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| JV/MOM/01/20 | MEETING AGENDA AND MINUTES |

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| Meeting Title | First JV Board Meeting for Chennai Desal - SMEC INTL/NJSC/TCE/SMEC India | | |
| Meeting Date | 9 March 2020 | Start Time | 11:00  a.m.  p.m. |
| Venue | VC (Delhi/Bangalore) | Finish Time | 01:15  a.m.  p.m. |
| Minutes By | YB | Checked By | AM/FM |

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| RECORD OF DISCUSSION | | |
| Item | Item Details | |
| 1.0 | WELCOME, INTRODUCTION OF ATTENDEES, APOLOGIES & MEETING AGENDA | |
| ATTENDANCE | Andrew Mckune (AM)  Younis Bhat (YB)  Rakesh Kamboj (RK)  Patil M (PM)  Pushpendra Sharma (PS)  Salim Fahim (SF)  Srinivasarao SUNKERLA (SS) | SMEC International &  SMEC India |
| G.N Virupaksha (GNV) | TCE |
| Pradipto Sarkar (PSR)  Dr Uday Kelkar (DUK) | NJSC |
| APOLOGIES | None | |
| 2.0 | MEETING AGENDA | |
| 1. Welcome 2. Confirmation of Board Members 3. Attendance for first call (i.e.: invited participants) 4. Matters for discussion:    1. Team mobilization Plan for the next 6 months.    2. Resolving JV agreement issues and agree to proceed for signing.    3. Communication Protocol between JV and Client    4. JV invoicing to client--- a uniform procedure to be adopted.    5. Agreement on the JV board meeting frequency. 5. Project Progress    1. Timeframe for deliverables    2. Confirmation of PQ and Inception report submissions    3. Client feedback 6. Any other items | | |
| 3.0 | **DISCUSSION AT THE MEETING** | |
| 1. **Team Mobilization**   SS suggested that Team members be mobilized as per the respective CP delivery Plan and with respect to the deliverables as per accelerated program as agreed with the client. Management of resources is required such that all key experts are available wherever the coordination of key experts is required. Same to be followed by all JV members. For e.g. at present the focus of client is CP1, hence all relevant experts to be mobilized.  GNV raised a concern that at present the team leader or the person who will lead is absent. AM acknowledged the concern and assured that this will be taken care of, JV board will be informed accordingly. At present as SS is the Project Director of lead partner, hence SS will be filling the gap.  GNV suggested that the for the positions with more than 30 man-months as per contract, a proposal for mobilization of these positions for a continuous period of say 24 months can be submitted to the client.  PSR informed the board that NJSC based on the last meeting with JICA has submitted a proposal to Client for 2.5 months input of Dr Uday.   1. **Resolving JV agreement issues and agree to proceed for signing.**   AM enquired about readiness of JV agreement. GNV/PSR have a concern regarding the office equipment’s share to be taken up by the Lead Partner for all project staff. PM clarified that same has not been considered during the bid stage.  AM advised that all Partners to work out the cost plan for such reimbursables and shared with AM.  GNV/PSR agreed that other issues are very small and can be closed soon.  AM advised to Close the JV agreement by next week.   1. **Communication Protocol.**   SS demonstrated the Draft Communication protocol to the board and requested if JV partners are ok with this, same can be appended with JV agreement as annexure.  Board Observed that since JICA may communicate directly with PMC during the bid evaluation/Clarifications. Hence communication protocol to established for JICA correspondence, Communication protocol to be modified accordingly.  Final communication Protocol agreed with Board can be shared officially with CWSSMB.  Board also suggested that only one person should represent the JV with Client. SPOC on regular basis can be TL, however in the absence of TL, SS to represent the JV for all communications with the client.   1. **Monthly Invoicing/Advance payments**   Board are appraised that Advance invoices have been submitted to the client.  RK requested for a clarification on “no of man-days” to be considered for the month. There is currently a difference of opinion and same shall be clarified with the client whether 22 man-days or 30 man- days can be claimed for a month. Board agrees that per diem shall be considered for 30 man-days each month.   1. **LC component**   LC component has not been finalized till date. Board suggested that PSR & SS to meet the client and request for a draft format, so that this issue can been closed as soon as possible.   1. **Reimbursable claim**   A concern regarding the claim for reimbursables was put up with the board that whether we can claim fixed amounts in line with the contract or as per actuals. Board suggested that as of now let us put up the fixed price. AM suggested that a Performa invoice can be raised and discussed with the client for agreement.   1. **Project Progress**   SS is advised to circulate the overall time frame for the project deliverables, as agreed with the client to the board. All agree that client has requested for an accelerated work program.  Board was appraised that the team has submitted two deliverables Inception report and PQ document which CMWSSB is currently reviewing.   1. **Monthly & Quarterly Progress reports**   JV members enquired about the status of MPR, SS appraised that same is under preparation and will be submitted to client as soon as possible. Board informed that QPR is to be submitted to JICA & MPR to Client.   1. **Client Feedback**   AM advised that since we have received a letter from client on absence of TL/Key experts, same to be responded as soon as possible. SS appraised that client has requested for daily activity of staff to be submitted weekly to them. Board advised and agreed that we don’t need to submit same during the design phase. We can include the brief mobilization details and staff working on different CP’s in the monthly MPR. Let’s pushback to client on this.   1. **Other Points**   **Recording Project Documentation.**  AM appraised the board about Document Management System (DMS), SMEC is currently using their inhouse tool to upload project documentation. AM advised to appraise JV partners on the use of DMS and give training wherever required.  **New office update**  Board was appraised that current office lease is till 20th March 2020, the new office will be ready this week and we can shift to the new office absolute by or before 20th March 2020.  **Current situation & Corona Virus Update**  Board asked SPOC that whether Client has given any Confirmation on the Corona virus ramifications & advisory. Board advised SS to discuss with the client and stress on the home country inputs for experts due to present travel restrictions. If client has no action plan or disagrees, same can be taken up directly with JICA. | | |
| 4.0 | NEXT MEETING/Frequency of JV Board meetings | |
| AM suggested that JV Board meetings to be held formally every 3 months. In case of any urgent items or actions that need boards’ intervention, a similar virtual meeting can be held intermittently as required.  AM informed that once the present crisis (Corona) are over, physical meeting can be planned accordingly. | | |
| 5.0 | CLOSE MEETING | |
| AM thanked all the attendees, requested to open a WhatsApp group for Quick communications in terms of actions. SS to communicate to Team/Staff on behalf of JV. Meeting closed at **01:15**pm**.** | | |

ACTION LIST

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| NAME OF PERSON(S) | DETAILS OF ACTION | DUE DATE |
| All | All mobilizations/demobilizations to be accepted and agreed with SS | Immediately |
| SS/GNV/PS | Three months rolling forecast for mobilizations & demobilizations to be prepared in agreement with SS. Same to be shared with JV board | As Indicated |
| SS | Ghulam Mustafa will be remobilized on 26th March 2020.  SS requested for inputs of Ghulam Mustafa on desalination analysis. PSR suggested that an email can be sent to Ghulam Mustafa and cc’d to PSR.  SS to take action. | As of when required till 26th March 2020 |
| SS | As agreed by the JV Board, a proposal for mobilizations of staff (with more than 30 months of overall input) for a continuous period of 24 months to be discussed with Client | 13th March 2020 |
| All | In the absence of TL, SS will be leading the project and will be SPOC with the client. | Info |
| SS | Updated Communication Protocol to be shared with Board and after Boards agreement submitted officially with the client. | 13th March 2020 |
| all | All JV partners to raise the monthly invoice; maximum by 5th of every month. | As indicated |
| SS/ GNV/ PSR | The anticipated reimbursable cost (Laptops/Workstations) to be drafted and shared with AM/SF | 13th March 2020 |
| PS | The JV agreement signing and contract to be closed. | 20th March 2020 |
| SS/PSR | LC component to discussed and agreed with client. | 13th March 2020 |
| SS/PSR | Performa invoice to be raised, in order to the confirm the whether reimbursables can be claimed Fixed/as per actuals | As indicated |
| SS | Final agreed work program to be shared with all JV members | 13th March 2020 |
| YB | DMS to be singular tool for Project Documentation, Our JV partners to be given access and training as and if required. | 20th March 2020 |
| SS | 10th of every month to be targeted for the QPR/MPR submission. | As indicated. |
| SS/PSR | In present situation of Corona virus, Stress to ben given on home country Inputs. Same to be taken up with JICA if required. | 13th March 2020 |
| SS | JV Board members WhatsApp group to be created. SS to communicate with Staff on behalf of JV board | As indicated. |