



# MINUTES

<b>Project:</b>	London Overground Line Naming
<b>Meeting:</b>	Integrated Project Delivery Team Meeting
<b>Date:</b>	24 August 2023
<b>Time:</b>	10:00 – 11:00
<b>Location:</b>	Via Microsoft Teams

In Attendance	Role
Christopher Nash (CN, Chair)	Customer Experience
Julie Dixon (JD)	Project Sponsor
Ben Bloom (BB)	SAE
Benjamin Lyon (BL)	Governance Manager
Chris Carter (CC)	Contact Centre Operations
Christian Summers (CS)	Marketing
Hannah Davenport (HD)	LCP
[REDACTED]	Arriva
Jon Hunter (JH)	Design
Kirsten Hearn (KH)	Government Relations
Simon Burrows (SB)	CRM
Alex Cook	Customer Information
[REDACTED]	ARL Project Manager
Victoria Wilson (VW)	Corporate Communications
William Cooper (WC)	Corporate Communications
Lola Williams (LW)	Project Officer
Rajdeep Ghatora (RG)	Concession management (London Overground)
Stephanie Doyne (SD)	Corporate Affairs (Advisor to Andy Lord)
Dharmina Shah (DS)	Corporate Affairs
Shumirai Mavunga (SMA)	Fleet

DNCO Reps	
[REDACTED]	Client Director
[REDACTED]	Strategy Director

Apologies	
Sumaiyah Moola (SM, Chair)	Customer Experience
Ally Routledge	Government Relations
[REDACTED]	RfL
Emily Butler	Government Relations
Gordon Thomas	Fleet
Edith Boakye	Project Manager
Joe Jolly	Employee Communications
Rosie Rogers	Social Media
David Edwards	Press
Hanna Kops	User Experience / Digital Rep
Paul Simon Edwards	Fleet
Emma Davies	Senior Advisor
Esther Johnson	LCP

DNCO Reps	
[REDACTED]	Project Manager
[REDACTED]	DNCO

**1. Welcome & Apologies**



1.1 CN welcomed the group to the meeting and gave a quick run through of the agenda items.

## 2. Community & Stakeholder Engagement Progress Update

2.1 LA gave a brief update on the stakeholder workshops. She stated that the workshops are ongoing and the sessions this week has been very successful and that almost all interviews have been completed. She also confirmed that a session has been booked with Ian Sinclair.

2.2 LA also stated that all activities planned for the Discovery workshop are almost complete with one last one scheduled for the 29<sup>th</sup>, August. She further stated that from an internal perspective, DNCO will be having a 2-day lockdown session to distil and analyse all the data from the workshops and begin to draw some conclusions on the finding and identifying key themes in preparation for the long list naming workshop on the 5<sup>th</sup>, September.

2.3 LA further stated that as part of that 2-day session, on the 30<sup>th</sup> and the 31<sup>st</sup>, DNCO will also be defining and firming up the agenda for the long list workshop on the 5<sup>th</sup>. This can then be circulated to as required to ensure that the attendees are prepared and informed of the objectives and expected outcome of the session. She also mentioned that she is working with EBo and LW on plans for the critical milestone meetings in September.

2.4 SY stated that following the last workshop, the participants had strong views on what the names will be and how the names will be delivered. They also had strong views on involving the communities that the names represents and to ensure that they are adopted by London. SY stated that he will include this as part of their findings.

2.5 KH asked if DNCO could provide approximately 150 words to describe how they are leading the process. This is to prepare a response for any questions from the mayor's office. **ACTION:** SY to send a paragraphed description of the process to KH.

2.6 SY asked about the carnival related posters on the network and asked if he can be introduced to the project team to see what materials were created for these posters as an input into DNCO ongoing research. JD and SY to discuss offline.

## 3. Sponsor's Update (incl. update on key decisions & from Steering Group)

3.1 JD gave an update from the ExCo, and TP meetings and it was decided that a decision on whether the final phase of engagement/decision making will be via poll or not will be made after the shortlist of names have been provided.

3.2 JD stated at the ExCo meeting, the design approach, lines colours and the approach to implementation were approved.

3.3 She mentioned that there were also discussions around the timing and content of the media event, and whether there will be one or more than one media event. A recommendation is that the timings will be determined by which option is chosen for a final engagement/decision-making phase following the outcome of the shortlist.

## 4. Signage Procurement Update

4.1 JH gave an update on the procurement process. He stated that the evaluation process for the signage tender has now completed and currently in the 10-day standstill period before the mobilisation process can commence, this is to allow time for any challenges from the 2<sup>nd</sup> bidder. The winner supplier will be endorsement at the next CAM board meeting.

4.2 AC informed the group that the CAM board meeting has been rescheduled from the 28<sup>th</sup>, August to the 04<sup>th</sup>, September due to the Monday bank holiday.



4.3 JH stated that a internally mobilisation session is scheduled for the 6<sup>th</sup>, September, to discuss the mobilisation process and engagement with the supplier.

**5. Project Management**

5.1 N/A

**6. Minutes & Actions from the last meeting**

6.1 The minutes from the last meeting were noted by the group, and the link to the recording from that meeting can be found as follows: [LO line naming - project delivery team meeting-20230810 100410-Meeting Recording](#)

**7. AOB**

7.1 None noted.

**Date & Time of Next Meeting**

The date of the next meeting was noted as 07 September 2023, 10:00 – 11:00 via Microsoft Teams.