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| **Meeting Title** | **:** | {{meetingTitle}} | **Venue** | **:** | {{venue}} | **Recorded by** | **:** | {{recordedBy}} |
| **Type** | **:** | {{type}} | **Date** | **:** | {{date}} | **Agenda by** | **:** | {{agendaBy}} |
| **Duration** | **:** | {{duration}} | **Time** | **:** | {{time}} | **Chaired by** | **:** | {{chairedBy}} |
| **Attendees** | **:** | {{attendees}} | | | | **Apologies** | **:** | {{apologies}} |

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| No | Topic | Presenter | Time | Discussion | Conclusion | Actioner | Due | Status |
| **#** | **Short Subject** | **Full Name** | **Alloted** | **Describe what was discussed** | **Describe conclusion including action required** | **Full Name** | **Date** | **Drop Down** |
| **01** | **Invoicing** | Gulustan Ashirova | 10 min | First MMT invoicing has been submitted via ILVS SharePoint system | Back up to be added for final approval.  Charge type to match agreed rates. | Gulustan Ashirova | 04.06.2024 | Ongoing |
| **02** | **Customs procedure** | Chinara Shakarova | 10 min | Courier shipments up to 10k USD invoice value to be customs cleared under lumpsum rate including service fee, 3 CD page and customs procedure. | For such shipments, Customs procedure should not be invoiced separately as at cost charge | Gulustan Ashirova | On regular basis | .Ongoing |
| **03** | **Documents transfer** | Lazar Zivanovic | 10 min | .ILVC Outbound-Inbound documents transfer | Outbound documents transfer works smoothly. Inbound transfer to be set up before the deadline.  2MB set up as max file size for inbound (LSP Pre-alerts, FCR, DN, etc). | Lazar Zivanovic | 06.06.2024 | .Ongoing |
| **04** | **T1/T2** | Kamil Magsud | 5 min | Extra costs for T1/T2 | T1 cost is stipulated in contractual rates subject to goods value.  T2 cost is not being charged to BP. | Chinara Shakarova | On regular basis | Ongoing |
| **05** | **Customs hold events** | Sabina Asadova | 10 min | Hold events during customs clearance process:  BAR Code delay – Shipping Instructions  Import Permit – Client Instructions | New Customs related hold events to be confirmed by BP.  Formula to consider Hold Start and Hold End events between Arrival and Clearance Started, between Clearance Started and Clearance Completed. | ILVC  BP | 01.07.2024  Might be extended | Ongoing |
| **06** | **Value mismatch** | Sabina Asadova | 5 min | Several MMTs in BP system transferred with false value in comparison with shipping documents. | Report on mismatch details have been shared by LSP with ILVC. To be analysed and core reason for mismatch to be identified | Lazar Zivanovic | 06.06.2024 | Ongoing |
| **07** | **New event codes** | Sabina Asadova | 5 min | Estimated Pick up Date, ETD, ATD submitted as new events through the system but without specific codes. Temporary Codes allocated by LV as EPD, ETD, ATD. | Specific codes to be allocated for new events (no impact on KPI) | Lazar Zivanovic | 30.06.2024 | Ongoing |
| **08** | **KPI clarification** | Sabina Asadova | 15 min | Some clarification required on new KPI processes. | .Net collection (4 working days).  From ACK till DLP, or latest APP before DLP till DLP.  Customs (2 working days).  Between AAI and CCL. STP and APP events to be considered between AAI and CCI, as well as CCI and CCL.  Net Arrival (11 working days).  From ACK till POD, or latest APP before DLP till POD. STP and APP events to be considered between AAI and CCI, CCI and CCL.  Date on FCR indicates DLP date.  AAH – Arrived at Hub meaning first hub for courier consolidation. |  |  |  |
| **09** | **Not measured KPI** | Sabina Asadova | 5 min | Some KPI’s are not measured separately | .Transit to hub  Main transit time  Final delivery  Clarified and confirmed | LSP  ILVC  BP | N/A | Completed |
| **10** | **KPI implementation** | Sabina Asadova | 5 min | Period to start implementing Operational KPI | First 3 months (April, May and June) are not to be considered for KPI calculation. | Farid Mammadov | 01.07.2024 | Ongoing |
| **11** | **Re-packing** | Farid Mammadov | 5 min | Palletizing of courier shipments | It is not required to re-pack small boxes on a pallet before delivery to SPS base, all courier shipments should be delivered loose as they are received. | Chinara Shakarova | On Regular basis | Ongoing |
| **12** | **Import regime** | Lazar Zivanovic | 5 min | BP system still shows Temporary at LSP end while ILVC confirms permanent import. | IT to be checked at ILVC side as LSP receives code unchanged.  System regime doesn’t impact on real customs clearance | Lazar Zivanovic | 06.06.2024 | Ongoing |
| **13** |  |  |  |  |  |  |  |  |
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