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MEMORANDUM

To	VE Team	From	David Wilson
Company		Date	April 6, 2011
Project No.	2011-005	Your File No.	
Project	DNGS D_2O Storage Facility VE Study		
Subject	Welcome		

Introduction

We are pleased that you will be able to join us to participate in the above noted value engineering (VE) study workshop.

The purpose of the workshop is to develop a list of recommended ideas (VE proposals) that we, the VE team, feel offer the best opportunities to improve the value of the project (i.e. make it work better and/or lower the cost of ownership) to the owner and project team. Collectively, our team will use its experience and knowledge to identify, select, and develop these ideas for presentation to the key decisionmakers.

An agenda, indicating the workshop location and start/finish times, and a location map are appended.

Workshop Logistics

The workshop will be held at:

Ontario Power Generation Inc.
Darlington Nuclear Generating Station
ESSB Room 312

Host Contact: Julian Read
t 905.623.6670 x1336

Dress Code

The dress code for the workshop will be casual. Appropriate casual attire would typically include khaki pants, button-up shirts, golf/polo shirts, etc. If jeans are your thing, that's okay too. Wear what you would normally wear to work.

You will be visiting the site during the workshop. Please ensure that you wear suitable clothing for the visit to accommodate a wide range of weather conditions.

Attendance

Team members will be responsible to make their own arrangements to attend the workshop. We need you to be there for the entire workshop so, unless you've arranged otherwise, I'll expect you to be there for the entire time. Please ensure that your travel plans permit you to attend the full workshop.

Breaks and Lunch

Refreshments have not been arranged for the breaks. Coffee, juices, and soft drinks are available in the building.

You will be responsible for your own lunch.

What You Need to Bring…

For the workshop, it would be very helpful for you to bring:

1. The items listed in the workshop instructions
2. 6 quarters.

Background Information

Several background documents have been collected for your review to assist you in gaining a better understanding of the study topic. The background information will allow you to familiarize yourself with the project and to identify any information that you feel should be provided at the workshop.

The available background information will be sent directly to you.

Mobile Contact Information for David Wilson

Please call me on my mobile number 416.315.3293 if you need to get in touch with me prior to or during the workshop.

Closing

This will be an interesting and challenging project and I look forward to the results we will achieve. The purpose of the workshop is to develop recommendations for change that will assist the project team to develop the best value project for the owner and end users. Your role as a team member will be to contribute your knowledge and expertise to the team so that these recommendations can be identified and developed to extent that time allows.

We appreciate the commitment you've made to participate in our workshop team.

I'm looking forward to working with you!

/D