



Minutes of Meeting (MoM)



Meeting No.	Attachment
TPC-EH-TLD-M-0002	Yes

Title of Meeting Planning Procedures & Following-ups of Key Documents

Agenda

Location	EIED (Skype)	Date	22-Jan-2025	Time	10:00 Local Time
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Prepared by	Ms. Parashkhoo	Approved by	Mr. Jarghuie	Date of preparation	22-Jan-2025
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Participants:
EIED: Ms. Pourrahim, Ms. Parashkhoo, Mr. Shadloo, Mr. Nobari, Mr. Salem
Tianli Energy: Ms. Rita Liu
Beijing Riching: Mr. Anjing Gu

Receivers:
All Participants

Item No.	Summary of Discussions/ Decisions	Action by	Date																
1.	Planning Procedures have been discussed during the meeting so that the result will be as per below items.																		
1-1.	<p>- WBS (Work Breakdown Structure)</p> <p>Vendor shall prepare and submit a Weighted Work Breakdown Structure (WBS) using project template by 10-Feb-2025.</p> <p>Weight Values for WBS top levels should be considered as below:</p> <table border="1"> <thead> <tr> <th>WBS PHASE</th> <th>W.V.</th> </tr> </thead> <tbody> <tr> <td>Project Management and Control</td> <td>1%</td> </tr> <tr> <td>Engineering</td> <td>9%</td> </tr> <tr> <td>Procurement and Supply of Materials</td> <td>35%</td> </tr> <tr> <td>Manufacturing</td> <td>45%</td> </tr> <tr> <td>Final Inspection and Test</td> <td>5%</td> </tr> <tr> <td>FOB</td> <td>4%</td> </tr> <tr> <td>Final Book</td> <td>1%</td> </tr> </tbody> </table>	WBS PHASE	W.V.	Project Management and Control	1%	Engineering	9%	Procurement and Supply of Materials	35%	Manufacturing	45%	Final Inspection and Test	5%	FOB	4%	Final Book	1%	Tianli	10-Feb-2025
WBS PHASE	W.V.																		
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Final Book	1%																		
1-2.	<p>-Time schedule:</p> <p>Vendor shall prepare Detailed Time Schedule in MSP/P6 format (ver. 2016/P6 v17), including all WBS levels such as Detail Engineering, Procurement, Manufacturing, Final Inspection, Ex-Works, Delivery, Final Book <u>as well as Project Overall S-Curve</u> and issue them with Transmittal via HOMA within Seven (7) working days after WBS Approval.</p>	Tianli	19-Feb-2025																
1-3.	<p>Progress reports should be prepared and submitted, as following:</p> <ul style="list-style-type: none"> - -1st Bi-Weekly Cut-off date: 5th of Each Shamsi Month (26th of Gregorian Month) - Submission date: 6th of Each Shamsi Month by HOMA. (27th of Gregorian Month) - -2nd Bi-Weekly Cut-off date: 20th of Each Shamsi Month (11th of Gregorian Month) - Submission date: 21th of Each Shamsi Month by HOMA (12th of Gregorian Month) <p>According to the reached agreement 1st report should be prepared and issued by 25-Feb-2025 with no delay.</p>	Tianli	25-Feb-2025																

TPC
Signature

EIED Parashkhoo
Signature Salem

(Tianli Energy)
Signature



Minutes of Meeting (MoM)

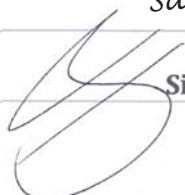
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2.	According to Tianli, VPIS and PFD will be issued in HOMA by 23-Jan-2025.	Tianli	23-Jan-2025
3.	Vendor has been requested to issue below documents via HOMA before holidays: <ul style="list-style-type: none"> - Vendor Print Index & Schedule for Fluid Bed Dryer Package Unit (16-PK-221) - Process Flow Diagram with Heat and Material Balance Table for Fluid Bed Dryer Package Unit (16-PK-221) - Piping and Instrumentation Diagram for Fluid Bed Dryer Package Unit (16-PK-221) - Data Sheet for Fluid Bed Dryer (16-DR-221) - Process Calculation for Scrubbing Tower - Data Sheet for Nitrogen Scrubbing Tower (16-T-221) - Data Sheet for Nitrogen Heaters (16-E-221A/B) - Drying Curve and Performance Characteristics of Fluid Bed Dryer 	Tianli	25-Jan-2025
4.	Vendor will review the commented sub-vendor list along with AVL Project (NPC 08), then the meeting will be arranged (if required).		

Parashkhoo
Salem

TPC
Signature

EIED
Signature



(Tianli Energy)
Signature

Liang Guolin