

SHS - Stage 3 cost update call with HIE and Orbex 16/7/20 - Minute of discussion

Dear all

Please find enclosed minutes to yesterday's Stage 3 cost update call.

These have been posted to [redacted].

Should you have any queries please get in touch.

Regards

[redacted]

[redacted]

[redacted]

GARDINER & THEOBALD LLP

m +44 [redacted]

gardiner.com



Please consider the environment before printing this e-mail

Gardiner & Theobald LLP is a limited liability partnership which is registered in England and Wales, registered number OC307124. A list of members' names is available for inspection at 10 South Crescent, London, WC1E 7BD, the firm's principal place of business and registered office.

This email and any attachments to it may be confidential and are intended solely for the use of the recipient/s. If you are not the intended recipient of this email, you must not take any action based upon its contents, nor copy or show it to anyone. Please contact the sender if you believe you have received this email in error and destroy it and any attachments immediately.

It is your responsibility to protect your system from viruses and any other harmful code or device. We try to eliminate them from emails and attachments but we accept no liability for any which remain. We may monitor or access any or all emails sent to us.

ITEM ACTION

The purpose of the meeting was to present the Stage 3 cost estimate to Orbex. The cost estimate reflects the estimated costs for the construction only. Fees and surveys are recorded separately.

Reference documents: G&T Stage 3 Cost Estimate No.3 dated 13 July 2020

MINUTES

Project Space Hub Sutherland

Job/Min No. 37404

Description Stage 3 cost update for Orbex

Date 16 July 2020

Time 2.00pm

Location Conference call

Present David Oxley DO Highlands & Island Enterprise HIE

David Howie DH Highlands & Islands Enterprise HIE

Pete Guthrie PG Highlands & Islands Enterprise HIE

[redacted] Orbex Orb

[redacted] Orbex Orb

[redacted] Orbex Orb

[redacted] Norr Architects Norr

[redacted] Arup Arup

[redacted] Arup Arup

[redacted] Arup Arup

[redacted] Gardiner & Theobald GTQS

[redacted] Gardiner & Theobald GTQS

[redacted] Gardiner & Theobald GTMS

Apologies None

Distribution As above +

[redacted] Norr Architects Norr

[redacted] Gardiner & Theobald G&T

[redacted] Gardiner & Theobald G&T

ITEM ACTION

[redacted]

ITEM ACTION

[redacted]

Summary of actions -

[redacted]

End

SHS - ML call at 12

Morning folks

Just a quick mail ahead of today's marine license call at 12

Just picking up where we left off last week and please shout if you think we need to do differently, suggest we use [redacted] email (attached) as a loose agenda.

Ultimately we need to leave the call with a clear or as clear idea as we can at this stage to move the marine licence discussion forward.

Cheers

[redacted]

[redacted]

[redacted]

GARDINER & THEOBALD LLP

m +44 [redacted]

gardiner.com



Please consider the environment before printing this e-mail

Gardiner & Theobald LLP is a limited liability partnership which is registered in England and Wales, registered number OC307124. A list of members' names is available for inspection at 10 South Crescent, London, WC1E 7BD, the firm's principal place of business and registered office.

This email and any attachments to it may be confidential and are intended solely for the use of the recipient/s. If you are not the intended recipient of this email, you must not take any action based upon its contents, nor copy or show it to anyone. Please contact the sender if you believe you have received this email in error and destroy it and any attachments immediately.

It is your responsibility to protect your system from viruses and any other harmful code or device. We try to eliminate them from emails and attachments but we accept no liability for any which remain. We may monitor or access any or all emails sent to us.

Hi [redacted],

[redacted]

Thanks,

[redacted]

From: [redacted] @ Gardiner.com>

Sent: 20 May 2020 08:57

To: [redacted] @ ukisl.com>

Cc: [redacted]@ukisl.com; [redacted]@hient.co.uk) < [redacted]@hient.co.uk>; [redacted]

@hient.co.uk; [redacted]@Gardiner.com>

Subject: SHS - Comments on Marine Scotland letter

[redacted]

[redacted]

Thanks

[redacted]

[redacted]

[redacted]

GARDINER & THEOBALD LLP

m +44 [redacted]

gardiner.com



Please consider the environment before printing this e-mail

Gardiner & Theobald LLP is a limited liability partnership which is registered in England and Wales, registered number OC307124. A list of members' names is available for inspection at 10 South Crescent, London, WC1E 7BD, the firm's principal place of business and registered office.

This email and any attachments to it may be confidential and are intended solely for the use of the recipient/s. If you are not the intended recipient of this email, you must not take any action based upon its contents, nor copy or show it to anyone. Please contact the sender if you believe you have received this email in error and destroy it and any attachments immediately.

It is your responsibility to protect your system from viruses and any other harmful code or device. We try to eliminate them from emails and attachments but we accept no liability for any which remain. We may monitor or access any or all emails sent to us.

[Attachment withheld]

[Redacted]

Hi [redacted]

Following our procurement workshop 21/8/20 please find enclosed G&T draft Construction Works Procurement Strategy Report v4 for your comment.

Once you have reviewed the document, can I suggest a follow up call to talk through the report and discuss any observations you may have prior to the document being finalised.

Kind regards

[redacted]

[redacted]

[redacted]

GARDINER & THEOBALD LLP

m +44 [redacted]

gardiner.com



Please consider the environment before printing this e-mail

Gardiner & Theobald LLP is a limited liability partnership which is registered in England and Wales, registered number OC307124. A list of members' names is available for inspection at 10 South Crescent, London, WC1E 7BD, the firm's principal place of business and registered office.

This email and any attachments to it may be confidential and are intended solely for the use of the recipient/s. If you are not the intended recipient of this email, you must not take any action based upon its contents, nor copy or show it to anyone. Please contact the sender if you believe you have received this email in error and destroy it and any attachments immediately.

It is your responsibility to protect your system from viruses and any other harmful code or device. We try to eliminate them from emails and attachments but we accept no liability for any which remain. We may monitor or access any or all emails sent to us.

Attachment withheld

-----Original Appointment-----

From: [redacted]@uklsl.com>

Sent: 02 June 2020 15:13

To: [redacted]

Subject: FW: Weekly Telecon UKLSL/Orbex/G&T/HIE/ [redacted]

When: [redacted]

Where: [redacted]

-----Original Appointment-----

From: [redacted]@uklsl.com>

Sent: 19 May 2020 16:46

To: [redacted]; [redacted] ' '; [redacted] ' '; [redacted] [redacted]; [redacted]; [redacted]; ' [redacted]; [redacted]

Subject: Weekly Telecon UKLSL/Orbex/G&T/HIE/ [redacted]

When: [redacted]

Where: [redacted]

All

As discussed, [redacted]

Standing Agenda is as follows,

Agenda:

1. Focus topic – Face to face meeting agenda
2. Progress update on each party project plans (highlighting key interdependencies required from other consortium members)
3. Issues and actions arising
4. Change notices (communication of changes to requirements, project plans, key events etc, approval of change notices as applicable) (UKLSL to provide data/stats)
5. Status of open actions – report of status of actions, overdue/high priority (UKLSL to provide data/stats)
6. Status of open RFI - report of status of actions, overdue/high priority (GT to provide data/stats)
7. Specific agenda items (e.g. preparations for upcoming meetings, sharing of materials, report presentations, significant issues etc)
8. Date and location of next meeting
9. AOB

[redacted]

RE: Space Hub Sutherland - Request for Interview - Scottish Government Gateway review

Dear All,

With your interview with the Scottish Government Gateway review team imminent, they have asked me to send you their “pen pictures” so you know a little bit about their background.

Kind regards,

Pete

Review team leader

[redacted]

Review team members

[redacted]

From: Peter Guthrie

Sent: 07 September 2020 13:16

To: David Oxley <david.oxley@hient.co.uk>

Cc: [redacted]; [redacted]@gov.scot

Subject: Space Hub Sutherland - Request for Interview - Scottish Government Gateway review

Importance: High

To: David Oxley (HIE), Sandra Dunbar (HIE), Roy Kirk (HIE), Martin Johnson (HIE), [redacted] (Melness Crofters Estates), [redacted] (Gardiner and Theobald), [redacted] (Orbex), [redacted] (UK Space Agency), [redacted] (Scottish Government), [redacted] (Scottish Futures Trust), [redacted] (Brodies Solicitors), [redacted] (The Highland Council).

From: Pete Guthrie – Senior Project Manager, Space Hub Sutherland, on behalf of David Oxley – Executive Director of Business, Highlands and Islands Enterprise.

Dear All,

The Space Hub Sutherland Programme will imminently be undertaking an interim Scottish Government Gateway review between 14th and 16th September. I’d be grateful if you would contribute to this review by allowing the review team to interview you via a video call? The briefing below explains the review process and is intended to make the most of your time with the review team.

The purpose of the review is to support David Oxley, HIE’s Executive Director of Business to discharge his responsibilities as Senior Responsible Officer for the Space Hub Sutherland programme. It will provide him with assurance that it is well managed and any significant risks to a successful outcome are identified and managed. The review will help him decide whether the programme is ready to move forward to its next phase of delivery. Many of you will be very familiar with the Government Gateway review process, however I imagine some of you will not have come across it before, so rather than me go through it now if you click [here](#) it will take you to the Scottish Government’s website which explains all about it.

Your interview

Ideally this will be a 45 minute interview via phone or video. The review team are interested in your views and will ask about your responsibilities or engagement with the

programme. Your interview with the review team and the report they prepare for David at the end of the review period are both non-attributable, so you can speak freely and frankly.

David and Charlotte Wright (HIE's Chief Executive) will receive reporting information as a matter of course; therefore, the intention of this review process is to gather insights, views and understanding of how the programme is being managed, the Scottish Government's PPM Principles (you can see these by clicking [here](#)) are being addressed and the progress it is making toward its outcome or objective.

I have taken the liberty of preparing a "Doodle poll" to establish a time which is convenient for your interview. **I'd be very grateful indeed if you could fill out the form via the link below** and I will refer back to you with the agreed timeslot (the 14th or 15th September) as well as the telephony details required.
[redacted]

The review team

The review team is independent of our programme team and the report they will produce is an evidence-based snapshot of the status at the time of the review. It reflects the views of the independent review team, based on information evaluated over the three days, and is delivered [redacted] immediately at the conclusion of the review.

It is the review team leader's responsibility to ensure the review team work well together and produce a final report. The review team will be led by [redacted] from "Valuta" he will be supported by other reviewers with extensive Gateway review experience.

I thank you in advance for your co-operation and support. If you have any questions at all please don't hesitate to give me a ring on the number below.

Finally I hope this finds you all well.

Kind regards,

Pete

Peter Guthrie

Senior Project Manager – Space Hub Sutherland

DD: +44 [redacted] | Mob: +44 [redacted] | Reception: +44 (0)1463 245245

Follow me on Twitter [redacted]



Highlands and Islands Enterprise | Iomairt na Gàidhealtachd 's nan Eilean
An Lòchran, 10 Inverness Campus, Inverness, IV2 5NA



All - for clarification - the meeting which we were hoping to have today has been rescheduled to tomorrow (Thursday) 10am.

Thanks

[redacted]

-----Original Appointment-----



Please consider the environment before printing this e-mail

Gardiner & Theobald LLP is a limited liability partnership which is registered in England and Wales, registered number OC307124. A list of members' names is available for inspection at 10 South Crescent, London, WC1E 7BD, the firm's principal place of business and registered office.

This email and any attachments to it may be confidential and are intended solely for the use of the recipient/s. If you are not the intended recipient of this email, you must not take any action based upon its contents, nor copy or show it to anyone. Please contact the sender if you believe you have received this email in error and destroy it and any attachments immediately.

It is your responsibility to protect your system from viruses and any other harmful code or device. We try to eliminate them from emails and attachments but we accept no liability for any which remain. We may monitor or access any or all emails sent to us.

From: [redacted]

Sent: 25 May 2020 13:54

To: [redacted]; [redacted]; David Howie; Peter Guthrie; [redacted]; [redacted]; [redacted]; [redacted] [redacted]

Subject: SHS - Planning update

When: 28 May 2020 10:00-10:30 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.

Where:

All

HC have requested a meeting at 4pm, therefore suggest a catch up on Thursday

If this time does not suit please let me know when would

Thanks

[redacted]

Thanks [redacted]. At first read through that reflects our discussions correctly.

Regards
[redacted]

[redacted]

RE: Notes from [redacted] meeting today

Ok thanks [redacted]. Still waiting for replies from others.

From: David Oxley <david.oxley@hient.co.uk>
Sent: 18 September 2020 10:29
To: [redacted]
Cc: Peter Guthrie <peter.guthrie@hient.co.uk>
Subject: RE: Notes from [redacted] meeting today

[redacted],

[redacted]

[redacted]

From: [redacted]
Sent: 18 September 2020 09:00
To: [redacted]@orbex.space>; [redacted]@orbex.space>; David Oxley <david.oxley@hient.co.uk>; [redacted]; [redacted]; [redacted]; [redacted]@ukisl.com>; [redacted]; [redacted]@orbex.space>; [redacted] >
Subject: RE: Notes from [redacted] meeting today

Thanks [redacted].

[redacted]

Then I'll put out a calendar invite at a suitable time.

Best regards,
[redacted]

From: [redacted]@orbex.space>
Sent: 17 September 2020 12:35
To: [redacted]@orbex.space>; David Oxley <david.oxley@hient.co.uk>; [redacted]; [redacted]; [redacted]; [redacted]@ukisl.com>; [redacted]; [redacted]@orbex.space>; [redacted]; [redacted]
Subject: Re: Notes from [redacted] meeting today

Updated file of agenda and notes attached.

Regards
[redacted]

[redacted]
[redacted]

On 17 September 2020 at 11:01:40, [redacted]@orbex.space) wrote:

Thank you all for your constructive participation today. I thought the open and cooperative spirit of the discussion bodes well for our objectives.

Attached are two files. The first is the notes of actions appended to the agenda. The second file is the slide set I presented about [redacted], to which I have added the requested schedule of key dates for the [redacted].

Please let me know any comments requiring correction.

Regards
[redacted]

[redacted]
[redacted]

[redacted]

-WARNING: This message contains confidential and/or proprietary information which may be subject to privilege or immunity and which is intended for the use of its addressee only.
Should you receive this message in error, you are kindly requested to inform the sender and to definitively remove it from any paper or electronic format.
Any other use of this e-mail is strictly forbidden. Thank you in advance for your cooperation.

Please consider the environment before printing this e-mail.

This document is confidential and intended solely for the use of the addressee(s). If you are not the intended recipient, please inform the sender immediately. Any unauthorised use of this document is strictly prohibited. HIE uses filter software to protect its staff and will automatically delete any email that contains offensive or profane content. Tha an teachdaireachd seo dìomhair agus 's ann dhan neach-ainmichte a-mhàin a tha i. Ma 's e is gun d' fhuair sibh le mearachd i, feuchaibh is leigibh fios sa spot dhan neach bhon tàinig i. Tha cleachdadh neo-cheadaichte na teachdaireachd seo fìor-thoirmisgte. Tha HIE a' cleachdadh bathar-bog gus luchd-obrach na buidhne a dhìon is cuiridh i às do phost-dealain sam bith sa bheil càil oilbheumach no truailleach.

[redacted]

Sutherland Spaceport [redacted] Agenda 17 September 2020

1. Introductions 5 minutes
2. [redacted]
 - a. [redacted] 10 minutes
 - b. [redacted] 20 minutes
3. [redacted] 10 minutes
4. [redacted] 5 minutes
5. [redacted] 15 minutes
6. [redacted] 20 minutes
7. Next steps 5 minutes

FW: Notes and actions from today's discussion

[redacted]

From: David Howie

Sent: 09 June 2020 17:07

To: [redacted]@orbex.space>

Cc: David Oxley <david.oxley@hient.co.uk>; [redacted]@orbex.space >

Subject: Notes and actions from today's discussion

[redacted],

Notes and actions from today.

Actions

[redacted]

HIE update for info

[redacted]

Orbex update – for info

[redacted]

Other items

[redacted]

Cheers

David

David Howie

Programme Head, Space Hub Sutherland

DD: +44 ([redacted]) | Mob: +44 ([redacted]) | Reception: +44 (0)1463 245245

SHS - review of planning submission with Programme Steering Board

Folks,

A short agenda will follow but we expect to review:

- Any outstanding issues
- Schedule of mitigation
- [redacted]

Cheers,

David

Folks,

Hope you can make this - the plan is to review the [redacted].

The full list will be shared today by [redacted] – I'll let you know when its there.

Cheers,

David

.....

[redacted]

SHS planning update (see agenda)

Having to move this meeting because of various holidays over the coming weeks.

All, as requested, meeting invite to cover off the following discussions points:

1. Planning conditions – run through of each condition, clarify scope, ownership, and what is planned in terms of upcoming activity. Agree handover points
2. Status of procurement recommendations
3. Current plan baseline - [redacted]
4. Open actions – current status and agree close out / handover plan

[redacted]

SHS - GI and road design principles discussion

1. Introductions - [redacted]
2. Summary of the philosophy underpinning substructure and roads design - [redacted]
3. GI overview - [redacted]
 - a. Procurement process
 - b. Tendering contractors
 - c. Scope and revisions to scope
 - d. Pricing
 - e. Programme

- f. Bird breeding season
- 4. Open discussion
- 5. AOB - [redacted]
- 6. Wash-up of actions - [redacted]
- 7. DONM

Hi All,

Please see [redacted] an Agenda below. [redacted]

Thanks,
[redacted]

[redacted]

Agenda:
[redacted]

Thanks,
[redacted]