

Guidance Document

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CoMET – LU-led Case Studies

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1 Purpose

- 1.1 The purpose of this Guidance is to assist LU staff who wish to lead a CoMET Case Study or who are asked to lead or contribute to such a study.

2 Scope

- 2.1 This Guidance applies to all LU staff leading or contributing to a CoMET Case Study. The Guidance applies also to any Tube Lines staff who are involved in an LU-led Case Study.

3 Guidance

3.1 Selection of Case Study Topics

- 3.1.1 Ideas for Case Studies for the CoMET annual workplan are discussed and prioritised at a cross-directorate workshop attended by the CoMET Directorate Champions in September. The top three to five prioritised proposals are submitted to the RUB (or RULM) in November for selection of one or two for submission to RTSC, the department of Imperial College which administers and manages CoMET, in December for circulation to member metros in early January.
- 3.1.2 All CoMET member metros including LU consider the submitted case study proposals during January/February and express a level of interest (1 = most interested, 5 = no interest). The CoMET Management Meeting in February/March decides which studies will progress, usually three per year.
- 3.1.3 In addition to the three studies per year approved by CoMET, all CoMET member metros are able to suggest and pursue additional case studies at their own expense, and LU has exercised this option on a number of occasions.

3.2 Case Study Progress

- 3.2.1 The RTSC (see 6.1) finalises the scope of the study between metros expressing the greatest level of interest, prepares and issues a questionnaire to metros for response, analyses responses received and produces a report.
- 3.2.2 The Case Study Lead, or persons asked to contribute to the study, must be prepared to input as required at each stage of the study. In particular, the Case Study Lead must prepare the LU response within timescales defined by the RTSC, provide any follow up information requested and as required review and comment on the draft report before issue.