**Minutes of Meeting (MoM)**

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| Meeting Topic | 1. HCB Advisory Champions – Weekly Meeting | | | | | |
| Date | March 03, 2020 | Start Time | | 1:00 PM | Finish Time | 2:00 PM |
| Location | K·A·CARE Office, Riyadh, KSA, Room # 618 | | | | | |
| Attendees | Dr. Maher Alodan  Kim Pringle  Ali Al Qublan  Vatche Kourkejian  Filippo Ghizzoni  Hani Katerji  Manuel Seid | | Hussain Shibli  Nayef Al Dobayan  Dr. Raed Sherif  Jean-Paul Chatry  Humberto Werdine  Paulo Pedro  Hisham Sumayli | | | |

###### Action Items

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| No | 1. Description | 1. By Whom | 1. By When |
|  | The Regulator should be contacted to understand their organizational development plan and what capabilities they envision to have *(expected growth & competencies)* | HCB & RB Team | Ongoing |
|  | The Atomic Energy resource requirements should be validated:   * Number of resources & ramp-up by entity * Job families required in the different entities * Competencies required for the identified job families * Identified potential training partners | Advisory Champions  HCB & RB Team | 10-Mar-2020 |
|  | Similar exercise should be done for Renewables, in addition to sharing the local manufacturing scenarios | Advisory Champions  HCB & RB Team | 10-Mar-2020 |
|  | Distributed Generation should be evaluated within RE:   * Maximum capacity is 3% of the installed grid (~2.1 GW) per the new regulations * The effect on job creation is unclear – DG designer and installer training program is already ongoing * Core focus of the strategy is the development of HCB for utility scale projects, however DG progress should be monitored and differences in skill requirements vs. utility scale projects should be identified | HCB & RB Team | Ongoing |
|  | The deliverables will be shared in advance to give time for review and discussion | Ali Al Qublan | \_ |

*\* Please be noted that our weekly meeting is conducted every Tuesday at 1:00 PM.*