

Gourock-Dunoon Steering Group – Meeting No 1 – 26 June 2019 - Note

In attendance:

		Transport Scotland
		Transport Scotland
		CMAL
		CMAL
		CMAL
		CalMac
		CalMac

Apologies:

		Transport Scotland
		Transport Scotand
		CMAL

	Agenda & Notes	Action	Lead
1.	<p>Introductions and H&S</p> <p>opened the meeting and introductions undertaken, H&S completed.</p> <p>provided an overview of the Gourock Masterplan and the current infrastructure at Gourock</p>		■
2.	<p>Project Scope & Objectives</p> <p>discussion around the project aims which were agreed in principal. Passenger only service with 2 new vessels.</p> <p>Group agreed that the scope needs to be more defined in regards to the vessels and infrastructure required at Dunoon.:</p> <ul style="list-style-type: none"> o Delivery of new vessels, o harbour infrastructure upgrades at Gourock and Dunoon o provide a better ferry service to meet new vessels and users which is - reliable, resilient and improves capacity <p>Accessibility/DDA compliance was discussed and will be an integral part of the works as these are progressed.</p> <p>Action: Gourock Desk Exercise to be completed by September Calmac to provide TS with Sailings for desk exercise</p>	TS/CalMac	■
3.	<p>Project Lead</p> <p>CMAL agreed to lead the project on behalf of TS and Scottish Government. This will be both Vessels and Infrastructure.</p> <p>Action: CMAL will confirm resource for this project</p>	CMAL	■
4.	<p>Project Management/Governance</p> <p>As a project lead by CMAL on behalf of TS – the following documents are required.</p> <ul style="list-style-type: none"> i) TOR ii) Timescales/Programme iii) Roles & Responsibilities 		■

	iv) Risks v) CMAL Sharepoint Action: TOR, PID, Gateway Review to be drafted by TS and shared with Group to be agreed and signed off at Meeting No 2. SBC – TS to progress this with input from the SG. Lesson Learned – CMAL will share with TS. Sharepoint – CMAL will resource this and progress. Programme & Risks – CMAL will look to review what they have on this so far, and save to Sharepoint. Correspondence – Lines. TS will share what has been issued recently. General lines to be agreed by the SG. Comms/Stakeholder Engagement – to be developed idc.	TS/CMAL	
5.	Argyll & Bute – representative It was agreed that a representative be invited to be part of the Steering Group. Action: Discussions with A&B regarding membership of the SG Dunoon Infrastructure requirements. Discussion with A&B to be undertaken.	TS	■
6.	IDM/Ministerial Submission Confirmation given of IDM requirements for Project Management & Governance due to scale of project. Action: Ministerial Submission/Update IDM – date to be arranged Vessel – estimated costs to be provided for Submission/SBC.	TS/CMAL	■
7.	AOB Discussion regarding Gourock-Kilcreggan – it was agreed that this is separate, however the SG to be mindful of this.		■
8.	Date of next Meeting To be arranged late September/early October	■	■
9.	Close ■ thanked everyone for their attendance. Meeting closed.		■

Gourock-Dunoon Steering Group – Meeting No 2 – 30 October 2019 - Note

In attendance:

[REDACTED]	[REDACTED]	Transport Scotland
[REDACTED]	[REDACTED]	Transport Scotland
[REDACTED]	[REDACTED]	CMAL
[REDACTED]	[REDACTED]	CMAL
[REDACTED]	[REDACTED]	CMAL
[REDACTED]	[REDACTED]	CMAL
[REDACTED]	[REDACTED]	CMAL
[REDACTED]	[REDACTED]	A&BC
[REDACTED]	[REDACTED]	A&BC
[REDACTED]	[REDACTED]	CalMac
[REDACTED]	[REDACTED]	CalMac

Apologies:

[REDACTED]	[REDACTED]	Transport Scotland
[REDACTED]	[REDACTED]	Transport Scotland
[REDACTED]	[REDACTED]	Transport Scotland
[REDACTED]	[REDACTED]	Transport Scotland
[REDACTED]	[REDACTED]	CMAL
[REDACTED]	[REDACTED]	A&BC

	Agenda & Notes	Action	Lead
1.	<p>Introductions and H&S [REDACTED] opened the meeting and introductions undertaken, H&S completed. [REDACTED] provided an overview of the Gourock Masterplan and the current infrastructure at Gourock</p>		[REDACTED]
2.	<p>[REDACTED] Subject – Principles Paper/Desk exercise The Principles paper was presented by TS, and comments were received from around the table. Each organisation agreed to provide comments/contributions to the document.</p> <p>Passenger only service with new vessels. The SG agreed that the scope needs to be more defined in regards to the infrastructure required at Dunoon and Kilcregan. A&BC will provide information on infrastructure ∴</p> <ul style="list-style-type: none"> ○ Delivery of new vessels, ○ harbour infrastructure upgrades at Gourock and where appropriate Dunoon and Kilcregan ○ provide a better ferry service to meet new vessels and users which is - reliable, resilient and improves capacity <p>Accessibility/DDA compliance was discussed and will be an integral part of the works as these are progressed.</p> <p>Action: Principles paper – will be re-issued with comments/awaiting contributions Short Term improvements – TS to consider what it wants from these? E-hub – what are the requirements for this?</p>	<p>All</p> <p>TS</p>	[REDACTED]

3.	<p>Project Lead CMAL agreed to lead the project on behalf of TS and Scottish Government. This will be both Vessels and Infrastructure.</p> <p>Action: CMAL will confirm resource for this project</p>	CMAL	■
4.	<p>Project Management/Governance As a project lead by CMAL on behalf of TS – the following documents are required, and were discussed</p> <p>i) TOR – comments provided, document to be revised ii) Gateway documents – RPA1 & 2 – comments awaited iii) Timescales/Programme – to be drafted iv) Roles & Responsibilities – comments provided to be revised v) Risks – to be drafted vi) CMAL Sharepoint – to be set up</p> <p>Action: As above</p>	TS/All	■
5.	<p>Reference Group It was agreed that a Reference Group be created and that local communities representatives be invited to become members. Suggested organisation were put forward.</p> <p>Action: CMAL/CalMac & A&BC – to provide named individuals for invite to RG. TS will draft and issue invitations TS – schedule RG meeting January 2020 TS – to draft TOR for RG.</p>	CMAL/CalMac , A&BC TS	■
6.	<p>Next Steps</p> <p>Action: Ministerial Submission/Update – Nov/Dec to be drafted IDM –Transport Scotland Investment Decision Making Board on 10 February 2020. The SBC and accompanying paper are due for submission to the IDM Board by 31 January 2020. Therefore the SBC needs to be completed and submitted to TS by 17 January 2020 to allow for internal clearance processes. Vessel – estimated costs to be provided for Submission/SBC.</p>	TS TS TS/CMAL	■
7.	<p>AOB N/A</p>		■
8.	<p>Date of next Meeting To be arranged for December – doodle poll to be issued</p>	■	■
9.	<p>Close ■ thanked everyone for their attendance. Meeting closed.</p>		■

Gourock-Dunoon Steering Group – Meeting No 3 – 20 December 2019 - Note

In attendance:

[REDACTED]	Transport Scotland
[REDACTED]	Transport Scotland
[REDACTED]	Transport Scotland
[REDACTED]	CMAL
[REDACTED]	CMAL
[REDACTED]	CMAL
[REDACTED]	CMAL
[REDACTED]	CalMac Ferries Ltd
[REDACTED]	Argyll and Bute Council

* by phone

Apologies:

[REDACTED]	Transport Scotland
[REDACTED]	Transport Scotland
[REDACTED]	Transport Scotland
[REDACTED]	Transport Scotland
[REDACTED]	CMAL
[REDACTED]	CMAL
[REDACTED]	CMAL
[REDACTED]	CalMac Ferries Ltd
[REDACTED]	Argyll and Bute Council
[REDACTED]	Argyll and Bute Council

	Agenda and Note	Action	Lead
1.	<p>Introductions and Health and Safety</p> <p>opened the meeting, introductions were made and all health and safety updates were completed.</p> <p>[REDACTED] discussed and updated the actions log and the note from the previous meeting was agreed. (30 October 2019).</p>		■
2.	<p>Subject – Updated Principles Paper</p> <p>A revised version of the Principles paper was presented by Transport Scotland. Members discussed in detail and comments were received from around the table.</p> <p>Discussion then turned to the linkspan at Gourock, with CMAL advising of the work that has been completed as well as the plan going forward. CMAL will keep Transport Scotland updated as and when new information is available.</p> <p><u>Actions:</u> Principles Paper – Transport Scotland to liaise with Argyll and Bute Council in relation to outstanding comments.</p> <p>Steering Group ToR – CMAL to update table in Annex A (roles and responsibilities)</p> <p>E-hub facilities – Transport Scotland Policy Team to liaise with colleagues and consider best way forward.</p>	TS / CMAL	■

	<p>CMAL to provide Transport Scotland with a summary report with regards Gourrock linkspan.</p> <p>CMAL (RM) to provide more detail on option 3 of the masterplan</p> <p>CMAL (BS) to provide detail on tidal range, relating to the linkspan (concrete ramp option) (pg. 7)</p> <p>Transport Scotland (RH) to update VRDP list (pg. 12)</p> <p>Transport Scotland to liaise with CMAL with regards project documents RPA1 and RPA2.</p> <p>CMAL and CFL to provide detail of their respective costs for the project in its entirety.</p> <p>CFL to provide feedback on the impacts of the vessel berthing overnight in Dunoon including vessel / harbour fit.</p>		
3.	<p>Project lead It was confirmed that CMAL will provide an update in the New Year.</p> <p><u>Action:</u> CMAL will confirm who will be assigned Project Manager.</p>	CMAL	■
4.	<p>Project Management / Governance</p> <p>Revised versions of the Steering Group Terms of Reference and Reference Group Terms of Reference documents were presented by Transport Scotland. Members discussed the modest changes and updated versions were agreed.</p>		■
5.	<p>Reference Group – Representatives</p> <p>Discussion and agreement in relation to the membership of the Reference Group and date of first meeting.</p> <p><u>Action:</u> Transport Scotland to issue formal invite to prospective Reference Group members.</p>	TS	■
6.	<p>Next Steps</p> <p><u>Actions:</u> CMAL to provide the Strategic Business Case to Transport Scotland by an agreed date. (to be followed up post meeting).</p>	CMAL / TS	■
7.	<p>AOB</p> <p>Members did not have any other business to discuss.</p>		
8.	<p>Date of Next Meeting</p>		■

	Transport Scotland to arrange next Steering Group meeting to be held after the IDM Board.		
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Gourock-Dunoon Steering Group – Meeting No 4 – 19 March 2020 - Note

In attendance via Microsoft Teams

		Transport Scotland
		CMAL
		CMAL
		CMAL
		CMAL
		CMAL
		CalMac Ferries Ltd
		CalMac Ferries Ltd
		Argyll and Bute Council
		Inverclyde Council

Apologies:

		Transport Scotland
		CMAL

	Agenda and Note	Action	Lead
1.	<p>Introductions and Health and Safety</p> <p>RC opened the meeting, introductions were made and protocols for the video meeting were set out</p>		■
2.	<p>Sponsors Requirement Statement</p> <p>CMAL summarised that the SRS in its current position represents Transport Scotland's Requirements and has been circulated for Steering Group comments. This document will continue to be updated as items are defined or are revised through the life of the project.</p> <p><u>Actions:</u> CMAL to update the SRS in tracked changes and pdf a record of each version</p> <p>CalMac further vessel statement to be provided.</p> <p>TS to share meeting on the EHub for inclusion in the doc</p>	CMAL / CalMac / TS	■
3.	<p>Q&A – frequently asked questions</p> <p>CMAL provided an update that the initial draft document has been circulated and comments received from the steering group. Vessel comments awaited and then issue for final sign-off by steering group. Publish on-line week commencing 23 March.</p>	CMAL	■

	<p><u>Action:</u> CMAL vessels comment CMAL to circulate around steering group CMAL to publish on website</p>		
4.	<p>Reference Group</p> <p>CMAL provided a short summary on the successful inaugural Reference group meeting. Some misrepresentation being made by Cllrs in Cowal over the information approval process and normal confidentiality around contracts etc.</p> <p><u>Action:</u> CMAL to meet Local paper editor and local area committee.</p>	CMAL	■
5.	<p>Strategic Business Case</p> <p>CMAL harbours provided draft to TS. CalMac have issued vessel statement 19 March. This will allow CMAL vessels to draft their section due with TS 27 March. A&BC to liaise with TS to provide paragraph by 27 March</p> <p><u>Action:</u> CMAL Vessels TS A&BCouncil</p>	TS/CMAL/A&BC	■
6.	<p>Next Steps</p> <p><u>Actions:</u> Issued as an updated table alongside this document</p>	CMAL	■
7.	<p>AOCB</p> <p>■ – Risk register - check on vessel fit and phasing ■ – Category for vessel design to be confirmed for the SRS ■ Kilcreggan Service has been confirmed to move to CalMac. This needs to be taken into account by this project</p>	TS / CalMac / CMAL	■
8.	<p>Date of Next Meeting</p> <p>CMAL to issue a doodle poll to arrange next Steering Group meeting.</p>		■

Gourock-Dunoon Steering Group – Meeting No 5 – 15 May - Note

In attendance via Microsoft Teams

		Transport Scotland
		CMAL
		CMAL
		CMAL
		CMAL
		CMAL
		CalMac Ferries Ltd
		Argyll and Bute Council
		Argyll and Bute Council
		Inverclyde Council

Apologies:

		Transport Scotland
		CalMac Ferries Ltd

	Agenda and Note	Action	Lead
1.	<p>Introductions and Health and Safety</p> <p>█ opened the meeting and welcomed the attendees</p> <p>Under the current COVID19 Lockdown procedures meetings will continue to be held via Microsoft Teams.</p> <p>Workshops will also be held over teams with individual presentations through screen sharing and walking through items. More to come for the next June Vessel/Infrastructure integration meeting.</p>		█
2.	<p>Sponsors Requirement Statement and Terms of Reference</p> <p>TOR has been updated to reflect the new team members now in place and steering group structure.</p> <p>SRS has been updated with clarifications received to date.</p> <p>Guidance awaited from the Network Strategy Group meeting (21 May 20) on the passenger vessel strategy, infrastructure investment and implications of integrating the Kilcreggan service to the CalMac</p>	CMAL / CalMac / TS	█
3.	<p>Project Website</p> <p>Hosts:</p> <ul style="list-style-type: none"> all press releases for the project Q&A from the Reference Group meeting Ran on-line survey and will host the survey findings 		

4.	<p>Survey Results</p> <p>On-line survey hosted on CMAL's website 625 completed participants.</p> <p>Summary shared with Steering group comments received from A&B Council and Transport Scotland. CalMac and CMAL vessel and infrastructure comments required by 22 May.</p> <p>Publish final version of survey week commencing 25 May</p>	CMAL /CalMac	■
5.	<p>Comms and Engagement Strategy</p> <p>Comms on-gong with survey and results to be published on the project website and a release issue to the local papers and social media updates.</p> <p>Presentation findings will be published and the next item will be announcement of designers being appointed in June.</p> <p>Reference Group will be covered in the next item but will be moving to a virtual platform for the next meeting Sept/Oct20</p> <p>Engagement strategy will need to move to a virtual environment in the short to medium term. Potential for recording a webinar type presentation with Q&A session as a replacement for roadshows.</p> <p>■ to update both Comms and Engagement strategy and circulate</p> <p>Regular correspondence on-going Steering Group providing information to Transport Scotland. Responses to date to be shared with Steering Group members</p>	ALL	■
6.	<p>Reference Group</p> <p>Provision of updates via email every two months to the Reference Group Members on-going.</p> <p>Continued dialogue on Reference Group attendees. Clarification has been made on when usual confidentiality applies and checks for accuracy of information for any membership.</p> <p>Attendance has been offered to the local area committee. Awaiting feedback on new format and next meeting. S Clark will be able to provide an update to Harbour Board in July.</p>	CMAL	■
7.	<p>Strategic Business Case</p> <p>CMAL harbours provided draft to TS. CalMac have issued vessel statement 19 March. This will allow CMAL vessels to draft their section due with TS in May.</p> <p>TS to establish IDM board restart but aim for a complete package to be submitted in June</p>	TS/CMAL	■

8.	<p>Working group</p> <p>Draft note from initial meeting issued. Comments received and will be updated.</p> <p>Anticipated next meeting in July. This will be via teams and will be in the presentation format</p> <p>Additional note: A&BC do not have design resource in place currently and there is opportunity to utilise either internal design resource or consultants once the project progresses.</p>	CMAL	■
9.	<p>Next Steps</p> <p><u>A</u>ctions: Issued as an updated table alongside this document</p>	CMAL	■
10.	<p>AOCB</p> <p>■ Please provide the CalMac vessel statistics on reliability for design consideration.</p>	CalMac	■
8.	<p>Date of Next Meeting</p> <p>CMAL to issue a doodle poll to arrange next Steering Group meeting.</p>		■

Gourock-Dunoon Steering Group – Meeting No 6 – 17 Aug - Note

In attendance via Microsoft Teams

		Transport Scotland
		CMAL
		CMAL
		CMAL
		CMAL
		CalMac Ferries Ltd
		Mott Macdonald
		Mott Macdonald

Apologies:

		Transport Scotland
		CalMac Ferries Ltd
		Argyll and Bute Council
		Argyll and Bute Council
		Inverclyde Council
		CMAL

	Agenda and Note	Action	Lead
1.	<p>Introductions and Health and Safety</p> <p>opened the meeting and welcomed the attendees</p> <p>Under the current COVID19 Lockdown procedures meetings will continue to be held via Microsoft Teams.</p>		■
2.	<p>Action list</p> <p>Action list – updated as per attachment</p>		■
3.	<p>Project Website</p> <p>Project announcements:</p> <ul style="list-style-type: none"> Infrastructure Gourock – Consultant appointed – press release due Vessels Naval architect – to be appointed – Press release September 	■	
4.	<p>Comms and Engagement Strategy</p> <p>Comms on-gong, the survey results have been published on the project website and the Q&A section is being kept up-to-date.</p> <p>Engagement strategy will move to a virtual environment in the short to medium term. Project webpage and social media being key outlets. Consideration is currently being made to GDPR with regards to recording</p>	ALL	■

	a webinar type presentation with Q&A session as a replacement for roadshows.		
5.	<p>Reference Group</p> <p>Provision of updates via email every two months to the Reference Group Members on-going.</p> <p>Mott Macdonald will contact the reference group in late Aug/Early Sept to agree Transport Planning Objectives</p> <p>Provisional date in November to be set for Reference Group meeting to walk through the options and discuss preferred option.</p> <p>RC and SC will attend the Cowal area committee in September to provide an update and then the A&BC Harbour Board.</p>	<p>MM</p> <p>CMAL</p> <p>A&BC / CMAL</p>	<p>■</p> <p>■</p> <p>■</p>
6.	<p>Strategic Business Case</p> <p>SBC docs provided for Gourock infrastructure and vessels for Dunoon Gourock</p> <p>IDM board meeting is set for 7 October</p>	<p>TS</p>	<p>■</p>
7.	<p>Integration working group</p> <p>Vessel/Infrastructure integration meeting held on 30 July, provided two broad options for a resilient berthing arrangement. This allows both the development of the vessels and the Gourock port master plan. The outcome of the Gourock progress will then inform design work for both Dunoon and Kilcreggan. Dunoon and Kilcreggan will be progressed by A&B Council.</p>	<p>CMAL</p>	<p>■</p>
8.	<p>Next Steps</p> <p><u>A</u>ctions: Issued as an updated table alongside this document</p>	<p>CMAL</p>	<p>■</p>
8.	<p>Date of Next Meeting</p> <p>CMAL to issue a doodle poll to arrange more frequent Steering Group meetings for September, October, November and December.</p>		<p>■</p>

Gourock Ferry Terminal OBC

Steering Group Inception Meeting

Mott MacDonald's Role

- Support CMAL in the development of the Outline Business Case for the terminal infrastructure at Gourock Ferry Terminal
 - Leading on the engineering inputs in the Socio-Economic Case
 - Supporting on the Financial, Commercial and Management Cases
- Strategic Case – TS Lead
- Socio Economic – Policy, wider economic context, etc. – TS Lead



Methodology and Programme

Baselining and Objectives Setting

- Review of SBC,
- Identify Problem, Constraints, Issues, Opportunities
- Stakeholder Engagement
- Setting TPOs

Completion Aug 2020

Procurement of Surveys

- Topographic
- Bathymetric
- Sub Bottom Profiling
- Wave and Current Data (3 months)

Completion Nov 2020

Initial Option Development

- Review options in Gourock Masterplan
- Develop a number of options to satisfy TPOs
- Wave Modelling
- Consider Phasing
- Cost Estimates

Completion Nov 2020

Selection of Preferred Option

- Score options developed against TPOs and STAG criteria
- Identification and Agreement of Preferred Option
- Engagement with Public and Key Stakeholders

Completion Jan 2021

Mott MacDonald

17 August 2020

Methodology and Programme

Further Development of Preferred Option

- Incorporate Feedback
- Develop Preferred Option to Outline Design
- Further Development of Phasing and Programme
- Update Cost Estimate

Completion March 2021

Inputs to Commercial, Financial, Management Cases

- To be discussed and agree with TS and CMAL

Completion March 2021 (TBC)

Initial Option Development

- Draft OBC Report
- Final OBC Report incorporating Steering Group Comments
- Response to Sponsor Requirements Statement

Completion April 2021

MOTT MACDONALD

17 August 2020

Key Steering Group Inputs

- Agreement of in-scope vessels and key requirements – August 2020
- Review and Agree TPOs – early September 2020
- Review scoring of options and agree Preferred Option – November 2020
- Review and Comment on Material for Public Engagement – November 2020
- Comment on updates provided as preferred option develops – early Feb 2020
- Review and provide comments on Draft OBC Report – March 2020

Mott MacDonald

17 August 2020

In-Scope Vessels

Passenger Only Vessels

- MV Ali Cat
- MV Argyll Flyer
- MV Chieftain
- New Vessels
 - 3 No. Sister Vessels, or
 - 2 No. Sister Vessels and 1 No. similar with modifications to suit Kilcreggan
 - Length Overall: - 40 metres
 - Breadth Moulded: - 9 metres
 - Design Draught: - 2 metres
 - No of Passengers: - 250
 - No of Crew: - 3
 - Service Speed: - 12 knots min

Alternative Mainland Port RoRo Vessels

- MV Glen Sannox (FMEL 801)
- MV Caledonian Isles
- MV Hebrides
- MV Clansman
- MV Coruisk
- MV Argyll
- MV Bute

Do these vessels envelope all in-scope vessels including relief and future vessels?

Mott MacDonald

17 August 2020



In-scope Vessels

Primary and Secondary Vessels

- **Primary Vessels** – all ferry terminal infrastructure is designed to facilitate regular berthing and operation of the vessels
- **Secondary Vessels** – wetside terminal infrastructure is designed to facilitate these vessels but landside operations are scaled back i.e. 100% of vehicle carrying capacity for marshalling rather than 150%

17 August 2020

Alternative Mainland Port RoRo Vessels – Marshalling Requirement

Vessel	Car Carrying Capacity	Marshalling 100% (m)	Marshalling 150% (m)
MV Glen Sannox	132	660	990
MV Caledonian Isles	92	460	690
MV Hebrides	90	450	675
MV Clansman	80	400	600
MV Argyll	50	250	375
MV Bute	50	250	375
MV Coruisk	35	175	263

- Confirmation will be sought from CMAL and CFL with regards to marshalling lane width, proportion of wider lane widths and segregation for dangerous goods.

Mott MacDonald

17 August 2020

Overnight and Layby Berth Requirements

Requirement as per WPO and SRS;

Layby/overnight berths are to be provided for simultaneous berthing of 2No. Gourock-Dunoon passenger vessels, the Gourock-Kilcreggan passenger vessel, and 1No. Alternative Mainland Port RoRo vessel, this provision can be met by utilising some of the berths described above

If suitably designed service berths could also be overnight/layby berths i.e. 3 No. passenger berths and 1 No. RoRo total.

Is there any further requirement for overnight/layby berths beyond this?

Inputs from Steering Group

- Inputs at Key Decision Points discussed previously,
- Engagement with the Gourock Ferry Terminal OBC project as a collective and as individual organisations,
- Transport Scotland and CMAL
 - Clarity on the relative levels of inputs between TS and MML for the Commercial, Financial and Management Cases

Thank you

Gourock Harbour Infrastructure and Vessels Project – Steering Group Terms of Reference

Background

“Scottish Ministers are committed to delivering a passenger ferry service between Gourock and Dunoon with improved reliability and resilience, as the Minister and his officials discussed with local stakeholders.”

Membership

This project brings together Transport Scotland, CMAL, CalMac and Argyll and Bute Council and community stakeholders to deliver an improved ferry service for the Gourock – Dunoon route and now (May 20) incorporates the Kilcreggan service.

Project Purpose

The aim is to provide a modern reliable and resilient lifeline ferry service which meets the needs of its passengers and their communities.

This will be achieved through:

- replacement of Gourock Harbour infrastructure
- Harbour infrastructure at Dunoon to provide a reliable service
- Pier infrastructure at Kilcreggan to provide a reliable service
- delivery of 3 new vessels to the Gourock Dunoon specification

Project Scope

The project is defined in:-

- Project Terms of Reference (this document)
 - Defines the project governance
- The Sponsor’s Statement of Requirements (Transport Scotland are the Project Sponsor)
 - Defines the infrastructure scope and performance and capacity requirements for the vessel
- The CHFS Operational Framework
 - Defines the operational and management framework for delivery of lifeline ferry operations
 -

Project Governance

<u>Governance</u>	<u>Responsibilities</u>
Transport Scotland - Investment Decision Maker Board (IDM) Membership: (TS Directors and CEO)	Funding Decisions (Project Sponsor)
Network Strategy Group (NSG) Membership: (Head of Ferries unit, Senior TS Officials CMAL Directors and CalMac Senior Managers)	Strategic Direction
Project Steering Group Membership: (CMAL, CalMac, Argyll and Bute Council officials)	Project level direction Design co-ordination Programme delivery Project Communications
Project Sub/Working Groups	Scheme technical development Report to Steering Group

Membership as required: design technical teams CMAL, CalMac and A&B Council	
Reference Group	Local Stakeholder and community engagement
Membership(Officials:- CMAL, CalMac, Argyll and Bute Council) (Stakeholders:-	

Project Steering Group Objectives:

- Deliver IDM submissions for Strategic, Outline and Final business case
- Provide project papers to the Network Strategy Group covering progress, and programme. Requests for strategic direction will also be made if required
- Operate and maintain robust and auditable project governance
- To provide a forum for: project design collaboration; ferry service collaboration and facilitate central decision making
- To manage programme delivery
- To develop, manage and maintain a clear communications plan
- To develop the strategy for stakeholder engagement through the Reference Group

Project Steering Group Working Methods:

- Meetings will be held every 4-6 weeks (where appropriate)
- There will be a teleconference every 2nd Friday to review actions and ensure outcomes remain on target, where appropriate.
- Agenda and papers will be distributed 7 days in advance of the meeting
- Actions will be recorded and distributed within 5 days to the steering group
- Minutes will to be recorded and distributed to the Steering Group members within 10 days, with a view to be finalised within 20 days.

Project Reference Group

- Meetings will be held every 16-20 weeks (where appropriate and/or at the request of the Steering Group)
- CMAL will Chair the Reference Group Meetings
- Agenda and papers will be distributed 7 days in advance of the meeting
- Minutes / actions to be recorded and distributed to the Reference Group members within 10 days, with a view to be finalised within 20 days.

Confidentiality – Steering and Reference Groups

Members of these groups will be bound to a confidentiality agreement that any work product, group discussions arising from works undertaken by the Steering Group and/or commercially sensitive information resultant from this project is not shared out with the group, unless approval is provided by the Steering Group or Network Strategy Group, and where appropriate by Scottish Ministers. This ensures all project related communications are accurate but does not hinder project transparency.

Information and Project Governance

- A SharePoint site will be used as a platform to share and record information
- This will be maintained by CMAL.

Venue




To be agreed on a meeting by meeting basis

PROJECT ROLES AND RESPONSIBILITIES

The roles for those involved in managing, supporting and delivering the project are outlined below:

- The Scottish Ministers. Informed on project progress and delivery to meet policy objectives. Invited to approve key project stages and final Grant award.
- TS Investment Decision Making Board: Approval of Strategic, Outline and Full Business Cases for authorisation to proceed.
Provides advice and guidance to the Network Strategy Programme Steering Group.
- Network Strategy Programme Steering Group. Oversee progress and provides strategic direction and guidance to the Project Steering Group.
Approve project initiation and Business Case and authorise project moving to next stage, including clearance to seek approval from IDM and Minister, at key approval points. Meet every 6 weeks.
- Gourock – Dunoon Project Steering Group. Co-ordination, planning, programming, undertake Gateway reviews and delivery of the project.
- Gourock – Dunoon Harbour Reference Group – engages with key stakeholders and the community to provide perspective to the work managed by the Steering Group.

Project Role	Person
<p>Senior Executive (Senior Responsible Owner) The Executive is ultimately responsible for the project and business case, supported by the Project Sponsor and Project Co-ordinator.</p>	██████████
<p>Project Sponsor Ensures the project meets its project and strategic objectives and has responsibility for providing and applying for investment decisions.</p>	██████████
<p>Project Manager Day-to-day project management for the delivery of the project</p> <ul style="list-style-type: none"> • Project Governance • Communications / stakeholder management; • Ensure reporting requirements met including project risks • Provides reports and updates to the Network Strategy Group • Chairs Steering group meetings and reviews 	██████████
<p>Project Co-ordinator (Vessel). Providing day-to-day project management for the delivery of the Vessels.</p>	██████████ ██████████
<p>Project Co-ordinator (Gourock).</p>	██████████

<p>Providing day-to-day project management for the delivery of the Infrastructure upgrades.</p>	
<p>Project Co-ordinator (Dunoon). Providing day-to-day project management for the delivery of the Infrastructure upgrades.</p>	
<p>Senior Client (TS) To set out the technical, operational and financial aspects of the project to be delivered for CMAL and CalMac to take forward. To secure IDM and Ministerial approval and funding. To ensure Ministerial commitments are met</p>	
<p>Senior Client (CalMac). Provide operational advice, specification and support to the project team.</p>	

LESSONS LEARNED

Recommendation	Application
To ensure that the vessel being designed, procured and delivered is a geometric fit and can operate from the port.	Design of infrastructure and vessels to cover vessel fit during: current situation, phased construction and final layout.
Project Governance – to ensure all aspects of project governance is complied with. Correct use of CMAL SharePoint.	Project governance is set out in this paper. SharePoint site setup for collaboration
Communications is key – a clear communication plan/strategy to be created and taken forward. Public engagement events.	Project steering group will develop the communication strategy. Project Reference Group established to ensure stakeholder involvement.
Funding – IDM procedure and funding to be agreed and taken forward.	Gateway and IDM procedures adopted
To ensure that shoreside infrastructure is aligned to vessel delivery	Overall project programming to co-ordinate infrastructure and vessel delivery
To ensure that shoreside infrastructure ensures that Gourrock remains operational during improvement works and construction period – to meet operational requirements of the service.	Infrastructure works to be phased such that there is no disruption to the current services operating from Gourrock.

20 April 2020 – Gourock Dunoon - Vessel / Infrastructure Integration meeting 1

Attendees:

- Scottish Government
- Transport Scotland
- CMAL
- CMAL
- CMAL
- CMAL
- CalMac
- CalMac
- CalMac
- CalMac
- A&BC
- A&BC

Background

Anecdotal evidence from users and service providers point to the unreliability in the service as being the key issue to resolve. Post meeting note: the user survey of over 650 confirmed reliability as the number 1 complaint. The key service requirements from the survey were: 1 reliability and 2 was service frequency. Community feedback from the Reference Group Meeting also highlighted there was a commitment made to 40m long vessels to provide adequate seakeeping (reference MVA report – TS and DGFAG Steering Group).

Workshop key items discussed

Discussion on key challenges to reliability of current service:

- Vessels currently provided were what was available on the market at the time. Different hull forms and engines not designed for these routes or operating speeds.
- Gourock – challenging berthing in a North-Easterly winds waves pound boat onto the quay wall. Quay wall has a bounce back wave which creates a higher wave that passes under an open structure eg performance at Kilcreggan steps. Challenging in a big Southerly as vessel is blown off the berth when trying to reverse into position.
- Gourock vessel required to turn 180 degrees, avoid the Kilcreggan steps and dolphin and finally reverse into berth. This means there is a significant length of time required to berth.
- Gourock accessibility significant distance from vessel disembarking to the train service. Regular uncomfortable vessel motion when berthing and at rest when tied up. This causes less mobile passengers to need assistance.
- Dunoon – challenging berthing in a North-Easterly winds waves pound boat onto the breakwater wall and produces surge along the wall. Challenging in a big southerly as waves can over top the breakwater and vessel blown off berth when trying to reverse into position.
- Dunoon vessel required to turn 180 degrees in an enclosed space, avoid Dunoon old pier and then reverse into position.

Other items:

- Accessibility items in ports slopes to be max of 1:12, restricted vision provisions and changing rooms. These changing rooms are better suited at the Ports as these can be a community benefit. Accessibility on vessels: disabled toilets, wheel chair space and anchoring, restricted vision provisions

Examples provided by CalMac (attached)

- New York water taxis – these vessel berth against pontoons and motor against them rather than tie-up or rely on a mechanical connection

- Western ferries and Amsterdam – these vessels berth against floating linkspans and pontoons and make a physical connection
- Norwegian ferries that motor against pontoons and drop a ramp
- Thames clippers 40m vessels that berth against pontoons and tie up
- Concept ferry and pontoon
- Hydraulic passenger linkspan option

Discussions focused on the connection types and reliability in the Dunoon-Gourock locations.

Outcomes

- Consensus that a bespoke infrastructure and vessel combined outcome would provide the most reliable and accessible service. [REDACTED] to request direction from Network Strategy Group.
- Outline options to be considered and modelled to understand infrastructure and vessel behaviour in adverse wind and wave climates:
 - Pontoon with fully accessible access. vessel physical connection and or mooring lines
 - Linkspan type physical connection with berthing piles. Floating or hydraulic
 - Concrete ramp – This will be considered but initial thoughts are that it is likely to be less reliant as it will be a much smaller vessel than a loch class.
 - Post meeting note: Comparison of better fitting current infrastructure to be costed and modelled to demonstrate the improved reliability versus cost.
- Kilcreggan service and whether there should be commonality or interchangeability in vessels and infrastructure. [REDACTED] to request direction from Network Strategy Group

Next meeting

Next meeting due in June once Infrastructure consultant is appointed by CMAL. Date tbc

Examples provided by CalMac

<file:///C:/Users/U418492/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/2SDK1QTC/Passenger%20Only%20Operators%20-%20Examples.pdf>



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Hebridean & Clyde Ferries

Gourock Redevelopment (Vessel/Infrastructure Integration Meeting)

19th May 2020

Overview of Request

Email from [REDACTED] (CMAL): 20 April 2020 – Gourock Dunoon - Vessel / Infrastructure Integration meeting 1 containing the meeting notes.

CalMac Response

Please find our comments in red, in the body of the email below:

Background

Anecdotal evidence from users and service providers point to the unreliability in the service as being the key issue to resolve. Post meeting note: the user survey of over 650 confirmed reliability as the number 1 complaint. The key service requirements from the survey were: 1 reliability and 2 was service frequency. Community feedback from the Reference Group Meeting also highlighted there was a commitment made to 40m long vessels to provide adequate seakeeping (reference MVA report – TS and DGFAG Steering Group).

Workshop key items discussed

Discussion on key challenges to reliability of current service:

- Vessels currently provided were what was available on the market at the time. Different hull forms and engines not designed for these routes or operating speeds.
- Gourock – challenging berthing in a North-Easterly winds waves pound boat onto the quay wall. Quay wall has a bounce back wave which creates a higher wave that passes under an open structure eg performance at Kilcreggan steps. Challenging in a big Southerly as vessel is blown off the berth when trying to reverse into position. **With regard the specific wind direction we should consider winds of all directions and especially Easterly directions from North round to South given that covers the worst exposures and sea states of all Gourock berths. Performance at the Kilcreggan (Boat) steps is aided by the orientation of the berth.**
- Gourock vessel required to turn 180 degrees, avoid the Kilcreggan steps and dolphin and finally reverse into berth. This means there is a significant length of time required to berth. **Also, the methods of berthing have limitations. Turning 180 degrees is not necessarily the issue as all berthing manoeuvres will likely involve a degree of this, with the exception of double ended vessels.**
- Gourock accessibility significant distance from vessel disembarking to the train service. Regular uncomfortable vessel motion when berthing and at rest when tied up. This causes less mobile passengers to need assistance.
- Dunoon – challenging berthing in a North-Easterly winds waves pound boat onto the breakwater wall and produces surge along the wall. Challenging in a big southerly as waves can over top the breakwater and vessel blown off berth when trying to reverse into position. **Again, we don't want to be too specific with wind directions and then overlook others. All Easterly conditions can cause issue with the movement of the vessel at the berth and there are also occasions that prevailing conditions cause issue with waves overtopping breakwater.**
- Dunoon vessel required to turn 180 degrees in an enclosed space, avoid Dunoon old pier and then reverse into position. **As with Gourock this manoeuvre is specific to vessel design.**

Other items:

- Accessibility items in ports slopes to be max of 1:12, restricted vision provisions and changing rooms. These changing rooms are better suited at the Ports as these can be a community benefit. Accessibility on vessels: disabled toilets, wheel chair space and anchoring, restricted vision provisions

Examples provided by CalMac (attached)

- New York water taxis – these vessel berth against pontoons and motor against them rather than tie-up or rely on a mechanical connection **For information they also operate to/alongside piles/standard berths – the ones in the pictures can only be used for ‘calls’ and are more restricted than when you also have piles alongside. You could also have a combination of ‘motoring against’ and being tied up to aid in certain conditions. This option does not fully remove the need to tie-up but could reduce its’ reliance in-service.**
- Western ferries and Amsterdam – these vessels berth against floating linkspans and pontoons and make a physical connection. **For information both NYC water taxis and these two do what’s being described in both (depends on the berth). They come alongside the piles to stay in transverse position on the ‘line of berth’ and ‘motor against/pushed-up’ on stop fenders/pads (not necessarily the linkspan itself) longitudinally for access.**
- Norwegian ferries that motor against pontoons and drop a ramp. **Same as western**
- Thames clippers 40m vessels that berth against pontoons and tie up
- Concept ferry and pontoon
- Hydraulic passenger linkspan option

Discussions focused on the connection types and reliability in the Dunoon-Gourock locations.

Outcomes

- Consensus that a bespoke infrastructure and vessel combined outcome would provide the most reliable and accessible service. [REDACTED] to request direction from Network Strategy Group. **Not necessarily a bespoke solution but rather ensuring that there is combined thinking of vessel and berth to ensure they interface as well as possible.**
- Outline options to be considered and modelled to understand infrastructure and vessel behaviour in adverse wind and wave climates:
 - Pontoon with fully accessible access. vessel physical connection and or mooring lines
 - Linkspan type physical connection with berthing piles. Floating or hydraulic
 - Concrete ramp – This will be considered but initial thoughts are that it is likely to be less reliant as it will be a much smaller vessel than a loch class. **Loch Class vessels are between 35-40m so not necessarily correct to suggest new vessels would be much smaller, especially with MVA report expectations/recommendation**
 - Post meeting note: Comparison of better fitting current infrastructure to be costed and modelled to demonstrate the improved reliability versus cost. **Assume this is referring to a cost benefit analysis of current Dunoon infrastructure vs potential new infrastructure?**
- Kilcreggan service and whether there should be commonality or interchangeability in vessels and infrastructure. [REDACTED] to request direction from Network Strategy Group

Caledonian MacBrayne

CalMac Ferries Ltd., Ferry Terminal Gourock PA19 1QP
T: 01475 650247 E: enquiries@calmac.co.uk
carmac.co.uk

Caledonian MacBrayne and CalMac are trading names of CalMac Ferries Limited.
CalMac Ferries Limited, Ferry Terminal, Gourock PA19 1QP. Company Number: SC302282



Gourock Redevelopment

27th May 2020

Overview of Request

Please provide further information regarding the weather/sea conditions which are commonly faced by passenger only vessels operating in the Thames river.

CalMac Response

The tidal River Thames is all UK Category C waters, so the same category of waters as the majority of the Gourock to Dunoon route

However, the river piers almost never experience any significant 'sea' conditions, as it is a sheltered inland river. What London piers are exposed to is a very strong tide, which can run at around 6 knots on the ebb, especially after a sustained period of heavy rain. There is also a very high tidal range of around 7 metres in central London at spring waters. Furthermore, there is a high level of river traffic in London so there is much more wash being generated than we would normally ever see on the Clyde. This is exacerbated by the vertical river walls, so wash can be made higher at low water due to vessel squat and can also be bad at high water when wash is reflected and concentrated from river walls with consequent wave interactions.

These various factors have led the Port of London Authority to require all piers and other riparian developments to be capable of coping with a Significant Wave Height of 1.2 metres.

The 'sea' conditions get worse the further east you travel on the river. Floating piers are used extensively out to Gravesend Reach, including the Tilbury Landing Stage which is a large pontoon for the use of cruise ships and car carriers. Within Gravesend Reach is the boundary between UK Category C and Category D waters, and in strong winds from the east or west, coupled with ebb or flood tides respectively, can raise a very steep sea in the reach, probably exceeding 1.5 metres at times.

For information there is a cross-river ferry in this reach using pontoon piers:

<https://www.google.co.uk/maps/@51.4476187,0.3716293,1318m/data=!3m1!1e3>

Gourock - Dunoon - Kilcreggan Vessel integration workshop



Project Update



- Continuing with Gourock – Dunoon service and now added Gourock – Kilcreggan service. Gourock-Dunoon service to be progressed first.
- Working towards Outline Business Cases for both Gourock Masterplan and Vessel's
- Published findings from the user survey on project webpage and responding to a lot of press and elected members

Linkspan type connection and berthing structure



Floating

- Blue option - Ramp weight and physical post underneath ramp for connection.
- Red option – linkspan weight Placed on to vessel to stabilise



Hydraulic

- Boat based high complexity Not likely to be viable for small vessel
- Land based also too high complexity



Pontoon with integrated berth



Concrete breakwater with long bridge to shore

- End on berthing is more resilient and this should be considered
- Long bridge option due to tidal range is a very long walk
- Consideration on freeboard for vessel vs. waves over topping
- Protection for passengers from the weather



Steel pontoon with ramps and steps

- End on berthing is more resilient and this should be considered
- Consideration on freeboard for vessel vs. waves over topping
- Stairs and ramp options to reduce walk
- Protection for passengers from weather
- Additional piles will reduce motion



Slipway and berthing structure option



- Meeting Conclusion: option not to be progressed



Summary



These integration meetings have been held to progress some broad options for a resilient vessel/infrastructure system.

The vessel and infrastructure design teams can now progress in earnest.

Options to be progressed:

1. Linkspan type connection and berthing structure
2. Pontoon type option with end and side berthing

The next meeting to be held by this group will be to consider the interim options. A date will be confirmed through the steering group

Gourock



Dunoon



Kilcreggan



Steering Group Updates

From: [REDACTED]

To:
Brian Sydney

Cc

Subject: Gourrock Dunoon - Steering Group update – 07 Feb 2020

Gourrock Dunoon - Steering Group update – 07 Feb 2020

Good afternoon all

This email is the first in a series of fortnightly updates to inform all Steering Group members on project progress. Since we have a number of work streams in different sub-groups, these updates will keep all members aware of progress on the project. Prior to Steering Group Meetings, papers will be provided from each team to formally record process and present on at the meeting. This shall include items that require members to vote on/decisions to be made or escalated to the Network Strategy Group for direction.

Completed

- Version 1 of: Project Steering Group Terms of reference; Project Reference Group Terms of Reference and Sponsors Requirements Statement. These are live documents that will be updated throughout the life of the project. **Please review these docs and upload comments with tracked changes as required.**
- Steering Group Sharepoint site has gone live:
<https://collaborate.cmassets.co.uk/9008/Pages/CMAL/Home.aspx>. This is to provide a single source of truth for all our project documents.
 - Under 'project documents' tab left hand side are: Project Steering Group Terms of reference; Project reference Group Terms of Reference; Sponsors Requirements Statement; overall project programme and a pdf copy of the project programme as of 7 Feb 2020.
 - Under the 'Correspondence' tab will be these fortnightly progress update emails
 - Under ' Action list/key points' tab are the current tasks identified at the third Steering Group meeting and tasks generated from the working sub-groups
 - Under the 'Reports' tab are the Steering Group Minutes and Actions list
 - Under 'Stakeholder Management' will be the Reference group: meetings, agendas, minutes etc
- An Upper Clyde Customer Survey is proposed to gather information from the ferry users. This is proposed to be on-line and a draft form of questions is under the Stakeholder management tab. **Please review and provide tracked change comments by close of play 21 Feb 2020.**

- Invites for Reference group meeting have been issued and venue booked

Future

- Finalise communication strategy and circulate for comment
- Sub-group meeting with Peel Port Group on Speed restrictions on the upper Clyde mid/late Feb (tbc)
- Reference Group Meeting: 26 Feb (in the Beacon)
- Proposed go-live of customer survey: 27 Feb (following reference group meeting)
- CalMac vessel requirement statement required: 28 Feb
- Proposed steering Group meeting week commencing: 9 march (tbc)
- CMAL Harbours and Vessels contributions to Strategic Business Case to be provided to Transport Scotland: 24 March
- Transport Scotland IDM submission package due: 21 April

Kind regards

[REDACTED]

From: [REDACTED]
Sent: 28 April 2020 15:41
To:

Cc |

Subject: RE: Gourock Dunoon - Steering Group update – 28 April 2020

[Gourock Dunoon - Steering Group update – 28 April 2020](#)

Good afternoon all

This email is an update for all Steering Group members on project structure and progress. Since we have a number of work streams in different sub-groups, regular updates will keep all members aware of progress on the project. Prior to Steering Group Meetings, papers will be provided from each team to formally record progress and present at the meeting. This shall include items that require members to vote on/decisions to be made or escalated to the Network Strategy Group for direction.

Project Structure

Network Strategy Group – Strategic project direction

Steering Group – Project Programme, Vessel and Infrastructure updates, project direction and co-ordination

Working Groups – CMAL Vessels, CMAL Gourock Infrastructure, Argyll and Bute Infrastructure, Vessel-Infrastructure integration, CalMac vessel statement, CalMac infrastructure statement, CalMac service statement, Communications and consultation strategy, Reference Group,

Completed

- Survey of current ferry users and services closed with 600 responses. Results to be released 11 May
- Virtual workshop session held on vessel/infrastructure fit. Attendees: CMAL vessels, CMAL harbours, Argyll and Bute Council Infrastructure, CalMac Marine, CalMac infrastructure, Transport Scotland, Scottish Government accessibility lead. Note will be provided shortly on the Project Webpage.
- Contact has been made with Cowal Area Committee
- CalMac vessel statement received
- Various media releases have been issued with regards to Reference Group, Survey and Project website. Numerous letters have also been responded to.
- CalMac initial discussions with Peel ports on vessel speed
- SBC Gourock Infrastructure from CMAL provided to Transport Scotland
- Project Reference Group meeting 1 held. Q&A formed from the session and has been published on the project website: <https://www.cmassets.co.uk/project/gourock/>
- Project Steering Group Terms of reference; Project Reference Group Terms of Reference and Sponsors Requirements Statement. These are live documents that will be updated throughout the life of the project.
- Steering Group Sharepoint site has gone live: <https://collaborate.cmassets.co.uk/9008/Pages/CMAL/Home.aspx>. This is to provide a single source of truth for all our project documents.
 - Under 'project documents' tab left hand side are: Project Steering Group Terms of reference; Project reference Group Terms of Reference; Sponsors Requirements Statement; overall project programme and a pdf copy of the project programme as of 7 Feb 2020.
 - Under the 'Correspondence' tab will be these progress update emails
 - Under ' Action list/key points' tab are the current tasks identified at the third Steering Group meeting and tasks generated from the working sub-groups
 - Under the 'Reports' tab are the Steering Group Minutes and Actions list
 - Under 'Stakeholder Management' will be the Reference group: meetings, agendas, minutes etc

Future

- Network Strategy Group guidance on the wider passenger only service including adoption of Kilcreggan service – provide paper

- Finalise communication strategy and circulate for comment
- Sub-group meeting with Peel Port Group on Speed restrictions on the upper Clyde mid/late Feb (tbc)
- CalMac Infrastructure statement
- CMAL Vessels SBC contribution to be submitted to Transport Scotland to finalise SBC
- Proposed Steering Group meeting week commencing: 11 march (Doodle poll has been issued)
- Transport Scotland IDM submission package to be collated

Kind regards

[Redacted]

From: [Redacted]

Sent: 29 June 2020 16:00

To: [Redacted]

[Redacted]

Cc: [Redacted]

Subject: Gourock Dunoon - Steering Group update – 29 June 2020

[Gourock Dunoon - Steering Group update – 29 June 2020](#)

Good afternoon all

This email is an update for all Steering Group members on project progress. Since we have a number of work streams in different sub-groups, regular updates will keep all members aware of progress on the project.

Project Structure

Network Strategy Group – Strategic project direction

Steering Group – Project Programme, Vessel and Infrastructure integration, Vessel project updates, Infrastructure project updates, project direction and co-ordination

Working Groups – CMAL Vessels, CMAL Gourock Infrastructure, Argyll and Bute Infrastructure, Vessel-Infrastructure integration, CalMac infrastructure statement, CalMac service statement, Communications and consultation strategy, Reference Group.

Completed

- Survey of current ferry users and services closed with 600 responses and results posted on project website

- Virtual workshop session held on vessel/infrastructure fit. Attendees: CMAL vessels, CMAL harbours, Argyll and Bute Council Infrastructure, CalMac Marine, CalMac infrastructure, Transport Scotland, Scottish Government accessibility lead. Note will be provided shortly on the Project Webpage.
- Contact continues with Cowal Area Committee
- CalMac vessel statement received
- Various media releases have been issued with regards to Reference Group, Survey and Project website. Numerous project related letters have also been responded to.
- CalMac initial discussions with Peel ports on vessel speed
- SBC information from CMAL Infrastructure and Vessels departments has been submitted to Transport Scotland
- Project Reference Group meeting 1 held Feb 2020. Q&A formed from the session and has been published on the project website:
<https://www.cmassets.co.uk/project/gourock/>
- Project Steering Group Terms of reference; Project Reference Group Terms of Reference and Sponsors Requirements Statement. Recent update following steering group meeting.
- Steering Group Sharepoint site reminder:
<https://collaborate.cmassets.co.uk/9008/Pages/CMAL/Home.aspx>. This is to provide a single source of truth for all our project documents.
 - Under 'project documents' tab left hand side are: Project Steering Group Terms of reference; Project reference Group Terms of Reference; Sponsors Requirements Statement; overall project programme and a pdf copy of the project programme as of 7 Feb 2020.
 - Under the 'Correspondence' tab will be these progress update emails
 - Under ' Action list/key points' tab are the current tasks identified at the third Steering Group meeting and tasks generated from the working sub-groups
 - Under the 'Reports' tab are the Steering Group Minutes and Actions list
 - Under 'Stakeholder Management' will be the Reference group: meetings, agendas, minutes etc
- Network Strategy Group guidance to including the Kilcreggan service in this project. Third sister vessel and infrastructure works at Gourock and Kilcreggan.
- Communication strategy has been updated to take account of new working: webinars and project boards hosted virtually
- Transport Scotland IDM submission package has been completed
- CMAL Infrastructure Consultant appointed for Gourock development outline design

Future

- CalMac Infrastructure statement
- Transport Scotland IDM Strategic Business Case Board
- CMAL to submit GIA application in anticipation of IDM approval
- Proposed Steering Group meeting week commencing: 17 August (Doodle poll has been issued)
- Virtual workshop session on vessel/infrastructure fit. Week commencing 27 July (Doodle poll has been issued) Attendees: CMAL vessels, CMAL harbours, Argyll and Bute Council Infrastructure, CalMac Marine, CalMac infrastructure, Transport Scotland.

Kind regards



Reference Group Updates

From: [REDACTED]
Sent: 03 March 2020 15:23
To: [REDACTED]
Cc: [REDACTED]
Subject: Gourock Dunoon Reference Group meeting 1 - notes and attachments

Good afternoon all

Thank you for your contributions to the first reference group session. The frequency of our future meetings are set out in the Terms of reference for the Group. Aside from these meetings, I propose to provide quarterly updates on the Steering Groups progress so you are fully informed of the projects progress. If you need additional updates then I will be happy to accommodate these where time permits, as much notice as possible is appreciated!

I have included:

- the presentation
- Terms of Reference for this group
- a summary of the Q&A session – this will be worked up to a frequently asked questions document and hosted on the Gourock – Dunoon project page of CMAL’s website. Link to come shortly

Also below is the:

- Draft Consultation Strategy – This is an initial proposal for the relative frequency of our sessions with yourselves and your communities. All comments are welcomed so we can develop this together.
- Draft Communication Strategy – This is an initial proposal on the frequency of our communications over press and social media. We are also very keen to have your views as we have a delicate balance to strike.

Draft Consultation Strategy

- Survey vessel passenger users on G-D route
- Utilise current Gourock Web page hosted by CMAL and include questionnaire (Clark Communications – week commencing 23 March)
- Reference Group meetings with Dunoon and Gourock Community Councils and Councillors
 - Inaugural meeting – held 26 Feb
 - initial scheme options (from early OBC work)
 - preferred option (from OBC work)
 - finalised option (prior to going to tender)
 - During works
- Road show style events at Dunoon and Gourock strategic points (Steering Group)
 - initial scheme options (from OBC work)
 - preferred option (from OBC work)
 - finalised option (prior to going to tender)
- Provide GA style drawings or 3D images for placing within the current vessels.

Draft Communication Strategy

Media outlets: project website; Argyll Observer, Greenock Telegraph, national press

- Gourock CMAL web page for:
 - Questionnaire
 - project updates
 - Frequently asked questions
 - drawings and or 3D type models
- Announcement of Project and reference group - Completed
- Announcement of questionnaires go live week commencing 20 March
- Announcement of options and Road show event Initial scheme options (Harbours and Vessel)
- Announcement of preferred option and works undertaken to date (Harbours and Vessel)
 - Geotechnical works
 - Design works (Harbours and Vessels)
- Announcement of tendering (Harbour and Vessels)
- Announcement of commencing Build (Harbour and Vessels)
- Announcement of scheme phasing and service alterations
 - Location where things are moved to and any timetable adjustments in collaboration with CalMac
- Announcement on milestones during build
- Announcement on Vessel sea trails and deployment
- Announcement on Vessel coming into service
- Announcement on Harbour works completing

Kind regards



Gourock Dunoon Project - Reference Group

Agenda

- Introductions
- Background
- Project parties
- Project scope
- Project governance
- Reference Group - Terms of Reference
- Project gateways
- Breakout sessions



Back ground



Minister's announcement 12 Dec 2018:

- Dunoon - Gourock to become part of CHFS 21 Jan 2019
- Commitment to new passenger Vessels

Project Parties



Gourock Port Infrastructure
New Vessels



Dunoon Port Infrastructure





Project Scope

Gourock Port Masterplan

- Phased construction to keep current services operational
- Retain Alternative Mainland Port capability for vehicles

Dunoon Infrastructure adaptation for new vessels

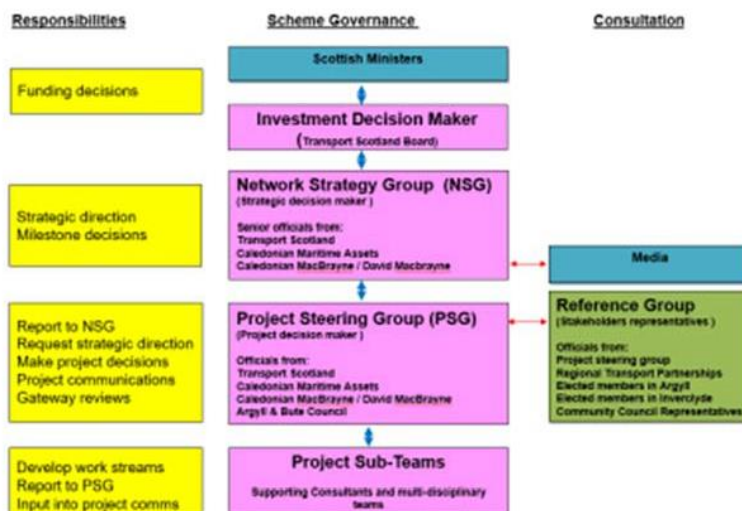
- Fendering, mooring bollards etc

New Passenger Vessels

- Resilient vessels designed specifically for this route



Project Governance



Reference Group Terms of Reference



Gourock Harbour Reference Group – Terms of Reference

Background

Scottish Ministers are committed to delivering a passenger ferry service between Gourock and Dunoon with improved reliability and resilience, as the Minister and his officials discussed with local stakeholders.

Membership

This project brings together Transport Scotland, CMAL, CalMac, Argyll and Bute Council and community stakeholders to deliver an improved ferry service for the Gourock – Dunoon route and gives consideration to the Kilmorran service.

Name	Organisation	Role
	CMAL	Chair
	Transport Scotland	Deputy Chair
	Transport Scotland	Infrastructure Project Manager
	CMAL	Head of Engineering
	CMAL	Vessels Project Manager
	CalMac	CalMac Project Manager
	Argyll and Bute Council	Infrastructure Project Team
	Highland Council	
	Argyll and Bute Council	
	Gourock Community Council	
	Dunoon Community Council	
	STRANS	
	SPF	

Project Purpose

The aim is to provide a modern, reliable and resilient Moline ferry service which meets the needs of its passengers and their communities.

This will be achieved through:

- replacement of Gourock Harbour infrastructure
- improvements to Harbour infrastructure at Dunoon
- delivery of new vessels

Reference Group Objectives

This group has been formed to bring together the project design teams, community representatives, elected members and regional transport bodies.

Members will:

- provide feedback on the current service
- input into the design of the future infrastructure upgrades and new vessels
- consider the passenger facilities and how these integrate with services and other modes of transport

This ensuring the provision of a resilient ferry service on this route for the community that it serves.

Reference Group Working Methods

- Meetings will be held approximately every 10-20 weeks
- Agendas and papers will be distributed 7 days in advance of the meeting
- Minutes / actions to be recorded and distributed to the Reference Group members within 10 days, with a view to be finalised within 20 days
- A Strategic Business Case, an Outline Business Case and a Final Business Case will be commissioned by the Steering Group. These reports are required at key stages during the project's development and will be circulated to the Reference Group. A 14 day period will be allowed for feedback.

Reference Group members will be bound to a confidentiality agreement that any work product, group discussions arising from works undertaken by the Steering Group and / or commercially sensitive information resultant from this project is not shared outside the group, unless approval is provided by the Steering Group, and ultimately Transport Scotland, and where appropriate by Scottish Ministers.

The Reference Group shall remain in situ until the infrastructure has been completed and vessels delivered.

Transport Scotland shall provide the secretariat for any meetings and will meet any venue costs associated with meetings. Any costs associated with membership of the Reference Group will be met by the relevant participant's home organisation.

Products:

The Reference Group Chair shall provide:

- updates to the Project Steering Group
- updates to the Network Strategy Group
- updates to Scottish Ministers

Project Gateways



- May 20 - Strategic Business Case
- Spring 21 – Outline Business Case (Vessels)
- Winter 21 – Outline Business Case (Infrastructure)
- Autumn 21 – Tender (Vessels 1&2)
- Autumn 21 – Final Business Case (Vessel 1&2)
- Autumn 23 – Vessel 1 Delivery
- Autumn 25 – Vessel 2 Delivery
- Winter 23 – Tender (Infrastructure)
- Spring 23 – Final Business case (Infrastructure)
- Spring 23 – Start Construction (Infrastructure)
- Autumn 25 – Complete Construction (Infrastructure)

Breakout sessions Vessels and Harbours



Inform options and design process

Discussion on:

- Current service
- Project delivery
- Future service



Next steps

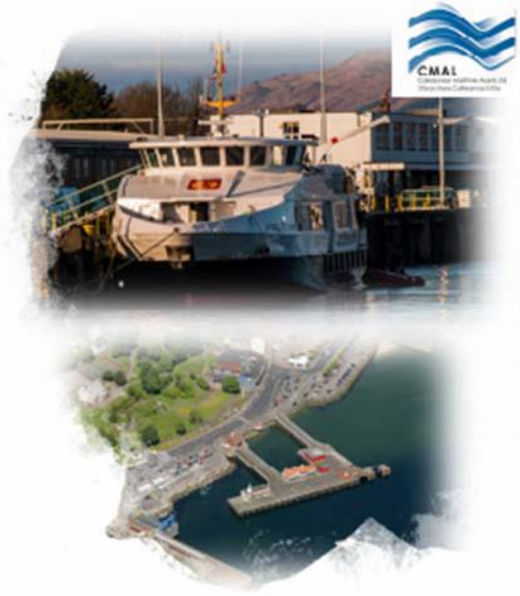
Summarise and provide a note of this session with key points.

Next session papers will be provided in advance

Update on project progress against programme

Discuss concepts to be taken forward to outline designs.





- Questions?

From: [REDACTED]
Sent: 10 April 2020 12:29
Subject: Gourock Dunoon Project - Reference Group update

Good afternoon all and welcome to this Reference Group update

Firstly, I want to reassure you that work on the project is progressing despite COVID19 and secondly I want to clarify the Terms of Reference for this Reference group.

Work undertaken since our meeting on 26 February:

- A number of press releases and responses to enquires have been provided
- Clarification was provided to Bute and Cowal Area Committee on TOR of the Reference Group
- Confirmation of the four year project timescales
- A virtual Steering Group meeting has been held
- CalMac have delivered their current and future service requirement document
- CMAL Infrastructure have developed a Strategic Business Case for Gourock
- CMAL Vessels are reviewing CalMac's service requirements and are developing their Strategic Business Case
- Argyll and Bute Council are reviewing their current plans for Dunoon
- Reference Group - Question and Answers have been provided on the project website
- On-line Survey has gone live and has seen significant uptake

Our initial meeting was very productive and it is highly encouraging to see the commitment to strong community engagement by everyone. It is in all our interests to promote transparency, as per our project's communications and consultation strategy, but equally, we all have a duty to the Cowal community to ensure accurate and consistent information is shared with regards to this project. I have circulated the proposed Communication and Consultation strategy of how and when key releases or events will be held but I am very aware that in your elected positions you will be asked questions in between these events.

As I said at the meeting, the steering group will be happy to assist and confirm accuracy of any reports you require to provide your community. While it is normal practice for some items to remain confidential (contractual matters) and items that are under discussion; we will publish the Reference Group formalised minutes and regularly update the projects frequently asked questions. This will give everyone a single source of information to refer to and ensure all project communications are accurate.

Best wishes for your Easter weekend

[REDACTED]

From: [REDACTED]
Sent: 20 August 2020 09:57
To:
Subject: Gourock Dunoon Project - Reference Group update August 20

Good morning all and welcome to this Reference Group update

Work continues despite COVID19 [restrictions](#), and the Steering Group members have completed all the strategic work on the scoping, programming and strategic business case. This has set a solid foundation by being clear on: project governance, project independent gateway reviews, user feedback, project scope, project programme and project budget.

To give you an understanding of the volume of work undertaken since April I have collated the following list:

- A number of press releases and responses to enquires have been provided
- Reference Group and Project – [a short Q&A has been published](#) on the project website and are reviewed regularly www.cmassets.co.uk/project/gourock
- Online [passenger](#) survey results have been published on the project website
- Confirmation and clarification has been made on the four year project timescales
- CalMac has delivered their vessel requirements and infrastructure requirements documents
- Strategic Business Case developed and submitted for vessels and Gourock to Transport Scotland's Investment Decision Making Board
- Argyll and Bute Council has reviewed their current plans for Dunoon and participated in the Vessel/Infrastructure Integration workshops
- Vessel/Infrastructure Integration Meetings held in: April20 and August20
- Steering Group Meetings held in March20, May20 and August20
- Gourock Masterplan Consultant appointed in August 20
- Tender is currently live for a Vessels Naval Architect, with target award in October 20

Our initial meeting was very productive and it is highly encouraging to see the commitment to strong community engagement by everyone. The next phase [will involve](#) working with the Consultant whom has been appointed for the Gourock Masterplan. They will be in touch within the next fortnight for an initial discussion and will follow-up in November.

As I have said previously, we all have a duty to the Cowal and Gourock communities to ensure accurate and consistent information is shared with regards to this project. The steering group will be happy to assist and confirm accuracy of any reports you require to provide your community. While it is normal practice for some items to remain confidential (contractual matters) and items that are under discussion, we will publish the Reference Group formalised minutes. The Q&A section of the project website (<https://www.cmassets.co.uk/project/gourock/>) [will](#) also be regularly updated ensuring all project communications are accurate and transparent.

Kind regards

[REDACTED]

Gourock Harbour Reference Group – Terms of Reference

Background

“Scottish Ministers are committed to delivering a passenger ferry service between Gourock and Dunoon with improved reliability and resilience, as the Minister and his officials discussed with local stakeholders.”

Membership

This project brings together Transport Scotland, CMAL, CalMac, Argyll and Bute Council and community stakeholders to deliver an improved ferry service for the Gourock – Dunoon route and gives consideration to the Kilcreggan service.

Name	Organisation	Role
	CMAL	Chair
	Transport Scotland	Deputy Chair
	Transport Scotland	Infrastructure Project Manager
	CMAL	Head of Engineering
	CMAL	Vessels Project Manager
	CalMac	CalMac Project Manager
	Argyll and Bute Council	Infrastructure Project Team
	Inverclyde Council	
	Argyll and Bute Council	
	Gourock Community Council	
	Dunoon Community Council	
	HITRANS	
	SPT	

Project Purpose

The aim is to provide a modern, reliable and resilient lifeline ferry service which meets the needs of its passengers and their communities.

This will be achieved through:

- replacement of Gourock Harbour infrastructure
- improvements to Harbour infrastructure at Dunoon
- delivery of new vessels

Reference Group Objectives

This group has been formed to bring together the project design teams, community representatives, elected members and regional transport bodies.

Members will:

- provide feedback on the current service
- input into the design of the future infrastructure upgrades and new vessels
- consider the passenger facilities and how these integrate with services and other modes of transport

Thus ensuring the provision of a resilient ferry service on this route for the community that it serves.

Reference Group Working Methods

- Meetings will be held approximately every 16-20 weeks
- Agenda and papers will be distributed 7 days in advance of the meeting
- Minutes / actions to be recorded and distributed to the Reference Group members within 10 days, with a view to be finalised within 20 days
- A Strategic Business Case, an Outline Business Case and a Final Business Case will be commissioned by the Steering Group. These reports are required at key stages during the project's development and will be circulated to the Reference Group. A 14 day period will be allowed for feedback

Reference Group members will be bound to a confidentiality agreement that any work product, group discussions arising from works undertaken by the Steering Group and / or commercially sensitive information resultant from this project is not shared outside the group, unless approval is provided by the Steering Group, and ultimately Transport Scotland, and where appropriate by Scottish Ministers. This ensures all project related communications are accurate but does not hinder project transparency.

The Reference Group shall remain in situ until the infrastructure has been completed and vessels delivered.

Transport Scotland shall provide the secretariat for any meetings and will meet any venue costs associated with meetings. Any costs associated with membership of the Reference Group will be met by the relevant participant's home organisation.

Products:

The Reference Group Chair shall provide:

- updates to the Project Steering Group
- updates to the Network Strategy Group
- updates to Scottish Ministers



Gourock Dunoon Harbour and Vessels Project Sponsor's Requirements Statement



Document Title: Dunoon-Gourock Sponsor's Requirements Statement
 Status: Issued
 Date: 17/01/2020
 Client: Transport Scotland
 Prepared by : XXXXXXXXXX

Revision	Date	Purpose	Status	Comment
Rev 0	17/01/20	For comment	Draft	Sent to Transport Scotland
Rev 1	22/01/20	For comment	Issued	Sent to Transport Scotland
Rev 2	04/03/20	For project design	Issued	Updated Reference Group input Clarifications from Transport Scotland
Rev 3	14/05/20	For Project design guidance	Issued	Updated
Rev 4	25/05/20	Project strategic direction	Issued	Updated to reflect Kilcreggan service and G-D Infrastructure

1. GENERAL

1.1. Purpose

The purpose of this Sponsors Requirements Statement (SRS) is to define Transport Scotland's (The Sponsor) requirements for the Dunoon-Gourock service and associated infrastructure and take account of the Gourock-Kilcreggan service. This document will become the primary reference document which is to be developed by the designers through to detailed design to produce tender documents for placing orders with a Shipyard and Civil Engineering Contractor. Any Ministerial, Transport Scotland or Steering Group led change will require an update to this Sponsor's Requirements Statement and submission of a Change Request to the Project Sponsor for approval.

For the avoidance of doubt this SRS is not a technical specification but a statement of the general requirements of Transport Scotland. It is for CMAL and Argyll and Bute Council to develop this, in consultation with the Gourock-Dunoon Steering Group and Gourock-Dunoon Reference Group, into the technical specifications, drawings and Contract documents that will form the basis of the tenders.

1.2. Site Location

The image below shows the general site layout of Dunoon and Gourock as existing.



Dunoon

Gourock

1.3. Project Scope and Phasing

The project was initiated by the Minister for Connectivity and the Islands, to provide fit for purpose passenger carrying vessels which are **resilient and reliable**; to progress with the Gourock Masterplan and retain its status as a 'Alternative Mainland Port' and carry out infrastructure works at Dunoon to provide resilience. Note: CalMac service reliability figures

show: previous hourly service as 99.5%; 2018 - 92.5% and summer 2019 – 89%. Therefore target is 98% reliability.

The two new Gourock Dunoon vessels and a third vessel for Kilcreggan will be delivered through a single procurement activity for sister ship design and cost efficiency. While this will provide three identical vessels, which will be an over specification for Kilcreggan but will provide operational flexibility for CalMac for dry docking and outages.

The Gourock harbour infrastructure design will commence at the same time as the vessel design and will incorporate a phased delivery to allow the current vessels to operate and then phase in the new vessels. Works required at Dunoon will be an optimised solution for a passenger service that integrates with the Port Infrastructure to provide a reliable and resilient system that is fully accessible. This will be developed in partnership through the vessels infrastructure working group.

1.4. Constraints

The works shall be undertaken such that there is no disruption to the current ferry services at Dunoon or Gourock.

Transport Scotland budget availability is a constraint and the options will be presented through the gateway process and business cases presented to the Transport Scotland IDM board.

2. MARINE REQUIREMENTS

2.1. General

At Gourock, the new berth, fendering, mooring arrangement and means of access / egress will be designed to be resilient and accommodate the new vessels be borne out through the vessels/infrastructure integration workshops. Delivery of the Masterplan works shall be phased to ensure continuity of the service but also the transition as new vessels are introduced. E-hub is to be included at Gourock and specification for this will be developed through a working group with the Scottish Government.

In Dunoon, the berth's fendering, mooring arrangement and means of access / egress will be designed to be resilient and accommodate the new vessels. Whether this is a new berth or a modification of the existing berth will be borne out through the vessels/infrastructure integration workshops. An E-hub is to be considered.

Means of access/egress at both Ports shall be robust, not overly motion susceptible, accessibility compliant as far as reasonably practicable to achieve a **resilient and reliable** service. Target 98% reliability.

The Vessels shall be designed to Operating in Category C waters.

2.2. Vessel Specification

Current Vessels

Vessel	MV Ali Cat	Mv Argyll Flyer	MV Chieftian
Classification MCA build	C	C	C
Classification operated	IV&V	IV&V	IV
Gross Tonnage	78	172	80
Length	19m	30m	19.5m
Breadth	9m	7m	6.2m
Draft	1.5m	2.0m	1.6m
Capacity - passengers	250	244	100

Fuel Type	MGO	MGO	MGO
Speed	14knts	22knts	9.5knts
Crew	4	3	2

Proposed Vessels Specification (mostly from MVA report previously provided)

- Key decision maker: - Reliable and resilient in adverse weather: passage making and adverse wind and wave directions at Dunoon and Gourock
- The vessels shall be designed and constructed for Class IV voyages on the Dunoon to Gourock route in accordance with MSN 1823 (M) Edition 2: The Safety Code for Passenger Ships Operating Solely in UK Categorised Waters. The vessels shall be designed to maintain the service timetable.
- Passengers approximately 250
- Speed 12 cruising and max 14Kts (Clydeport restrictions are 12kts and this will be investigated. Current timetable is possible with 22min passage time and 8mins turn around)
- Ability to operate in Fog – (persistent period in spring where flat calm fog)
- Green propulsion options to be considered power vessels
- CalMac have provided a Statement of Operational Requirements

Additional requirements incorporated following the Reference Group meeting

- Ability to carry bikes
- Accessibility arrangements for passengers including access – egress, changing toilet, baby changing, potential for a vessel lift dependent on embarkation/disembarkation options.
- Luggage storage
- WIFI and travel information screens
- Above deck / outdoor seating
- Minimum wash
- Separate crew access points to working areas: engine room etc

2.3. Gourock Berth length and alignment

The berths to be provided to allow the Primary vessels on:

1. the Dunoon-Gourock
2. Gourock-Kilcreggan
3. Alternative Mainland Port: Rothesay-Wemyss Bay and Ardrossan-Brodick vessels up to a 4.0m draft
4. Layover/overnight berthing for two Dunoon-Gourock Vessels
5. Layover/ overnight berthing for Arran vessel up to a 4.0m draft
6. Layover/overnight berthing for the Kilcreggan vessel

In scope vessels:

Dunoon- Gourock

- Argyll Flyer
- Alicat
- New Dunoon Vessels

Gourock-Kilcreggan

- Chieftain
- New Kilcreggan vessel

Alternative Mainland Port

Rothesay-Wemyss Bay

- Argyll
- Bute
- Coruisk

Ardrossan-Brodick

- Glen Sannox
- Caley Isles
- Hebrides

During layover berthing access is required to the vessels while alongside the berth. There should be sufficient area and corresponding loadings alongside the vessels for:-

- Access for shore staff to mooring bollards for rope handling
- Area to allow refuelling with MGO via tanker same for alternative fuels
- Access for bunkering water to the vessel
- Ships cold ironing/shore power – also potential for ship charging
- Access for the passenger access ramps/gangways/passenger access system
- Access to move, attach and maintain passenger access ramps/gangways/passenger access system.

Additional requirements incorporated following the Reference Group meeting

- Passenger exit to be as close to the train as feasibility possible
- Minimise sea effects on Passenger ferry berth in adverse weather direction
- Traffic management considerations on junctions and approach roads. Design to be taken forward in collaboration with Inverclyde Council

The designers will be required to discuss, and take into account, the operational impacts of the various design solutions for berthing face and deck structure.

Staging of project must accommodate:

- current vessels (Alicat, Argyll Flyer and Chieftain)
- accommodate transition where Alicat is phased out and Argyll Flyer and new Dunoon vessel operate.
- Accommodate the two new Dunoon sister ships and a new Kilcreggan sister ship.

2.4. Dunoon

The current infrastructure provision at Dunoon shall be reviewed in-line with the proposed new vessels.

In Dunoon, there will either be a bespoke passenger access system or the existing berth will be modified such that the mooring arrangement, fendering and means of access egress is designed to accommodate the new vessels.

Means of access/egress shall be robust, not motion susceptible, accessibility compliant as far as reasonable practicable and achieve the aim of 98% service reliability.

2.5. Design Life

Minimum design life requirement for structural elements of the main berthing face (whether a solid quay wall or a suspended deck) including linkspan and supporting structures is 50 years. Other elements of the works, including linkspan machinery, are to have a minimum design life of 25 years.

Design life for the Vessels is 30 years.

It is recognised that design life is a balance between capital cost and ongoing maintenance cost. It is also for the asset owner (CMAL/A&B Council) to decide the maintenance regime for each element in order to reach the design life, however maintenance should not be so frequent or extensive as to disrupt the ferry operations.

2.6. Design Standards and Codes

The works should be designed as a minimum to comply with the relevant British Standards and Eurocodes current at the time of the works. In addition, all works are to be designed and constructed so that their performance complies with or exceeds requirements stated in the most current version of the Health and Safety Executive's Safety in docks – Approved Code of Practice and guidance.

2.7. Dredging - Gourock

Dredging requirements are to provide for a minimum under keel clearance of 0.50m below the deepest draught design vessel (4.0m) at Lowest Astronomical Tide (LAT). The dredge area is to be sufficient to allow for the safe approach, manoeuvring and berthing of vessels. Any required dredging must take account of the bulbous bow extending under the linkspan.

2.8. Fenders – Gourock and Dunoon

Fenders are to be provided along the berthing faces. The fender design is required to take account of vessel size, shape (including belting) approach speeds and be suitable through all states of the tide from LAT to HAT including allowances for vessel movement due to weather.

As a starting point for the design of the fenders and support structures BS6349: Part 4 Code of practice for design of fendering and mooring systems.

In all cases the supporting infrastructure must be designed to resist the forces from the fenders.

2.9. Mooring – Gourock and Dunoon

Suitably sized and spaced mooring bollards are to be provided along the berthing face in accordance with PIANC or BS codes to allow for both mooring during operations and for overnight stays on the berth.

For passenger only vessels, a design options for a system to be progressed to consider a bespoke system that provide full passenger accessibility.

2.10. Linkspan - Gourock

A new dual lane linkspan complying with all current relevant codes and standards is to be provided. The linkspan is to be designed for use by all vehicle carrying primary vessels to load and unload vehicles through all states of the tide from LAT to HAT. Vessels may dock either bow in or stern in and the linkspan must take account of this. Horizontal alignment of the linkspan is to allow all primary design vessels to fully utilise the ramp with no offset. The safe working load (SWL) of the linkspan is to match the new linkspan at Brodick. Swept path analysis of all vehicles is to be carried out to ensure access is available from the marshalling lanes.

Space for a gangway and area for passenger access/egress to be provided adjacent to linkspan berth.

2.11. Marshalling capacity - Gourock

Marshalling capacity shall be to accommodate the carrying capacity of the new Arran Vessel.

2.12. Bunkering requirements - Gourock

The following provision for bunkering is required:-

- Fresh water supply in accordance with all current design standards and byelaws located in a convenient location for the vessel supply points is to be provided. Two supply points in total – one in forward half and one in aft half of the berth. Outlet type to be capable of connecting to the vessels standard fire hose connection (instantaneous 2.5” connection) as existing and either from a standpipe connected into an underground pit or a permanent standpipe in a protective raised box. While there is no specific flow rate this should generally be as high as is practical given the local water pressure available. The designers are to advise the available water pressure and flow rate for discussion.
- Location to be provided for MGO fuel tankers to supply the three primary design vessels. Clear vehicular access for fuel truck to be provided a maximum of 10m from the vessel line and fully factored in to quayside design (including passenger access system). Proposals to be reviewed during detailed design development.
- Ducting to be installed from main sub-station to underground draw pits for provision of cold ironing. Ducts to be 110mm diameter and draw pits to be determined based on final solution. Provision shall be made for upgrade of current sub-station, including the potential for charging an Electric vessel.
- There will be a requirement for waste reception facilities but the detail of this is to be discussed once the method of waste removal from the vessel is finalised.

2.13. Aids to Navigation – Gourock and Dunoon

A review of Aids to Navigation to be carried out in conjunction with Calmac, CMAL’s Harbour Master and Argyll and Bute Council’s Harbour Master on a risk assessment of the vessel approach. Aids to navigation are to be renewed or upgraded as required.

2.14. Multiple Contracts

As a way of ensuring Contracts relate to each other a duty is placed on the first Contract placed to Consult with the relevant department: CMAL Harbours /CMAL Vessels / A&BC Harbours and nominate an individual. Latter contracts shall require successful tenderers to liaise with relevant departments and in addition key Contacts within the Contracts that are already in place.

Suggest a Design sign-off sheet for Design and build at gateways:

Gateway Stage 1 design options / outline design

Gateway Stage 2 completion of detailed design

Gateway Stage 3 pre-tender documentation

Gateway Stage 4 post construction



Caledonian MacBrayne
Hebridean & Clyde Ferries

New Gourock Dunoon Vessel Statement of Operational Requirements

March 2020

Caledonian MacBrayne

Calmac Ferries Ltd, Ferry Terminal, Gourock, Renfrewshire
T: 01425 850042 E: enquiries@calmac.co.uk
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Caledonian MacBrayne and CalMac are trading names of CalMac Ferries Limited.
Calmac Ferries Limited, Ferry Terminal, Gourock, Renfrewshire, Company Number 5021028



Caledonian MacBrayne
Hebridean & Clyde Ferries

Contents

1.	Introduction and Purpose	3
2.	General Description	3
3.	Summary of Proposed Vessel Configuration	3
4.	Statutory Requirements	3
5.	Classification Standard	3
6.	Registration	3
7.	Passenger Complement	3
8.	Contract Speed	3
9.	Seakeeping	4
10.	Manoeuvring	4
11.	Passenger Areas	4
12.	Accessibility	4
13.	Stores and Crew Working Areas	4
14.	Crew Welfare	4
15.	Heating, Ventilation and Air Conditioning (HVAC)	4
16.	Under Keel Clearance and Draught	4
17.	Redundancy	5
18.	In Service Maintenance	5
19.	Ferry Operations Manual	5
20.	Safe Means of Access/Egress	5
21.	BiIge Water Collection and Disposal	5
22.	Sewage Treatment Standards	5
23.	Vessel Berth Compatibility	5
24.	Vessel Bunkers	6
25.	Retail Offering	6
26.	Environmental	6
27.	Security	6
28.	Local Area Network/Wi-Fi	6
29.	Equipment Selection	6
30.	Training	6
31.	Delivery	6
32.	Appendix 1 – Transport Scotland Service Specification	7
33.	Appendix 2 – Assumptions	7
34.	Appendix 3 – List of Statutory Requirements	8

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Caledonia MacBrayne and Caledonia Ferries are trading names of Caledonia Ferries Limited,
Caledonia Ferries Limited, Ferry Terminal, Gairloch Way, GPF, Company Number: 1639355



Caledonian MacBrayne[®]

Hebridean & Clyde Ferries

1. Introduction and Purpose

- 1.1 The purpose of this document is to outline the operational requirements for the new vessels for the Gourock Dunoon service. This is based on the service requirements provided by Transport Scotland. The service specification supplied to CalMac by Transport Scotland is outlined in Appendix 1.
- 1.2 These operational requirements will be provided to Caledonian Maritime Assets Limited (CMAL) and used as a basis to develop the statement of technical requirements and vessel specification. Changes to specification will be approved through a formal review process.
- 1.3 Following the submission of requirements and supporting analysis TS will consider the fuel type and clarify the passenger capacity of the vessel.
- 1.4 A further TS decision is required on Kiltreggan services and if they should be considered in-scope for the harbour and new vessel workstreams, as this service will be operated by CalMac under CHFS from 1 June 2020.

2. General Description

- 2.1 The new vessel(s) shall be designed to optimise vessel resilience and accessibility when operating at/or between Gourock and Dunoon/Kiltreggan.
- 2.2 The vessel(s) shall be designed and constructed for Class IV voyages on the Dunoon to Gourock route in accordance with MSN 1823 (M) Edition 2: The Safety Code for Passenger Ships Operating Safely in UK Categorised Waters. The vessel shall be designed to maintain the service timetable.

3. Summary of Proposed Vessel Configuration

- 3.1 The preferred configuration is as follows:
 - Single internal passenger area with consideration of access to outdoor viewing area
 - Adequate separation between crew and passenger areas
 - The vessel shall be designed to accommodate between 182 (current PC level of MV Argyll Flyer) and 250 passengers
 - The vessel shall be designed to operate with a minimum of 3 numbers of crew

4. Statutory Requirements

- 4.1 The vessel shall be designed and constructed to comply fully with Classification Society and Flag State requirements as specified in the UK for vessels operating on Class IV voyages in accordance with MSN (M) 1823 Edition 2 (amended).
- 4.2 The vessel will comply with all requirements of all relevant rules and regulations that are in force at the time of signing the contract or are published at the date of signing the contract and expected to come into force before delivery of the vessel.

5. Classification Standard

- 5.1 The vessel is to be constructed, outfitted with machinery and provided with equipment in accordance with the latest rules and regulations from an approved International Association of Classification Societies (IACS) member society.

6. Registration

- 6.1 The vessel will be registered and flagged in UK, with the home port of Glasgow.

7. Passenger Complement

- 7.1 An adequate complement of interior seating shall be provided, appropriate to the operating environment.
- 7.2 LSA to be supplied and installed in accordance with MSN 1823 (M) Edition 2 (as amended).

8. Contract Speed

- 8.1 The vessel speed should be optimised considering: comfort for passengers, timetable demands and fuel efficiency and should not be less than 12 knots in all relevant weather and tidal conditions, to allow current levels of timetabled service be maintained.
- 8.2 It should be noted that the vessel is likely to experience tidal flow of up to ±2 knots (head current), in addition to prevailing head winds during passage.

Caledonian MacBrayne

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Caledonian MacBrayne and CalMac are trading names of Caledonian Maritime Assets Limited,
Calmac Ferries Limited, Ferry Terminal, Gourock Way, GIP Company Number: 10232020



Caledonian MacBrayne

Hebridean & Clyde Ferries

9. Seakeeping

- 9.1 Ability to maintain service in 50 knots beam wind and relevant category D waters, as defined in Merchant Shipping Notice MSN 1776 (M) Categorisation of Waters, with consideration of local area weather and tidal conditions.
- 9.2 The vessel shall be designed to minimise roll in all states of sea, using active or passive devices.
- 9.3 The following are to be carefully considered for passenger comfort:
- shipping of green water
 - bow flare impacts
 - pounding below keel
- 9.4 Any seakeeping calculations carried out to determine vessel motion and acceleration responses are to be made for the vessel's intended area of operation.

10. Manoeuvring

- 10.1 Manoeuvring abilities should be designed for a high intensity service.
- 10.2 Manoeuvring characteristics must not be compromised by the drive for efficient straight line running.
- 10.3 Any transverse thruster power should not be to the detriment of the required main propulsion power during manoeuvring.
- 10.4 The vessel should be fitted with adequate bellinohubbing strike appropriate to the anticipated berthing methods.

11. Passenger Areas

- 11.1 The vessel shall be designed to and receive appropriate Class certification for noise, vibration and temperature in all operating modes, in passenger and crew areas, according to the approving society.
- 11.2 Interior outfitting shall be consistent with newer vessels in the CalMac fleet but of utilitarian design.
- 11.3 A single internal passenger area should be provided on passenger deck.
- 11.4 Toilet facilities to be provided for passengers.
- 11.5 Areas for stowage of luggage (internal) and stowage of bicycles (external) should be provided.
- 11.6 Passenger Information screens should be provided.
- 11.7 Onboard ticketing area should be provided, including secure area for stowage of safe and ticket reconciliation.

12. Accessibility

- 12.1 Design, layout and facilities of passenger areas, should align (as far as practicably possible), to best practice and legislative equality and accessibility guidance/standards.

13. Stores and Crew Working Areas

- 13.1 The vessel design should include provision of stores and lockers throughout the vessel.
- 13.2 Designated areas for crew to work (desk/office space for admin tasks, storage for drawings and manuals) to be provided.
- 13.3 The vessel design should permit the movement of engine machinery components that typically require transit within machinery spaces, as well as to the main deck, to assist normal maintenance routines.

14. Crew Welfare

- 14.1 Space shall be dedicated for crew mess and dining area, to allow the addition of self-catering facilities.
- 14.2 A crew toilet should be provided and/or washing area (wet room) considered.
- 14.3 Drying area for crew outdoor/weatherproof clothing is required.

15. Heating, Ventilation and Air Conditioning (HVAC)

- 15.1 The vessel's HVAC equipment is to be designed for operation in all climatic conditions found in the intended trading area with attention paid to machinery and electronic systems in all weathers.
- 15.2 Crew and passenger accommodation should be independently temperature controlled.

16. Under Keel Clearance and Draught

- 16.1 Minimum Under Keel Clearance (UKC) of 1 metre below dynamic draught, at Lowest Astronomical Tide (LAT), on approach to the harbour and when manoeuvring, is required. In the berth pocket, 1 metre UKC, below static draught is required.
- 16.2 The vessel should be capable of operating, without compromising performance, over the full range of draughts and trim in accordance with UKC requirements, with the use of ballast water, if necessary, to compensate for variation in deadweight.

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17. Redundancy

- 17.1 The vessel shall be designed with practical redundancy and flexibility with regards to power-generation and propulsion plant.
- 17.2 An approved method of FMEA is to be carried out as early as possible during the design stage. A criticality analysis of all vessel systems should also be carried out at the design stage and fed into the FMEA.
- 17.3 The output of the FMEA should be used to ensure operational risks are minimised and be presented as early as possible (post tender award). Any high risk/critical failures identified by the FMEA should be addressed to ensure adequate redundancy.
- 17.4 Full trials of each failure mode shall be demonstrated prior to delivery of the vessel to verify that the performance of the as-built machinery matches the cause and effect chart.

18. In Service Maintenance

- 18.1 The propulsion and power generation systems shall be designed to allow for the continuation of the service during periods of planned and unplanned maintenance on all these systems, in a simple, safe and controlled manner.
- 18.2 The vessel shall be fitted with hull markings suitable for In-Water Survey.

19. Ferry Operations Manual

- 19.1 A comprehensive ferry operating manual is to be provided, incorporating all operating procedures, trials data, system diagrams, results of FMEA, cause and effect information, and flow charts as appropriate, to specify to the Operator the best way in which the highest degree of safety and service delivery for every single system must be ensured.
- 19.2 Operating manuals for all relevant equipment, including Life Saving Apparatus (LSA) and Firefighting Equipment, are to be provided.
- 19.3 All Manuals should be provided in an electronic format which can be edited by the Operator.

20. Safe Means of Access/Egress

- 20.1 All spaces including void spaces are to have safe means of access and be well illuminated and allow for use of emergency recovery equipment.
- 20.2 Suitable access and egress for all expected passenger types, including those with wheelchairs, bicycles and crams, at all states of tide.
- 20.3 Suitable access and egress for crew during non-operational hours (Overnight and lay-by).

21. Bilge Water Collection and Disposal

- 21.1 The vessel should have a Bilge Water/Sludge Holding Tank with minimum capacity for three days contents (with consideration of current timetable requirements), to allow the collection of all machinery space bilges.
- 21.2 The system should be capable of discharging contents to a suitable shoreside reception facility.

22. Sewage Treatment Standards

- 22.1 Sewage treatment plant should be fitted in accordance with MGN 385 (M+F) Guidance on the Merchant Shipping (Prevention of Pollution by Sewage and Garbage from Ships) Regulations 2008, appropriately sized for the maximum number of passengers, taking account of the vessels normal route and the limitations of the discharge of sewage overboard. It should be designed to minimise the maintenance requirement and cost of operation.
- 22.2 The ventilation for sewage plant or holding tanks (if required) should be led to an outside area away from sources of ingress. Preference for any holding tank (if required) would be minimum 3 days' capacity (with consideration of timetable requirements) until shore discharge can be arranged.

23. Vessel Berth Compatibility

- 23.1 The vessel must be able to navigate safely and resiliently to and between all specified ports and interface with crossed infrastructure at each port.
- 23.2 Mooring arrangements of the vessel should be compatible with the port infrastructure, including fenders and bollards. The arrangement should be adequate to secure vessel alongside when loading and discharging and as an overnight berth, in accordance with existing best practice outlined in the Code of Safe Working Practices for merchant seafarers.
- 23.3 Mooring arrangements must also be compatible with any temporary infrastructure which is in place during the period of harbour upgrades at both Gourock and Dunoon.
- 23.4 The mooring equipment should be able to provide a degree of extra capacity in periods of adverse weather, within the safe working load of the equipment.

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- 23.5 Mooring equipment should consider vessel design and requirements to aid operational safety measures.
- 23.6 There should be an adequate level of separation between mooring stations/areas and passenger accessible areas.
- 24. Vessel Bunkers**
- 24.1 The vessel must accommodate bunkering from shoreside facilities, in all berthing configurations.
- 25. Retail Offering**
- 25.1 Consideration should be given to a vending machine type retail offering.
- 26. Environmental**
- 26.1 The vessel shall comply fully with the requirements of MARPOL. The vessel shall be constructed to meet Lloyd's Register's Environmental Protection notation 'ECO' or equivalent.
- 27. Security**
- 27.1 Security locks shall be fully integrated, digital type with a single point of release situated in the wheelhouse/bridge for use in emergencies. Any outdoor security locks should be able to withstand exposure to the local weather and marine environment.
- 27.2 A colour, recording CCTV system will be fitted in areas related to the safety and security of the vessel.
- 28. Local Area Network/Wi-Fi**
- 28.1 A Local Area Network is required in key areas around the vessel congruent with a typical shipboard management system. The vessel should have Wi-Fi coverage for all areas on-board.
- 28.2 Equipment provided should be compliant with current industry standards at time of vessel delivery.
- 29. Equipment Selection**
- 29.1 All equipment and fittings supplied with the vessel is to comply with relevant regulations including, but not limited to, the Marine Equipment Directive 2014/90/EU.
- 29.2 Selection of equipment should consider product support, likelihood of future obsolescence, maintenance costs, time between overhauls and the operator's knowledge of existing supplier's reliability and supply chain wherever possible.
- 29.3 All equipment meets the required approvals by equipment type.
- 30. Training**
- 30.1 Necessary training for vessel specific equipment, to ensure crew familiarity before delivery should be provided.
- 31. Delivery**
- 31.1 Three hard copies of all final, approved as built drawings, manuals and plans will be provided by the builder as well as electronic versions.

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32. Appendix 1 – Transport Scotland Service Specification

Category	Transport Scotland Specification
Overall priority for vessel	<p>The list of vessel priorities from VRDP has been rationalised for this project, as follows:</p> <ul style="list-style-type: none">a) Safeb) Reliablec) Accessibled) Compatibilitye) Connectivityf) Fuel type, efficiency and emissions reductiong) Costh) Capacity <p>However, as per the Scottish Government's policy on the climate, serious consideration must be given to designing and building vessels which are as environmentally friendly as possible. With that in mind, (f) should feature more prominently on the list, alongside (c). There are obviously other factors which may or may not impinge on that desired outcome, however clarity is required on the rationale if certain approaches are discounted i.e. electric / hybrid models.</p>
Service frequency	As per Winter 2019/2020 and Summer 2020 timetabled service. As per current processes, this can be reviewed as part of the CHFS contract.
Passenger Capacity	As per current passenger certification. However, consideration should be given to reducing the passenger certification if the evidence suggests that maintaining the current level would be considered over provision of service and an unnecessary additional cost, even with a growth in passenger numbers should the service become more reliable.
Contract Speed	Maintain current speed as per the existing restriction which exists on the route. However, if this restriction can be removed to improve fuel efficiency and overall performance, then this should be considered as the project progresses.
Passenger Accommodation Style	Passenger facilities must be comfortable and akin to other modes of transport.
Accessibility	The design should go beyond the minimum legislative requirements; however Transport Scotland's initial view is that a full scale changing places toilet is not required due to the size of the vessel and short duration of the crossing.
Retail Offering	Only retail option which should be considered is a vending machine, anything beyond this is overprovision for what is a short crossing.
Customer Facilities	Wi-Fi provision to be included as per CHFS network. Consideration of toilet facilities following outcome of customer survey (unisex or male / female). In terms of passenger information on board the vessel, onward travel information would be preferable subject to cost impacts.

33. Appendix 2 – Assumptions

34.1 The following assumptions were agreed between CalMac, CMAL and Transport Scotland and underpin the requirements presented in this paper.

- The maximum passenger capacity limit of new vessels will be 250 persons in line with current Boat Master certification
- The new vessel shall be designed to optimise resilience, safety and accessibility
- Vessel to fit and operate within infrastructure at Gourock and Dunoon, including navigational approaches and passenger access arrangements
- Infrastructure works will be undertaken at Gourock and Dunoon and new vessels should be optimised to provide operation based on those works
- The new vessel must be at least capable of maintaining current timetable. As such as minimum

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service speed of 12 knots required.

- Design, layout and facilities of passenger areas should align to best practice equality and accessibility guidance/standards as a minimum and be akin to other modes of transport
- Belting must be as far around as possible on hull structure
- Retail offering of vending machines only to be considered
- Wi-Fi provision included with consideration of onward travel information included in passenger areas

34. Appendix 3 – List of Statutory Requirements

- MSN 1823 (M) Edition 2: The Safety Code for Passenger Ships Operating Solely in UK Categorised Waters
- International Convention on Load Lines (LL)
- International Regulations for Preventing Collisions at Sea (COLREG)
- International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW)
- International Convention on Maritime Search and Rescue (SAR)
- International Convention for the Prevention of Pollution from Ships (MARPOL)
- MARPOL Associated Statutory Instruments
- International Convention on Tonnage Measurement of Ships (TONNAGE) 1969
- GMDSS Rules 1992, Area A1
- IEC Publication No. 92, Electric Installation in Ships (2nd Edition)
- IEC Publication No. 529, Classification of Degrees of protection provided by Enclosures.
- IMO Circular Letter No. 1591, Stockholm Agreement with significant wave height of 4.0m without barrier on the car deck.
- IMO Code on alarms and indicators, 1995
- Disabled Persons Transport Advisory Policy (DPTAC), also European Directive 2003/24/EC
- IMO Resolution A817(19)
- IMO Resolution A861(20)
- IGF Code (if required)
- IMO resolution MSC337(91)
- IMO Res MSC 137 / 76 Standards for Ships Manoeuvrability, noting also the MSC Circ. 1053 Explanatory Notes to the Standards for Ships Manoeuvrability
- Marine Equipment Directive 2014/90/EU

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Gourock Dunoon Disruption Data - 19 May 2020

Overview of Request

At the steering group meeting (15 May 2020) the importance of understanding the level of disruption caused by weather and technical issues (ship and shore) was discussed and CalMac took an action to provide analysis.

CalMac Response

To ensure robust consideration of the cause and effect of reliability, a large data set has been reviewed. This shows the carryings on the Gourock Dunoon route from the start of the passenger only service (2011) to the end of the Winter 2019/20 timetable.

From a review of the data set and the reasons for disruption, the following conclusions can be drawn:

- 92.3% of all sailings are not disrupted, with 6.65% of services cancelled and 1.03% delayed.
- Analysis of the disruption causes demonstrate that 65.4% of services are disrupted by adverse weather, with 18.6% of services being disrupted by ship mechanical problems, 3.3% of shore mechanical problems and 12.8% of services being disrupted due to other causes.

The table below highlights the number of disruptions caused by the three issues discussed at Steering Group meeting (15 May 2020).

	Total No. of Sailings		
	159780		
	Total Disrupted Sailings		
	12269		
	Weather	Mechanical (Vessel)	Mechanical (Shore)
No. of Disruptions	8024	2277	402
% of Disruptions	65.40%	18.56%	3.28%



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Gourock Harbour Operational Requirements

Contents

1. Introduction and Purpose	2
2. Operational Context	2
3. Berths (In-Service & Overnight/Lay-By)	2
4. Site Security	2
5. Terminal Building	3
6. Waste Facilities	3
7. Pier/Harbour Staff Facilities	3
8. Pier/Vessel Storage	3
9. Vehicle Marshalling Area	3
10. General Site Traffic Management	3
11. Support Services & Fleet Support	4
12. In Scope Vessels	4

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1. Introduction and Purpose

- 1.1 The purpose of this document is to outline CalMac's high level operational requirements for the Gourock port redevelopment. This is an initial document intended to contribute to and inform the planning activity currently being completed by CMAL.
- 1.2 The requirements detailed will influence the delivery of a suitable operational solution at Gourock and will ensure CalMac's needs are considered during the re-development of Gourock Ferry Terminal. This will also be used to inform the development of detailed operational requirements as the project progresses.

2. Operational Context

- 2.1 Gourock is the home port for passenger only services to Dunoon and Kilcreggan. Additionally, it will continue to be the alternative mainland berth for Bute services. At the time of writing the Transport Scotland decision as to the alternative mainland berth for Arran services is outstanding. As such Arran services have been considered as in-scope for the purpose of this document.
- 2.2 Currently Gourock offers lay-by capability for other vessels in the CHFS network as well as being utilised by local commercial fishing vessels.

3. Berths (In-Service & Overnight Lay-By)

- 3.1 Passenger only berth(s) for Dunoon and Kilcreggan services to be provided, ensuring compliance with relevant accessibility legislation. The berth should provide full accessibility for passengers, across all levels of tide.
- 3.2 Passenger only berth should offer a mooring system that provides a secure vessel-berth interface at all states of the tide
- 3.3 The new linkspan berth should be designed to provide an operational fit for all in-scope major vessels. This should consider vessel mooring, interface with linkspan and berth face/fendering/linkspan, and passenger access across all levels of tide.
- 3.4 Safe access/egress for crew of all in-scope vessels, across all levels of tide to be provided at all relevant operational and lay-by berths.
- 3.5 All berths should offer infrastructure (including fendering) to ensure safe mooring and lay-up of in scope vessels.
- 3.6 Mains fresh water and shore power services should be available at all berths as far as practicably possible.
- 3.7 For in-scope vessels a minimum Under Keel Clearance (UKC) of 1 metre below dynamic draught, at Lowest Astronomical Tide (LAT), on approach to the harbour and when manoeuvring, is required. In the berth pocket, 1 metre UKC, below static draught is required.
- 3.8 Suitable road tanker access is required to the berths to allow for bunkering and waste reception (where applicable).

4. Site Security

- 4.1 Controlled access to overnight berths to be provided.
- 4.2 Barrier control access to passenger only berth should be provided.
- 4.3 The site should be designed to prevent leisure fishing activity as far as practicably possible.
- 4.4 The site to be compliant with all relevant legislations and designed with consideration of ISPS compliance.
- 4.5 Site CCTV to be provided.
- 4.6 Consideration to be given to provision of full site control/security in order to allow out of hours site closure.

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5. Terminal Building

- 5.1 The current terminal building houses waiting room, public toilets, and a ticketing function. In the event that the building be altered provision for these facilities should be offered. Any alternate waiting and toilet facilities should provide capacity in line with that of the new passenger only vessels.

6. Waste Facilities

- 6.1 Waste facilities for the vessels, harbour and support service requirements to be provided, to include; general, recycling, oily and special waste.

7. Pier/Harbour Staff Facilities

- 7.1 At present pier staff facilities (office/mess with lockers/personal storage, drying room, toilet, changing room & shower) are housed within the Annex building. Any alternate pier staff facilities should offer an equal provision.
- 7.2 Consideration to be given to the inclusion of site manager/supervisor office space within any alternative pier staff facilities.

8. Pier/Vessel Storage

- 8.1 Pier/Harbour operations currently utilise storage space which is available within the Annexe building and outbuildings for document storage. Such storage provisions would be required in the event these buildings are not available following redevelopment.
- 8.2 At present there is storage available for the Dunoon and Kilcreggan services within the Annexe building (stores warehouse), due to the lack of available space onboard incumbent vessels. The available storage space is used to house spare parts, equipment and consumables. If storage space is limited on new passenger only vessels the requirement for shore storage will continue.

9. Vehicle Marshalling Area

- 9.1 The following are requirements for the Marshalling area:
- Marshalling area equivalent to 150% PCU capacity of largest in-scope vessel (TBC by Transport Scotland) and subject to further discussion with CMAL/Port design team
 - Check-in kiosk
 - Barrier controlled access
 - Lead-in lane to avoid traffic congestion on approach

10. General Site Traffic Management

- 10.1 Parking is required for CalMac staff, customers and site visitors.
- 10.2 Inclusion of dedicated drop off & pick up points for cars and/or buses.
- 10.3 A designated delivery area should be provided, with consideration of forklift movements.
- 10.4 The site should be designed with consideration of the regular movement of HGV's and delivery vehicles.
- 10.5 Segregation (as far as practicable) of site visitor and staff parking from the operational area, in order to limit vehicle movement around passenger loading areas and drop off points. Additionally, segregation (as far as practicable) of support service and ferry service traffic should be provided.
- 10.6 A clear pedestrian route to be provided through the facility, offering segregation from vessel operations, berths and marshalling lanes. Cycle Route 75 to be incorporated (as per agreement between CMAL, CalMac and Inverclyde Development Council)

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11. Support Services & Fleet Support

- 11.1 The requirements of CalMac's support services and fleet support functions, which are housed in the HQ and Annexe buildings, will be provided in 'Support Services and Fleet Support Requirements' document.

12. In Scope Vessels

- 12.1 Dunoon/Kilgobbin Services – New Pax Only Vessels, MV Ail Cat, MV Argyll Flyer, MV Chieftain
- 12.2 Bute Services – MV Argyll, MV Bute, MV Coruisk
- 12.3 Arran Services – MV Caledonian Isles, MV Isle of Arran, MV Hebridean Isles, MV Glen Sannox (TBC)

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Gourock/Dunoon Carryings

Average number of passengers per sailings by season

	Passengers	Sailings	Average Passengers per sailing
Sum 25 Mar 11 to 22 Oct 11	131,456	6,282	21
Win 23 Oct 11 to 29 Mar 12	132,139	7,831	17
Sum 30 Mar 12 to 20 Oct 12	207,743	10,820	19
Win 21 Oct 12 to 28 Mar 2013	115,096	7,125	16
Sum 29 Mar 13 to 19 Oct 2013	187,607	10,539	18
Win 20 Oct 13 to 3 April 2014	118,727	7,977	15
Sum 04 Apr 14 to 26 Oct 2014	192,901	10,792	18
Win 27 Oct 14 to 2 April 2015	118,057	7,713	15
Sum 03 Apr 15 to 25 Oct 2015	192,855	10,793	18
Win 26 Oct 15 to 24 Mar 2016	105,406	7,104	15
Sum 25 Mar 16 to 23 Oct 2016	189,385	10,799	18
Win 24 Oct 16 to 30 Mar 2017	120,339	7,856	15
Sum 31 Mar 17 to 22 Oct 2017	183,209	10,499	17
Win 23 Oct 17 to 29 Mar 2018	112,685	7,356	15
Sum 30 Mar 18 to 21 Oct 2018	179,872	10,265	18
Win 22 Oct 18 to 28 Mar 2019	108,747	7,665	14
Sum 29 Mar 19 to 20 Oct 2019	186,001	10,178	18

Disruption

	ADVERSE WEATHER	MECHANICAL PROBLEMS (SHIP)*	KNOCK-ON DELAY FROM PREV SAIL	MECHANICAL PROBLEMS (SHORE)*	ALL OTHERS	VESSEL CHANGEOVER	NAVIGATIONAL ISSUES	BERTH NOT FREE (EXTERNAL) *	BERTH NOT FREE (CAL MAC)*	LATE FOOT PASSENGER TRAFFIC	BUNKERING ISSUES*	ACTION OF BLUE LIGHT SERVICES*	SCOT GOVERNMENT APPROVED	VOLUME OF TRAFFIC	SHIP INVOLVED IN EMERGENCY*	BRIDGE INDUCTION*	PIER WORK (EXTERNAL)*	VERY LOW TIDE	VERY HIGH TIDE	LATE TRAIN
Sum 25 Mar 11 to 22 Oct 11	Level 1 Lateness Cancell ed	7	8	40	4	5	5	8	4	4	1	2	2	2	3	2	2			4
	Level 1 Lateness Cancell ed	55	17			6	7			6	8			2						
	Total	62	18	40	4	5	1	8	4	1	1	2	2	2	3	2	2			4
Win 23 Oct 11 to 29 Mar 12	Cancell ed	280	24		2	8							2							
	Level 1 Lateness	11	4	16	1	2	2	4	1	6	2	1			1				1	1
	Total	291	28	16	2	1	2	4	1	1	2	1	2		1				1	1
Sum 30 Mar 12 to 20 Oct 12	Level 1 Lateness Cancell ed	3	2	4	2		1	1												
	Cancell ed	339	19		4															
	Total	342	21	4	6	1	1	1	2											
Win 21 Oct 12 to 28 Mar 2013	Cancell ed	1,133	11		8			2												
	Level 1 Lateness	1	4	3		2	1													
	Total	1,134	15	3	8	2	1	2												
Sum 29 Mar 13 to 19 Oct 2013	Level 1 Lateness Cancell ed		3	2		1	2			1		1			3					
	Total	191	60	2		1	2			1		1			3					

	Total	164	26	7			6	5		1	2		1											451							
Win 23 Oct 17 to 29 Mar 2018	Level 1 Lateness	25	2	29			1	4	3		1	1		2	1	2				1	1			88							
	Cancelled	634	11		1	2			2							2		2					1	871							
	Total	659	11	29	1	2	1	4	5		1	1		2	1	4		2		1	1	1	1	959							
Sum 30 Mar 18 to 21 Oct 2018	Cancelled	562	23							6			1				2							801							
	Level 1 Lateness	2		4			2	3	1		1		1											14							
	Total	564	23	4			2	3	1		7		2				2						815								
Win 22 Oct 18 to 28 Mar 2019	Cancelled	464	88													1	2							566							
	Level 1 Lateness	4		19			4	7	2			1		5										42							
	Level 2 Lateness			5								4		1										10							
	Total	468	88	24			4	7	2			5		6	1	2								618							
Sum 29 Mar 19 to 20 Oct 2019	Level 1 Lateness	6	5	82	4		2	6	2	2			1								1	1		152							
	Cancelled	317	44		9							1										2		867							
	Level 2 Lateness			10	6	1	2						1											179							
	Total	323	44	18	2	1	4	6	2	2		1	1	1							1	3		1,198							
		7,091	##	52	3	1	1	1	1	5	4	3	2	2	2	1	1	1	1	9	8	5	4	3	2	2	2	2	1	1	11,024



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Dunoon & Kilcreggan Service – Fuel Volumes & Freeboard

7 August 2020

Overview of Request

Provide information on the fuel bunkering schedule, including average volumes, for Dunoon and Kilcreggan service vessels.

Confirm freeboard of Dunoon and Kilcreggan service vessels.

CaIMac Response

Please find below the information requested for each of the Dunoon and Kilcreggan service vessels. Please note that the variation in the fuel volumes for MV Argyll Flyer and MV Ali Cat are the result of several factors, namely; weather/sea state, and the operational flexibility of the two vessel service.

For clarity, MV Chieftain typically bunkers fuel every 2nd Sunday.

MV Argyll Flyer

- Vessel Freeboard - 1.437m
- Bunkering Schedule - Fuel taken at lunchtime on Monday, Wednesday and Friday
- Typical Fuel Volumes

Day	Volume (litres)
Monday	3000 - 3500
Wednesday	2000 – 2500
Friday	2000 - 2500
Weekly Total	7000 - 8500

MV Ali Cat

- Vessel Freeboard – 1.952m
- Bunkering Schedule – Fuel taken at lunchtime on Monday, Wednesday and Friday
- Typical Fuel Volumes

Day	Volume (litres)
Monday	2000 - 2500
Wednesday	1200 - 1800
Friday	1200 - 1800
Weekly Total	4400 - 6100

MV Chieftain

- Vessel Freeboard – 1.5m
- Bunkering Schedule – Typically every second Sunday
- Typical Fuel Volumes

Day	Volume (litres)
Sunday (Bi-weekly)	4000
Weekly Total	2000