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|  | MEETING AGENDA AND MINUTES |

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| Meeting Title | Desal Board meeting - catchup | | |
| Meeting Date | 6 March 2020 | Start Time | 08:00  a.m.  p.m. |
| Venue | Skype/Zoom | Finish Time | 9:00  a.m.  p.m. |
| Minutes By | RE | Checked By | YB |

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| RECORD OF DISCUSSION | | |
| Item | Item Details | |
| 1.0 | WELCOME, INTRODUCTION OF ATTENDEES, APOLOGIES & MEETING AGENDA | |
| ATTENDANCE | Dr. Uma Maheswaran (UM)  Dr. Janardhan Sundaram (JS)  Andrew Mckune (UM)  Mark Fox (MF)  Nirup Jayanth (NJ)  Salim Fahim (SF) | Younis Bhat (YB)  Srinivasa Rao Sunkerla (SS)  Rakesh kamboj (RK)  Subhash Nautiyal (SN)  Revanth kumar (RE) |
| APOLOGIES | -Nil- | |
| 2.0 | MEETING AGENDA | |
| 1. Catch up meeting for the previous board meeting action points. 2. Update on Key mobilizations & replacements (Imp) 3. Decision on BG for India (International Part)/Project Financial Update 4. Update on New office setup and Procurement. 5. OPEX Plan for the Project 6. Overview presentation on latest submissions e.g. inception report and PQ doc | | |
| 3.0 | DISCUSSION AT THE MEETING | |
| Focus on the previous board meeting action items. Please refer to section 7 for the details. | | |
| 4.0 | NEXT MEETING | |
| **3rd April 2020.** | | |
| 5.0 | CLOSE MEETING | |
| Meeting closed at **09**:00am**.** | | |

| * 1. Action list UPDATE from The Previous meeting | | | |
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| PERSON RESPONSIBLE | ACTION | TIMELINE | STATUS |
| Mandate | UM to Chair the Chennai Desal Board. The nominated members of Board are JS, AM, MF & SF. It is mandatory for the PBM that min 3 out of 5 Board members to be present. | Info | Noted… |
| SS | Mandated by Dr. Uma to have a weekly meeting with the technical team and minutes to be uploaded in the DMS. | Weekly | Meeting held on 03/03/2020. Minutes uploaded to DMS |
| AM | Andrew to look at the invoicing schedule and update Dr. Uma. | 05th March 2020 | Invoicing Schedule for next 6months prepared and Shared |
| SS | To give fortnightly report in the mail to Andrew and cc to board members as the responsibility of PD. | Bi Monthly | In Progress |
| SS | Team Organization chart to be prepared and uploaded in the DMS. | 05th March 2020 | Already available in PPT/ Uploaded to DMS |
| YB | Project plan is not yet done and Younis is selected as a PM to prepare the project plan and update in the Epicor. |  | In Progress |
| SS | Communication protocol needs to be setup immediately. | 28th Feb 2020 | In Progress |
| SS | Registration was delayed but has been done. JICA has agreed it should be reimbursed. PD to chase | 15th Mar 2020 | SS chasing Client. Decision will be taken in Client Board meeting in March. |
| SS | Letter has been submitted to CMWSSB Board requesting approval for payment of the JV registration. | 15th March 2020 | - |
| AM | New office for Chennai Desal to be available from 6 March 2020. Confirmation required that all ICT and hardware will be in place by 6 March 2020. | 06th Mar 2020 | Will  be delayed beyond 06th March 2020 |
| YB | All Project Team to be given SMEC toolkit for Project Management – Training to be scheduled if required. | 28th Feb 2020 | Shared with the project Team. |
| YB | MPR to be prepared and signed by TL, or YB in the absence of TL with the help of Senthil | Monthly | Last month MPR reviewed by YB |
| RK | BG to be available within week of 29 Feb 2020 for SMEC India. Rakesh to provide update by 29 Feb 2020. BG for SMEC International is currently an issue due to the value, and Umesh is in discussions with Group Treasury. Need to chase to get it before 5th of March 2020 | 28th Feb 2020  04th Mar 2020 | We have received the advance BG for SMEC International (USD) and SMEC India INR part.  We are unable to get the advance BG for SMEC India USD portion as the Foreign Exchange Management Act does not permit issuance of BG in foreign currency when applicant and beneficiary both are in India.  The USD portion is 43K USD so we will have to forego the advance of USD portion for SMEC India. |
| RK | Summary of expenses vs reimbursable budget to be shared with Board  Invoicing plan to be submitted | 25th Feb 2020 | Invoicing Plan submitted |
| SS | PD to submit mobilization schedule by | 28th  Feb 2020 | Shared with HR/Team |
| YB | All the documents to be uploaded in  DMS including project planning, organogram, MoMs, Data etc. | 28th  Feb 2020 | Documents Currently being Uploaded to the DMS.  Document Controller/JE recruitment initiated. |
| AM | AM & SF will chair the JV Board. AM to ensure JV Board is held and review the JV agreements. | 6th  Mar 2020 | JV Board meeting confirmed on 09th March via Con call |
| RK | * Capex presented and approved * Update on Capex procurement to be provided by 28 Feb 2020 * 3D printer has been approved for purchase by Chairman Desal Board/COO | 28 Feb 2020 | Opex plan already shared. |
| YB  RK | * The Board disapproved the request to purchase the vehicles * The allocation of office rental is to be reworked (between Desal, CMRL) * Approval to proceed with 3 one-bedroom apartments for seven-year period at Citadines. Must negotiate better than the INR3000/mth * Submit the revised Opex by 28 Feb 2020 in consultation with PD * Once Opex is approved, it is required to be presented monthly via a recon | 28th Feb 2020 | RK need to consult with SS for finalizing OPEX.  NJ negotiated with Citadines, however the offer shared by Citadines is not conclusive |
| JS | * The plan for mobilisation of TL, Pipeline Engineer, Electrical Engineer is to be covered. * Urgent issue of non-mobilisation of contract specialist (Rody), need to be addressed following the letter from CMWSSB |  | Noted… |

**7.0 ACTION LIST from this board meeting**

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| s.No | DETAILS OF ACTION | NAME OF PERSON(S) | DUE DATE |
| 1 | Project plan to be reviewed by Andrew and Rakesh and approved. After their approval to be uploaded into EPICOR. | YB/RK | 15th Mar 20 |
| 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 |
| 3 | JV board meeting to be arranged and organized via Con call | SS/AM | 09th Mar 20 |
| 4 | DMS needs to be updated, contact list to be uploaded and maintained on DMS | YB | 09th Mar 20 |
| 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 |
| 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 |
| 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 |