



Meeting Minutes

QF-HR-08

Meeting No.	14 th Developers Coordination Meeting	Meeting Date	Thursday February 10 2022 Start at 11:00 AM, End at 12.00 PM
Meeting Held At	Online via Microsoft Teams	Prepared By	Noha Hazim Admin Team Leader - FMC
Meeting Speaker	Mahmoud Hussein QHSE Team Leader - FMC	Meeting prepared by	Mahmoud Hussein QHSE Team Leader - FMC

Attendees

	Name	Company		Name	Company
1	Mohamed Taha	Scatec & E&S Committee	9	Abdelshakour Gamal	Alfanar
2	Riham Younes	Firnas Shuman	10	Ahmed Gaber	Vollitalia
3	Farrag Sabry	TAQA	11	Ali Wasfy	FMC
4	Abdelrahman Nasr	Sterling	12	Mahmoud Hussein	FMC
5	Yara Mansour	Sterling	13	Noha Hazim	FMC
6	Eid Mohamed Abdullah	Nomac	14	Asmaa Sayed	FMC
7	Mahmoud Zidan	Infinity	15	Mahmoud Attallah	FMC
8	Ahmed Bahaa	SPV			

Meeting Statistics

Time	1 Hour
Number of attendees	14
Percentage of attendance	39%

Item	Description of Discussion
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➤ **Waste Management:**

- Amount of waste collected from the plots last month by FMC waste collection team:

Plot Name	Quantities /Month (Kg)	Plot Name	Quantities /Month (Kg)
Access	99	Nomac	314
CSAIL	862	Acciona	144
Infinity	86	Alfa Solar	20
Scatec	733	Votalia	98
Sterling	175	FMC	458
ENERRAY	145		

Total Amount of collecting waste: 3.134 Kg

1 - The below table represents the recyclable materials quantities (kg):

Type of Waste	Paper	Cardboard	Plastic	RDF	Organic Waste	Wood	Metal
Quantities (Kg)	514	307	412	441	247	208	68
Percentage (%)	23	14	19	20	11	10	3

Waste Cleaning and collection of the park roads:

1. FMC schedule a plan every month for road cleaning a plan every month for road cleaning which includes of all the internal roads and surrounding fences of Benban Solar Park.
2. There weren't any complaints from the developers about road cleaning.
3. There wasn't waste dispose on internal and highway roads.

➤ **Water and wastewater Management**

- No accidents were reported related to water and wastewater during this period.
- GPS tracking system is working well and will share ID and password with the developers according to request.

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#	Amount of wastewater disposed from the park (m ³)	Amount of water delivered to the park (m ³)
Total	885	863

	<ul style="list-style-type: none"> - FMC is searching for sustainable solutions for using an authorized well for road maintenance which near the park, to reduce the costs for developers and FMC.
3	<p>➤ Traffic and Road maintenance</p> <ul style="list-style-type: none"> - FMC finished the maintenance of roads no.2 and no.3. - FMC Started maintenance for other roads. <p><u>There were a compliance received from developers about the speeding from some vehicles inside the park which affects negatively of the production of the plots and of the road conditions.</u></p> <p>So, FMC will start to implement some excessive measures:</p> <ul style="list-style-type: none"> • Send reminder messages about traffic instructions (limit speed etc....) and send NCRs. • Make checkpoints in cooperation with HSE team and Patrolling team, security team to stop vehicles which exceed the limit speed and withdraw the permit. Then communicate with developer.
4	<p>➤ HSE Statistics (for developers)</p> <p style="text-align: center;">Number of Drills and Accident during last month:</p> <ul style="list-style-type: none"> - FMC conducted 3 drills (two with developers and one internal). - Plots have 19 First Aid - cases. - FMC made 2 General Site Inspection of the surrounding points. - <p style="text-align: center;">HSE Activity during this month: <u>with Aswan HS Office</u></p> <ul style="list-style-type: none"> - There will be event in cooperation with Aswan OHS Office, Eng. Nagah Mohamed - director of Aswan OHS office will be managing this event, expected to hold in the last of this month in the presence of the Minister of Manpower and the Governor of Aswan. FMC will be the sponsor for this event. <p style="text-align: center;"><u>with Egyptian Affairs Agency (EEAA)</u></p> <ul style="list-style-type: none"> - FMC has been informed that will get the environmental approval of Wastewater Treatment plant by next week. - There was a meeting with Egyptian Environmental Affairs Agency about the environmental approval of Treatment plant and they suggested to make a protocol for perform trainings for waste management, whit is the Egyptian Environmental Affairs Agency and what are the required documents related to audits. - It is expected to organize a meeting for make activities plan and will invite all developers.
5	<p>➤ Pest Control</p> <ul style="list-style-type: none"> - The outcomes of the visits are concluded in: - Surrounding Fences of the Park, FMC, Police accommodations and Waste Facilities area are protected well by using pest control system during the period of last year (12 visits) and we can notice decrease of infected traps from the above chart since visit No. 2. - Conclusion: - Population, according to the above chart we can find that the number of the infected (eaten traps) were decreased since last visit (Visit No. 13) but in it still in the normal limits and this an indicator of the decrease of population of rodents in Benban project fences, FMC, Police and Waste Facilities Area.

	<ul style="list-style-type: none"> - Regarding to visit reports (from Visit No. 2 “baseline visit which is used as an indicator visit of the implementation of the pest control” and visit No. 14), the surroundings Fences of the Park, FMC, Police accommodations and waste Facilities area are in a good control condition during the period of this report.
6	<ul style="list-style-type: none"> ➤ Community and Social <ul style="list-style-type: none"> ✓ Hiring of a new staff in FMC <p>FMC hired new employees in the vacancies positions:</p> <ul style="list-style-type: none"> - Ms. Amira Hakim as Labor Compliance and Grievance Officer Email: amira.hakim@healthsafetyhome.com / Phone: 01148408066 - Mrs. Asmaa Sayed as Community Liaison and Grievance Officer Email: asmaa.sayed@healthsafetyhome.com / Phone: 01124843105
7	<ul style="list-style-type: none"> ➤ FMC Contact List <ul style="list-style-type: none"> - FMC Emergency lines 01102499313 01102599303 - Grievance Hot line 01102545313 - For comments, recommendations, feedback, and complaints support@healthsafetyhome.com
8	<ul style="list-style-type: none"> ➤ Questions <p>Q 1: Asking for the final report of the electric vehicle accident investigation report? (Firnas Shuman) A: FMC has already sent the investigation report attached with the supplier’ report.</p> <p>Q2: Regarding to the road maintenance, Road no.3 is in a very bad condition even didn't pass the limited speed, so I think this road needs more activity in maintenance. (Alfanar) A: FMC will start maintenance for road no.3 tomorrow. (Kindly find the attached email regarding this topic)</p> <p>Q 2: Asking about the upcoming event with Aswan OHS Office, is it will be related to health and safety only or will be trainings for labors? Is it available to held before end of February 2022? (SPV) A: Aswan OHS office will send emails for all developers as invitation, you can share the topics you need to discuss. Really, we informed about this event from November 2021, and postponed many times because it is related to the presence of the Minister of Manpower.</p> <p>Q 3: Asking FMC to perform awareness of GBV? (SPV) A: We must back to Firnas Shuman team and E&S Commitment in this issue.</p>

➤ **Suggestions:**

- Suggest to held meeting offline at FMC premises.
- MoM mail contain highlighted topics which shared in Deveco and emergency numbers.
- Suggest scheduling the Deveco meetings at the mid of the week.
- More events, activities with FMC like trainings.
- Every Deveco meeting has a sponsor from the developers.
- Share suggestions for suitable dates for the meeting / or make survey for the suitable dates for the meeting.
- Make WhatsApp group for HSE Managers in all plots.
- send reminder for the right direction to enter the park from the highway to avoid any danger.

➤ **Notes:**

- FMC will share updates for road maintenance.
- During last 14 months:
 - FMC services are work normally.
 - There was no risk to the park' reputation about the community.
 - There were some non-compliances issues, but it closed.