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|  | MEETING AGENDA AND MINUTES |

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| Meeting Title | Desal Board meeting | | |
| Meeting Date | 8 April 2020 | Start Time | 03:00  a.m.  p.m. |
| Venue | Skype/Zoom | Finish Time | 05:00  a.m.  p.m. |
| Minutes By | YB | Checked By | SS |

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| RECORD OF DISCUSSION | | |
| Item | Item Details | |
| 1.0 | WELCOME, INTRODUCTION OF ATTENDEES, APOLOGIES & MEETING AGENDA | |
| ATTENDANCE | Dr. Janardhan Sundaram (JS)  Andrew Mckune (AM)– In chair  Mark Fox (MF)  Nirup Jayanth (NJ)  Salim Fahim (SF) | Srinivasa Rao Sunkerla (SS)  Younis Bhat (YB)  Rakesh kamboj (RK)  Subhash Nautiyal (SN)  Revanth kumar (RE) |
| APOLOGIES | Dr. Uma Maheswaran (UM) | |
| 2.0 | MEETING AGENDA | |
| 1. **Review of minutes from last PBM** 2. **General Agenda of Project Boards** 3. **Current situation (Impact of Covid19) and resources planning.** | | |
| 3.0 | DISCUSSION AT THE MEETING | |
| *Please refer to section 7 for details and 8 for action items* | | |
| 4.0 | NEXT MEETING | |
| Week ending 24 April 2020 | | |
| 5.0 | CLOSE MEETING | |
| Meeting closed at **05**:00pm**.** | | |
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| **6.0 ACTION LIST from Previous board meeting** | | | | |
| s.No | DETAILS OF ACTION | NAME OF PERSON(S) | DUE DATE | Remarks/Review |
| 1 | Project plan to be reviewed by Andrew and Rakesh and approved. After their approval to be uploaded into EPICOR. | YB | 15th Mar 20 | Project codes are separate for different packages and uploaded into EPICOR for both India as well as International.  CP1 and CP2 codes are duly updated. |
| 2 | To give fortnightly report in the mail to Andrew and cc to board members as the responsibility of PD. Next fortnightly meeting to be scheduled and updated to Dr Uma. | SS | 13th Mar 20 | Weekly updates are shared by SS |
| 3 | JV board meeting to be arranged and organized via Con call | SS/AM | 09th Mar 20 | JV Board meeting held.  A decision for sharing of reimbursables as raised by JV partners is still pending.  SS to write to AM, AM will take this up with JV. |
| 4 | DMS needs to be updated, contact list to be uploaded and maintained on DMS | YB | 09th Mar 20 | DMS is updated frequently. As of now Senthil is responsible for managing the DMS till the time document controller comes on board.  YB to conduct an independent review of DMS to establish that it is in a position where DMS can be shared with our JV partners and client ultimately.  Prior to lockdown being released, we should demonstrate to client that we have operated seamlessly through DMS during this time.  SS to share a letter/email with client regarding the DMS proposition for seeking for their approval and inviting them to be a part of DMS. |
| 5 | Communication protocol to be setup internally as well as for JV. Draft prepared needs to be discussed and confirmed with JV partners. Same to be uploaded to DMS. | SS | 13th Mar 20 | Discussed in last JV board meeting as well and uploaded |
| 6 | Feedback for the technical submissions i.e. Inception report and PQ document needs to be received from the client.  SS to write to client for the feedback on the recent submissions. Same to be recorded. | SS | 13th Mar 20 | Comments received on Inception and Monthly Reports, and these have been incorporated and updated.  RFQ document is with JICA, hence CMWSSB have given tacit approval. |
| 8 | SN insisted for a deadline on closing of a position. Technical team to respond/confirm the shared CV’s or shortlisted candidates.  UM advised that, SOP needs to be setup and the timeline for revert to be established and circulated with the team. | SN | 06th Mar 20 | Shared by Subhash. |

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| 7.0 Discussion at the meeting | |
| 1. Present Status | |
| * 1. Time based or milestone | Time Based |
| * 1. Total duration and how many months to it | 77months |
| * 1. Delivery status (whether reports/physical works are on schedule or delayed) | On schedule |
| * 1. Expected project completion date | Click or tap to enter a date. |
| **Current situation (Impact of Covid19)**  The COVID situation has impacted the project, all the expats have moved out to their respective countries. Client office is closed, they are responding to some but not all of our emails.  Client has in principle agreed for Home Inputs for short duration, yet they haven’t given anything in writing. This has been recorded in minutes and sent to client.  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.  JS & AM advised to keep a check on the Int. Expats contractually as they may opt not to return on the project after the COVID crisis is over. To overcome these constraints in future SS suggested to bring a local expert on board. Board advised to come up with a strategy in line with the due diligence policy and find a way to bill this to client.  Field inputs such as survey data and test results are pending which are required for the concept design. We have shortlisted some of the agencies and for now we are registering them on our portal.  AM advised SS to write to client by Monday next week for the survey/field reports and inform them about the delay should the field investigations not be able to be completed. | |
| 1. DELIVERY SCHEDULE | |
| Next major milestone (list all in next 3 months and anticipated date of delivery)  Conceptual Inception report is next in line, for which the field inputs are required. The status as of now is that it will be delayed considering the current situation.  RFP documents were due to be finalised by end July, but these will be delayed. As of now the PQ document has not been cleared for release to the market by JICA.  We need to continuously inform the client about the work that we are unable to complete due to the current (and future) Covid19 impacts. | |
| 1. RESOURCES AND SUB-CONSULTANT ISSUES | |
| * 1. SMEC resources (replacements, performance issues) * Pipeline Engineer and Electrical Engineer needs to be finalized. To be submitted to client by today or tomorrow. * HR to source CV’s for all the positions including expat positions * Contract Specialist position is critical. (SN). * Whether Experts will come back or not is a potential Risk at this stage, and it was agreed that AM is to keep in regular contact with them all. | |
| * 1. Sub-consultants (replacements, performance issues)   4 Subconsultants for survey and investigations have been identified, due diligence currently in progress. | |
| 1. VARIATIONS | |
| * 1. If any VO is required or being processed   Not as of now | |
| * 1. Any action needed to follow up release/processing of VO   Any time client asks for acceleration, we need to ensure we document potential upsides for SMEC as a result of acceleration requests. | |
| 1. PAYMENTS | |
| * 1. Whether SMEC invoices are submitted to client as per contract   *Submitted Soft copies. Hard Copies of monthly invoices need to be submitted. Invoices for advance payments have been submitted but not yet paid.* | |
| * 1. Whether all submitted invoices have been paid. If not, which invoice remain unpaid   *Till now no payments received from the client. This is the most critical and urgent item.*  *Advance payments are pending, we are expecting Local portion of Advance payments this month, All the Payments in foreign currency will be delayed as LC has not been opened yet which will take 8 weeks.* | |
| * 1. Actions needed to follow-up client payment to SMEC invoices   *Stop to the Inputs (Expat) till client pays or inform the expat staff that we will pay when we will get paid.*  *YB to share all reimbursables details as per contract and actuals by tomorrow* | |
| * 1. Whether payment/s due to sub-consultants have been released   Yes, released as per contract for international expats. | |
| 1. PROJECT FINANCIAL STATUS AS PER THE LATEST MONTHLY PROJECT PROFITABILITY REPORT | |
| 1. **For India**  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Project Code | Fee Revenue | Reimb Rev | Total Revenue | Slary Cost | Reimb Cost | Total Cost | GC | % | | Total | 92,995 | 169,848 | 262,843 | 57,623 | 180,279 | 237,902 | 24,941 | 27% |  |  |  |  | | --- | --- | --- | | Billings | WIP | Debtors | | 69,588 | 193,256 | 69,588 |  1. **For International**  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Project Code | Fee Revenue | Reimb Rev | Total Revenue | Slary Cost | Reimb Cost | Total Cost | GC | % | | Total | 38,299 | 84,245 | 122,543 | 21,202 | 77,179 | 98,382 | 24,162 | 63% |  |  |  |  | | --- | --- | --- | | Billings | WIP | Debtors | | 235,000 | (112,457) | 235,000 | | |
| 1. RELATIONSHIP WITH THE CLIENT (INCLUDING COMMENT RE EXECUTIVE LIAISON WITH CLIENT)   Good | |
| 1. RISKS   Key mobilization and accelerated delivery schedule which is getting delayed due to COVID crisis  Payments by the client as we haven’t received any payments  Expat mobilization after the COVID is over and getting paid for their inputs from home.  Getting everything from client in writing. | |
| 1. INTEGRATION WITH SMEC/SJ GROUP   Satisfactory | |
| 1. ANY ISSUES THE PM/TL LIKE TO RAISE   Deployment of local strong lead. | |
| 1. ANY COMPLIANCE RELATED ISSUES   Some of our expats have joined us as subconsultants, supplier registration to be completed urgently.  An email has been received by RJ Mackenzie raising a compliance related issues. COO, ED and MD have done an internal investigation and found that there was no further action required.  COO’s approval to be taken for payments made to RJ Mackenzie without registration on the supplier database.  Supplier Registration for Subconsultants/ survey and investigation agencies to be completed. | |
| 1. OVERALL OBSERVATION OF THE PROJECT BOARD   MF raised an issue of Advance payments and progress payments; we need to keep in touch with Expats.  JS how are we going to manage payment and billing while staff are not fully productive in terms of deliverables  SF raised a concern about the WFH strategy for the project that whether client has approved that in writing. SS clarified that we haven’t received anything in writing. Suggested to get that in writing.  It was agreed:   * SS to write an email to SF and AM regarding impact of delayed invoicing by JV members * SS to request team to prepare report on selection of preferred sub-consultant for investigations * AM to write to COO regarding cash flow impact due to delay of LC and receipt of forex invoices * AM to keep in contact with all expats | |
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| **8.0 ACTION LIST from This Board MEETING** | | | | |
| s.No | DETAILS OF ACTION | NAME OF PERSON(S) | DUE DATE | Remarks/ Review |
| 1 | AM advised to demonstrate the DMS to JV partners and client ultimately.  YB to conduct an independent review of DMS to establish that it is in a position where DMS can be shared.  Prior to lockdown been released, we can demonstrate to client that how we have operated seamlessly through DMS during this time. | YB  SS | 13th April 20  14th April 20 | . |
| 2 | Write to client about the potential delay on Submissions as well as Survey and Investigations | SS | 15th April 20 |  |
| 3. | 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 |  |
| 4 | Pipeline Engineer and Electrical Engineer needs to be finalized. To be submitted to client by today or tomorrow.  HR to source CV’s for all the positions including expat positions  Contract Specialist position is critical. (SN). | SN | 15th April 20 |  |
| 5 | Payments to be strictly chased on the project. Advance payments and monthly invoices to be collected this month for local component.  JV registration changes incurred to be chased this month | SS | 30th April 20 |  |
| 6 | 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.  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.  We are not holding back further because of this. | SS | 15th April 20 |  |
| 7 | YB to share all reimbursables details as per contract and actuals | YB | 10th April 20 |  |
| 8 | Supplier Registration for Subconsultants/ survey and investigation agencies to be completed | SS/YB | 17th April 20 |  |
| 9 | Work out a plan to pay Expat (Subcons) once we are paid off for any home inputs | SN/SS | 15th April 20 |  |
| 10 | Write to Uma for discontinuing Roddie | SS/SN | 15th April 20 |  |
| 11 | Touch base with all international Expats | AM | 15th April 20 |  |