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## **6 PROJECT MEETINGS**

### **6.1 GENERAL**

#### **6.1.1 Scope**

- 1 This Part specifies the meetings that will take place before, during and after the construction of the Works.

### **6.2 PRE-CONSTRUCTION MEETING**

#### **6.2.1 General**

- 1 A pre-construction meeting shall be held at the Site. The Engineer shall set the date and time of the meeting and shall notify the Contractor accordingly.
- 2 The Owner, the Engineer and the Contractor and their respective representatives shall attend this meeting.
- 3 The Engineer shall provide the agenda a minimum of three (3) working days prior to the meeting.

#### **6.2.2 Topics for Discussion**

- 1 Contractual topics of discussion will include, but not necessarily be limited to, the following:
  - (a) Date of signing Contract Agreement.
  - (b) Contract sum.
  - (c) Starting instructions.
  - (d) Commencing date.
  - (e) Contract Period.
  - (f) Maintenance period.
  - (g) Penalties.
- 2 Contractor's Obligation topics of discussion will include, but not necessarily be limited to, the following:
  - (a) Performance Bond.
  - (b) Programme of Works.
  - (c) Insurance.
- 3 Site related topics of discussion will include, but not necessarily be limited to, the following:
  - (a) Possession of the site.
  - (b) Access to other contractors.
  - (c) Engineer's site facilities.
  - (d) Contractor's site facilities.
  - (e) Traffic diversions.
  - (f) Maintenance of existing access's.
  - (g) Over head and underground services.
  - (h) Sub-contractors and suppliers.
  - (i) Approved tip off site.
  - (j) Project sign boards.
  - (k) Progress photographs.

- (l) Health and Safety.
  - (m) Quality assurance.
  - (n) Environmental Considerations.
  - (o) Site personnel.
  - (p) Site inspections.
  - (q) Materials on site and material testing.
  - (r) Engineer's overtime.
  - (s) Working hours (Fridays/holidays/overtime working).
  - (t) Co-ordination.
- 4 Drawing and communication topics of discussion will include, but not necessarily be limited to, the following:
- (a) Project correspondence.
  - (b) Project Documentation.
  - (c) Daily reports.
  - (d) Weekly reports.
  - (e) Monthly reports.
  - (f) Method statements.
  - (g) Progress meetings.
  - (h) Material approvals.
  - (i) Submittals.
- 5 Miscellaneous topics of discussion will include, but not necessarily be limited to, the following:
- (a) Phased completion dates.
  - (b) Short term programme.
  - (c) Variations.
  - (d) Any other business.

## 6.3 PROGRESS MEETINGS

### 6.3.1 General

- 1 Progress meetings shall be held once a month. Where possible and practicable, progress meetings shall be held at the same time, day of the month and location.
- 2 The Engineer shall prepare the agenda and submit it to the Contractor a minimum of three (3) working days prior to the meeting.
- 3 Progress Meetings shall be attended by the Engineer and his representatives and the Contractor and his representatives. Sub-contractors may attend when involved in the matters to be discussed or resolved but only when requested by the Engineer. In addition to the attendees named herewith, the meeting shall be attended by representatives of utility owners, Government departments and authorities and any other regulatory agencies having jurisdiction over the Project, if required, and such other persons the Engineer may designate.
- 4 The time and location of the progress meetings shall be as directed by the Engineer. The Engineer shall chair the meetings.

- 5 The Contractor shall submit the information itemised below to the Engineer at least three (3) working days prior to each progress meeting:
- (a) A list of completed activities.
  - (b) A list of current activities with an estimate of time required for completion.
  - (c) A list of changes to planned starting dates and durations for all outstanding activities.
  - (d) Percentage completion for each current activity.
  - (e) A list of activities planned to start in the next period.
  - (f) Health, Safety, Environmental and Quality Data and issues.
  - (g) Any other information required by the Engineer's Representative.
- 6 If the Contractor requires additional Progress Meetings he shall submit his request in writing to the Engineer. For any such additional meeting:
- (a) The Contractor shall provide a proposed agenda for the meeting.
  - (b) The Contractor shall provide the names of all personnel who are required to attend.
  - (c) The Engineer shall chair these meetings.

#### 6.3.2 Topics for Discussion

- 1 Topics of discussion will include but not necessarily be limited to the following:
- (a) Actual start and finish dates for activities completed during the update period.
  - (b) Remaining durations and percentage completion for all activities not completed.
  - (c) Logic, activity duration and cost data for Variation Order work that will be incorporated into the construction schedule.
  - (d) Contractor's proposed measures to recover lost time and place the Project back on schedule by increasing manpower, materials and equipment resources and working extended hours, additional shifts, etc.

### 6.4 PRE-START UP MEETING

#### 6.4.1 General

- 1 A pre-start up meeting is required prior to starting up any major plant component, sub-system or system.
- 2 Pre-start up meetings shall be attended by the Engineer and his representatives and the Contractor and his representatives. If necessary, equipment manufacturers and/or suppliers shall also attend.
- 3 The agenda for the meeting shall be provided by the Engineer a minimum of three (3) working days prior to the meeting.

#### 6.4.2 Topics for Discussion

- 1 Topics for discussion will include but not necessarily be limited to the following:
- (a) Start-up and validation prerequisites.
  - (b) Start-up plan and schedule.
  - (c) Temporary connections.
  - (d) Spare parts, chemicals, and operating fluids.
  - (e) Health, Safety, Environmental and Quality Considerations.
  - (f) Other items deemed necessary by the Engineer.

## **6.5        POST-CONSTRUCTION MEETING**

### **6.5.1        General**

- 1        A post construction meeting shall be held prior to final inspection of the Work.
- 2        Post-construction meetings shall be attended by the Engineer, the Contractor and their respective representatives.
- 3        The Agenda for the meeting shall be provided by the Engineer a minimum of three (3) working days prior to the meeting.

### **6.5.2        Topics for Discussion**

- 1        Topics for discussion will include but not necessarily be limited to the following:
  - (a)    Discuss and resolve all unsettled matters.
  - (b)    Guarantees and insurance.
  - (c)    Schedules and procedures for final inspection process.
  - (d)    Correction of defects and deficiencies.
  - (e)    Documents required to be submitted by the Contractor.
  - (f)    Other items deemed necessary by the Engineer.

## **6.6        RECORD OF MEETINGS**

### **6.6.1        Minutes of Meeting**

- 1        The Engineer will record minutes of each meeting.
- 2        A copy of the minutes shall be furnished to the Contractor within four (4) working days.
- 3        If the Contractor has any objections to the minutes he shall submit them in writing to the Engineer not more than two (2) days after they are presented to him. In the absence of any objection, it shall be understood and agreed that the Contractor accepts the minutes as true and complete record of the meeting.

END OF PART