**AGENDA**

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| **Meeting Name:** | **Stage Gate 2 Review**  |
| **Meeting Place:** |  |
| **Date:** |  |
| **Invitees:** | Chair- Sponsor – UCL Project Officer- External Project Manager- Estates Strategy- Facilities & Workplace Services (soft services, security)Lesley May, Mark West, Ian WrightRoom Bookings – Michael ClarkeEM&I - Mark Lawrence, Martin EarlamEnvironmental Sustainability- Ben Stubbs Safety Services (Fire)- Simon CookePSO- Logistics- Phil Barnett/Steve ShineEstates Finance- TBC ISD- Tony CroudassProcurement Services- Richard LakosCommunications Manager- Alexandra Bell |
| **Consultees:** | Safety Services (Construction)- Richard Lukos Property-Nick AyresAsbestos- TBC |

Meeting Objective: To confirm that the project has sufficient business justification; the initial design meets stakeholder requirements and is coordinated across the Estates programme with key interfaces and interdependencies established.

1. Introductions (Chair)
2. Project Overview (UPO)
3. Stage 2 (formerly Stage C) Design: (Project Manager)
	1. MEP Strategy
	2. Fire safety requirements
	3. Safety Issues
		1. CDMC update
		2. Asbestos
	4. Surveys (e.g. Archeology, buried services, UXBs, contaminations)
	5. Facilities requirements (Room bookings, Security, Soft Services)
	6. Logistics requirements
	7. Pedestrian flow (Central Campus)
	8. Environment
		1. Ska / BREAAM Design Brief
		2. Ska / BREEAM Reports
		3. Carbon Appraisal
4. Business Justification (Sponsor)
5. Planning update (e.g. Consultations, timetable) (UPO)
6. Programme Integration and Project interfaces (UPO)
7. Property (UPO)
8. Project Execution Planning (Project Manager)
	1. PEP
	2. Programme
	3. Cost plan
	4. Risk Register
	5. Governance arrangements
9. Procurement Strategy: (UPO)
10. Communications and Stakeholder engagement summary (UPO)
11. Stage Gate recommendation (Chair)