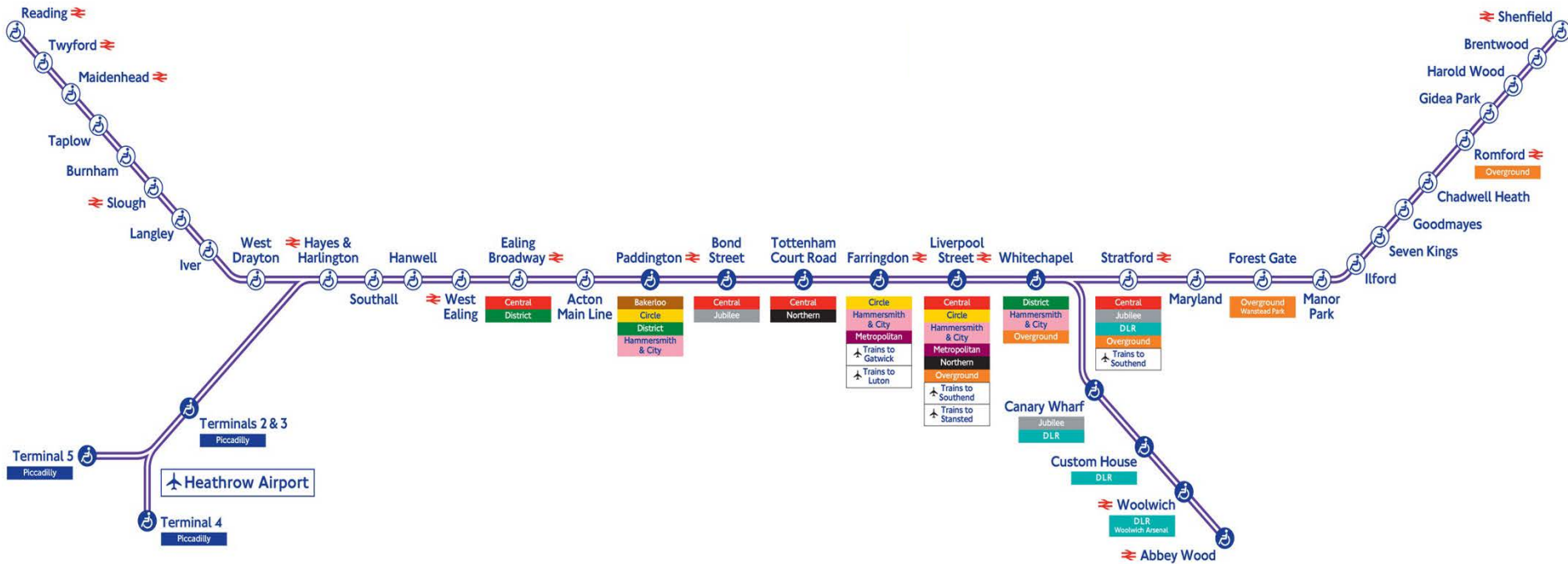




Elizabeth Line Readiness Board

25 SEPTEMBER 2017



Agenda



ELIZABETH LINE

Invitees

Mike Brown (chair)

Mark Wild

Howard Smith

Simon Wright

Andrew
Wolstenholme

David Hughes

Vernon Everitt

Simon Kilonback

Shashi Verma

Graeme Craig

Lucy Findlay

Martin Stuckey
(secretariat)

Andy Brown

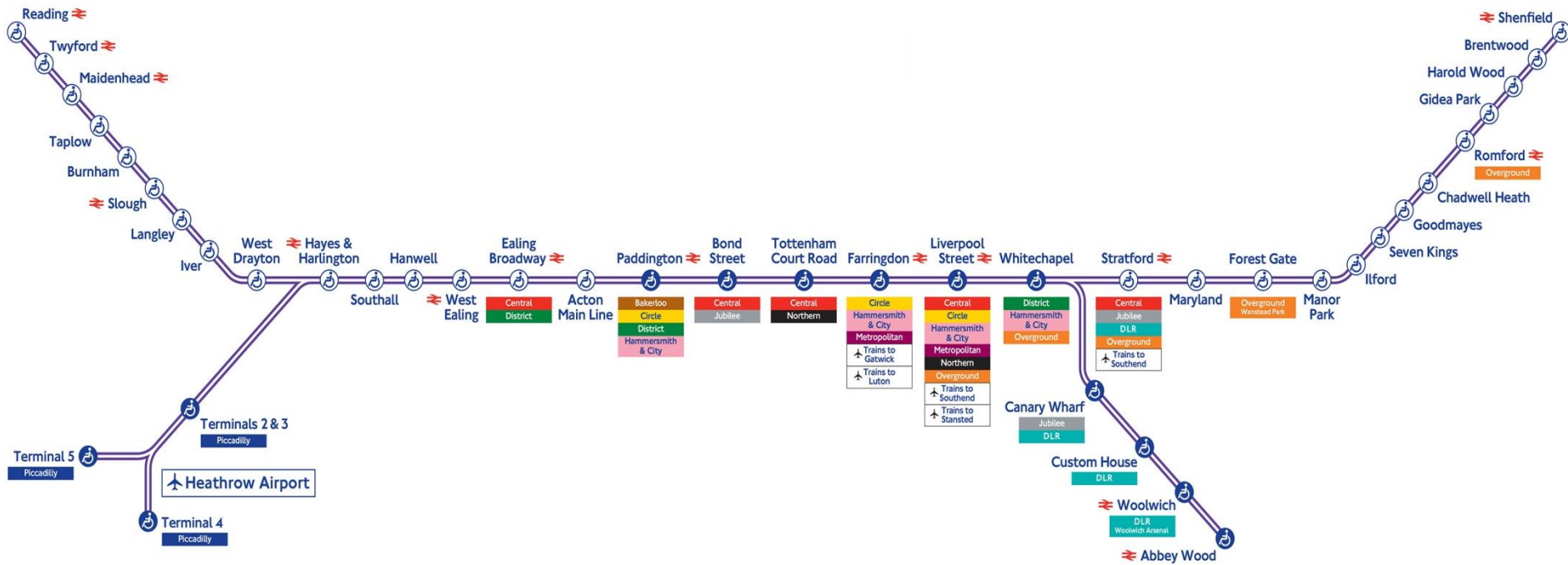
Kevin Lynch

No	Item	Suggested time
1.	Introductions and ELRB Purpose	5 minutes
2.	Stage 2 Readiness	10 minutes
3.	Stage 3 Readiness	30 minutes
4.	Stages 4 & 5 Readiness	5 minutes
5.	Sponsor & Integration Issues	10 minutes



Elizabeth Line Readiness Board

20 OCTOBER 2017



2 Agenda



Invitees

Mike Brown (chair)

Mark Wild

Howard Smith

Simon Wright

Andrew Wolstenholme

David Hughes

Vernon Everitt

Simon Kilonback

Shashi Verma

Graeme Craig

Lucy Findlay

Martin Stuckey
(secretariat)

Andy Brown

Kevin Lynch

Simon Adams

No	Item	Suggested time
1.	Actions from last meeting	5 minutes
2.	Stage 2 Readiness	10 minutes
3.	Stage 3 Readiness	30 minutes
4.	Stages 4 & 5 Readiness	5 minutes
5.	Sponsor & Integration Issues	10 minutes

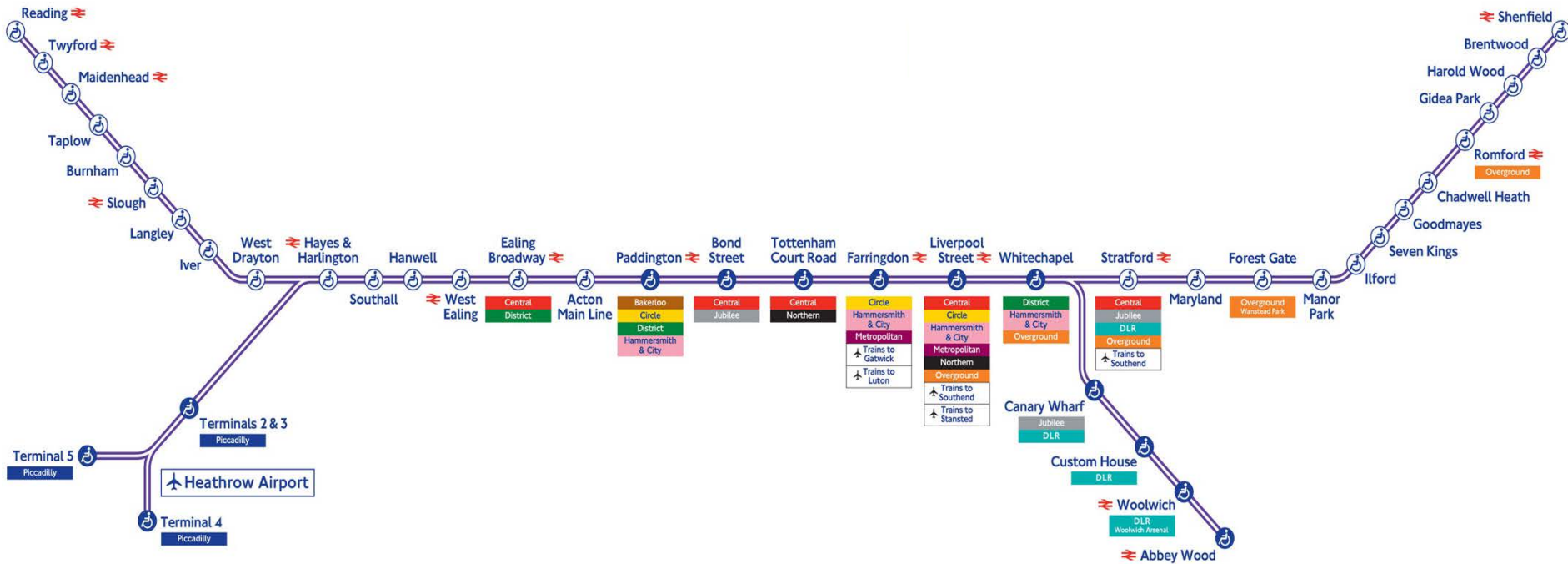


No.	Meeting date	Issue	Owner	Target date	Status
17.001	25/09/17	Add key dates to each Stage slide for future meetings	ERLB Secretariat	20/10/17	Complete – Closed
17.002	25/09/17	Provide decision points and dates for any fall back plan needed if Stage 2 cannot be delivered in full	Howard Smith	20/10/17	Current date 7/12/17
17.003	25/09/17	Adapt slide style and content for use at Elizabeth line/Crossrail meetings with the Mayor	Lucy Findlay/Andy Brown	19/10/17	Complete – Closed
17.004	25/09/17	Shashi Verma to have TfL accountability for taking forward 4G on Elizabeth line, WiFi and future ESN. SV to contact CRL contract 660 and assess capability vs what MNOs have reported	Shashi Verma	20/10/17	Ongoing - Slide 8
17.005	25/09/17	Organise meeting for Commissioner, SK, GC, CMc, SV to discuss marketing activities and launch plan including budget and sponsorship opportunities and advertising	Chris McLeod	20/10/17	Ongoing – Slide 8
17.006	25/09/17	Add ETCS availability in December 2019 to slides as Stage 5 issue	ERLB Secretariat	20/10/17	Complete - Closed
17.007	25/09/17	Add safety update to slides, especially safety systems integration	ERLB Secretariat	20/10/17	Complete - Closed
17.008	25/09/17	Highlight in slides which items may require assistance of Crossrail Sponsors	ERLB Secretariat	20/10/17	Complete - Closed



Elizabeth Line Readiness Board

17 NOVEMBER 2017



2 Agenda



Invitees

Mike Brown (chair)

Mark Wild

Howard Smith

Simon Wright

Andrew Wolstenholme

David Hughes

Vernon Everitt

Simon Kilonback

Shashi Verma

Graeme Craig

Lucy Findlay

Kevin Lynch

Andy Brown

Martin Stuckey
(secretariat)

No	Item	Suggested time
1.	Actions from last meeting	5 minutes
2.	Stage 2 Readiness	10 minutes
3.	Stage 3 Readiness	30 minutes
4.	Stages 4 & 5 Readiness	5 minutes
5.	Sponsor & Integration Issues	10 minutes

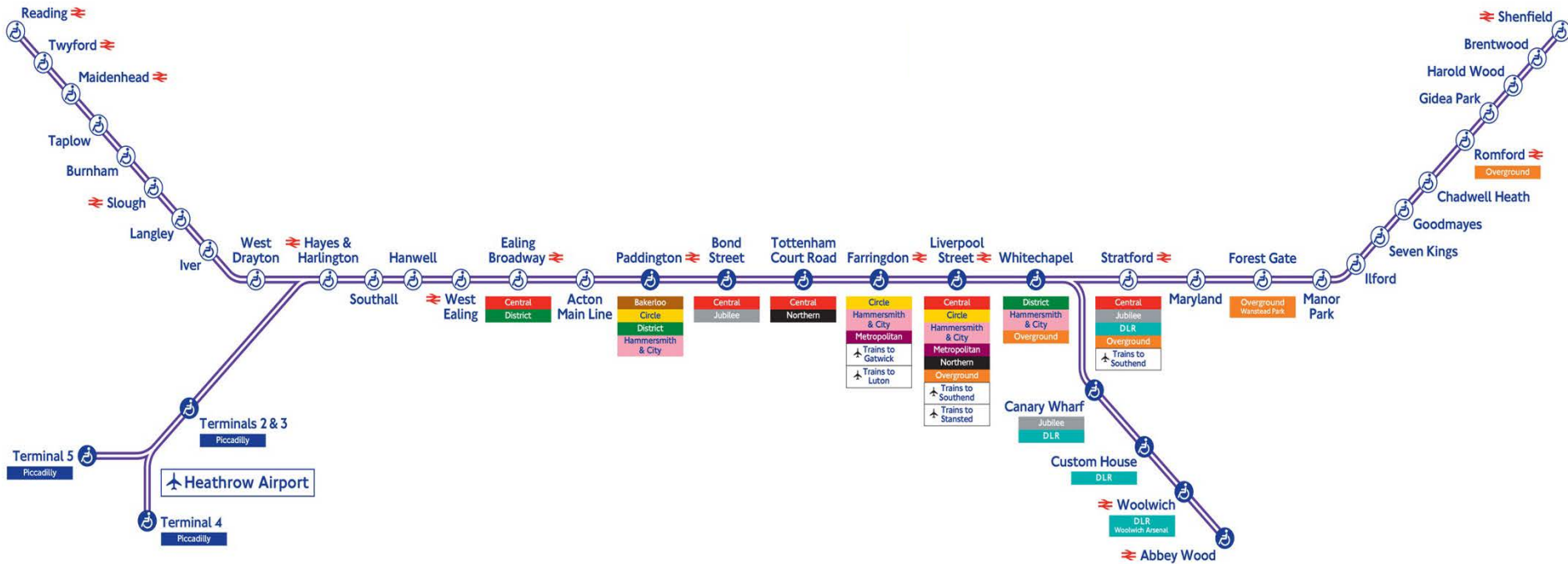


No.	Meeting date	Issue	Owner	Target date	Status
17.007	20/10/17	Develop communications plan for Stage 2	Vernon Everitt	12/01/18	Not due – propose actioned by Comms Delivery Board.
17.008	20/10/17	Continue to protect and prioritise the blockades (in March and May 2018) on the east and west that support NR interface testing	Simon Wright	17/11/17	Ongoing – slide 6
17.009	20/10/17	Report on progressing 4G and wifi to be shared with Howard Smith	Shashi Verma	27/10/17	Complete. Way forward TBC – slide 8
17.010	20/10/17	TfL have included budget for marketing and launch plan in the business plan. Launch plan to consider involvement of contractors.	Vernon Everitt	17/11/17	Ongoing – propose actioned by Comms Delivery Board
17.011	20/10/17	Overall position on funding to be reviewed at next meeting	David Hughes	17/11/17	Open
17.012	20/10/17	Funding the solution for Ilford London End to be considered by Sponsors	David Hughes	17/11/17	Ongoing – slide 9



Elizabeth Line Readiness Board

15 DECEMBER 2017



² Agenda



Invitees

Mike Brown (chair)

Mark Wild

Howard Smith

Simon Wright

Andrew Wolstenholme

David Hughes

Vernon Everitt

Simon Kilonback

Shashi Verma

Graeme Craig

Lucy Findlay

Kevin Lynch

Andy Brown

Martin Stuckey
(secretariat)

No	Item	Suggested time
1.	Actions from last meeting	5 minutes
2.	Safety	5 minutes
3.	Stage 2 Readiness	10 minutes
4.	Stage 3 Readiness	30 minutes
5.	Stages 4 & 5 Readiness	5 minutes
6.	Sponsor & Integration Issues	5 minutes

Actions from 17 November 2017

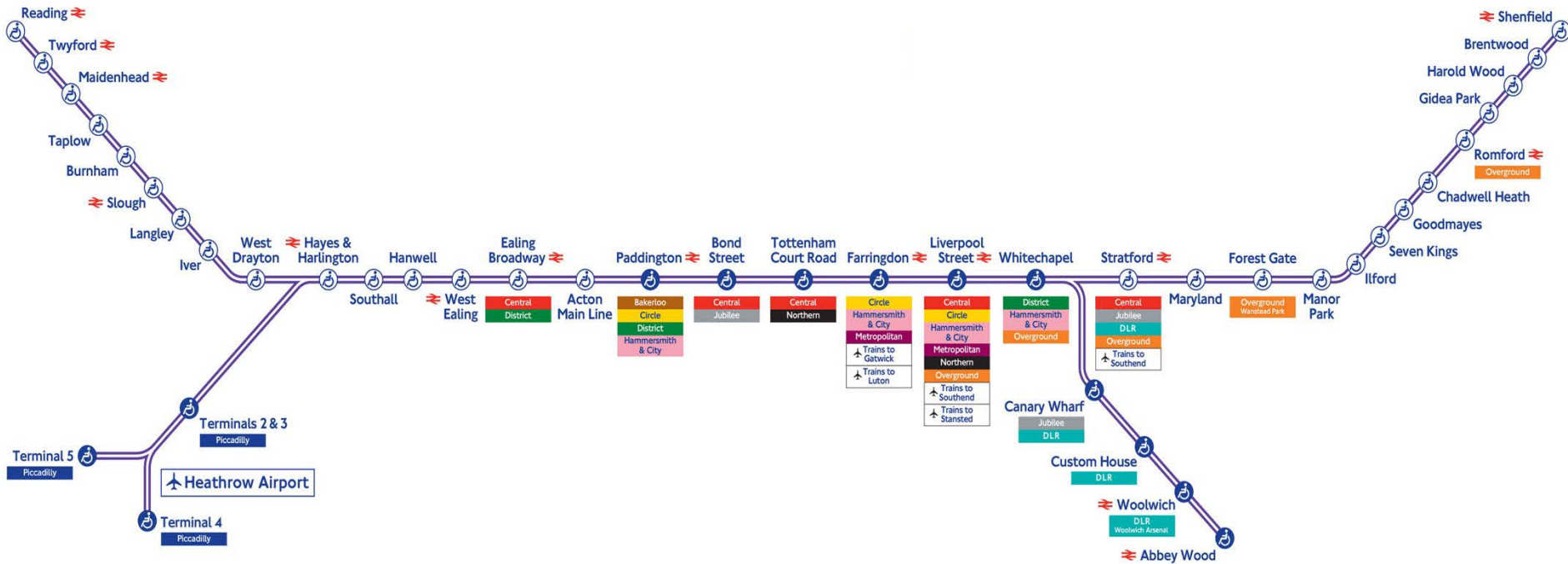


No.	Meeting date	Issue	Owner	Target date	Status
17.013	17/11/17	Future meetings to put safety as first item on agenda	Martin Stuckey	15/12/17	complete
17.014	17/11/17	Ensure safety management best practice/lessons are shared between Elizabeth line and LU.	Simon Wright (Martin Brown)	15/12/17	In progress
17.015	17/11/17	Agreed that Elizabeth line funding position/issues to be discussed elsewhere (Sponsor Board?).	Simon Kilonback / David Hughes	15/12/17	Financial summary to be included in future slide decks from Jan
17.016	17/11/17	Site visit for Mike Brown & David Hughes to be arranged for last week December.	Simon Wright	31/12/17	Complete
17.017	17/11/17	Noted that Siemens recently awarded TfL supplier of the year. Follow up letter noting this achievement and continued importance of supporting Elizabeth line to be issued.	Mike Brown	15/12/17	Complete
17.018	17/11/17	Agreed that launch of Elizabeth line should include public wifi on trains in the tunnel section. Briefing paper on way forward to be provided to Excom.	Shashi Verma	15/12/17	Paper in preparation for Exco meeting in January
17.019	17/11/17	Power upgrade in the west to be included in the issues for Stage 5.	Martin Stuckey	15/12/17	complete



Elizabeth Line Readiness Board

15 JANUARY 2018



2 Agenda



Invitees

Mike Brown (chair)

Mark Wild

Howard Smith

Simon Wright

Andrew Wolstenholme

David Hughes

Vernon Everitt

Simon Kilonback

Shashi Verma

Graeme Craig

Lucy Findlay

Kevin Lynch

Andy Brown

Martin Stuckey
(secretariat)

No	Item	Suggested time
1.	Actions from last meeting	5 minutes
2.	Safety	5 minutes
3.	Stage 2 Readiness	10 minutes
4.	Stage 3 Readiness	25 minutes
5.	Stages 4 & 5 Readiness	5 minutes
6.	Sponsor & Integration Issues	5 minutes
7.	Financial Summary	5 minutes

Actions from 15 December 2017

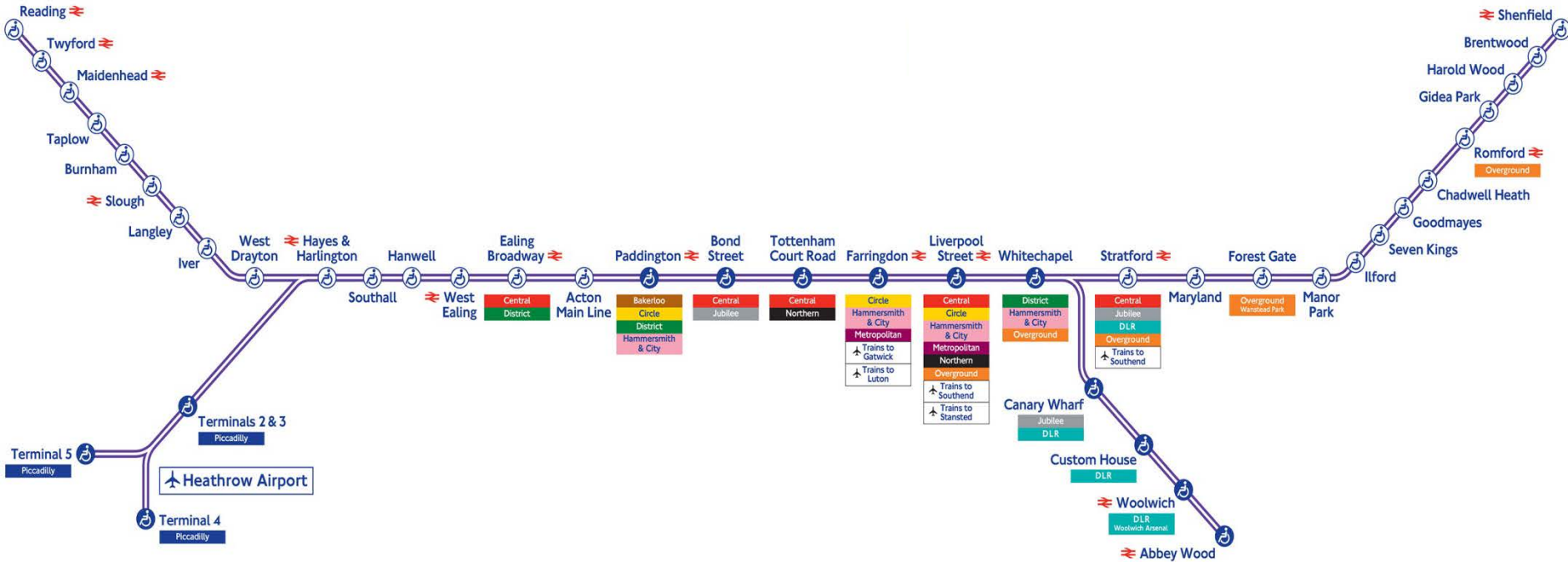


No.	Meeting date	Issue	Owner	Target date	Status
17.012	17/11/17	Agreed that launch of Elizabeth line should include public wifi on trains in the tunnel section. Briefing paper on way forward to be provided to Exco	Shashi Verma	15/1/18	Paper prepared for Exco meeting in January
17.015	15/12/17	Financial summary to be included in future reports	Simon Adams/ Martin Stuckey	15/1/18	Complete
17.020	15/12/17	Summary of operational safety performance SPI to be included in future reports	Martin Stuckey	15/1/18	Complete
17.021	15/12/17	Identify any potential negative customer impacts if Plan B for Stage 2 has to be implemented (for an interim period)	Howard Smith	15/1/18	Complete – verbal update
17.022	15/12/17	Communications in relation to Stage 2 to be managed via EL Comms Board	Vernon Everitt	Note	Complete
17.023	15/12/17	Mitigation plans (including contractor end dates) for securing key documentation from contractors to be reviewed	Simon Wright	15/1/18	Ongoing – slide 6



Elizabeth Line Readiness Board

9 FEBRUARY 2018





Invitees

Mike Brown (chair)	Mark Wild	Howard Smith	Simon Wright
Andrew Wolstenholme	David Hughes	Vernon Everitt	Simon Kilonback
Shashi Verma	Graeme Craig	Lucy Findlay	Kevin Lynch
Andy Brown	Martin Stuckey (secretariat)		

No	Item	Suggested time
1.	Actions from last meeting	5 minutes
2.	Safety	5 minutes
3.	MOHS 2018 Baseline update	10 minutes
4.	Stage 2 Readiness	5 minutes
5.	Stage 3 Readiness	20 minutes
6.	Stages 4 & 5 Readiness	5 minutes
7.	Sponsor & Integration Issues	5 minutes
8.	Financial Summary	5 minutes

Actions from meeting of 15 January 2018

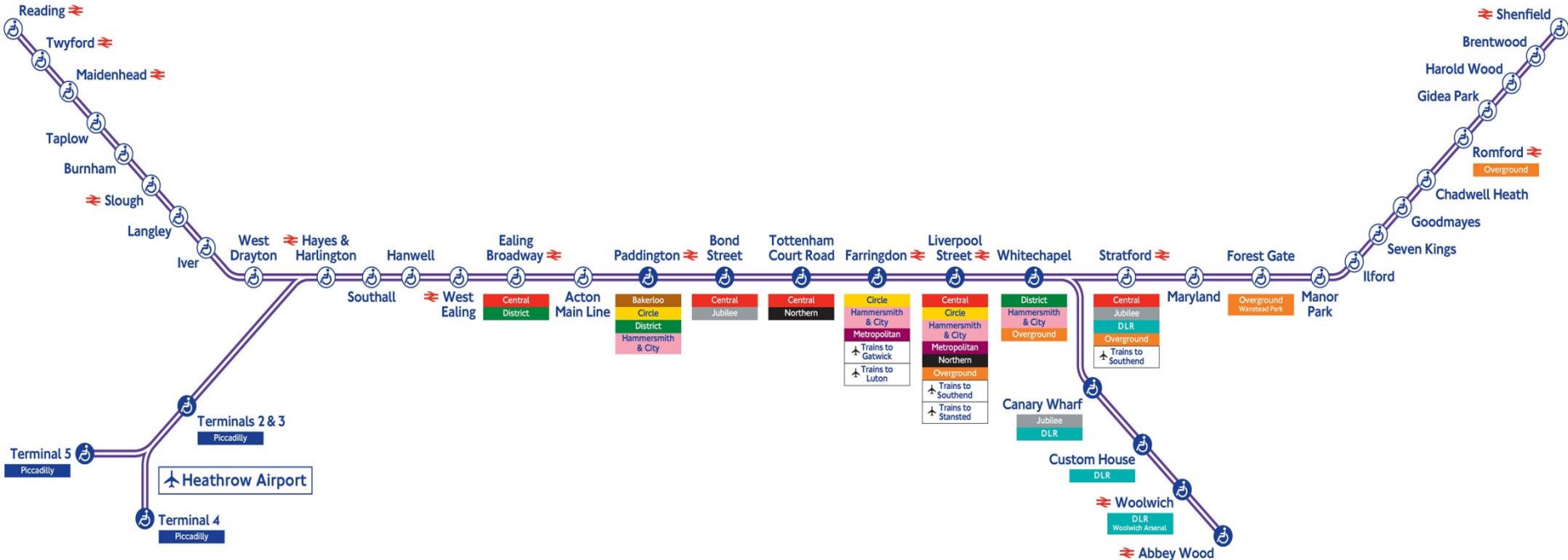


No.	Meeting date	Issue	Owner	Target date	Status
17.024	15/1/18	Contingency plan for Carillion works for NR (on western section) to be understood	Andrew Wolstenhome	9/2/18	Verbal update
17.025	15/1/18	Continue to update MB on Bombardier progress	Howard Smith	9/2/18	Ongoing – slides 5 & 6
17.026	15/1/18	Plan illustrating the updated programme (MOHS) to be prepared and presented to next meeting	Simon Wright	9/2/18	Short presentation attached
17.027	15/1/18	Funding decision timescales for any key items (e.g. Ilford) which are particularly relevant to DfT to be advised	Simon Adams	9/2/18	Discussed at Sponsor Board. Close



Elizabeth Line Readiness Board

9 MARCH 2018



2 Agenda



ELIZABETH LINE

Invitees

Mike Brown (chair)

Mark Wild

Howard Smith

Simon Wright

Andrew Wolstenholme

David Hughes

Vernon Everitt

Simon Kilonback

Shashi Verma

Graeme Craig

Lucy Findlay

Kevin Lynch

Andy Brown

Martin Stuckey
(secretariat)

No	Item	Suggested time
1.	Actions from last meeting	5 minutes
2.	Safety	5 minutes
3.	Stage 2 Readiness	10 minutes
4.	Stage 3 Readiness	25 minutes
5.	Stages 4 & 5 Readiness	5 minutes
6.	Sponsor & Integration Issues	5 minutes
7.	Financial Summary	5 minutes

3 Actions from meeting of 9 February 2018

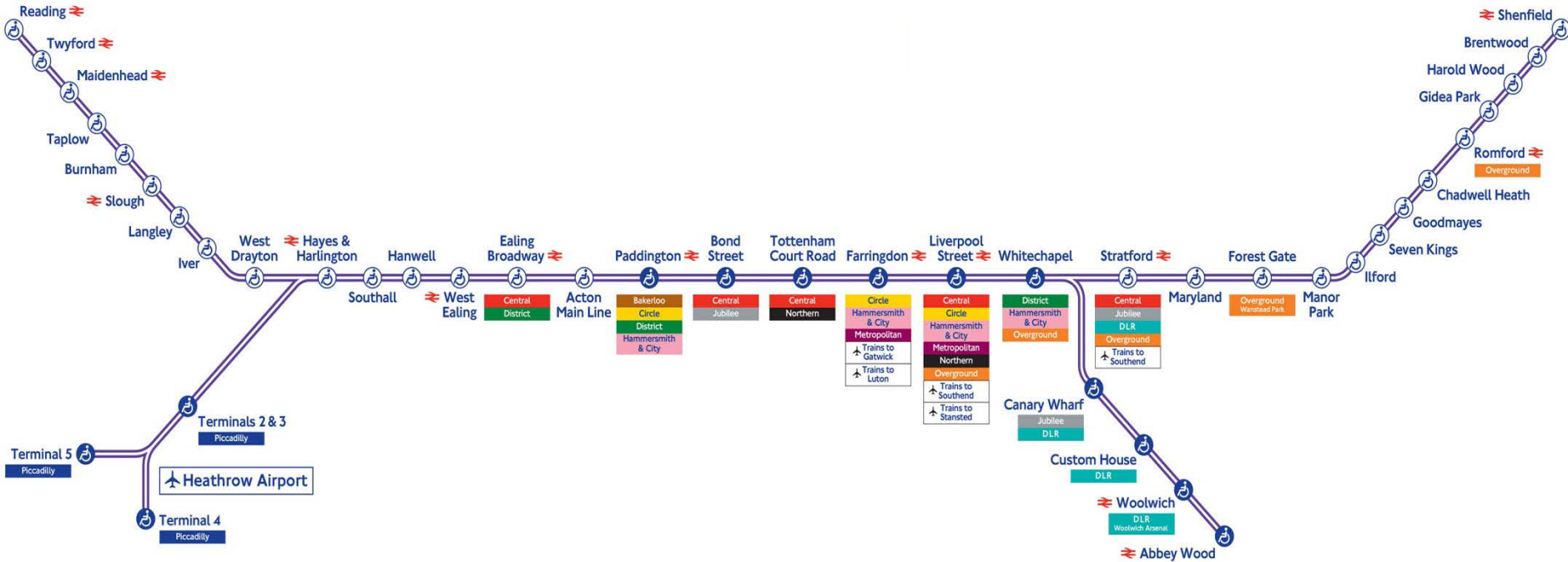


No.	Meeting date	Issue	Owner	Target date	Status
17.028	9/2/18	Undertake passenger modelling to understand potential impact of through running at Bond Street station	Howard Smith	9/3/18	Complete. Verbal update
17.029	9/2/18	Use MOHS overview slides as basis for the format of Stage 3 discussions at ELRB meetings	Martin Stuckey	9/3/18	Complete
17.030	9/2/18	Establish what "Exit IDs" signage and "legible London" guides are being used at Tottenham Court Station	Howard Smith	9/3/18	Complete. Verbal update
17.031	9/2/18	Consider benefits of a special "Level 1" session with NR focussed on Crossrail issues	Simon Adams	9/3/18	Open



Elizabeth Line Readiness Board

10 APRIL 2018



2 Agenda



ELIZABETH LINE

Invitees

Mike Brown (chair)

Mark Wild

Howard Smith

Simon Wright

Shashi Verma

David Hughes

Vernon Everitt

Simon Kilonback

Andy Brown

Graeme Craig

Lucy Findlay

Kevin Lynch

Martin Stuckey (secretariat)

No	Item	Suggested time
1.	Actions from last meeting	5 minutes
2.	Safety	5 minutes
3.	Stage 2 Readiness	10 minutes
4.	Stage 3 Readiness	20 minutes
5.	Elizabeth Line Launch Plan	5 minutes
6.	Stages 4 & 5 Readiness	5 minutes
7.	Sponsor & Integration Issues	5 minutes
8.	Financial Summary	5 minutes

Actions from meeting of 9 March 2018

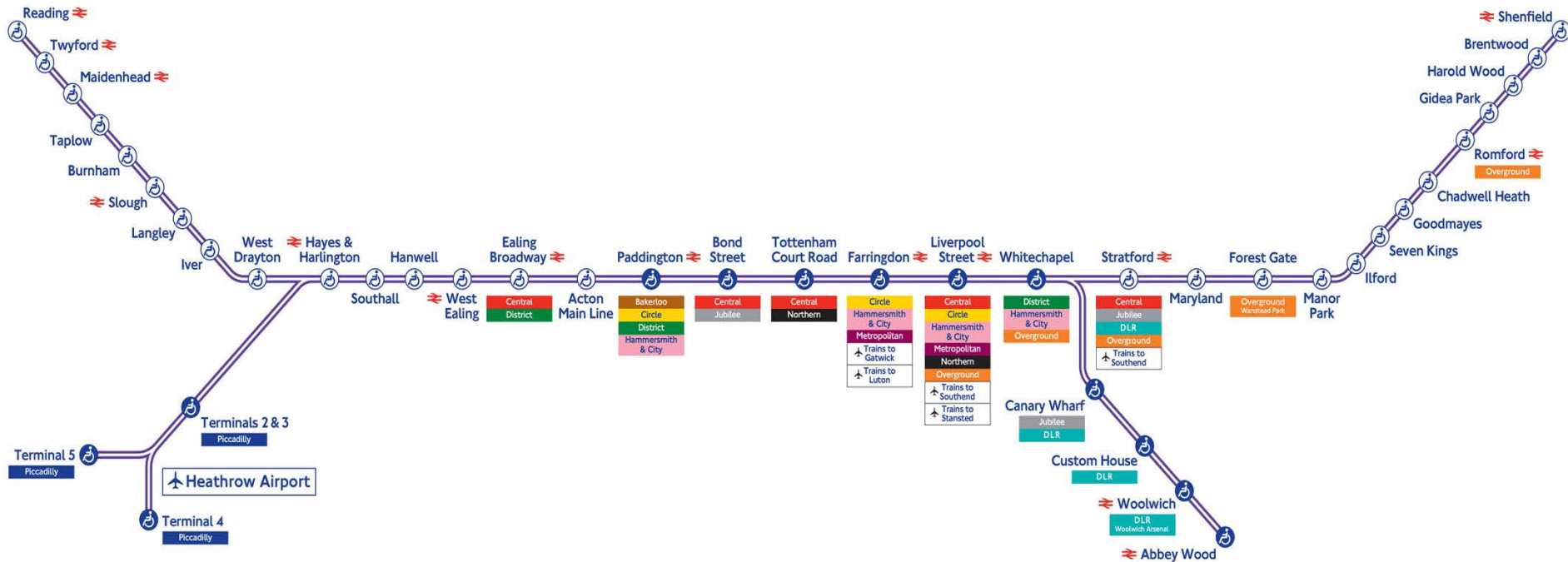


No.	Meeting date	Issue	Owner	Target date	Status
17.032	9/3/18	Papers for meeting to include clearer information on progress and forecasts against MOHS dates and any resultant impacts on opening of each stage	Martin Stuckey	10/4/18	Complete
17.033	9/3/18	Concerns with the issue identified this week with Bombardier train software and their quality assurance processes to be raised with them	Mike Brown & Howard Smith	10/4/18	Ongoing
17.034	9/3/18	Consider the relative costs and benefits of the 2 options for interim provision of back-haul wifi and agree way forward	Howard Smith & Shashi Verma	10/4/18	Complete. Will award on a baseline requirement but seek to leave open the option for consideration of minor improvements from the winner
17.035	9/3/18	Specific concerns with NR activities which overall present a strategic risk to Elizabeth line operations to be raised with NR Chairman	Howard Smith	10/4/18	Open
17.036	9/3/18	Meet prior to TfL Board deep-dive to discuss overall financial status	Simon Kilonback & Andrew Wolstenholme	10/4/18	Complete



Elizabeth Line Readiness Board

4 MAY 2018



2 Agenda



ELIZABETH LINE

Invitees

Mike Brown (chair)

Mark Wild

Howard Smith

Martin Stuckey (secretariat)

Shashi Verma

David Hughes

Vernon Everitt

Simon Kilonback

Andy Brown

Graeme Craig

Lucy Findlay

Kevin Lynch

Chris Sexton (for Simon Wright)

No	Item	Suggested time
1.	Actions from last meeting	5 minutes
2.	Safety	5 minutes
3.	Stage 2 Readiness	10 minutes
4.	Stage 3 Readiness, including T Minus Tracker	25 minutes
5.	Stages 4 & 5 Readiness	5 minutes
6.	Sponsor & Integration Issues	5 minutes
7.	Financial Summary	5 minutes

Actions from meeting of 10 April 2018

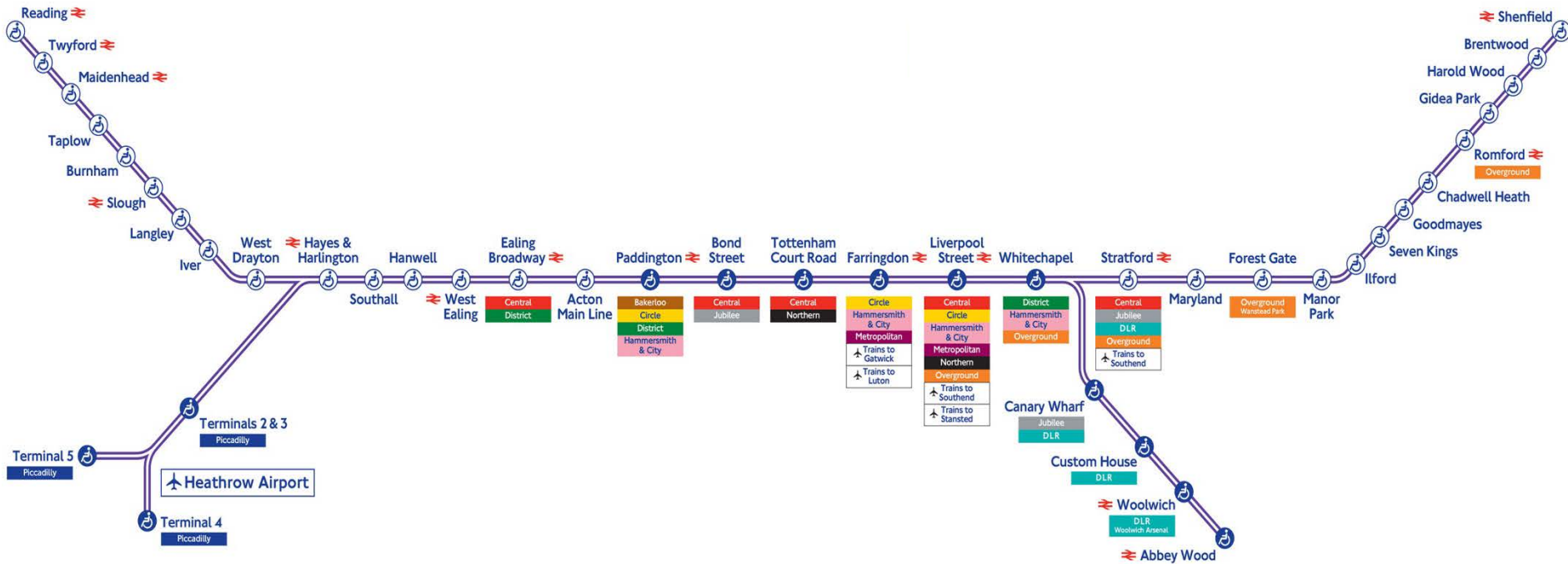


No.	Meeting date	Issue	Owner	Target date	Status
17.035	9/3/18	Specific concerns with NR activities which overall present a strategic risk to Elizabeth line operations to be raised with NR Chairman	Howard Smith	4/5/18	Open
17.037	10/4/18	Alternate meetings to be held at Canary wharf	Andy Brown & Martin Stuckey	4/5/18	Jul, Sep & Nov meetings at CW
17.038	10/4/18	Customer proposition for on-train wifi (non-PCN solution) to be confirmed and issued to the Commissioner	Shashi Verma	4/5/18	Complete
17.039	10/4/18	Seek to get NR to reinstate the 19/20 May possession on GW route	Simon Wright	4/5/18	Ongoing – working with NR to achieve the possession on 20/21 May
17.040	10/4/18	Papers to include specific dates in relation to each station completion/Handover	Martin Stuckey	4/5/18	Complete



Elizabeth Line Readiness Board

4TH JUNE 2018



2 Agenda



ELIZABETH LINE

Invitees

Mike Brown (chair)

Mark Wild

Howard Smith

Simon Kilonback

Simon Wright

David Hughes

Vernon Everitt

Lucy Findlay

Martin Stuckey (secretariat)

No	Item	Suggested time
1.	Actions from last meeting	5 minutes
2.	Safety	5 minutes
3.	Stage 2 Readiness	10 minutes
4.	Stage 3 Readiness, including T Minus Tracker	25 minutes
5.	Stages 4 & 5 Readiness	5 minutes
6.	Sponsor & Integration Issues	5 minutes
7.	Financial Summary	5 minutes

Actions from meeting of 10 April 2018



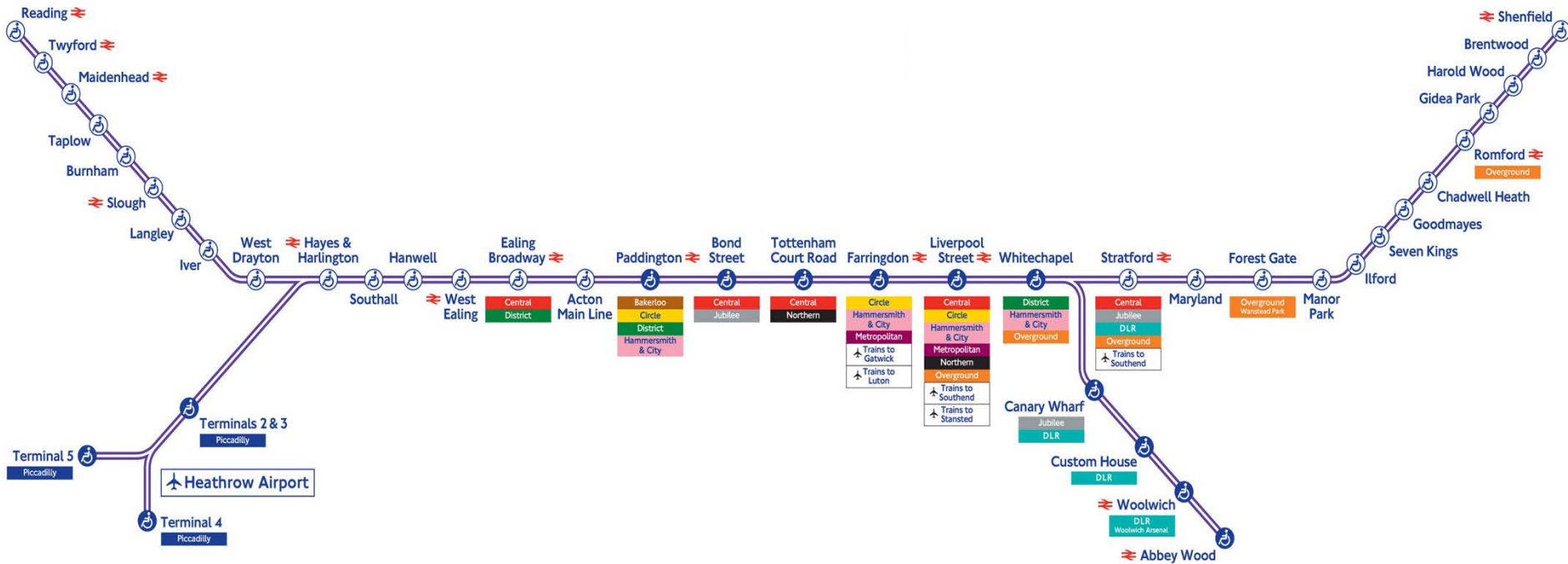
No.	Meeting date	Issue	Owner	Target date	Status
17.035	9/3/18	Specific concerns with NR activities which overall present a strategic risk to Elizabeth line operations to be raised with NR Chairman	Howard Smith	4/6/18	Chairman visit booked
17.037	10/4/18	Alternate meetings to be held at Canary wharf	Andy Brown & Martin Stuckey	4/5/18	Jul, Sep & Nov meetings at CW
17.038	10/4/18	Customer proposition for on-train wifi (non-PCN solution) to be confirmed and issued to the Commissioner	Shashi Verma	4/5/18	Complete
17.039	10/4/18	Seek to get NR to reinstate the 19/20 May possession on GW route	Simon Wright	4/5/18	Closed
17.040	10/4/18	Papers to include specific dates in relation to each station completion/Handover	Martin Stuckey	4/5/18	Complete

CONFIDENTIAL
Not for onward circulation



Elizabeth Line Readiness Board

29TH JUNE 2018



2 Agenda



ELIZABETH LINE

Invitees

Mike Brown (chair)

Mark Wild

Howard Smith

Simon Wright

David Hughes/Simon Adams

Lucy Findlay

Martin Stuckey (secretariat)

Vernon Everitt / Chris MacLeod

Simon Kilonback

No	Item	Suggested time
1.	Actions from last meeting	5 minutes
2.	Safety	5 minutes
3.	Stage 2 Readiness	5 minutes
4.	Stage 3 Readiness	25 minutes
5.	Stages 4 & 5 Readiness	5 minutes
6.	Sponsor & Integration Issues & Financial Summary	5 minutes
7.	Communications Update	10 minutes

Elizabeth Line Readiness Board

Actions from meeting of 4 June 2018



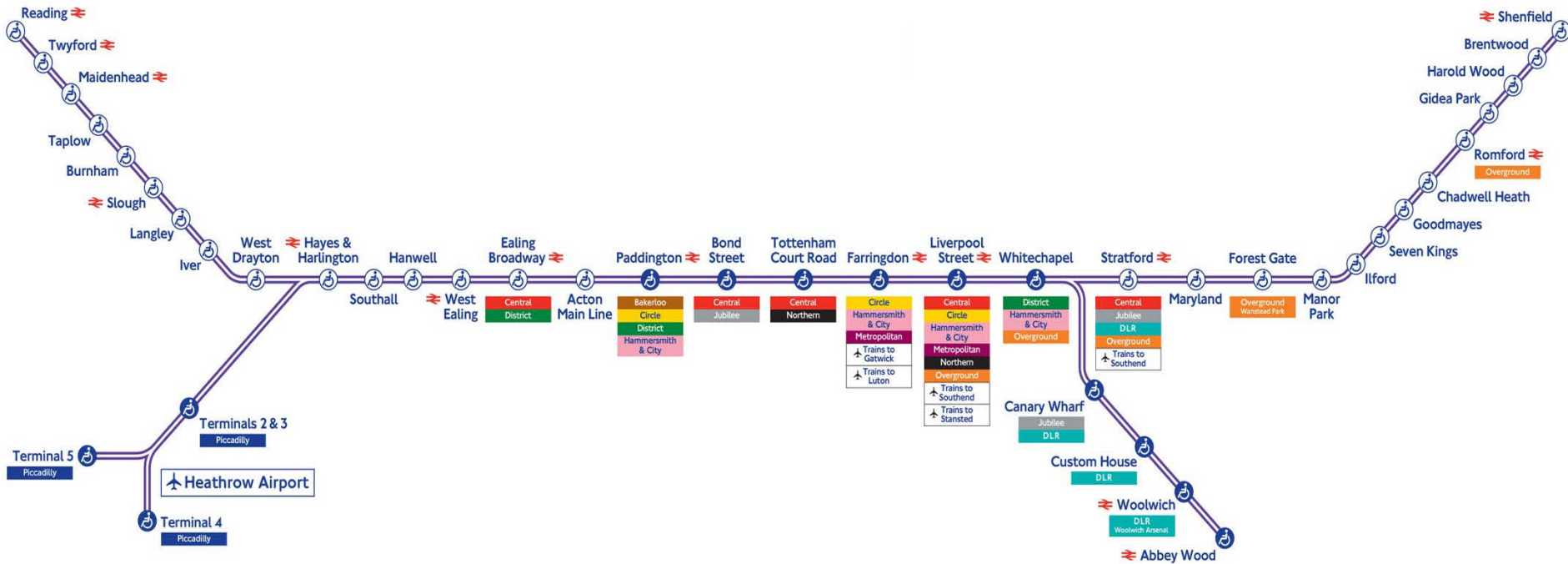
No.	Meeting date	Issue	Owner	Target date	Status
17.041	4/6/18	Next meeting to update / review communications activities / plan	Vernon Everitt	29/6/18	Update to be provided to 29 June meeting
17.042	4/6/18	Check contingency arrangements for provision of drivers for operation of 3 separate rail services (Stage 3)	Howard Smith	29/6/18	Verbal update to be provided

CONFIDENTIAL
Not for onward circulation



Elizabeth Line Readiness Board

27TH JULY 2018



2 Agenda



ELIZABETH LINE

Invitees

Mike Brown (chair)

Mark Wild

Howard Smith

Simon Wright

David Hughes/Simon Adams

Lucy Findlay

Martin Stuckey (secretariat)

Vernon Everitt

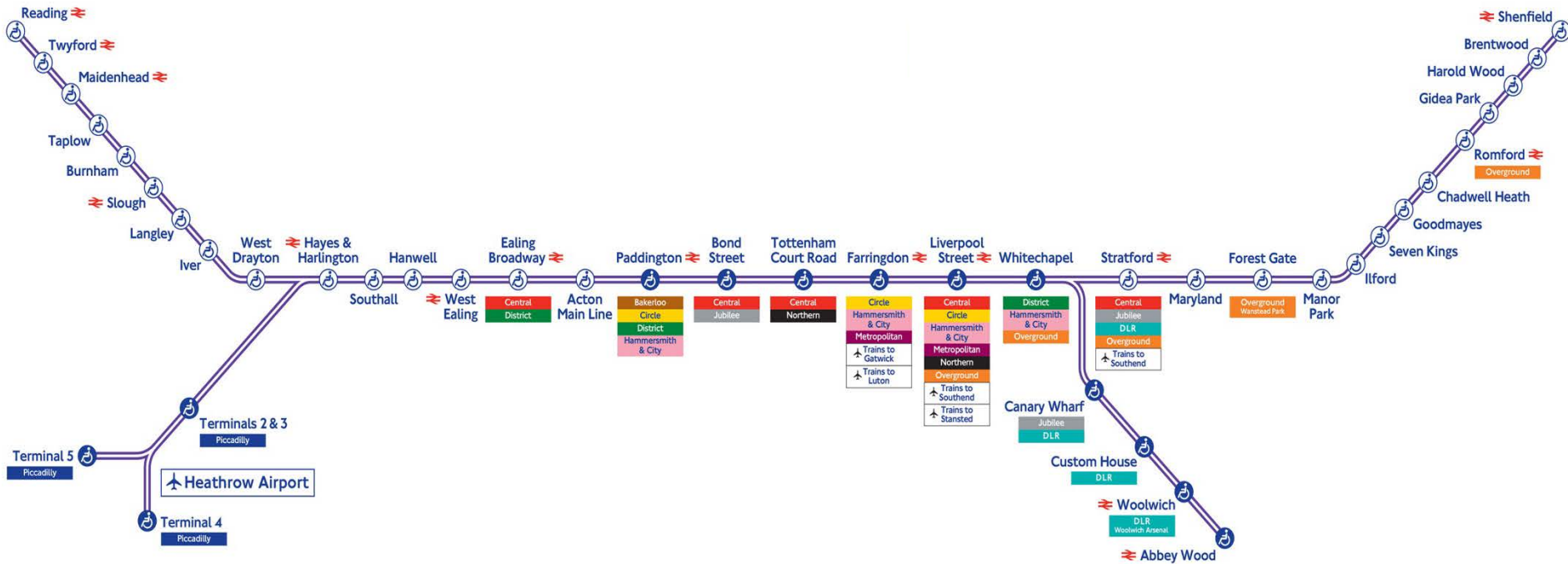
Simon Kilonback

No	Item	Suggested time
1.	Safety	10 minutes
2.	Programme review - update (separate slide deck will be issued at the meeting)	30 minutes
3.	Stage 2 Readiness	5 minutes
4.	Stage 3 Readiness	5 minutes
5.	Stages 4 & 5 Readiness	5 minutes
6.	Sponsor & Integration Issues & Financial Summary	5 minutes



Elizabeth Line Readiness Board

3RD SEPTEMBER 2018



2 Agenda



ELIZABETH LINE

Invitees

Mike Brown (chair)

Mark Wild

Howard Smith

Simon Wright

David Hughes/Simon Adams

Lucy Findlay

Martin Stuckey (secretariat)

Vernon Everitt

Simon Kilonback

No	Item	Suggested time
1.	Actions from last meeting	5 minutes
2.	Safety	5 minutes
3.	Schedule Review – Checkpoint 2 (separate slide deck will be issued at the meeting)	30 minutes
4.	Stage 2 Readiness	5 minutes
5.	Stage 3 Readiness	5 minutes
6.	Stages 4 & 5 Readiness	5 minutes
7.	Sponsor & Integration Issues & Financial Summary	5 minutes

Elizabeth Line Readiness Board

Actions from meeting of 27 July 2018



No.	Meeting date	Issue	Owner	Target date	Status
17.043	27/7/18	Ensure best practice is being applied/shared between LU and TfL Rail in relation staff assaults	Howard Smith	3/9/18	Complete. Verbal update
17.044	27/7/18	Ensure BT are fully aware of their obligations for the Stage 2 phase ii programme	Howard Smith	3/9/18	Ongoing. Verbal update
17.045	27/7/18	Raise a number of critical issues/requirements at a meeting with NR new CEO /Chairman.	Simon Wright & Andy Brown	3/9/18	Meeting 13 Aug 18
17.046	27/7/18	Critically review responses /priorities for all degraded mode testing at the transitions.	Simon Wright	3/9/18	Ongoing. Verbal update
17.047	27/7/18	Escalate as necessary following very recent Schneider product recall.	Simon Wright	3/8/18	Complete
17.048	27/7/18	Provide short briefing note on NR power upgrade to MB	Simon Wright	3/8/18	Complete
17.049	27/7/18	Review opportunity for reducing reliance on contractors by utilising RfLI staff in COS testing activities	Simon Wright & Howard Smith	3/9/18	Continues to be considered in light of programme review.
17/050	27/7/18	Identify how further assurance of the programme can be provided	Simon Wright	3/9/18	Schedule assurance review agreed with Sponsors and underway



Elizabeth Line Readiness Board

21ST SEPTEMBER 2018



2 Agenda



ELIZABETH LINE

Invitees

Mike Brown (chair)

Mark Wild

Howard Smith

Simon Wright/ Chris Sexton

David Hughes/Simon Adams

Lucy Findlay

Martin Stuckey (secretariat)

Vernon Everitt

Simon Kilonback

No	Item	Suggested time
1.	No actions from last meeting	
2.	Safety	5 minutes
3.	Stage 2 Readiness	10 minutes
4.	Stage 3 Readiness	30 minutes
5.	Stages 4 & 5 Readiness	10 minutes
6.	Sponsor & Integration Issues & Financial Summary	5 minutes

Elizabeth Line Readiness Board

Actions from meeting of 3rd September 2018

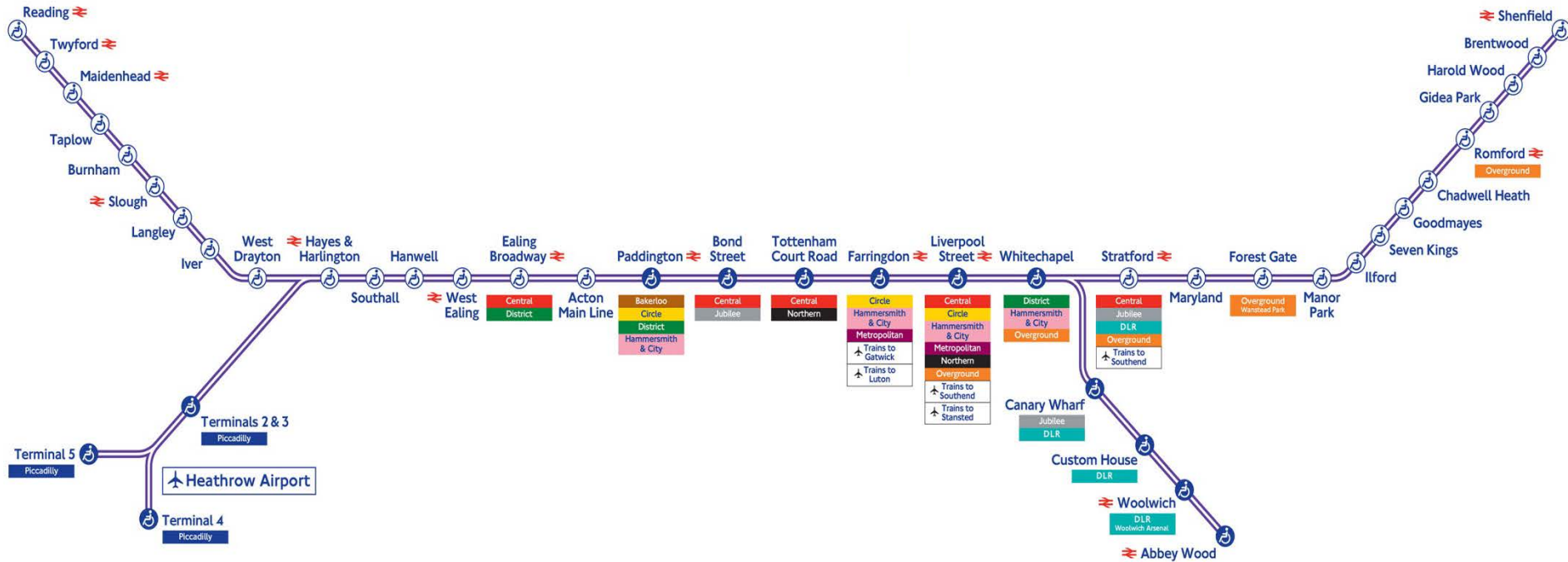


No.	Meeting date	Issue	Owner	Target date	Status
No actions from 3 rd September 2018					



Elizabeth Line Readiness Board

19TH OCTOBER 2018



² Agenda



Invitees

Mike Brown (chair)

Mark Wild

Howard Smith

Simon Wright/ Chris Sexton

David Hughes/Simon Adams

Lucy Findlay

Martin Stuckey (secretariat)

Vernon Everitt

Simon Kilonback

No	Item	Suggested time
1.	No actions from last meeting	
2.	Safety	5 minutes
3.	Stage 2 Readiness	10 minutes
4.	Stage 3 Readiness	30 minutes
5.	Stages 4 & 5 Readiness	10 minutes
6.	Sponsor & Integration Issues & Financial Summary	5 minutes

Elizabeth Line Readiness Board

Actions from meeting of 3rd September 2018

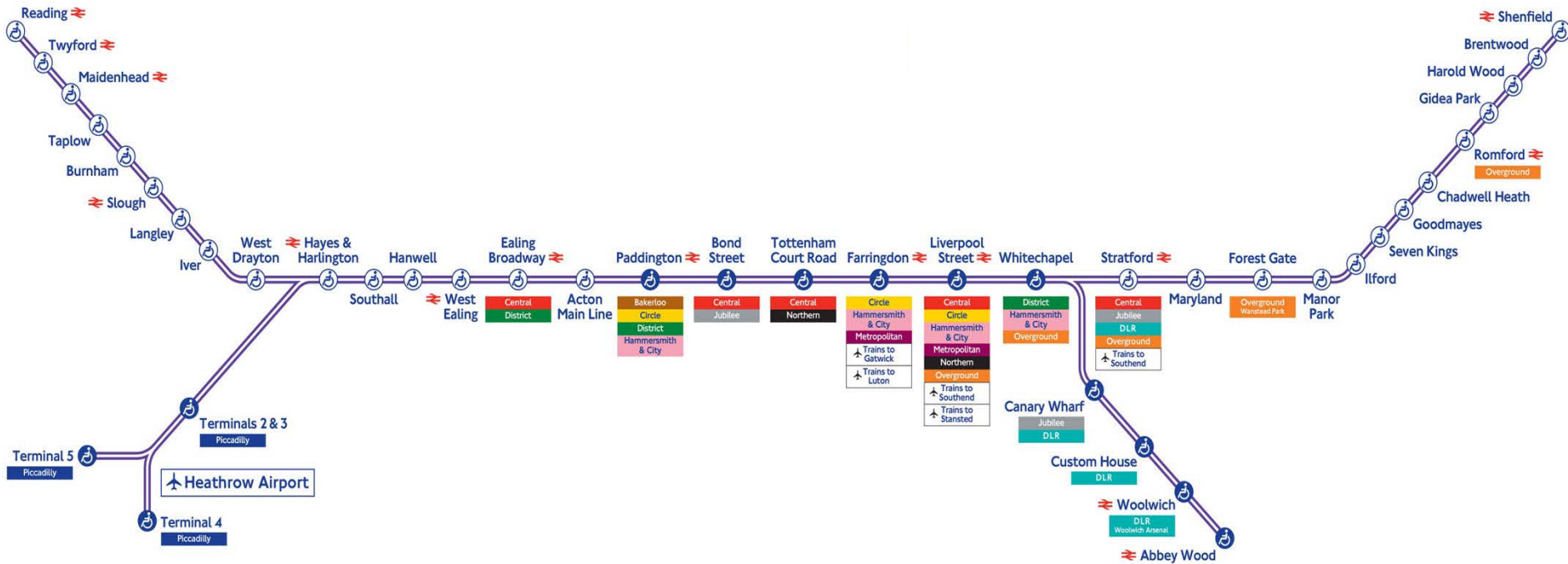


No.	Meeting date	Issue	Owner	Target date	Status
		No actions from previous meeting 3 rd September 2018			
		No meeting 21 st September 2018			



Elizabeth Line Readiness Board

16TH NOVEMBER 2018



² Agenda



Invitees

Mike Brown (chair)

S Wright/ M Wild

Howard Smith

S Wright/ M Wild/ Chris Sexton

David Hughes/Simon Adams

Lucy Findlay

Martin Stuckey (secretariat)

Vernon Everitt

Simon Kilonback

No	Item	Suggested time
1.	No actions from last meeting	
2.	Safety	5 minutes
3.	Stage 2 Readiness	10 minutes
4.	Stage 3 Readiness	30 minutes
5.	Stages 4 & 5 Readiness	10 minutes
6.	Sponsor & Integration Issues & Financial Summary	5 minutes

Elizabeth Line Readiness Board

Actions from meeting of 3rd September 2018



No.	Meeting date	Issue	Owner	Target date	Status
		No actions from previous meeting 3 rd September 2018			
		No meeting 21 st September & 19 th October 2018			