

## MINUTES OF MEETING

Meeting No. **03**  
Date: **30/11/2016**

### 1. CONTRACT DATA

**Contract No.** 2016 – 01 Constr. Lycée VTE  
**Project:** Construction of the extension of the Lycée Josué Hoffet (Vientiane, Laos)  
**Contracting Authority:** Lycée Josué Hoffet (Vientiane, Laos) (LJH)  
**Contractor:** Chitchareune Construction Company (CCC) Limited, Vientiane, Lao PDR  
  
Site Manager: Keo Ladtana  
Contract / Project Manager: Mr. Phonsy Viengpanya  
**Engineer:** Supervising Engineer (SE): Mr. Stefan Meenken  
Site Engineer: Mangkone Dimavong  
  
**Contract Details:** Contract commencement date: 01.10.2016  
Time for completion: 13 months  
Completion date: 30.10.2017  
Surety: Performance Bond of Lao Viet Bank  
Contract Value: 3,700,000 US Dollar (Provisional Sum: 65,000 USD)  
Extra Work to date: None  
Amount certified to date: None  
Percentage certified: None  
Amount paid to date: None  
Time elapsed: 8 weeks / 15.4 %

### 2. MEETING RECORD

**Meeting Venue:** LJH  
**Time:** 15:00  
**Present:** Stefan Meenken / Mangkone Dimavon (Supervising Engineers)  
S. Matthey / Mr. Serge / Mr. Aubert / S. El Moutaoukil, D. Goduel (JSH), M. Benguigui, Cederic, Laurent  
Mr. Phonexay / Mr. Bounheng / Mr. Khamphone (DG)  
Keo Ladtana / Mr. Cuang (CCC)

**Distribution:** Original for approval and file  
LJH 1 x  
CCC 1 x  
  
**No of copies:** 2

	<u>Action by</u>
<p><b>3. PROCEEDINGS</b></p>	
<p><b>3.1 Minutes of Previous Meeting</b></p>	
<p>The findings of the previous meeting were discussed and the minutes used as agenda for the current meeting.</p>	
<p><b>3.2 Programme of work</b></p>	
<p>The Contractor updated the programme of work.</p>	
<p>The time schedule shall be always up to date, any delay to be announced in written.</p>	
<p><b>4 PROGRESS AND TECHNICAL ISSUES</b></p>	
<p><b>4.1 General:</b></p>	
<p>(1) The monetary progress stands at approximately 5.5 %;</p> <p>(2) The planned location of the transformer is to close to the existing fence line towards the neighbouring plot. It has been decided to relocate the transformer along the access road at the Administration building.</p> <p>(3) The water of the deep well should be chemically analysed in a certified laboratory to be able to make decisions about its later use.</p>	<p>CCC</p>
<p><b>4.2 Change of Design</b></p>	
<p>- Foundations fitted with roof gutter outlet need to be changed, technically not feasible, diameter of pipe needs to be reduced. Shop drawings shall be elaborated for discussion with DG.</p>	<p>DG / CCC</p>
<p>- Air Conditioner: The compressors of the ACs for the Classroom building should be relocated towards the room next to the staircase and the gable walls facing the outside boundary. Since the entire AC system has been changed towards simple Split units, the use of the indoor duct outlets is no longer required and might be replaced by ordinary ceiling cassettes. The supervisors shall ask quotations for these units for comparison and further discussion.</p>	<p>SE</p>
<p>- Hot water supply: The use of hot water boilers for the showers and kitchen has been raised. Additional composite water supply pipes shall be prepared in order to allow both the use of central hot water or water heaters.</p>	<p>Info</p>
<p>- Shop drawings showing the space requirements for the accommodation of water tanks and AC compressors in the area next to the staircase shall be elaborated.</p>	<p>SE / CCC</p>
<p>- Fresh water supply a spare pipe for water supply to each building shall be prepared allowing both: public water or well water supply.</p>	<p>Info</p>
<p><b>4.3 Site survey</b></p>	
<p>The site survey has been done; minor deviation from the tender survey has been identified, which does not affect the construction and / or master plan. Survey data have been filed for later reference. The survey plan is attached for reference.</p>	<p>Info</p>
<p><b>4.4 Civil constructions</b></p>	
<p>- Excavation works for foundations have been completed for 4 buildings;</p> <p>- Concrete works for the foundations have been commenced and completed by approximately 80 % to date;</p> <p>- Backfilling of foundations have been commenced for building 1, 2 and 6;</p> <p>- Brick masonry works for the retaining walls for Building 1, 2 and 6 have been commenced;</p>	

- Ground floor slabs for building 4 and 6 have been completed.

## 5 CONTRACT ADMINISTRATION

CCC submitted all required bonds and the insurance policy.

**Info**

### 5.1 Drawings & Documents

The shop drawings are up to date and maintained in the folders for later reference.

**Info**

### 5.2 Site Instructions and Correspondence

Three site instructions have been issued during the reporting period:

**Info**

- SI 07: Execution of concrete works;
- SI 08: Stop of earthworks due to weather conditions;
- SI 09: Safety: completion of fence and control of access to the site;

### 5.3 Sub-Contractors

Nothing to report.

## 6 PROJECT MANAGEMENT

The implementation of works and management of the contract follows the contractual requirements e.g. maintaining of site diary, schedules, shop and as built drawings.

### 6.1 Accommodation of Traffic

The contractor shall be responsible for road maintenance during the entire construction period.

### 6.2 Security

Labour shall wear helmets and safety shoes. Location of works shall be safe, fences and **safety boards** established and maintained. Close the construction fence and hire guards!

**CCC, 2<sup>nd</sup> reminder!**

### 6.3 Plant And Site Staff

The Contractor's personnel will be recorded in the Site Diary.

The following staff on site was reported by today:

#### Staff:

Engineers:	4 pax
Foremen:	5 pax
Labour:	60 pax

#### Plant:

Office / Survey equipment:	1 set
Excavator:	2 units
Bar bending tools:	2 set
Concrete mixer / Vibrator:	4 units
Welding tools:	2 set
Prefabricated formworks:	appr. 600 sqm

**6.4 Materials**

All construction materials shall be in accordance with the required specifications. The contractor is responsible for material testing.

Any material shall be submitted to the Consultant for approval prior purchase or installation.

Reinforcement steel and concrete mix designs have been tested in certified laboratories. Concrete samples are taken in accordance with the testing plan established. Test results will be attached to the Monthly Reporting; original documents maintained on site and attached to the project completion report.

**6.5 Standard of Work**

Nothing to report.

**7 MEASUREMENT AND PAYMENT**

CCC informed, that they will apply for an advance payment, the corresponding bond and invoice have been submitted.

**7.2 EXTRA WORK & VARIATION ORDERS**

Nothing to report.

**7.3 DELAYS & CONTRACT TIME ADJUSTMENT**

Works had to be stopped for 5 days during the reporting months due to weather conditions and limited accessibility to the site.

**8. GENERAL, NEXT SITE MEETING**

The next site meeting is scheduled on 21.12.2016 at 13:30 am at the construction site.

**CONTACTS**

Name: S. Meenken Mobile: 020 5513754 E-Mail: Stefan.meenken@gmail.com	Name: Mobile: E-Mail:
Name: Mangkone Dimavong Mobile: 020 234 537 84 E-Mail: kdimavong@yahoo.com	Name: Mobile: E-Mail:

**APPROVAL OF MINUTES**

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**Chitchareune**

**DATE**

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**Supervisor**

**DATE**

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**Employer**

**DATE**

**Enclosures:**

- None