

Meeting Minutes



BENBAN
SOLAR PARK

Meeting Purpose:	Monthly HSE, Labor, Security and park updates		
Meeting Date:	Tuesday January 12, 2021		
Meeting Time:	Start at 11:00 AM, End at 11.45 AM		
Meeting Location:	Online via Zoom		
Meeting Host:	FMC		
Attendees:	Merna Galy (Infinity & Es Community)	Ahmed Elziery (Total Eren)	
	Mohamed Abdellatif (Volitalia & ES Community)	Ahmed Eltohamy (Gila)	
	Mohamed Taha (SCATEC & ES Community)	Ahmed Attia (SCATEC)	
	Ahmed Abdelaziz (Firnas Shuman)	Ahmed Bakr (FMC)	
	Ahmed AbdElhamid (Infinity)	Mahmoud Hussein (FMC)	
	Amr Mekkey (Taqa)	Noha Hazem (FMC)	
	Farag Sabry (Taqa)	Zarifa Mostafa (FMC)	
	Abdelrahman Nasr (Sterling & Welson)	Asmaa Mostafa (FMC)	
	Yara Ashour (Sterling & Wilson)		
	Patricia Gimenez (Alcazar)		
	Samaher Gamal (Alcazar)		
	Mahmoud Zeinhom (SPV)		
	Ahmed Gaber (Volitalia)		

Discussion:

1. FMC Mobilization

The new FMC has built an 800 m² administration building consists of 11 rooms distributed as follow:

- Reception and staff hall provided by 2 Multi-closets toilets (one for men and the other for women)
- Consultant room
- Project manager room
- Training hall
- Restaurant
- Meeting room
- Spare parts room
- New FMC Management Room
- Room for security director.

Also, the new FMC provided high-quality furniture that allows hospitality of the important visits anytime.

2. FMC Services Recap

FMC has two types of services:

- A) FMC Main Services

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Discussion:

- Emergency (fire, ambulance, clinic)
 - All FMC services (ambulance, clinic and firefighting) are available 24/7.
 - FMC emergency lines: 01102499313/ 01102599303
- Waste collection, receiving, recycling, disposal.
- Hazmat receiving, disposal.
- Common roads maintenance
Started by road no.2 on 1st January 2021
Prepare the roads, then continuous maintenance for roads.
- Perimeter pest control
- Gate security
- Traffic management
- General Coordination
 - IDs, in progress.
 - Vehicles permits, Driver and vehicle License, HSE Letter (in progress).
 - Shipments, Driver and vehicle License, Plot Number, Shipment Contents.
- B) Services Monitored by FMC
 - Water/wastewater delivery/removal
 - Pest control and FMC provide an offer for all developers.
- 3. Health & Safety**
 - FMC has 12 ambulance / clinic cases.
 - Plots are reminded to share their own HSE statistics, this is not for publishing but rather trends analysis
 - Covid-19 Precautions, FMC has daily temperature check.
- 4. Traffic**
 - FMC provided four patrolling vehicles. The patrolling team inspects the perimeter of the park and fence to ensure no security violation.
 - **Patrolling Vehicle (4)**
 - ✓ The vehicle starts from Gate #4 to the end of road #4, then goes through the western road to reach road #3; then, it goes through road #3 until reaching gate #3.
 - **Patrolling Vehicle (3)**
 - ✓ For the first trip per shift, the vehicle starts from Gate #3 to the end of road #3, then goes through the western road to reach road #2, and then goes through road #2 until reaching gate #2.
 - ✓ For the second trip per shift, the vehicle starts from Gate #3 to the H road, then goes through the H road to reach road #2 and then goes through road #2 until reaching gate #2.
 - ✓ The previous trips will be repeated through the shift time
 - **Patrolling Vehicle (2)**
 - ✓ The vehicle starts from Gate #2 to the end of road #2, then goes through the western road to reach road #1, and then goes through road #1 until reaching gate #1.
 - **Patrolling Vehicle (1)**
 - The vehicle starts from Gate #1 through the external road, inspecting it until reaching gate #4.

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Discussion:

5. Waste

- Service of the waste (fence and common area cleaning, waste collection, receiving of waste (hazardous & non-hazardous) started since 24/11/2020

- Inset (waste statistics are :

Cardboard 35% Mixed plastic 30% RDF 22% Metal 5% Wood 4% Organic Waste 4%

FMC will support in collecting medical waste as a paid service.

6. Water & Wastewater

FMC monitors the wastewater disposal of the whole park.

Small trucks will collect wastewater from all plots, then deliver it to FMC and unload wastewater in storage tanks, then big trucks will deliver wastewater to NAWW and dumping there. "3 trips per day"

Additional Measures monitoring:

- A. Tracking system installment.
- B. Wastewater tracking officer.
- C.

7. Security

FMC has installed 12 cameras, three on each gate to cover the internal

Road and cover both sides of the external road.

8. Community

Working grievance system as the same as before.

The grievance it should be internally to the direct supervisor. Then the plot grievance officer, if don't reach agreement, directly go to FMC through **Grievance Hot line 01102545313** or through Grievances boxes on the gates.

9. FMC Contact List

New Updated contact list,

you can call anyone of these people, also have Emergency hotlines, Grievance hotline and Help desk email for any comments, recommendations, feedback or complaints.

Questions

There are no questions.