

# Project VRS

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## Decisions @ 01.05.14

No	Date Agreed	Decision
DN_10035_001	24/04/14	<p>Following on from the Options Paper, it was agreed that CFL would lead on commencement of the high level Statement of Requirements in line with the following criteria:</p> <ul style="list-style-type: none"><li>• Twin vessels (i.e. exact duplicate)</li><li>• 100 meter length</li><li>• Minimum capacity 130 PCU's</li></ul>

# Project VRS

## Open Actions @ 01.05.14

No	Date Raised	Action	Commentary	Target Date	Owner	Status
002	28/11/13	A clear steer re STAG is required; would STAG run in parallel with our VRS proposals?			TS	Open
006	28/11/13	Provide collateral around fleet vessel categorisation	Move to close at next meeting		CMAL	Closed
010	01/04/14	<u>Uig Triangle routes</u> - Commence engagement with Highland Council, Western Isles Council and CMAL re approach and pier accommodation of larger vessel (e.g. Loch <u>Seaforth</u> size)	24/04: Awaiting conformation of meeting with [Redacted] (note: currently no Harbour Master)	ASAP	CFL	Open
011	01/04/14	<u>Brodick – Ardrossan route</u> - Commence engagement with <u>Clydeport</u> and CMAL re infrastructure alterations of or alternative to <u>Ardrossan Pier</u> .	24/04: No progress as yet.	ASAP	CFL	Open
012	01/04/14	Produce Options Paper to consider what vessel/s could be ordered & built now, that could be readily deployed effectively for cascade further down the line.	24/04: Delivered. Move to close	16.04.14	CFL	Closed
013	01/04/14	Review suitability of 2013 carrying figures as baseline data for model and propose alternative if appropriate.	24/04: [Redacted] delivered documented comparison data to satisfaction of group. Move to close.	24.04.14	CFL	Closed

# Project VRS

## New Actions @ 01.05.14

No	Date Raised	Action	Commentary	Target Date	Owner	Status
015	24/04/14	<p>Commence outline high level requirements document for 2 vessels, according to the following criteria:</p> <ul style="list-style-type: none"><li>• Twin vessels (i.e. exact duplicate)</li><li>• 100 meter length</li><li>• Minimum capacity 130 PCU's (ref Arran run)</li></ul>	<p>The requirements at the <u>Brodick</u> quay at quite specific however; where 100 metres is adequate for the new vessel which will be procured, the preferred solution requires a minimum 120 metre quay. Our preference is to have long head-lines etc.</p>	16/05/15	CFL	Open
016	24/04/14	<p>Carry out comparison of procurement and operational / WOL costs between 2 x twin vessels and 1 x 100 m and 1 x 90 m.</p>		16/05/14	CFL	Open
017	24/04/14	<p>Set up follow up meeting to maintain momentum and review requirements gathered thus far.</p>		16/05/14	CFL	Open

# Project VR&DP



## Open Actions @ 16.05.14

No	Date Raised	Action	Updates / Commentary	Target Date	Owner	Status
011	01/04/14	Brodick – Ardrossan route - Commence engagement with Clydeport and CMAL re infrastructure alterations of or alternative to Ardrossan Pier.	<p>16/05: LS will speak to [Redacted] at Clydeport. We need to consider the attendees for meetings going forward; TS/CMAL &amp; CalMac,, but who?</p> <p>CFL to pursue another meeting with Clydeport, to at least close off the action and do at least linkspan etc but no of course the breakwater. Berthing, marshalling and PAX access up grade at least.</p> <p>16/05: Peel Ports are the ultimate owner of the pier and are currently in the middle of a management restructure. It is unlikely that significant progress will be made until the restructure has completed. [Redacted]</p> <p>24/04: No progress as yet.</p>	ASAP	CFL	Open
014	01/04/14	Confirm CHFS specification re timetable variation		24.04.14	TS	Open
015	24/04/14	Commence outline high level requirements document for 2 vessels, according to the following criteria: <ul style="list-style-type: none"> <li>• Twin vessels (i.e. exact duplicate)</li> <li>• 100 meter length</li> <li>• Minimum capacity effective 130 PCU's (ref Arran run)</li> </ul>	The requirements at the Brodick quay at quite specific however; where 100 metres is adequate for the new vessel which will be procured, the preferred solution requires a minimum 120 metre quay. Our preference is to have long head-lines etc.	16/05/15	CFL	Open
016	24/04/14	Carry out comparison of procurement and operational / WOL costs between 2 x twin vessels and 1 x 100 m and 1 x 90 m.		16/05/14	CFL	Open
017	16/05/14	<ul style="list-style-type: none"> <li>• [Redacted] to arrange Lesson's Learned sessions with all parties.</li> </ul>		30/07/14	CFL	Open

## 7/8/2014 PROJECT P & HS

Key Messages
The decision to proceed with the design / procurement of 2 x 100m vessels of minimum 3.3m draft has now been agreed by the tripartite. CMAL and CFL to will take forward the statement of requirements, to be completed by 31 August at the latest to remain on track for contract award by 31 March 2015.
Business Case for the procurement of two vessels and is due for completion and presentation to CFL, TS and CMAL by 10 August 2014. Final Draft to be presented to PSG on 08 August.
Recognition that there is a clear requirement for the development of a Ports and Harbours Strategy, in order to support the optimisation of the Vessel Replacement Strategy and project benefits.

<b>Vessel Replacement Strategy</b>		
<b>As at 30 July 2014</b>		
Activities & Milestones Achieved this Period	Highlights and Lowlights	Activity Planned for Next Period
<p>Tripartite meeting held 03/07/14 to review and agree refined options.</p> <p>Production of final proposal document (including small vessels) on track for mid August delivery.</p> <p>Development of Business Case for the procurement of two vessels in progress, with target completion date of 05 August.</p> <p>'The decision to proceed with the design / procurement of 2 x 100m vessels of minimum 3.3m draft has now been agreed by the tripartite. CMAL and CFL to will take forward the statement of requirements, to be completed by 31 August at the latest to remain on track for contract award by 31 March 2015.</p>	<p><b>Highlights</b></p> <p>'The decision to proceed with the design / procurement of 2 x 100m vessels of minimum 3.3m draft has now been agreed by the tripartite. CMAL and CFL to will take forward the statement of requirements, to be completed by 31 August at the latest to remain on track for contract award by 31 March 2015.</p> <p>This must be followed by a firm commitment to resolve all outstanding RACI ownerships.</p> <p>Agreement has been reached that all project outputs should be branded with the tripartite logos, which effectively solidifies joint ownership and shared solutions.</p>	<p>Refining of Tripartite decision re initial two vessels (target 30/07/14)</p> <p>Development of Specification of Requirements (initial draft target completion date 30/07/14)</p> <p>PSG and requirement review workshop scheduled for full day, (07/08/14)</p> <p>Development of new vessel(s) Draft Business Case (target date Final Business Case (target 10/08/14)</p>

11/8/14 VDRP – Project P&HS - Actions

A tripartite telecon of 18 July agreed the following:

Record ID	Date Raised	Description of Decision Required	Date Required	Decision Status	Supporting Action Required	Action Owner	Action Due By	Progress Update
DEC_P00153_004	18/07/14	Proceed with the design / procurement of 2 x 100m vessels of minimum 3.3m drfat.		Approved	Extend existing meeting arrangements on 07 August to all day workshop		25/07/2014	Complete.
DEC_P00153_003	18/07/14	To combine the meetings already set up for Thursday 7 August, extended for the full day, and if possible with the option of continuing into Friday if necessary, to consider the emerging statement of requirements, to reach decisions on issues arising from that work and to give direction to the continuation of that work towards conclusion by 31 August.		Approved	Extend existing meeting arrangements on 07 August to all day workshop		25/07/2014	Complete.
DEC_P00153_004	18/07/14	CMAL and CFL to now take forward the agreement of a statement of requirements which will include finalisation of draft and breadth, based on an analysis of accessibility of ports and linkspans on the major vessel network. The ambition is to push these as far as is reasonable including assumptions around modest (technically and financially) harbour works (dredging etc). This work to be completed by 31 August at the latest to remain on track for contract award by 31 March 2015.		Approved	Extend existing meeting arrangements on 07 August to all day workshop		26/07/2014	Complete.
DEC_P00153_005	18/07/14	That a deeper (4m) draft vessel offers reliability, efficiency and capacity benefits and we will, as the next phase of the vessel replacement programme, look at what would be required in terms of harbour development, at what cost and over what timescale, in order to enable orders of future vessels of this size.		Approved	Extend existing meeting arrangements on 07 August to all day workshop		27/07/2014	Complete.
DEC_P00153_006	18/07/14	Acceptance that not proceeding with a 90m vessel at this time has implications for services to Islay which we will review as part of the next phase of the vessel replacement programme.		Approved	Extend existing meeting arrangements on 07 August to all day workshop		27/07/2014	Complete.

## **Outcome of Telecon - Email 18 July 2014**

**Subject:** Vessel replacement - outcome of telecon - 18 July 201

**[Redacted]**

Many thanks to you both and to **[Redacted]** and [redacted for the constructive input earlier today. To summarise, we agreed:

- 1) To proceed with the design / procurement of 2 x 100m vessels of minimum 3.3m draft.
- 2) CMAL and CFL to now take forward the agreement of a statement of requirements which will include finalisation of draft and breadth, based on an analysis of accessibility of ports and linkspans on the major vessel network. The ambition is to push these as far as is reasonable including assumptions around modest (technically and financially) harbour works (dredging etc). This work to be completed by 31 August at the latest to remain on track for contract award by 31 March 2015.
- 3) To combine the meetings already set up for Thursday 7 August, extended for the full day, and if possible with the option of continuing into Friday if necessary, to consider the emerging statement of requirements, to reach decisions on issues arising from that work and to give direction to the continuation of that work towards conclusion by 31 August.

- could CFL and CMAL please liaise on the organisation of the day to ensure there is a clear agenda, papers circulated in advance etc?

- 4) That a deeper (4m) draft vessel offers reliability, efficiency and capacity benefits and we will, as the next phase of the vessel replacement programme, look at what would be required in terms of harbour development, at what cost and over what timescale, in order to enable orders of future vessels of this size.
- 5) To accept that not proceeding with a 90m vessel at this time has implications for services to Islay which we will review as part of the next phase of the vessel replacement programme.

Please let me know if you are content that the above as an accurate reflection of the outcome.

Thanks again

Best regards

**[Redacted]**

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## Programme Vessel Replacement Strategy - Steering Group - 14/10/2014

<b>Vessel Replacement Strategy</b>		
<b>As at 7 October 2014</b>		
<b>Activities &amp; Milestones Achieved this Period</b>	<b>Highlights and Lowlights</b>	<b>Activity Planned for Next Period</b>
<p><b>*Vessel Replacement &amp; Deployment Plan (VR&amp;DP):</b> Work continues to finalise the Vessel Replacement &amp; Deployment Plan final document, due Friday 17th October. (CalMac) Lesson's Learned sessions planned and commenced. (CalMac)</p> <p><b>New Vessels 1 &amp; 2:</b> Draft Business Case for 2 x New Vessels completed and submitted for approval by Minister of Transport. Following CalMac's Specification of Requirements, CMAL have completed development of the Specification &amp; General Arrangement and forwarded to CalMac for review.</p> <p><b>Ports &amp; Harbours Strategy (P&amp;HS):</b> Draft NPR commenced. Visit to MV's Hallaig, Coruisk, Hebridean Isles and Isle of Lewis to appraise ports / harbours with Head of Marine and vessel Masters.</p> <p><b>VRS Programme:</b> Approach and structure agreed - VRS Programme contains 2 tranches of work (Vessel Replacement &amp; Deployment Plan and Port &amp; Harbour Strategy), each with projects within. Consequently, two new projects were kicked off; one to manage New Vessels 1 &amp; 2 and one to develop the Port &amp; Harbour Strategy.</p>	<p><b>Highlights</b></p> <p>New Vessels 1 &amp; 2 - Minister for Transport approved draft Business Case. CMAL will go to PQQ no later than 20th October to allow ministerial formal announcement / PR to take place.</p> <p><b>Lowlights</b></p> <p>CalMac BAU priorities, such as timetabling, have conflicted with the completion of the final VR&amp;DP Proposal document, which has impacted on the project closure schedule. However revised achievable plans are in place to complete paper by 17 October 2014.</p>	<p><b>*Vessel Replacement &amp; Deployment Plan (VR&amp;DP):</b> Work continues to finalise the Vessel Replacement &amp; Deployment Plan final document, due Friday 17th October. Lesson's Learned sessions planned and commenced.</p> <p><b>New Vessels 1 &amp; 2:</b> Final Business Case for 2 x New Vessels completed and submitted to PSG members for final review and ratification (by 8th October). Review and feedback of Specification &amp; General Arrangement complete.</p> <p><b>Ports &amp; Harbours Strategy (P&amp;HS):</b> Draft NPR to be submitted to PSG of 14th October</p>

## Programme Vessel Replacement Strategy - Steering Group 14/10/2014 - Post Meeting Update - Decisions/Approvals

Record ID	Date Raised	Raised By	Description of Decision Required	Workstream Name (if applicable)	Date Required	Decision Status	Date of Decision	Approved By
DEC_P00153_011	14/10/14	PSG	Specification and General Arrangements to be agreed by CMAL & CalMac	New Vessels 1 & 2	31/10/14	Approved	14/10/14	Tripartite

## Actions

Record ID	Date Raised	Action Description	Source	Action Status	Owner	Workstream Name (if applicable)	Date Required	% Complete	Progress Update
ACT_P00153_040	14/10/14	CFL Design Precedence - TS to secure agreement of precedence, following discussions with [Redacted], CMAL	PSG	New		New Vessels 1 & 2	31/10/14		Refer Risk: R_P00153_014
ACT_P00153_041	14/10/14	CFL and CMAL to meet refine Specification and GA, with the aim of close the gap between CFL requirements and the existing detail of the Spec / GA.	PSG	New		New Vessels 1 & 2	31/10/14		

## VRDP – 2014 – Project – P&HS – 20141017 – VRS Fortnightly Highlight Report

Vessel Replacement Strategy			As at 17 October 2014		
Activities & Milestones Achieved this Period	Highlights and Lowlights	Activity Planned for Next Period			
<p><b>New Vessels 1 &amp; 2:</b>                      Draft Business Case for 2 x New Vessels approved by Minister of Transport. Minister announcement made 15/10.                      Link:- <a href="http://www.bbc.com/news/uk-scotland-highlands-islands-29627194">http://www.bbc.com/news/uk-scotland-highlands-islands-29627194</a>                      Final Business Case for 2 x New Vessels completed and submitted to PSG members for final review and ratification.                      CalMac have completed review of Specification &amp; General Arrangement, and provided initial feedback to CMAL. Follow up session/s required to align approaches.</p>		<p>Development of Project Business Case to commence.                      Review and feedback of Specification &amp; General Arrangement continues (target completion date 31/10/14).</p> <p><b>Ports &amp; Harbours Strategy (P&amp;HS):</b>                      NPR to be submitted to PSG week beg of 20th October</p>			
<b>Project Reporting</b>					

New Vessels 1 & 2 (NV1&2)		As at 17 October 2014	Green
Activities & Milestones this Period	Highlights and Lowlights		Activity Planned for Next Period
Draft Business Case for 2 x New Vessels approved by Minister of Transport. Minister announcement made 16/10.	<b>Highlights</b> Minister announcement made 15/10. Link:- <a href="http://www.bbc.com/news/uk-scotland-highlands-islands-29627194">http://www.bbc.com/news/uk-scotland-highlands-islands-29627194</a>	<b>Lowlights</b> More work required by CMAL & CalMac to attain agreement on Vessel Specification & GA	Specification & General Arrangement sign off target date: 31/10 TS Finance approval.

## 18/12/14 PVRS Steering Group post meeting update - Actions

Record ID	Date Raised	Raised By	Action Description	Source	Action Status	Owner	Workstream Name (if applicable)	Date Required	% Complete	Progress Update
ACT_P00153_025	07/08/14		Ensure draft building contract will go out with ITT	PSG	Active		New Vessels 1 & 2	15/05/15		
ACT_P00153_027	07/08/14		Set up shared area for project repository, with access for tripartite PSG members	PSG	Closed		VRS	12/09/14	100%	16/11/14: Complete - move to cloud 16/11/2014: Project to be used as 'Use Case' for DML project Argonaut. Invites sent out 07/10: The Box (cloud based) seems the most likely solution. [Redacted] looking for set up week beginning 13/10. 27/08: Look for alternative and set up folder structure [Redacted] to issue - still o/s
ACT_P00153_030	07/08/14		Final version of RACI to be distributed to PSG members	PSG	Active		VR&DP	12/09/14		[Redacted] to issue - still o/s
ACT_P00153_032	04/09/14		Create overarching Comms strategy and present how comms will be addressed within projects, as well as overall engagement plan	PSG	Active		VRS	31/10/14	95%	19/11/2014 - Hard copy distributed at PSG to all members. 05/11/14 - Draft sent to Transport Scotland for initial review. Comms escalation path: Minister > Councils > broader (FUG, ferry user groups) engagements > public
ACT_P00153_033	04/09/14		Final presentation of BC with Ministers but also the Final Proposal	PSG	Active		New Vessels 1 & 2	24/09/14	95%	18/11/14 - Final version ready for sign off On track for revised date of 17 October.
ACT_P00153_036	04/09/14		Lesson's Learned to be captured	PSG	Active		VR&DP	31/10/14	65%	17/11/14: - complete CMAL feedback o/s – [Redacted] to check diaries Several sessions scheduled. PMO to provide governance overview.
ACT_P00153_038	04/09/14		Check plan dates and key milestones	PSG	Active		VRS	14/10/14	60%	14/10: [Redacted] to meet up with [Redacted] to review plan
ACT_P00153_040	14/10/14		CFL Design Precedence - TS to secure agreement of precedence, following discussions with [Redacted]. CMAL	PSG	Active		New Vessels 1 & 2	31/10/14		17/11/14: - Refer to Transport Scotland Refer Risk: R_P00153_014
ACT_P00153_041	14/10/14		CFL and CMAL to meet to refine Specification and GA, with the aim of close the gap between CFL requirements and the existing detail of the Spec / GA.	PSG	Active		New Vessels 1 & 2	31/10/14	60%	17/11/14: - Confirm status at PSG
ACT_P00153_042	14/10/14		P&HS New Project request (NPR) and Business Case to be developed according to agreed approach; Stage 1)- Desktop/ closed door exercise.	PSG	Active		VR&DP	31/10/14	60%	17/11/14
ACT_P00153_043	14/10/14		[Redacted] TS Communications Officer, to work with project manager in creation of programme and project Communications Plan.	PSG	Active		VRS	07/11/14	0%	05/11/14: - [Redacted] on holiday until 26/11/14.

Record ID	Date Raised	Action Description	Source	Action Status	Owner	Workstream Name (if applicable)	Date Required	% Complete	Progress Update
ACT_P00153_048	28/10/14	[Redacted] to confirm back to CalMac that the desktop exercise checked that (17 moulded) 17.5 beam fits into 'Not in Spec' ports (CalMac ref. ECO 1000 Requirements Capture)	Project Meeting	Active		New Vessels 1 & 2	17/11/14		Where did [Redacted] have the cascade plan for the 2 vessels?
ACT_P00153_049	28/10/14	Explanation required re the raised ramps and gas tanks - why does it have to be that? Why do we need the 'inverse sheer'?	Project Meeting	Closed		New Vessels 1 & 2	17/11/14		17/11/14 - Move to close [Redacted] asked for further clarification. No one making gas tanks of that scale. Sitting with IMO to be resolved. Concerns about passengers not liking driving up steep mezzanine level. Agreed to let the yards spec up.
ACT_P00153_051	28/10/14	There would be a reduction of gangway weight ; [Redacted] to write to CalMac re new reduced proposal to provide detail.	Project Meeting	Active		New Vessels 1 & 2	17/11/14		17.11.14 - outstanding, [Redacted] and [Redacted] working on.
ACT_P00153_052	28/10/14	Evaluation factors and weightings to be drawn up aligned to the CalMac design precedents.	Project Meeting	Active		New Vessels 1 & 2	17/11/14	75%	18/11/14: [Redacted] circulated draft Instructions for Tenders & Evaluation of Tenders for review. [Redacted] to complete and circulate 7 main factors with sub factors. Hopefully by end of week.
ACT_P00153_057	28/10/14	Send OMT's report on powering to CMAL	Project Meeting	Active		New Vessels 1 & 2	17/11/14		05.12.14 - 17.11.14 - Outstanding, will forward asap.
ACT_P00153_058	28/10/14	CalMac to confirm where VRS Strategy & Deployment Plan has longer term cascade for the 2 vessels?	Project Meeting	Active		New Vessels 1 & 2	17/11/14		17.11.14 - outstanding, [Redacted] pursue with [redacted].
ACT_P00153_059	29/10/14	[Redacted] to provide data on HGV weights - how often do they carry the maximum (44t) per vessel	Project Meeting	Active		New Vessels 1 & 2	17/11/14		17.11.14 - Data re length & weights on Ullapool / Stornoway requested by [Redacted].
ACT_P00153_060	17/11/14	Size check needs to be carried out on the list of ports	Project Meeting	New		New Vessels 1 & 2	25/11/14		
ACT_P00153_061	17/11/14	Spec adjustment - 22 crew (2 cadets)	Project Meeting	New		New Vessels 1 & 2	25/11/14		
ACT_P00153_062	17/11/14	Spec adjustment - 1032 POB	Project Meeting	New		New Vessels 1 & 2	25/11/14		
ACT_P00153_063	17/11/14	[redacted] raised SCR's question with MCA. Joined up approach required by CMAL and CFL. [redacted] to organise specific meeting for all parties.	Project Meeting	Active		New Vessels 1 & 2	05/12/14		[Redacted] - check 'date required'.
ACT_P00153_064	17/11/14	Spec adjustment - number of HGV's - spec should specify 'design to maximise HGV capacity'. Andrew to elaborate / state specifically in the evaluation criteria.	Project Meeting	Active		New Vessels 1 & 2	25/11/14		
ACT_P00153_065	17/11/14	[redacted] to come up with number for amount of cameras and associated equipment	Project Meeting	Closed		New Vessels 1 & 2	25/11/14		05/01/15: [Redacted] provided by email. For the CCTV system, 60 cameras and 6 monitors are included in the tender specification.

Record ID	Date Raised	Raised By	Action Description	Source	Action Status	Owner	Workstream Name (if applicable)	Date Required	% Complete	Progress Update
ACT_P00153_066	19/11/14		Provide feedback for evaluation criteria to [Redacted] by noon Friday 21/11/14.	PSG	Closed	CalMac	New Vessels 1 & 2			
ACT_P00153_067	19/11/14		CalMac [Redacted] to pick up Hybrid deployment as BAU. However vessel will be included in annual VR&DP review commencing Jan '15.	PSG	Active		New Vessels 1 & 2	31/01/15		06/01/15: BAU ongoing -move to close
ACT_P00153_068	19/11/14		Understanding of 'vessel fit' needs to be established / agreed	PSG	Active		New Vessels 1 & 2	28/02/15		
ACT_P00153_069	18/12/14		Report re Finlaggan to be sent to [redacted]	PSG	New		New Vessels 1 & 2	15/01/15		06/01/15: [Redacted] requested report from [Redacted] and [Redacted]
ACT_P00153_070	18/12/14		CalMac to consider LNG supply	PSG	New		New Vessels 1 & 2	27/02/15		
ACT_P00153_071	18/12/14		Clarification required from T.S. re Fleet Party Charter being signed at the same time as the Contract (this is the established process, however new contract will span the CHFS contract/tender)	PSG	New		New Vessels 1 & 2	27/02/15		
ACT_P00153_072	18/12/14		Approach to inclusion of CalMac in the tender evaluation process to be outlined by CMAL and proposed at next PSG.	PSG	New		New Vessels 1 & 2	23/01/15		
ACT_P00153_073	18/12/14		CMAL's recommendation of Triple Ramp configuration at aft end - CalMac require proof of concept	PSG	New		New Vessels 1 & 2	27/02/15		
ACT_P00153_074	18/12/14		Regular fortnightly meetings to be set up between [Redacted] and CMAL team; CMAL to advise suitable regular slot	PSG	New		New Vessels 1 & 2	16/01/15		
ACT_P00153_075	18/12/14		All technical documents that were included with the tender invite to be shared with CalMac.	PSG	New		New Vessels 1 & 2	16/01/15		06/01/15: Could documents be posted orConnections?
ACT_P00153_076	18/12/14		Project communications - [Redacted] to meet up with [redacted] (TS), Comms Plan to be drawn up, roles and purpose to be drawn up and agreed.	PSG	New		New Vessels 1 & 2	31/01/15		

## 23/01/2015 PROJECT P & HS - Decisions and Approvals

Record ID	Description of Decision Required	Date Required	Decision Status	Supporting Action Required	Action Owner	Action Due By	Progress Update
DEC_P00153_002	Capital costs: Conventional, MGO, LNG, Dual Fuel		Approved				
DEC_P00153_003	Tripartite branding for all project outputs		Approved				
DEC_P00153_004	Proceed with the design / procurement of 2 x 100m vessels of minimum 3.3m drfat.		Approved	Extend existing meeting arrangements on 07 August to all day workshop	[Redacted]	25/07/2014	Complete.
DEC_P00153_005	To combine the meetings already set up for Thursday 7 August, extended for the full day, and if possible with the option of continuing into Friday if necessary, to consider the emerging statement of requirements, to reach decisions on issues arising from that work and to give direction to the continuation of that work towards conclusion by 31 August.		Approved	Extend existing meeting arrangements on 07 August to all day workshop	[Redacted]	25/07/2014	Complete.
DEC_P00153_006	CMAL and CFL to now take forward the agreement of a statement of requirements which will include finalisation of draft and breadth, based on an analysis of accessibility of ports and linkspans on the major vessel network. The ambition is to push these as far as is reasonable including assumptions around modest (technically and financially) harbour works (dredging etc). This work to be completed by 31 August at the latest to remain on track for contract award by 31 March 2015.		Approved	Extend existing meeting arrangements on 07 August to all day workshop	[Redacted]	26/07/2014	Complete.
DEC_P00153_007	That a deeper (4m) draft vessel offers reliability, efficiency and capacity benefits and we will, as the next phase of the vessel replacement programme, look at what would be required in terms of harbour development, at what cost and over what timescale, in order to enable orders of future vessels of this size.		Approved	Extend existing meeting arrangements on 07 August to all day workshop	[Redacted]	27/07/2014	Complete.
DEC_P00153_008	Acceptance that not proceeding with a 90m vessel at this time has implications for services to Islay which we will review as part of the next phase of the vessel replacement programme.		Approved	Extend existing meeting arrangements on 07 August to all day workshop	[Redacted]	27/07/2014	Complete.

DEC_P00153_009	Consider the emerging statement of requirements, to reach decisions on issues arising from that work and to give direction to the continuation of that work towards conclusion by 31 August.	07/08/14	Approved	Meeting to be held to refine requirements	[Redacted]	07/07/2014	Complete.
DEC_P00153_010	Agreement that the fuel specification of requirement is LNG	07/08/14	Approved	None	[Redacted]	07/07/2014	Complete.
DEC_P00153_011	Specification and General Arrangements to be agreed by CMAL & CalMac	31/10/14	Approved	CalMac to review CMAL draft & return feedback asap.	[Redacted]	17/10/2014	Open
DEC_P00153_018	A maximum length of 102.5 m is the maximum length specified.		Approved	17.11.14 - Agreed maximum of 102.5.			
DEC_P00153_019	A maximum width of 17.5 m		Approved				
DEC_P00153_020	Draft of 3.6 heavy operational (3.4 design 3.7 scantling agreed).		Approved	17.11.14 - Fully agreed, and we will ask yards to give estimation of 3.6 early doors.			
DEC_P00153_021	Design speed 14.5 14.2 / 16.5 - go for the middle. Design speed 14.5 optimised, design speed 16.5 contractually.		Approved				
DEC_P00153_022	Design / Contract @ 3.4: 900 deadweight.		Approved				
DEC_P00153_023	Passenger numbers: 1000. Split 65% / 35% inside /outside.		Approved	17.11.14 - Fully agreed: 650 inside, 350 outside.			
DEC_P00153_024	Passenger layouts & service offerings TBC post CalMac workshop on 13th		Approved				
DEC_P00153_025	Ask yards to innovate for 1000 pax and 2 MES's and a MCA set of rules. (Model cabins for 34, as per CalMac spec.)		Approved	17.11.14 - Kick start with 32 cabins that will be defined as the project develops.			
DEC_P00153_026	Design for 127 cars total (102.5)		Approved				
DEC_P00153_027	2600 m breadth HGV and 1800 m length		Approved	17.11.14 - [Redacted] to check - yes okay and agreed.			
DEC_P00153_028	Clam or visor doors specification		Approved	17.11.14 - Agreed - Yards to do spec for both, under 2 min turnaround on doors.			
DEC_P00153_029	Specify against CalMac Spec Point 108 re winds and manouvering		Approved	17.11.14 - manouvering criteria 44 knots limit 47, no wave height limitation.			

				Query - tide 5 knots + wind and also check with [Redacted] re safe port of harbour.			
DEC_P00153_030	Bridge equipment and layout to be modelled against that of the Loch Seaforth		Approved				
DEC_P00153_031	Ethernet points: RJ45 points Agreed on 350		Approved	17.11.14 - CFL to revise downwards.			
DEC_P00153_032	Air cons to meet minimum rules / meets key parameters.		Approved				
DEC_P00153_033	Reliability is more important than redundancy. (if the vessel breaks down, we can provide back up cover)		Approved	17.11.14 - Agreed this will come out on the valuation.			
DEC_P00153_034	Deck machinery to be same as Finlaggan (including electric winches)		Approved				
DEC_P00153_035	Machinery Control Room - leave for ship yard design, as long as Engineer can see everything from station.		Approved				
DEC_P00153_036	Crew facilities as per minimum requirement / rules		Approved				
DEC_P00153_037	Mooring equipment - panama instead of roller fairleads for low maintenance solution.		Approved				
DEC_P00153_038	CCTV system as per Loch Seaforth		Approved	[Redacted] to check Loch Seaforth specification.	[Redacted]		
DEC_P00153_039	2.5 m head clearance at passenger access doors.		Approved				
DEC_P00153_040	CMAL to use CalMac specification for LNG		Approved	[Redacted] to come up with some words re classification	[Redacted]	01/11/2014	
DEC_P00153_041	Hull coating to provide high performance, maintenance and fuel efficiency.		Approved				
DEC_P00153_042	Agreed to noise requirements CalMac specified (although expectations of effective solutions low) .		Approved				
DEC_P00153_043	10 year maintenance / guarantee required for LNG		Approved				
DEC_P00153_044	Bunker door to be positioned at aft end, close as possible to the LNG tank.		Approved				
DEC_P00153_045	Risk assessments to be carried out re LNG storage		Approved				
DEC_P00153_046	Ship yard does not need to be designed using NAPA design, however onboard NAPA system is included in spec.		Approved	[Redacted] to address.	[Redacted]		
DEC_P00153_047	Accessible toilets to be located on both decks (1 x accessible and 1 fully accessible)		Approved				

DEC_P00153_048	Gas trials to take place prior to delivery.		Approved				
DEC_P00153_049	Mezz decks are to be 5.1 under in it's stowed position. 2.8 clear under in it's working condition.		Approved	17.11.14 - Revised to 2.9 under mezz deck. Critical success factor is mini bus to go under.			
DEC_P00153_050	Significant variations budget to be included in overall costs		Approved				
DEC_P00153_051	Include spare gear in the tender, not provisional cost (PC) sum.		Approved	17.11.14 - some spare types to be defined, but on the whole the yard to tender for the whole lot, to include spare brakkers for switchboard, etc.			
DEC_P00153_052	Generators to be LNG powered.		Approved				
DEC_P00153_053	Car length and space in between is assumed to be jointly 4.8 (4.5 car length + 300 gap)		Approved	17.11.14 - request in spec to maximise car numbers based on 4.8.			
DEC_P00153_054	<b>[Redacted]</b> to come up with number for amount of cameras and associated equipment		Approved				
DEC_P00153_055	2550 mm lane width agreed		Approved				
DEC_P00153_056	do not proceed with 3 mezz deck option, stick with 2 (ref 308).		Approved				
DEC_P00153_057	3.4 meter design draft for optimisation,		Approved				
DEC_P00153_058	Access to steering compartments needs to be as quick and safe as possible.		Approved				
DEC_P00153_059	3.2 under the mezz deck		Approved				
DEC_P00153_060	1030 POB should be 1032 including crew.		Approved	CMAL spec to be updated.			
DEC_P00153_061	Consideration should be given to outside observation area/s sheltered from the wind.		Approved				
DEC_P00153_062	Leave for yard design so long as applies with rules.		Approved				
DEC_P00153_063	Revise temperature to 22 degrees.		Approved				
DEC_P00153_064	Harbour generator output - no kilowatts expressed.		Approved				
DEC_P00153_065	Reefer container sockets - 4 grps of 4 totalling 16 sockets.		Approved				
DEC_P00153_066	Approach re date of document content and data referenced within agreed; document original date should be retained. This document will be retained for	19/11/14	Approved				

	internal records only. Summary document to be produced for external publication.						
DEC_P00153_067	The ITT open period to be extended by 1 month. Potential risks were discussed; no operational issues or TS financial implications identified.	19/11/14	Approved				
DEC_P00153_068	External communications to be based around 'entry of service' rather than around 'delivery date'.	19/11/14	Approved				
DEC_P00153_070	Consideration of Triple Ramp configuration at aft end to fall out of yard design, as applicable.	n/a	Approved	Ref Action No. 73			
DEC_P00153_071	Simulation exercises to be carried out for the 2 new vessels.	tbc	Approved				
DEC_P00153_072	3 new workstreams identified; fuel; harbour fit; engagement	tbc	Approved				

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## **16/04/2015 - Network Strategy (Ferries and Ports) - Programme Steering Group**

### **Programme Manager update**

- New Vessels 1 & 2 is on track and progressing well, although there is a potentially significant risk emerging regarding bids meeting main technical requirements. A full risk assessment needs to be carried out, during and post evaluations.

### **Key Messages Summary**

- New Vessels 1 & 2 Green • The ITT closed on 31/3/15. 7 tenders have been received in response to ITT. The initial review and evaluation has commenced, before progressing to detailed review of all technical and commercial aspects . • June 29 Target date for Standstill end and Contract Notification is 13/07/15.

### **Project New Vessels 1 & 2 Progress Update**

#### **Project Overall: GREEN**

- ITT closed 31/03, 7 tenders received; [Redacted], [Redacted], [Redacted], [Redacted], [Redacted] and [Redacted] (who submitted 2 designs). It was apparent that the yards had spent significant time and effort in the development of their bids.
- Review and evaluation of main technical aspects commenced; full review and evaluation of all technical and commercial parts will follow and will take approx. 6 weeks. All 7 proposals will be fully reviewed by CMAL.
- Initial evaluation of the main technical items completed for 3 tenders thus far.
- Planning exercise required for post contract award

#### **Highlights**

The evaluation process is working well with CMAL & CalMac; discussions and agreement reached re initial assessment of 3 bids thus far.

#### **Lowlights**

Initial evaluation indicates that 3 of the submissions do not fully meet the key requirements.

Plan not developed for next phase

#### **Key Messages**

*The ITT closed on 31/3/15. 7 tenders have been received in response to ITT. The initial review and evaluation has commenced, before progressing to detailed review of all technical and commercial aspects . June 29 Target date for Standstill end and Contract Notification is 13/07/15.*