



London Underground Limited

Category: Guidance
Number: G-323
Issue Number: A2
Issue Date: July 2010

How to hold a Pre Closure Request Meeting – Good Practice Guide

Contents

1. Purpose.....	3
2. Scope.....	3
3. Definition	3
3.1. Pre Closure Request Meeting.....	3
4. Guidance.....	3
4.1. Purpose.....	3
4.2. Organising the meeting.....	4
4.3. Who should attend	4
4.4. What should be discussed	5
4.5. Outcome of the meeting.....	5
5. Supporting information	6
5.1. Other meetings.....	6
5.2. Abbreviations	6
6. Consultation	6
7. Document Changes	7



London Underground Limited

Category: Guidance
Number: G-323
Issue Number: A2
Issue Date: July 2010

Guidance Document Disclaimer

This document must not form part of Contractual terms and conditions between London Underground and Suppliers.

Neither London Underground nor Suppliers are bound to provide any of the items or services or follow any processes described in this document unless they are also required to provide them explicitly by Category 1 Standards.

The information within this document must not be used by London Underground or Suppliers to raise or moderate expectations of delivery by Suppliers or London Underground over and above Contractual requirements.

	Name	Signature	Date
Guidance Owner:	Gordon MacLennan		20 th November 2008



London Underground Limited

Category: Guidance
Number: G-323
Issue Number: A2
Issue Date: July 2010

1. Purpose

1.1. The purpose of this guidance document is to explain best practice when holding a Pre Closure Request Meeting prior to submitting a Minor Closure request for Stations or L&E Closure request.

2. Scope

2.1. This guidance applies to all Pre Closure Request Meetings. The procedure for holding possession planning meetings is detailed in section 4.3 of Rule Book 14.

3. Definition

3.1. Pre Closure Request Meeting

For reference, the definition of a Pre Closure Request Meeting, as defined in the MDA of the PPP Contract, is included below:

"Pre Closure Request Meeting" means a formal meeting or series of formal communications (which shall be specifically titled as Pre-Closure Request Meeting communications) which discuss(es) and agree(s) the relevant Minor Closure or L&E Closure, its operational impact and operational mitigation measures required to ensure safe operation of a Station whilst minimising Customer impact;

4. Guidance

4.1. Purpose

4.1.1. In order to ensure the correct information is established before submitting a Closure Request Form, all Pre Closure Request Meetings should follow the format described in this document.

4.1.2. The meeting will allow the Project Liaison Manager (PLM) or LUL Project equivalent) and the local manager within LUL to confirm operational support for the closure. It will also confirm any conditions with which Infracore must comply.