**MINUTES OF SITE PROGRESS MEETING NO HELD ON 20th FEBRUARY, 2023 AT MILALA**

**CONTRACT NO.** ………………………………………………………………………………

**PROJECT NAME:** CONSTRUCTION OF MILALA CDSS SCIENCE LABORATORY BLOCK

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ATTENDANCE** | | | | |
| **NO** | **NAME** | **ORGANISATION** | **POSITION** | **PHONE NUMBER** |
| 1 | PG Nkhana | PMC | Chairperson PMC |  |
| 2 | Noah Munthali | PMC | Vice Secretary |  |
| 3 | Stanwell Nkhata | Milala CDSS | Head Teacher |  |
| 4 | Febbie Mumba | PMC | Committee member |  |
| 5 | Tumbikani Chaula | M’mbelwa DC | Buildings Supervisor | 0884714588 |
| 6 | Allan Chitete | M’mbelwa DC | DPW |  |
| 7 | Joel Lungu | Chisanga Construction | Site Engineer | 0982171724 |
| 8 | Pacharo Zgambo | Chisanga Construction | Health & Safety officer |  |
| 9 | Vitumbiko Ngwira | Chisanga Construction | Site Clerk | 0992635530 |
| 10 | Young Kasiya | Chisanga Construction | Contracts Manager | 0999044714 |
| 11 | Backward Gondwe | Chisanga Construction | Site Foreman |  |
| 12 |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **MINUTES** | | **ACTION** |
| **1.0**  1.1  1.2 | **OPENING REMARKS**  The meeting was called to order at 1:53pm. The Chairperson welcomes all members to the First Site Meeting followed by an opening prayer offered by Febbie Mumba  The Chairman informed the members about the purpose of the meeting which is to discuss work progress and other technical issues regarding the project. | Client  Client |
| **2.0**  2.1 | **SITE INSPECTION**  The meeting started with a site visit where all Stakeholders present appreciated the progress made | All |
| **3.0**  3.1 | **ADOPTION OF AGENDA**  The agenda was adopted with or without amendments. | All |
| **4.0**  **4.1**  4.1.1  **4.2**  4.2.1  **4.3**  4.3.1  4.4  4.4.1  4.5  4.6  4.7  4.8  4.9 | **GENERAL CONTRACTUAL MATTERS**  **Contract Commencement Date**  The Contract commenced on 21/02/2023.  **Contract Completion Date**  The Contract Completion date is 21/05/2023  **Defects Liability Period**  The Defects Liability Period is 6 months  **Work program**  The contractor was asked to submit his Works Program to the Director of Public Works. This should be done after every 28 days of the contract period. This is meant to track progress of the works.  **Materials**  The quality of the cement blocks was poor while the river sand was of good quality and quarry stone was also good in terms of quality, strength and sizes  **Advance payment**  The contractor agreed that he got advance payment for mobilization  **Site Books**  The team checked the availability of site books and the following books were available   * Visitors book   The followings books were not available   * Instruction book * Site Diary   **Construction Holding Fence**  The contractor adhered to the holding of construction site, though he was told to remove it and come up with environmentally friendly fence as the old one comprises of reeds. | General note  General note  General note  Contractor  B/S or REP  Client rep  Contractor |
| **5.0**  5.1  5.2  5.3  5.4  5.5 | **PRESENTATION OF PROGRESS OF THE WORKS BY THE CONTRACTOR**  Number of employees by gender and how many are from within the surrounding community   * Nine skilled male laboures * Two Unskilled males * Six female water drawers * Two skilled laborers are from the surrounding community * Two unskilled Laboure’s and water drawers are from the surrounding community.   The team verified if the contractor has the required personnel for the project and the following were the contractor’s personnel on site   * Site Engineer * Site Foreman * Environmental Specialist * Site foreman   Upon checking the equipment brought on site by the contractor the team observed that there was no any equipment on site.  Issues/Challenges faced by contractor   * Incomplete drawings especially the services drawing e.g. Lighting layout, Power layout, Gas system layout, Drainage system and Water reticulation drawings. | Site Engineer  General note |
| **6.0**  6.1  6.2  6.3  6.4  6.5 | **ENVIRONMENT, HEALTH AND SAFETY**  The contractor failed to produce/submit an Environmental and social safeguard Implementation plan and promised the house that she will submit on 04th March 2023 to the office of DPW.  The team checked for the availability of PPE for workers and the following were the findings   * The First Aid KIT was available * Hand washing facilities were available * Refuse disposal bins were not available * Toilets for males and one for females were available   The contractor failed to come up with the report on safety/accident on site  The contractor is yet to conduct sensitization of workers on HIV/AIDs, Cholera, Covid 19 measures  The team checked for Project Sign board if it has all relevant information as provided by the client including posters or signboard on GBV and VAC.The client informed the contractor to rework on the information provided on the currently sign to reflect 90days instead of 60days. | Contractor  Contractor  Contractor  Contractor |
| **7.0**  7.1  7.2  7.3  7.4 | **CLOSING REMARKS**  The Chairman closing remarks  The chairman appreciates the time he had with the participant. He further said that the PCM was there to represent the community. The chairman assured the participant that before the next site meeting the technical team will continue with the continuous inspection while others will be also visiting the site for monitoring. He applauded the contractor for employing a lot of locals. He also reminded the contractor about the time line which GESD project emphasizes. The chair wish all well to the contractor while at the same time he also reminded the contractor to be reporting each time he faces challenges.  Date for the next meeting will be communicated  Closing prayer was offered by Febbie Mumba  Meeting ended at 04:55 pm. | All |

Signed…………………………………………………………. Date………………………………………………………………………….

Community Representative

Signed…………………………………………………………...Date ……………………………………………..............................

Contractor -

Signed…………………………………………………………..Date……………………………………………………………………………

Client – M”mbelwa District Council