

Meeting Minutes

11 January 2018

Venue Conference call – Dial in**Re** Switzerland, Zurich Relocation**Attendees**

Nicky Butler	NB	Andy Hearn	AH
Andy Cunningham	AC	Philip Burgess	PB
Muriel Robert	MR	Andreas Dragone (IT)	AD
Veronika Vargova	VV	Jake Fordham	JF
Naomi O'Sullivan	NOS	François Vorburger	FV
Alexander Panse	AP	Thomas Zebert	TZ
Cheryl Twomey	CT	Lorenzo Calamita	LC

Non-attendees

Ian Twomey	IT	Scott Johnston	SJ
Joanie Gaberell	JG	Dirk Herberich (VMware IT)	DH
Proinnsias O'Keeffe (VMware IT)	POK	Marie Murphy	MM
Anne O'Leary	AOL	Geoff Meadows	GM
Claudio Frezza	CF	Nigel Rigby (VMware)	NR
Dave Salter	DS	Lohn Williams	LW
Patrick Stone (VMware)	PS		

		Action by
1.0	Apologies / Introductions/ Previous Minutes (Outstanding Actions)	
1.1	Attendance was taken.	NOTE
2.0	Real Estate / Lease	
2.1	<p>JF provided an update as there was no representation from the Transactions/Real Estate team this week:</p> <ul style="list-style-type: none"> - Formal agreements for the lease extensions to end-March 2018 had been received - Minor permit approval for alterations to the basement was expected by end-January – this was slightly later than expected but would not cause any problems – electrical and cabling works could be completed as they were outside the permit scope. - JF chasing for updates to Disabled WC, roof plant and parking agreements 	NOTE
3.0	Programme	
3.1	<p>JF had circulated a photo report showing progress with construction:</p> <ul style="list-style-type: none"> - Partitions were complete as far as possible - Ceiling bulkheads were in progress - Mechanical and Ventilation installations were progressing well - Electrical installations also progressing 	NOTE
3.2	JF expected to see more visible progress over the coming few weeks – there had been a lot of works completed within walls and below floors which is not easily visible	NOTE
3.3	Schneider issues with replication had been resolved and the PO was expected imminently. JF/AC would work with Schneider to expedite the order.	NOTE
3.4	JF/AC/NOS/DH had a call earlier regarding IT readiness and programme concerns. Steps were underway to mitigate the risks to the overall programme.	NOTE
3.5	JF/AC/AP/AOL/DH had a very productive call regarding logistics and relocation details. AP/TZ were currently working on the key outputs and producing a detailed	AP/TZ

		Action by
	relocation plan/timeline and items to be approved by local management.	
4.0	IT / Audio Visual/ Phones / Security	
4.1	JF confirmed the Swisscom one-off cost PR was in the system and should be approved shortly	NOTE
4.2	JF requested final confirmation of the DC layout – this was critical to confirm final positions for the DC infrastructure. NOS to follow up.	NOS
4.3	ATSS were expected on site next week to begin cabling works for Dell EMC, VMware and both security systems	NOTE
4.4	JF had received confirmation from IT that the basement IT switch cabinet was lockable and therefore no additional cage was required.	NOTE
4.5	Security update: <ul style="list-style-type: none"> - ATSS commencing cabling next week for security systems - Door hardware orders had been placed and would be delivered to the door manufacturers - MTS would be on site in the coming weeks to complete 1st fix works 	NOTE
5.0	Layout / Design / Furniture / Specification / FM	
5.1	Furniture PRs were awaiting approval in the system and would be placed ASAP	JF
5.2	There were 2 items outstanding from the logistics call: <ul style="list-style-type: none"> - Meeting room names - Confirmation of coffee machine details for kitchen areas 	NOTE
6.0	Site Matters	
6.1	No Site Matters issues noted	NOTE
7.0	Health and Safety	
7.1	Health & Safety will be factored into the ISG scope.	NOTE
8.0	Statutory Approvals	
8.1	No Statutory Approvals issues noted.	NOTE
9.0	Budget / Contract Variations	
9.1	No Budget/Contract/Variations issues noted.	NOTE
10.0	Invoicing / Payments	
10.1	No Invoicing / Payments issues noted.	NOTE
11.0	Any Other Business	
11.1	No AOB noted.	NOTE
12.0	Details of Next Meeting	
12.1	The next meeting is to be held on 18 January 2018 at 12:30 (GMT)	NOTE

		Action by
13.0	Circulation	
13.1	To all invited to the meeting plus the E-room	
NOTE	Please notify JF of any corrections required to the minutes by email on the next working day from receipt of the minutes or in the next meeting.	