

Guidance Document

G1246

CoMET – Other metro-led Case and Clearinghouse Studies

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Contents

1	Purpose	3
2	Scope	3
3	Guidance	3
3.1	Responding to other metro-led CoMET Case Studies	3
3.2	Responding to Clearinghouse Studies	3
3.3	Utilising Case or Clearinghouse Study Reports	4
4	Responsibilities	4
5	Supporting information	5
5.1	Background	5
5.2	Safety considerations	6
5.3	Environmental considerations	6
5.4	Customer considerations	6
5.5	Other information	6
6	References	6
6.1	Abbreviations	6
6.2	Definitions	6
6.3	Subject Matter Expert	7
6.4	Document history	7



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1 Purpose

- 1.1 The purpose of this Guidance is to assist LU staff who may be asked to respond to or otherwise support a CoMET Case Study or Clearinghouse Study being led by another metro.

2 Scope

- 2.1 This Guidance applies to all LU staff asked to respond or contribute to a CoMET Case Study being led by another metro. The Guidance applies also to any Tube Lines staff who are asked to respond or contribute to a CoMET Case Study or Clearinghouse Study being led by another metro.

3 Guidance

3.1 Responding to other metro-led CoMET Case Studies

- 3.1.1 Each year, the Project Manager – CoMET receives from the RTSC scopes and questionnaires for (usually) three CoMET and three Nova in-depth annual workplan Case Studies and may receive the same for additional in-depth Case Studies that another metro has chosen to lead. On receipt, the Project Manager – CoMET determines on the basis of the questionnaire content who in the business would be best placed to provide an official LU answer to the questions and forwards them the scope and questionnaire, saving a copy on the shared drive. Depending upon timing, the choice of recipient may be reviewed by the LU External Metros Group to ensure that the most appropriate person(s) has/have been asked to respond..
- 3.1.2 For the best results to be obtained from Case Studies, it is important that the response prepared is complete, full, accurate and honest. In this context, respondees should be aware that CoMET and Nova operate under Confidentiality Agreements designed to promote the open and honest sharing of information between member metros.
- 3.1.3 On receipt of the response, the Project Manager – CoMET reviews it for completeness and sense and forwards it to the RTSC. Where further information or clarification is required, the RTSC may follow up with the respondent by telephone or by meeting. The Project Manager – CoMET maintains a record of Case Studies received, response deadlines, respondees and dates of response

3.2 Responding to Clearinghouse Studies

- 3.2.1 Any metro may raise a Clearinghouse Study at any time and should attach its own data when distributing the scope and questionnaire. The processes for receipt, response and recording are as for Case Studies but as the scope is narrower than for Case Studies and the questionnaire less extensive, the time required to respond should be less and usually responses can be done by one person whereas Case Studies may