

	Ref:	NR/L3/MTC/MG0176/04
	Issue:	4
	Date:	04 September 2010
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Ellipse work management handbook

4 Meetings framework

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Meetings framework

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The list below shows the meetings framework that shall be used to manage work in all its aspects in Infrastructure Maintenance. In part, this is defined by the NR/L2/MTC/PL0211 "Planning Of Engineering Access & NDS-Supplied Resource For Infrastructure Maintenance Delivery Units" framework but the principle role of this standard is to manage possession access across the industry for the work that needs to be done. Infrastructure Maintenance requires additional meetings to effectively manage work delivery and business performance. This list is presented in short-term to long-term order.

- Daily Supervisor's Roll Call Meeting
- Weekly Section Manager's PDR
- Maintenance Delivery Unit Weekly Planning Meeting
- Route Business Review (RBR)
- Monthly Business Review (MBR)
- T-33 Maintenance Delivery Unit Quarterly Plan Development Meeting
- Annual Maintenance Access Briefing (start of the business planning cycle)
- Delivery Unit Annual Integrated Work Plan input meeting

4.1 Daily Supervisor's Roll Call Meeting

Purpose:

To allow the Supervisor to allocate work to the appropriate teams, to review work not completed and to re-plan accordingly.

The Supervisor shall allocate work orders to each team that will allow efficient delivery of the planned work. The meeting is informal and may be conducted face to face, by e-mail or by telephone for remote teams.

Procedure:

Step 1: Prior to the meeting, the following reports shall be run by the Section Planner shown in Table 1 .

Report Name	Description
<i>RTR742A – Bulk Work Order Print</i>	Work orders that have a Planned Start Date entered into Ellipse
<i>RTR621A – Work Order Print</i>	Individual work arising work orders, as required

Table 1

Where handhelds are used, the Supervisor shall:

- confirm that these have been docked to enable the work order record and WAIF data to be uploaded and new work orders downloaded.
- review FDM

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Step 2: In addition to the listed reports, any signed WAIFs for urgent new work arising that have been reviewed by the Section Manager and are not yet in Ellipse shall be allocated to the appropriate team.

Step 3: For inspection work allocated to Supervisors or Section Managers the RTR624A or RTRO26 reports will also need to be run by the Section Planner shown in Table 2.

Report Name	Description
RTR624A – Walk Out Report	Permanent Way
RTRO26 – Walk Out Report	OLE

Table 2

These reports may be printed for a week's work or may be for an individual work day. This will be determined at a local level to suit the needs of the Supervisor.

See the Maintenance Planning Handbook NR/L3/MTC/PL0175/06 "Daily Supervisor's Roll Call Meeting" and NR/L3/MTC/PL0159 "Short term works planning in Maintenance" for further details on the purpose of the meeting.

4.2 Weekly Section Manager's Plan-Do-Review (PDR) meeting

Purpose:

To review all Ellipse work activities, including current work and work that has not been completed. For full details of the agenda refer to the Maintenance Planning Handbook NR/L3/MTC/PL0175/07 "Weekly Section Manager's Plan-Do-Review (PDR) Meeting".

Procedure:

Step 1: Prior to the meeting the following reports shall be run by the Section Planner shown in Table 3:

Report Name	Description
Work Outstanding Report	The Work Outstanding Report is used to show the overall backlog. Real time reports can be obtained directly from Ellipse using RTR626A. For the weekly National Backlog report see section 5.3.1. To use the Maintenance Systems & Data Organisation Enhanced Backlog Tool see section 8.
National Business Critical Work Outstanding Report	The Business Critical Report is used to show critical backlog. Real time reports can be obtained directly from Ellipse using RTR626A. See section 5.2
Weekly Cancellation Report	See section 5.11
Weekly Reprioritisation Report	See section 5.12
Compliance Reports	See section 6

Table 3