**NG01016625: BROWNFIELD MODIFICATIONS AND MAINTENANCE (BMM) SERVICES CONTRACT**

**Meeting Highlights:**

**Meeting Team:** Steering Committee

**Date:** Friday 05 January 2018

**Venue:** online

**Time:** 11:00 Hrs

**Attendees:**

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| Andrew Breeze | Akinyemi Akinyoade |
| Segun Edun |  |
| Micheal Ikebudu |  |
| Deji Balogun |  |
| Victor Abiagom |  |

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| **S/N** | **Purpose of Meeting:**  To inform Steering Committee of Implementation status, highlight challenges and seek for necessary steers |
| 1 | **Discussion Highlights:**  Implementation Lead(Senior Contract Manager) gave highlights as below:   1. MTB approval for award proposal of the 19 contracts received 11th December 2017 2. Team has commenced negotiations with other lowest bidders to accept lowest bidder’s rates per category. This is 80% completed as at 5th Jan. Expected to be closed out by 9th Jan 3. Contract personell services (Cat B &D): Development of Spreadsheet to capture inuts from Hubs 4. Sensitivity checks on rates to ensure anomalies in salaries are being addressed 5. Team to adopt a staggared implementation approach: packages ready to be moved into the BMM contract are moved etc.   Oustanding Items   1. NCDMB conclusion of evaluation and release of compliant report 2. Need for Contract owner/Contract Holders nominations for the 19 contracts 3. Strategy for Managing Station Attendants   Next Milestones ( 2-3 weeks)   1. NAPIMS transmittal, NCDMB reporting 2. Commencement of implementation processes : ldl, documentation, kick-off meetings etc |
| 2 | **Resolutions:**  Implementation Plan:   1. Critical/Essential activities that must happen before the 1st Feb 2018 should be identified and presented for Steering Committee review for the Go/No Go decision. **Action Party: Implementation Team** 2. Station Attendants strategy for now is to plan separate contract and take it out of the BMM contracts. **Action Party: Implementation Team** 3. Where possible, commence activties in parallel to avoid delays in the future. For example, once all commercial rates discussions are concluded as per MTB directives, Team should contact the contractors to compile and send their Goal-Zero documents (insurance, HSE Plan, checklist, HSE Capability Assessments etc) to start the in-house SME reviews. **Action Party : Victor/Deji** 4. Hub Data Gathering: Send templates to Huba to supply data for the labour services. **Action Party : Victor/Deji** 5. Setup meeting with Austin Uzoka (NCD Manager) to highlight areas where help is required on the NCDMB requirements. **Action Party : Akinyemi** 6. Set up a meeting with MRTA Manager (Tunde Tijani) to identify potential CH(s) for the Maintenance Scope. **Action Party : Akinyemi** 7. Schedule the Kick-off meeting for the larger implementation team for Monday 15th Jan 2017. **Action Party : Akinyemi** 8. Once the full implementation team is on ground, commence the daily team meetings**. Action Party: Impelementation Team** |