
From: Graeme Bissett [graeme.bissett [REDACTED]]
Sent: 25 March 2008 10:49
To: Andrew Fitchie; Steven Bell; Jim McEwan; Geoff Gilbert; Alasdair Sim; Susan Clark; Stewart McGarrity
Cc: Willie Gallagher; Alastair Richards - TEL; Bill Campbell (TEL); Bob Dawson; Dennis Murray; Damian Sharp; Eric Smith; Matthew Crosse; Mark Hamill; Tom Condie; Tom Hickman; Neil Renilson (TEL)
Subject: Financial Close and QC programme
Attachments: Close prog and QC process 25.03.08.doc; Close process QC.xls

Thanks for your time and input this am. For those who have not been involved in this discussion to date, the attached paper is a summary of the process we intend to apply to ensure the Financial Close documents are in robust shape. The paper will also go to the tie Board for their information. The spreadsheet sets out the detailed responsibilities.

The documents are final subject to **Geoff's** confirmation that there are no omitted important schedules.

Andrew will provide a list of finalised Infraco schedules for QC action this week. It would be useful if he would do the same next Monday for further action next week.

Overall programme :

w/b 24 th March and terms	Completion of the drafting for all critical Infraco Contract Suite issues, schedules QC programme on all finalised Infraco Schedules, third party agreements NR Framework Agreement and related agreements to be signed
w/b 31 st March schedules and terms	Completion of the drafting for all remaining Infraco Contract Suite issues, QC programme on all finalised Infraco Schedules, third party agreements Finalisation of Close Report and DLA Report
w/b 7 th April	QC programme all remaining areas Conclusion to Close Report and DLA Report including CEC sign-off Approvals required from all parties to support Close
Monday 14 th April	Financial Close – signing all documents

Susan will manage the Close Programme including the QC work over the next 3 weeks. Each person involved will be expected to sign-off on conclusion of their role, in sensible terms, to evidence execution of our QC processes. **Susan and Andrew** will be responsible for document version control to ensure appropriate final stage drafts are QC'd and that subsequent changes (if any) are controlled.

Unless I hear of concerns from anyone by noon tomorrow Wednesday 26th, I will circulate a distilled version of these documents to the key people at CEC, including the proposed programme through to 14th April.

Finally, please note also that we want to sustain the pressure on BBS / SDS to conclude as quickly as possible and to avoid raising any new issues. This is particularly the case this week as the drafting of the critical terms and schedules is completed. Accordingly, the programme above – targeting 14th April – must be kept strictly confidential until the front-line negotiating team wish to have a discussion with BBS / SDS on these matters.

Please give Susan or me a call if you want to discuss these matters. The next steps will be instigated by Susan when the document readiness is assessed.

Regards
Graeme

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