

T-PM10604		PROJECT BOARD MEETING AGENDA AND MINUTES	
Project Board Meeting No	Project Board Meeting No – 5		
Project Name	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		
Project Number	5061185 – 91 & 7061563 – 69		
Meeting Date	13 January 2021	Start Time	10:00 <input checked="" type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Venue	Zoom (Online)	Finish Time	12:00 <input type="checkbox"/> a.m. <input checked="" type="checkbox"/> p.m.

ATTENDANCE		
<b>ATTENDEES</b>	<u>Board</u>  Dr. Uma Maheswaran – In Chair (UM) Mark Fox (MF) Andrew Mckune (AM) Salim Jahan Fahim (SF)	<u>Project Director</u>  Srinivasrao Sunkerala (SS)
<b>ALSO ATTENDING</b>	<u>Invitees</u>  Rakesh Kamboj (RK) Subhash Nautiyal (SN) Ramesh Senthil (RS) Manikandan Krishnan (MK) Ajith B (AB) Revanth Goud (RG)	
<b>APOLOGIES</b>	Dr. Janardhan Sundaram (JS)	

**I. ACTION LIST FROM PREVIOUS PROJECT BOARD MEETING/S**

PERSON RESPONSIBLE	ACTION	TIMELINE	STATUS
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**I. ACTION LIST FROM PREVIOUS PROJECT BOARD MEETING/S**

SS/SN/SF	Strategy on replacement of expats to be submitted to Board	30 Jun 2020	Strategy/plan was shared.
SN	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.	20 Jun 2020	The CV (Gilbert Z Gonzales) was submitted by that time and hence further replacement was not proposed. The CV was approved by the Client and now under process of mobilisation.
SS	Approval for WFH to be taken in writing from Client for International Experts.	20 Jun 2020	Yes. Currently the client is admitting their inputs for WFH.
SN	Setup a call with Jean-Marc Bonnet who is currently considered for the replacement position of TL.	20 Jun 2020	Was arranged.
SN	Comments raised by JICA on RFQ documents to be shared with Chair and Board members. For finalization of RFQ document Board must be appraised of any critical issues.	30 Jun 2020	RfQ approved and published in Paper. 4 bids submitted which are under evaluation.
YB/SS	Scanned Copy of LC documents to be shared with Rakesh	10 Jun 2020	Shared.
YB/SF	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. 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.	20 Jun 2020	Sorted out. Client approved all invoices up to Jun 2020 except USD part of SMEC India (clarified client's observation of one expert).

**I. ACTION LIST FROM PREVIOUS PROJECT BOARD MEETING/S**

SN/RK	Explore whether we can employ expats on SMEC India payroll	20 Jun 2020	Considered on case to case basis while engaging an expat. On long-term role if hired through ECCL then the entity at India level will be SMEC India. Short term/intermittent staff on consultancy (individual) arrangement, the entity could be SMEC International.
SS	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.	30 Jun 2020	Payment upto Jun 2020 invoices were approved and paid by the Client.

**II. MINUTES**
**1. PRESENT STATUS**

(a) Time based or milestone	Time based.
(b) Total duration and how many months to it	89 months. 13 <sup>th</sup> month running.
(c) Delivery status (whether reports/physical works are on schedule or delayed)	In line with the updated work schedule.
(d) Expected project completion date	30 May 2027

**2. DELIVERY SCHEDULE**

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

Not discussed.

**3. RESOURCES AND SUB-CONSULTANT ISSUES**

(a) SMEC resources (replacements, performance issues)

Total SMEC staff: 23

Mobilised till date: 19

Currently working: 16

Position	Original Expert	Replacement Candidate	Remarks
<b>International Key</b>			
Project Manager	Dr. Pararajasegram Dharmabalan	-	A new CV (Roger J. Williams) identified. The CV to be reviewed again and if potential for replacement then to be mobilised as soon as possible.
Water Supply Engineer	Shane Farquharson	-	Was mobilized and currently not working (in Australia). His availability to be checked and if not willing to be mobilised then need to find an alternative. Mr. Srinivasarao's CV can be submitted in this opposition.

**II. MINUTES**

Electrical Engineer (Desal)	Sergio de Bastos Vilar Magalhaes Paulo	Guilbert Ziganay Gonzales	Mobilization under process.
Mechanical Engineer (Desal)	Michel Morillon	-	Mobilised. Working from home (France).
Pipeline Engineer	John Goullee	-	A new CV (Dr. Moneim) identified. His CV to be submitted for approval.
Contract Specialist (Desal)	Roderick Mackenzie	Abdel Fattah Toukan	CV approved. Mobilized.
<b>International Non-key</b>			
Civil and Structural Engineer (Desal)	Dr. D. Elanchezian		Currently working and contract terminated (1 <sup>st</sup> week of Mar'21 demobilisation). He needs to be replaced.
Financial Expert	Hemant Chadha		Mobilized.
Monitoring and Control Expert (Distribution)	Ashish Gosain		Input required later.
Monitoring and Control Expert (Desal)	Manikandan Ganesh Shoranur	Afzal Latheef	CV approved. Mobilized.
Specification Specialist (Desal)	J. Shanmuganathan	Ganesh Venkataraman	CV approved. Mobilized.
Commissioning Engineer	Santhosh Kumar		Input required later.
Social Communication Specialist	Rajesh Mishra	-	Mobilized. Intermittent input.
<b>National Non-key</b>			
Civil Engineer	Ramesh Senthil	-	Mobilized.
Construction Planner Cost Estimator	N Srinivasulu Reddy	-	Input required later.
Quantity Surveyor - 1	Vinod Chandra K C	R. Muthurajan	Mobilized.
<b>Support Staff</b>			
Secretary	B. Ajithkumar	-	Mobilized.
Contract Management Specialist	Santosh Biswa	-	Mobilized.
Geo Technical Engineer	Putchakayala Prashanthi	-	Mobilized. Alongside working in CMRL projects on intermittent basis.
Visa and Admin Officer	A. Renu Kumar	-	Mobilized.
Accountant	K. Manikandan	-	Mobilized.
Office Keeper-1	R.Jagan	Pilominraj Raja	Mobilized.
Office Keeper-2	G.Arjun	Thiruvengadam Someswaran	Mobilized.
(b) Sub-consultants (replacements, performance issues) Not discussed.			

## II. MINUTES

### 4. VARIATIONS

- (a) If any VO is required or being processed  
Not required at this moment.
- (b) Any action needed to follow up release/processing of VO  
N/A

### 5. PAYMENTS

- (a) Whether SMEC invoices are submitted to client as per contract  
Yes.
- (b) Whether all submitted invoices have been paid. If not, which invoice remain unpaid  
Up to Nov'20 monthly invoices (approx. A\$ 430k) are approved. M.book signed and invoices are now being processed by CMWSSB. Dec'20 invoice is submitted on 08 Jan 2021.
- (c) Actions needed to follow-up client payment to SMEC invoices  
For payment of these approved invoices, Client will ask for updated insurance certificates which expired at beginning of Jan 2021. It is expected that the updated certificates will be available by mid of Jan 2021. It was discussed and asked to get the payments withing 15 days.
- (d) Whether payment/s due to sub-consultants have been released  
Not discussed.

### 6. PROJECT FINANCIAL STATUS AS PER THE LATEST MONTHLY PROJECT PROFITABILITY REPORT (PPR Sep'20)

- (a) Total LTD margin contribution (in A\$ and %)

Code	Project (International)	LTD Fee	LTD Cont.	%	Code	Project (Local)	LTD Fee	LTD Cont.	%
5061185	PMC Chennai Desalination CP1-CP2 Design	44,626	186,058	417%	7061563	PMC Chennai desalination CP1-CP2-Design	265,113	71,959	27%
5061186	PMC Chennai Desalination-CP1-CP2-CS	-	-	0%	7061564	PMC Chennai Desalination-CP1-CP2-CS	-	-	-
5061187	PMC Chennai Desalination CP3-CS AND Design	-	-	0%	7061565	PMC Chennai Desalination CP3-CS AND Design	-	(4)	-
5061188	PMC Chennai Desalination CP4-Design	3,144	(320)	-10%	7061566	PMC Chennai Desalination CP-4 Design	-	-	-
5061189	PMC Chennai Desalination CP4-CS	-	-	0%	7061567	PMC Chennai Desalination CP4-CS	-	-	-
5061190	PMC CHENNAI Desalination CP5-CS and Design	-	-	0%	7061568	PMC CHENNAI Desalination CP5-CS and Design	-	-	-
5061191	PMC Chennai Desalination Reimb	-	29,513	0%	7061569	PMC Chennai Desalination-Reimb	-	(34)	-

LTD Fee: 312,883

LTD Reimb: 1,029,223

LTD Cont: 287,172

LTD Cont. (%): 92%

- (b) Lock. up, WIP and debtors

WIP: (43,488)

Debtor: 478,381

Lockup: 434,893

- (c) Any action needed to resolve project financial issues (e.g. project replan; invoice on Epicor, etc.)  
The project has to be replanned in alignment with the updated mobilisation plan maximizing the man-months utilisation. Also, it should capture the registration fee cost which was not planned.
- (d) Is the % of the scope of work completed equal to the % costs expended against the current approved Epicor project plan?  
Not discussed.

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

Not discussed.

### 8. RISKS

Not discussed.

## II. MINUTES

### 9. INTEGRATION WITH SMEC/SJ GROUP

Not discussed.

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

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### 11. OVERALL OBSERVATION OF THE PROJECT BOARD

The Chairman (UM) of the project board expressed a complete dissatisfaction on the project progress, particularly on the mobilisation, as well as cash collection which is contingent on the submission of updated insurance certificates. The Chairman recommended that AM fixes this issue being the head (MD) in order not to happen further. The Chairman also expressed his feeling that there seems to be no ownership among the team members and recommended HR to intervene to develop ownership and responsibility of the work they (individual team members) are supposed to do. All the action items to be met as per the agreed deadlines. Next board meeting to be held in Chennai on 25 Feb 2021. 1<sup>st</sup> half of the day will be spent on board meeting while at the second half there will be technical presentations by concerned technical experts of the team. The project accountant (MK) will also present the project plan for the entire project duration covering ETC consumption plan with profitability. All the concerned individuals who are answerable should join the next board meeting from Chennai in person on the scheduled date. At end of that day (25 Feb 2021), a staff dinner to be organised to be attended by the COO/Chairman of the board (UM).

## III. ACTION LIST FROM THIS BOARD MEETING

PERSON RESPONSIBLE	ACTION	TIMELINE	STATUS (for next meeting)
SF	The Electrical Engineer (Desal), Guilbert Z Gonzales to be mobilized.	25 Jan 2021	
RS/AB	The Mobilization Plan of expats with date for this entire year to be submitted. This plan to be tracked on monthly basis.	22 Jan 2021	
SF	Shane Farquharson's (Water Supply Engineer) availability to be confirmed with exact date.	22 Jan 2021	
SS	If Shane Farquharson is not interested to mobilize then replacement of the position to be sourced. Mr. Srinivasrao CV to be proposed for the same and get it approved by Jun 2021.	Info	
SF/RS	If the CV of potential replacement candidate (Roger J. Williams) for the PM position is acceptable, then the candidate can be mobilized immediately on the cost of division until the Client approves. His CV to be rechecked and confirmed.	29 Jan 2021	
SF	Contract with Desaltis ( Michel Morillon) to be extended.	20 Jan 2021	
SF/AB/RS	Dr. Moneim's CV to be submitted to CMWSSB for as the replacement International Pipeline Engineer.	22 Jan 2021	

**III. ACTION LIST FROM THIS BOARD MEETING**

RS	CV for the replacement of Dr. Ezancherian, Civil and Structure Engineer (Desal) to be sourced and made ready for submission to Client.	29 Jan 2021	
MK/AB/RS/SF	Revenue mapping for this year to be submitted based on the mobilisation status.	22 Jan 2021	
MK/RS/RK	The Insurance renewal to be followed up for submission to CMWSSB	Immediate	
SF/AB/MK	Project plan for the entire project duration covering ETC consumption plan with profitability to be presented in the next board meeting.	25 Feb 2021	
RS/SS	The payments against outstanding invoices (for the ones m.book is signed) should be collected.	28 Jan 2021	
RS/AB/MK	Next board meetings should cover mobilization dates of the experts with their man-month balance status, ETC consumption plan, invoicing and collection status.	Info	
RS/AB	MPR (internal) to be properly drafted avoiding errors in the past.	Info	

**IV. NEXT PROJECT BOARD MEETING**

SUBJECT	VENUE	DATE	TIME
Board meeting as per the agenda including presentation on financial plan.	Chennai Office	25-Feb-21	First Half (starting at 9.30 am)
Technical Presentation by the project concerned technical staff.	Chennai Office	25-Feb-21	Second Half