



Meeting Minutes

QF-HR-08

Meeting No.	15 th Developers Coordination Meeting	Meeting Date	Thursday March 7 2022 Start at 11:00 AM, End at 11.52 AM
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	13	Samaher Gamal	CSAIL
2	Mahmoud Hamed	Total Eren & E&S Committee	14	Eslam Salah	TSKE
3	Ahmed Abdelaziz	Firnas Shuman	15	Abdelshakour Gamal	Alfanar
4	Riham Younes	Firnas Shuman	16	Ahmed Gaber	Vollitalia
5	Ahmed Tarek Saleh	El Seweedy	17	Ahmed Bahaa	SPV
6	Mostafa Hosni Abdellatif	El Seweedy	18	Ahmed Attia	Scatec
7	Abdelrahman Nasr	Sterling	19	Moataz Bayomi	GILA
8	Yara Mansour	Sterling	20	Mahmoud Hussein	FMC
9	Doaa Ismail	Infinity	21	Noha Hazim	FMC
10	Mahmoud Zidan	Infinity	22	Asmaa Sayed	FMC
11	Li Fengyi	CSAIL	23	Amira Abdel Hakeem	FMC
12	Ahmed Sedeek	CSAIL			

Meeting Statistics

Time	52 Minutes
Number of attendees	23
Percentage of attendance	55%

Item	Description of Discussion																																																																														
1	<p>➤ FMC services recap</p> <ul style="list-style-type: none"> - Emergency (fire, ambulance, clinic) FMC has a contract with BSDA for some emergency services, but FMC has increased the number of emergency equipment: <ul style="list-style-type: none"> ✓ FMC has two ambulances. ✓ FMC has three fire trailers, also water truck with 7 m³. - Traffic management & Common roads maintenance <ul style="list-style-type: none"> ✓ FMC has the chance to start monitoring all violations inside the park by using electrical vehicles. ✓ FMC gave a high priority of monthly maintenance roads. - Water delivering, Wastewater collection and disposing <ul style="list-style-type: none"> ✓ FMC has Installed GPS tracking system since last November. ✓ FMC has installed wastewater treatment plant and started to work since last month. - General coordination Communicate with the developers for issuing vehicles permits and visits inside the park. - Perimeter pest control Surrounding Fences of the Park, FMC, Police accommodations and Waste Facilities area are protected well by using pest control system. - Security Management There is a team for patrolling the internal roads and managing entrance and exit on the gates. - Non-Hazardous Waste collection, receiving, recycling, disposal & Hazardous waste receiving, disposal. 																																																																														
2	<p>➤ Waste Management</p> <ul style="list-style-type: none"> - The below table represents collected amount of waste during last three months: <table border="1" data-bbox="280 1283 1398 1906"> <thead> <tr> <th colspan="2">December 2021</th> <th colspan="2">January 2022</th> <th colspan="2">February 2022</th> </tr> <tr> <th>Company</th> <th>Percentage (%)</th> <th>Company</th> <th>Percentage (%)</th> <th>Company</th> <th>Percentage (%)</th> </tr> </thead> <tbody> <tr> <td>Voltalia</td> <td>2%</td> <td>Voltalia</td> <td>2%</td> <td>Voltalia</td> <td>0%</td> </tr> <tr> <td>Alfa Solar</td> <td>1%</td> <td>Alfa Solar</td> <td>1%</td> <td>Alfa Solar</td> <td>3%</td> </tr> <tr> <td>SPV</td> <td>5%</td> <td>SPV</td> <td>5%</td> <td>SPV</td> <td>14%</td> </tr> <tr> <td>Nomac</td> <td>5%</td> <td>Nomac</td> <td>5%</td> <td>Nomac</td> <td>2%</td> </tr> <tr> <td>ENERRAY</td> <td>1%</td> <td>ENERRAY</td> <td>1%</td> <td>ENERRAY</td> <td>59%</td> </tr> <tr> <td>Sterling</td> <td>20%</td> <td>Sterling</td> <td>20%</td> <td>Sterling</td> <td>2%</td> </tr> <tr> <td>Scatec</td> <td>13%</td> <td>Scatec</td> <td>13%</td> <td>Scatec</td> <td>7%</td> </tr> <tr> <td>Infinity</td> <td>10%</td> <td>Infinity</td> <td>10%</td> <td>Infinity</td> <td>3%</td> </tr> <tr> <td>CSAIL</td> <td>33%</td> <td>CSAIL</td> <td>33%</td> <td>CSAIL</td> <td>6%</td> </tr> <tr> <td>Total Eren</td> <td>1%</td> <td>Total Eren</td> <td>1%</td> <td>Total Eren</td> <td>1%</td> </tr> <tr> <td>FMC</td> <td>9%</td> <td>FMC</td> <td>9%</td> <td>FMC</td> <td>3%</td> </tr> </tbody> </table>	December 2021		January 2022		February 2022		Company	Percentage (%)	Company	Percentage (%)	Company	Percentage (%)	Voltalia	2%	Voltalia	2%	Voltalia	0%	Alfa Solar	1%	Alfa Solar	1%	Alfa Solar	3%	SPV	5%	SPV	5%	SPV	14%	Nomac	5%	Nomac	5%	Nomac	2%	ENERRAY	1%	ENERRAY	1%	ENERRAY	59%	Sterling	20%	Sterling	20%	Sterling	2%	Scatec	13%	Scatec	13%	Scatec	7%	Infinity	10%	Infinity	10%	Infinity	3%	CSAIL	33%	CSAIL	33%	CSAIL	6%	Total Eren	1%	Total Eren	1%	Total Eren	1%	FMC	9%	FMC	9%	FMC	3%
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- **FMC Waste Management Permits:**

FMC finished 2 ESIA:

- ✓ **ESIA Type C for transferring waste in all over Egypt.**

This will be a paid service, so FMC can transfer waste from the park to the final destination even it to the land fill or authorized company for recycling waste.

- ✓ **ESIA Type Scope B for managing of waste in Benban waste facilities.**

After communication with EEAA in Cairo, FMC changed the name of managing team from Hassan Allam to Health & Safety Home.

➤ **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.

#	Amount of wastewater disposed from the park (m ³)	Amount of water delivered to the park (m ³)
December 2021	739	687
January 2022	792	863
February 2022	800	899

- **Waste treatment Plant**

- FMC installed wastewater treatment, so will treat wastewater generated from the plots as collected trucks will bring the wastewater from plots and store it in the tanks and use it by activated sludge technic.
- FMC finished the **ESIA Type B for managing of wastewater treatment plant.**

➤ **Health & Safety**

Number of Drills and Accidents during last year (2021):

- FMC conducted 32 drills.
- FMC has 6 Fire Accidents.
- FMC has 4 Road Accidents.
- FMC has 2 Envi. Accidents.

Number of Ambulance and Clinic Cases during last year (2021):

- FMC has 70 ambulance / cases.
- FMC has 299 clinic / cases.

Number of Drills and Accidents during last 3 months:

- FMC conducted 8 drills during last three months.
- FMC has 1 Fire Accident.
- FMC has 1 Road Accident.

Number of Ambulance and Clinic Cases during last three months:

- FMC has 18 ambulance / cases.
- FMC has 69 clinic / cases.

5	<p>➤ Pest Control</p> <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. 15), 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	<p>➤ Community and Social</p> <ul style="list-style-type: none"> ✓ Sustainable development programs <ul style="list-style-type: none"> - Entrepreneurship training for the finals in Benbanneur competition. - A survey on handicraft workshops in Benban & Mansouria. ✓ Stakeholder engagement plan <ul style="list-style-type: none"> - Meeting with occupational safety & health office to discuss the organization for the occupational safety & health forum which was scheduled to held at FMC in 12th & 13th March 2022. ✓ CSR <ul style="list-style-type: none"> - Visit to the handywomen project’s site for women. - Meeting with good and inspiring models. - Final event for the first entrepreneurship competition “Benbanneur” Organized by BSDA with the partnership of the German agency for international cooperation (GIZ) and the Egyptian micro ,small & medium enterprises development agency (MSMEDA). ✓ Social Trainings (at FMC) <ul style="list-style-type: none"> - Training of code of conduct has been given to different parts Summary of training in Arabic was distributed for workers after the training to remember them and raising their awareness of their rights and good working conditions and to helping in enabling good ethics and practice. ✓ Inspections for social aspects such as contracts, insurances and working conditions Main objective of monitoring the social aspects such as working conditions, labors rights is to enhance an effective communication link with employees not only for solving problems and complaints but also to improve the daily labor and working conditions which lead to a constructive engagement between workers and management which will affect positively on the working environment. ✓ Grievance inspections <ul style="list-style-type: none"> - Weekly inspection for grievance boxes at the main gates in addition to increasing boxes. - Grievance mechanism training for different departs.
7	<p>➤ FMC Contact List</p> <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	<p>➤ Questions:</p> <p>Q1-a: Asking about gate no.2, What is the plan, and when will open it? (Scatec) A: FMC will share the plan and final status in gate no.2.</p> <p>Q1-b: Noticed a bit of delay in the plan of gate no.2 construction, Is there possibility to reopen the gate no.2, it is long way to reach our plot from gate 3? (Scatec) A: It is not possible, because we already started construction work. FMC Management will send a reply about the reasons of the delay.</p> <p>Q2: Asking about maintenance on road no.1, we have a problem on the visual due to the huge sand which removed beside our plots? (Gila) A: Please share photos, and will communicate with road maintenance team to work on this issue and will reply today or tomorrow via mail.</p> <p>Q3: Can create online link for OHS Event to attend if can't attend physically? (Alfanar) A: Will try to make a link, but it will be difficult because it is a big event contain lectures & activities.</p> <p>Q4: Asking about the final destination for the hazardous waste? (Alfanar) A: We have some landfills approved from EEAA are the final destination for solid hazardous waste. For the liquid hazardous waste, we have a contract with EPISCO approved from EEAA</p>
9	<p>➤ Notes:</p> <ul style="list-style-type: none"> - CSAIL share their CSR activities in Benban community, they are finished 2 schools upgrades in Benban, did all maintenance and full upgrades. - FMC invites all Developers to attend OHS office Event.
10	<p>➤ Suggestions from FMC :</p> <ul style="list-style-type: none"> - Developers communicate with us once have any problems especially in road maintenance.