

On-line Technology based Possession Meetings

This information has been prepared to inform Sydney Trains' employees, contractors and TfNSW on the general requirements and protocols for conducting all Works Coordination, Finalisation and Pre-Possession meetings managed using Microsoft Teams and Teleconferencing formats.

Background

Asset Scheduling & Delivery Coordination (ASDC) team have moved to an online-based platform for the delivery of all future possession meetings. Microsoft Teams in conjunction with the existing teleconference facility will be used to deliver possession and safety critical information. Project owners or their representatives are now required to participate in the meetings utilizing this online technology-based arrangements.

This new arrangement will be implemented for all possession meetings from Monday 23rd March 2020. Sydney Trains IT Business Partner has provided support and advice on the latest technology protocols.

Requirement

All ASDC meeting invitations will now advise that the delivery of all Works Coordination, Finalisation and Prepossession meetings will be conducted through technology-based platforms.

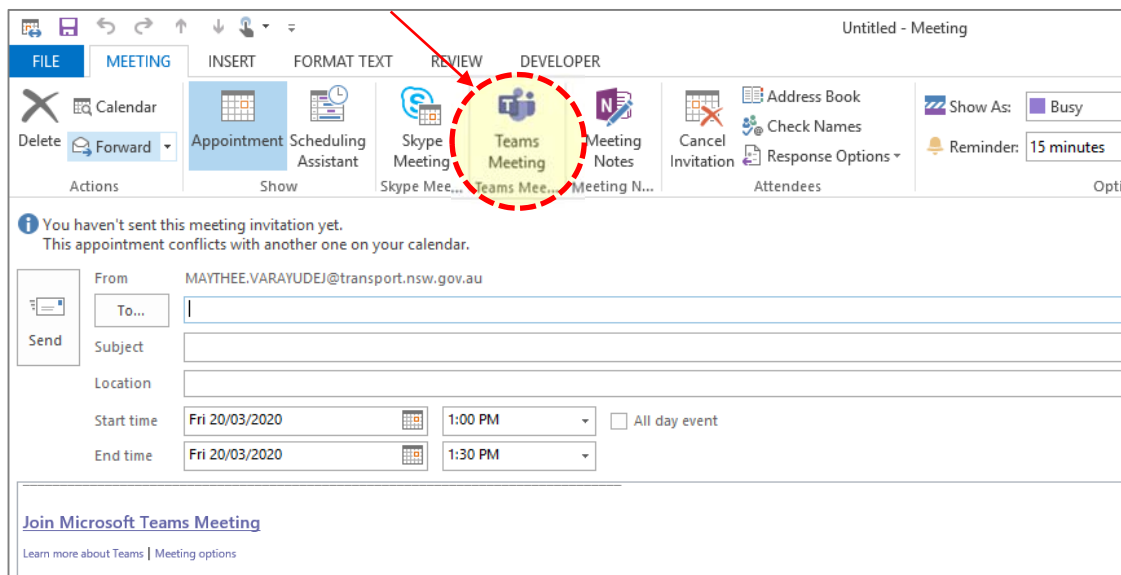
The meetings will be run through a combination of:



- Microsoft Teams (displaying and presenting relevant documentation, maps and CTL's as required)
- Teleconferencing for ALL AUDIO requirements

Each of the 4 District locations will be assigned a unique Teleconferencing number.

Organiser Instructions (NAM or representative):

1. **Assign Job Numbers** in PACT to be used for reference
 - a. **Send out Works scopes attachments with job numbers**
2. **Set up meeting invite** as per current process in Outlook, **click on "Teams Meeting"** which will insert a Microsoft Teams link:



3. In the meeting invitation at the top email invite, please insert the Attendee Instructions (see below)
4. **Click on MS teams link** in meeting invitation at least 10mins before start – **mute microphone**  and **turn off PC speakers** (audio will be through teleconference)
5. **Setup dial-in teleconference number on a landline phone**
6. **Share relevant screen**  and **display attendee instructions** on the share screen (attendee)

7. After the session copy the chat history and paste and save to a MS Word document (this is the official attendance record)



Attendee Instructions (Project Owner or work scope representative):

1. **Click on MS teams link** in meeting invitation and click 'join now'

Note: This is the control bar (appears when cursor is moved over the video section in Microsoft teams):



THE FOLLOWING INSTRUCTIONS MUST BE COMPLIED WITH:

2. **Turn off camera, mute microphone**  and **turn off PC speakers** (audio will be through teleconference)
 - a. Note: Due to bandwidth limitations there is no requirement for Attendees to appear on screen visually
3. **Open MS Teams Chat**  and **sign-on**, e.g. by typing in this format "*John Smith & Joe Chen signing on for Job#123*" – **this is the official meeting attendance record**
 - a. Ensure job number is obtained before the meeting from the emailed attachments
 - b. If you are representing multiple jobs, please nominate each job number when signing in
4. **On your mobile or landline**, dial-in using teleconference details in the invitation
 - a. **Mute phone** (until requested by the NAM or Representative to discuss work scope)

The Final Word

All possession meetings conducted by ASDC staff will be delivered utilising Microsoft Teams and teleconferencing functionality. There is no change to the requirements to have representation by Project owner/delegate at all Works Coordination, Finalisation and Pre-possession meetings for ASDC managed possessions.

ASDC team are to ensure that this Notice is included in all pre-possession notes and sent with all meeting invitations until further notice.

Peter Beardsley
Associate Director, Asset Scheduling and Delivery Coordination

Date: 20-03-2020