

| 04 MEETING AGENDA AND MINUTES |   |             |  |
|-------------------------------|---|-------------|--|
| Meeting Title                 | <b>Board Meeting No. 04</b> – Design, Preparation of Bid Documents & Evaluation of Bids for the Proposed Construction of 400 MLD Capacity Seawater Reverse Osmosis Desalination Plant at Perur along East Coast Road, South of Chennai, Tamil Nadu and Construction Management & Supervision for the Proposed Desalination Plant and its Product Water Conveyance Pipeline from the Plant and upto Porur and all allied works |             |  |
| Meeting Date                  | 9 June 2020   | Start Time  | 03:00 <input type="checkbox"/> a.m. <input checked="" type="checkbox"/> p.m. |
| Venue                         | M Teams   | Finish Time | 05:00 <input type="checkbox"/> a.m. <input checked="" type="checkbox"/> p.m. |
| Minutes By                    | YB  | Checked By  | SF   |

| RECORD OF DISCUSSION   |   |  |
|--|---|--|
| ITEM   | ITEM DETAILS  |  |
| 1.0  | WELCOME, INTRODUCTION OF ATTENDEES, APOLOGIES & MEETING AGENDA  |  |
| ATTENDANCE   | Mohiuddin MAHMUD (MM) – In Chair<br>Dr. Janardhan Sundaram (JS)<br>Andrew Mckune (UM)<br>Salim Fahim (SF)       | Srinivasa Rao Sunkerla (SS)<br>Younis Bhat (YB)<br>Rakesh kamboj (RK)<br>Subhash Nautiyal (SN) |
| APOLOGIES  |   |  |
| 2.0  | MEETING AGENDA  |  |
|  | I. General Agenda of Project Boards<br>II. Review of minutes from last PBM<br>III. General Board Meeting Agenda |  |
| 3.0  | DISCUSSION AT THE MEETING   |  |
| Please refer to section 7 for details and 8 for action items |   |  |
| 4.0  | NEXT MEETING  |  |
| July 2020  |   |  |
| 5.0  | CLOSE MEETING   |  |
| Meeting closed at 05:00pm.                                   |   |  |

## 6.0 ACTION LIST FROM PREVIOUS BOARD MEETING

| S.No | DETAILS OF ACTION  | NAME OF PERSON (S)  | DUE DATE                              | Remarks/Review  |
|------|--|---------------------|---------------------------------------|---|
| i    | <p>AM advised to demonstrate the DMS to JV partners and Client.</p> <p>YB to conduct an independent review of DMS to establish that it is in a position where DMS can be shared.</p> <p>Prior to lockdown been released, we can demonstrate to client that how we have operated seamlessly through DMS during this time.</p> | <p>YB</p> <p>SS</p> | <p>13 April 20</p> <p>14 April 20</p> | Under process, will be done by 20 June 2020   |
| ii   | Write to client about the potential delay on Submissions as well as Survey and Investigations  | SS                  | 15 April 20                           | Communicated in regular progress meetings   |
| iii  | SS informed board if lockdown is extended, we may not be able to continue with home inputs beyond April 20 and we may be required to suspend the staff contracts accordingly.  | All                 | Info                                  | Client has agreed in principle for inputs till 31 <sup>st</sup> May and verbally for June 2020 as well.   |
| iv   | <p>Replacement of International Pipeline Engineer and Electrical Engineer need to be finalized. To be submitted to client by today or tomorrow.</p> <p>HR to source CV's for all the positions including expat positions</p> <p>Contract Specialist position is critical. (SN).</p>  | SN                  | 15 <sup>th</sup> April 20             | <p>CV of International Pipeline Engineer and Electrical Engineer were submitted to Client. The Client verbally agreed for deployment pending approval by JICA.</p> <p>CV of replacement Contract Specialist to be finalized.</p> <p>Need to setup call with Jean-Marc Bonnet (potential Team Leader) with MM.</p> |
| v    | <p>Payments to be strictly chased on the project. Advance payments and monthly invoices to be collected this month for local component.</p> <p>JV registration changes incurred to be chased this month</p>  | SS                  | 30 <sup>th</sup> April 20             | Only INR part received JV registration charges expected in June 2020  |
| vi   | <p>Client has required that all JV consortium invoices to be submitted at once and signed only by one person, since JV partners have not yet submitted their invoices.</p> <p>SS to write to JV board asking JV to submit their invoices to us as lead member or otherwise their invoices will be deemed as written off.</p> | SS                  | 15 <sup>th</sup> April 20             | <p>Invoices submitted Jointly. Received comments on invoices.</p> <p>Scanned copies of original documents for</p>   |

## 6.0 ACTION LIST FROM PREVIOUS BOARD MEETING

|      |   |       |                           |  |
|------|---|-------|---------------------------|--|
|      | We are not holding back further because of this.  |       |                           | LC to be shared by today.<br>Srini to Sign in person MB book<br>We need to get the LC asap.  |
| vii  | YB to share all reimbursables details as per contract and actuals                           | YB    | 10 <sup>th</sup> April 20 | Fixed costs or as per actuals to be finalized as soon as possible.<br>SS to demonstrate the example and close the invoice clarifications.<br>Transparent and legitimate invoicing to be ensured. |
| viii | Supplier Registration for Subconsultants/ survey and investigation agencies to be completed | SS/YB | 17 <sup>th</sup> April 20 |  |
| ix   | Work out a plan to pay Expat (Subcons) once we are paid off for any home inputs             | SN/SS | 15 <sup>th</sup> April 20 | Written approval to be taken from the Client on agreement of WFH arrangement for the international experts   |
| x    | Write to Dr. Uma for discontinuing current Contract Specialist (Desal) Roderick Mackenzie   | SS/SN | 15 <sup>th</sup> April 20 | JS and AM discussed with Dr. Uma. It was agreed to discontinue his service and find a replacement.   |
| xi   | Touch base with all international Expats  | AM    | 15 <sup>th</sup> April 20 | AM conducted sessions with all expats.   |

## 7.0 Discussion at the meeting

### I. Present Status

|   |             |
|---|-------------|
| (a) Time based or milestone   | Time Based  |
| (b) Total duration and how many months to it                                    | 77months    |
| (c) Delivery status (whether reports/physical works are on schedule or delayed) | On schedule |
| (d) Expected project completion date  | 31 May 2027 |

### Deliverables

Concept Report

Daily in discussion with the client

### II. Delivery Schedule

Next major milestone (list all in next 3 months and anticipated date of delivery)

JICA has commented on RFQ and we are addressing same.

## 6.0 ACTION LIST FROM PREVIOUS BOARD MEETING

Focussing on Concept report submission.  
 We are going initial deliverables for CP4 Package  
 In parallel we are conducting lab tests.  
 There is a consequential delay in tendering process of CP1 package due to Covid19.

### III. RESOURCES AND SUB-CONSULTANT ISSUES

- (a) SMEC resources (replacements, performance issues)
- International Pipeline Engineer and Electrical Engineer almost finalized, approval from client awaited. CVs sent to JICA by the Client for concurrence.
  - CV of Contract Specialist position under finalized. Rate negotiation underway. Upon agreement CV will be submitted to Client for approval.
  - International Monitoring and Control Expert, offer letter issued.
  - International experts' mobilisation is considered as a potential risk at this stage.
  - Once International flight resumes, client will ask for expat mobilizations on ground.
  - Strategy on replacement to be submitted by SS/SN and SF to Board.
- (b) Sub-consultants (replacements, performance issues)
- 4 Subconsultants for survey and investigations, due diligence currently in progress.

### IV. VARIATIONS

- (a) If any VO is required or being processed  
 Not as of now
- (b) Any action needed to follow up release/processing of VO

### V. PAYMENTS

- (a) Whether SMEC invoices are submitted to client as per contract  
*Client has commented and asked for clarifications on the submitted invoices. May Invoice ready and will be submitted after clarifications.*
- (b) Whether all submitted invoices have been paid. If not, which invoice remain unpaid  
*Till now only INR Advance payment has been received. Registration fee, foreign currency portion of the advance payment and Jan-Apr 2020 monthly invoices are pending with the Client.*
- (c) Actions needed to follow-up client payment to SMEC invoices  
*Signing of M Book by PD, the current challenge is SS's travel to Chennai and sign in person.  
 Approval on LC from the JICA which may take 8 weeks from now, till that time we may not be able to receive the foreign currency portion of the invoices.*
- (d) Whether payments due to sub-consultants have been released  
*Yes, released for international experts who are under sub-consultancy. We are discussing to hold back their invoices from April untill client pays us.*

### VI. PROJECT FINANCIAL STATUS AS PER THE LATEST MONTHLY PROJECT PROFITABILITY REPORT

| EAC Fee    | EAC Reim  | LTD Fee | LTD Reim | LTD Salary | LTD Reim | LTD Billings | WIP      | Debtors |
|------------|-----------|---------|----------|------------|----------|--------------|----------|---------|
| 11,940,284 | 1,107,021 | 153,853 | 280,028  | 91,697     | 271,245  | 548,462      | -294,610 | 548,462 |

### VII. RELATIONSHIP WITH THE CLIENT (INCLUDING COMMENT RE EXECUTIVE LIAISON WITH CLIENT)

Good.

## 6.0 ACTION LIST FROM PREVIOUS BOARD MEETING

### VIII. RISKS

1. Payments by the Client
2. Expat mobilizations on the project and respective mobilizations to Chennai after International travel resumes

### IX. INTEGRATION WITH SMEC/SJ GROUP

Satisfactory

### X. ANY ISSUES THE PM/TL LIKE TO RAISE

As discussed above

### XI. ANY COMPLIANCE RELATED ISSUES

None

### XII. OVERALL OBSERVATION OF THE PROJECT BOARD

- Only worry is mobilizations, next board meeting we will discuss local mobilizations.
- Next board meeting we must discuss replacements.
- Proactive on action points. HR to bring right talent. Retention strategy to be explored by Subhash.

## 8.0 ACTION LIST FROM THIS BOARD MEETING

| S.No | DETAILS OF ACTION   | NAME OF PERSON(S) | DUE DATE     | Remarks/ Review |
|------|---|-------------------|--------------|-----------------|
| I    | Strategy on replacement of expats to be submitted to Board  | SS/SN/SF          | 30 June 2020 |                 |
| II   | Board expressed a concern on the finalized CV for International Electrical Engineer position who is a Filipino and considering that he will have to go through lot of documentation in home country and as such it will be difficult to mobilize him on site. Replacement CV to be considered | SN                | 20 June 2020 |                 |
| III  | Approval for WFH to be taken in writing from Client for International Experts   | SS                | 20 June 2020 |                 |
| IV   | Setup a call with Jean-Marc Bonnet who is currently considered for the replacement position of TL.  | SN                | 20 June 2020 |                 |
| V    | Comments raised by JICA on RFQ documents to shared with Chair and Board members. For finalization of RFQ document Board must be appraised of any critical issues  | SN                | 30 June 2020 |                 |
| VI   | Scanned Copy of LC documents to be shared with Rakesh   | YB/SS             | 10 June 2020 |                 |
| VII  | Chase LC processing   | RK                | Immediate    |                 |

## 8.0 ACTION LIST FROM THIS BOARD MEETING

|      |  |       |              |  |
|------|--|-------|--------------|--|
| VIII | <p>The board decided that compliance to be strictly followed on the project. We will claim reimbursable as per actuals and inform same to our JV partners.</p> <p>Client has issued letter for clarification on submitted invoices. This is to be quickly sorted out with the Client in order to release the monthly invoices.</p> | YB/SF | 20 June 2020 |  |
| IX   | Explore whether we can employ expats on SMEC India payroll   | SN/RK | 20 June 2020 |  |
| X    | Payment is a critical issue on the project and project team to chase the payments with priority. INR portion of invoices must come in June.  | SS    | 30 June 2020 |  |