



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
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1.	Planning Procedures have been discussed during the meeting so that the result will be as per below items.		
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1-1.	- <b>WBS (Work Breakdown Structure)</b> Vendor shall prepare and submit a <b>Weighted Work Breakdown Structure (WBS) using project template by 10-Feb-2025.</b>	Tianli	10-Feb-2025																
	Weight Values for WBS top levels should be considered as below:																		
	<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%
	WBS PHASE			W.V.															
	Project Management and Control			1%															
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FOB	4%																		
Final Book	1%																		

1-2.	- <b>Time schedule:</b> Vendor shall prepare <b>Detailed Time Schedule</b> 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 <b>Seven (7) working days</b> after WBS Approval.	Tianli	19-Feb-2025
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1-3.	Progress reports should be prepared and submitted, as following: <ul style="list-style-type: none"> <li>- <b>-1<sup>st</sup> Bi-Weekly Cut-off date:</b> 5<sup>th</sup> of Each Shamsi Month (26<sup>th</sup> of Gregorian Month)</li> <li>- <b>Submission date:</b> 6<sup>th</sup> of Each Shamsi Month by HOMA. (27<sup>th</sup> of Gregorian Month)</li> <li>- <b>-2<sup>nd</sup> Bi-Weekly Cut-off date:</b> 20<sup>th</sup> of Each Shamsi Month (11<sup>th</sup> of Gregorian Month)</li> <li>- <b>Submission date:</b> 21<sup>th</sup> of Each Shamsi Month by HOMA (12<sup>th</sup> of Gregorian Month)</li> </ul> According to the reached agreement 1 <sup>st</sup> report should be prepared and issued by 25-Feb-2025 with no delay.	Tianli	25-Feb-2025
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TPC  
Signature

EIED  
Signature

(Tianli Energy)  
Signature

*Liang guo lin*



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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"> <li>- Vendor Print Index &amp; Schedule for Fluid Bed Dryer Package Unit (16-PK-221)</li> <li>- Process Flow Diagram with Heat and Material Balance Table for Fluid Bed Dryer Package Unit (16-PK-221)</li> <li>- Piping and Instrumentation Diagram for Fluid Bed Dryer Package Unit (16-PK-221)</li> <li>- Data Sheet for Fluid Bed Dryer (16-DR-221)</li> <li>- Process Calculation for Scrubbing Tower</li> <li>- Data Sheet for Nitrogen Scrubbing Tower (16-T-221)</li> <li>- Data Sheet for Nitrogen Heaters (16-E-221A/B)</li> <li>- Drying Curve and Performance Characteristics of Fluid Bed Dryer</li> </ul>	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).		

**TPC**  
Signature

**EIED**  
Signature

**(Tianli Energy)**  
Signature

*Liang Guolin*