns and u-turns) and introduction of waiting or loading restrictions.
TROWG	Traffic Regulation Orders Working Group	A working group comprising TIE, SDS, CEC and others devoted to securing traffic management measures for the ETP
TS	Transport Scotland	Executive Agency that is part of the Scottish Government. It has responsibility for delivery of Scottish Ministers' role in various transport projects in Scotland.
TS ETFR	Transport Scotland Edinburgh Tram Fortnightly Report	
TSC	Tram Sub Committee	A subcommittee of the TIEC with responsibility for the ETP
TSMPR	Transport Scotland Monthly Progress Reports	
TSQR	Transport Scotland Quarterly Reviews	

Term	Meaning	Further information
TSS	Technical Support Services	This was a contract awarded to Scott Wilson Railways and Turner and Townsend to provide technical support to TIE in managing the ETP. The acronym TSS was frequently used to refer both to the contract itself and the contractors providing the services.
TT or T&T	Turner and Townsend	A project management company involved as a part of the TSS agreement and also in the management of the ETP in the period following the Mar Hall settlement in 2011.
TTB	Tram Transition Board	A group of CEC, TfE and Lothian Buses officials assembled to manage the transition to operations during the last stages of the ETP
TTRO	Temporary Traffic Regulation Order. See Traffic Regulation Order	
TUDS	Thumbnail Utility Design Sketches	
TUPE Regulations	Transfer of Undertakings (Protection of Employment) Regulations 2006	
TVA	Track Vertical Alignment	

Term	Meaning	Further information
Tyne and Wear Metro	A light rail (non-tram) system serving Newcastle and surrounding communities	
UDPEP	Utility Diversions Project Execution Plan	
UKTram	A trade body for light rail public transport systems within the British Isles	
UMP	Utilities Management Plan	A project management and planning document prepared by TIE to regulate the utilities diversions within the ETP
UPM	Utilities Procurement Meeting	Meetings held between TIE, SDS and TSS staff to arrange the procurement of the MUDFA
UTC	Urban Traffic Controls	Urban Traffic Control is the method of coordinating traffic signals in a network by the use of timing plans
UTL	Utilities Technical Liaison	Refers to meeting held between TIE, SDS and TSS to resolve detailed issues relating to the design and approval of utilities diversion works
UWN	Underperformance Warning Notice	A type of notice issued under the Infraco
UXO	Unexploded ordnance	

Term	Meaning	Further information
VAT	Value Added Tax	A tax on consumption levied in the United Kingdom by the national government.
VE	Value Engineering	The process of obtaining a more cost effective solution to an existing engineering scope of works.
VFM	Value For Money	A term used to assess whether or not an organisation has obtained the maximum benefit from the goods and services it both acquires and provides, within the resources available to it.
Vice Convenor	Deputy Convenor of a committee. See Convenor	
VM	Virgin Media	A telecommunications (cable) company with assets in the ETP area affected by the utilities diversions. It took over the operations and assets of NTL and Telewest.
VOWD	Value of Work Done	
WBS	Work Breakdown Structure	
WEBS	West Edinburgh Bus System	Early TIE/CEC project

Term	Meaning	Further information
WEL	Waterfront Edinburgh Limited	A publically owned company focused on the regeneration of areas of North Edinburgh
Wiesbaden	German city; the location of an important meeting between TIE and BB in December 2007.	
Wiesbaden Agreement	An agreement between TIE and BBS concluded as part of the negotiations for the Infraco in order to set certain terms of that agreement	
Without prejudice	Communications, offers or negotiations made in attempt to settle a dispute without being legally binding	
WO	Work Order	Instructions by a client to a contractor to begin a piece or programme of works, used under the MUDFA
WOCN	Work Order Confirmation Notice	
World Heritage Site	Both the Old and New Towns of Edinburgh are designated as World Heritage Sites by UNESCO and special planning and development considerations apply to construction in these areas	