

Tie / CEC Interface 'Approval' Protocols

Background

The current suite of protocols was produced to address the need to agree and then specify the transfer of documentation between the tie team (comprising of tie itself, SDS and D&W) and City of Edinburgh Council (CEC) in order to smooth the process of obtaining Council acceptance and approval of matters arising during the development of the tram project. The protocols that were developed covered technical, planning, property and communication interfaces between the two organisations. These documents were detailed and prescriptive and were designed to operate at a low level in terms of their strategic impact.

Proposals

The on-going development of the tram contracts has led to the need for consideration of a set of protocols which will cover Council input to various stage-gates in the contractual and other approval processes. The form of this higher level of protocol has yet to be developed however, it is considered that the following aspects will require incorporation:

- Identification of stages requiring CEC approval;
- Extent of approval required at each stage;
- Seniority level involved in approval;
- Individuals involved;
- Timescales for agreement;
- Mechanism for sign-off; and
- Definition of submissions.

Scope

The range of contracts that require to be incorporated in this new suite of protocols is considered to be:

- MUDFA;
- TRAMCO;
- INFRACO;
- Advance Works (likely to be more than one); and
- Enabling Works.

Along with the contractual approvals it will be necessary for protocols to be developed covering the following areas:

- Project Business Case;
- JRC Outcome;
- Road Development Agreement; and
- Traffic Management Proposals.