

## MINUTES OF MEETING

Meeting No. **05**  
Date: **18/01/2017**

### 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  
**Engineer:** Site Manager: Keo Ladtana  
Contract / Project Manager: Mr. Phonsy Viengpanya  
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: 530,429  
Percentage certified: 14.4 %  
Amount paid to date: 1,084,779.37 USD  
Time elapsed: 2.5 months / 19.23 %

### 2. MEETING RECORD

**Meeting Venue:** LJH  
**Time:** 13:30  
**Present:** S. El Moutaoukil, M. Benguigui, Laurent, Dominique, Vilayvanh & Cedric (LJH)  
Stefan Meenken / Mangkone Dimavon (Supervising Engineers)  
Mr. Phonexay / Mr. Khamphone / Mr. Bounheng (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>
<b>3. PROCEEDINGS</b>	
<b>3.1 Minutes of Previous Meeting</b>	
The findings of the previous meeting were discussed and the minutes used as agenda for the current meeting.	
<b>3.2 Programme of work</b>	
The Contractor submitted the programme of work. The time schedule shall be always up to date, any delay to be announced in written.	
<b>4 PROGRESS AND TECHNICAL ISSUES</b>	
<b>4.1 General:</b>	
(1) The monetary progress stands at approximately 570,000 USD / 15 %;	
(2) The transformer shall be located along the access road in front of the Administration building;	<b>Reminder</b>
(3) The water of the deep well should be chemically analysed;	<b>Reminder</b>
(4) DG will provide more detailed drawings regarding the data network, BoQ and technical specifications.	<b>DG</b>
(5) The furniture plans for the science class rooms will be reviewed by the teachers of the LJH.	<b>LJH</b>
(6) Works will be stopped due to Vietnamese new year celebration for approx. 4 weeks.	<b>Info</b>
<b>4.2 Change of Design</b>	
- 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. By doing so funds of approximately 30.000 to 35,000 USD could be saved. <i>Supervising staff shall prepare a proposal and Variation Order for negotiation with the contractor.</i>	<b>Superv.</b>
- DG changed the drainage plans: the BoQ needs to be updated in order to estimate cost implications.	<b>DG</b>
- Arrangement of toilets and showers in building 05 has been revised.	<b>Info</b>
- Additional walls, benches and net shall be constructed around the sports hall. Payment by savings from fencing around the compound. <i>Supervising staff shall prepare a proposal and Variation Order for negotiation with the contractor.</i>	<b>Superv.</b>
- The main entrance and the fence around the entire compound shall be secured. DG will provide detailed drawings and a BoQ.	<b>DG</b>
- One small store shall be constructed in the back of the climbing wall for storing sports equipment. DG will provide drawings and a BoQ for negotiations with CCC.	<b>DG</b>

#### 4.3 Site survey

The site survey has been done, the finishing floor level of the buildings will be 155.550 above sea level; minor deviations from the tender survey has been identified, which do not affect the construction and / or master plan. Survey data have been filed for later reference.

**Info**

#### 4.4 Civil constructions

- Excavation works for foundations have been completed for all buildings;
- Concrete works for the foundations have been completed for all buildings;
- Ground floor slabs for building 1, 2, 4 & 5 have been completed
- Brick masonry works have been commenced for 3 buildings;
- RC superstructure for Building 04 has been completed by appr. 95%;

### 5 CONTRACT ADMINISTRATION

#### 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

Two site instructions have been issued during the reporting period:

**Info**

SI 11: Request for submission of shop drawings;  
SI 12: Stop of removal of formworks and support structures.

#### 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!

#### 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:	70 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. 800 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**

The advance payment and the IPC 01 have been released to date, the contractor received the amount of 1,084,779.37 USD so far.

**7.2 EXTRA WORK & VARIATION ORDERS**

- Additional walls, benches and net to be installed around roofed sports area;
- Air conditioning system shall be changed;
- Additional door at main entrance and modifications of fence shall be applied;
- Drainage plan has been revised, cost implications must be calculated.
- **Closed storage in the back of the climbing wall.**

**7.3 DELAYS & CONTRACT TIME ADJUSTMENT**

Nothing to report.

**8. GENERAL, NEXT SITE MEETING**

The next site meeting is scheduled on 01.03.2017 at 15:00 am at the construction site.

**CONTACTS**

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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