

1.0 GENERAL

1.1 ADMINISTRATIVE RESPONSIBILITIES

- .1 The Minister will be responsible for administrative requirements for the following Contract meetings:
 - .1 Pre-construction
 - .2 Construction Progress
 - .3 []
- .2 The Contractor shall be responsible for administrative requirements for the following Contract meetings:
 - .1 Workplace Orientation
 - .2 Safety
 - .3 []
- .3 The Minister or the Contractor may request additional meetings related to [installation of equipment,] [co-ordination of assigned contracts,] [co-ordination of subcontracts,] [co-ordination of multiple contracts,] [commissioning progress,] [warranty,] [dispute resolution,] [environmental issues]. Unless otherwise specifically requested by the Contractor, the Minister will be responsible for administrative duties related to these meetings. The agenda for these meetings may be combined with that of the construction progress meetings.

1.2 ADMINISTRATIVE REQUIREMENTS

- .1 The administrative requirements for Contract meetings include the following:
 - .1 Scheduling and administering the Contract meetings throughout the progress of the Work.
 - .2 Preparing the agenda for the meetings.
 - .3 Distributing to the relevant attendees written notice of each meeting and the proposed agenda at least [4] days in advance of the meeting date.
 - .4 Presiding at the meetings.
 - .5 Recording the minutes including attendance, significant proceedings and decisions, and action required by the parties.
 - .6 Reproducing and distributing copies of the minutes within [7] days after each meeting to the meeting participants and affected parties not in attendance.
- .2 Representatives of the Contractor, Subcontractors, and Suppliers shall attend meetings as necessary and be authorized to act on behalf of the party each represents.

1.3 PRE-CONSTRUCTION MEETING

- .1 Frequency: Within [15] days after award of the Contract and prior to commencement of activities at the Site.
- .2 Purpose: To review personnel assignments, responsibilities, schedules, submissions, and administrative and procedural requirements.
- .3 Attendees:
 - .1 Contractor's representatives: senior management, site superintendent, major Subcontractors, and others as necessary.
 - .2 Minister's representatives: as determined by the Minister.
- .4 Agenda may include the following:
 - .1 Appointment of representatives of participants in the Work.
 - .2 Schedule of the Work and progress scheduling.
 - .3 Schedule of submittals.
 - .4 Requirements for temporary facilities, site signage, offices, storage sheds, utilities, and fences.
 - .5 Schedule of equipment delivery.
 - .6 Site safety and security.
 - .7 Change proposals, change orders, approvals required, costing and mark-up percentages permitted, time extensions, overtime, and administrative requirements.
 - .8 Products and materials provided by the Minister.
 - .9 Record documents.
 - .10 Maintenance manuals.
 - .11 Takeover procedures, acceptance, and warranties.
 - .12 Monthly progress claims, administrative procedures, and holdbacks.
 - .13 Inspection and testing.
 - .14 Insurance and transcripts of policies.
 - .15 Environmental management principles.
 - .16 Mobilization to the Site.

1.4 CONSTRUCTION PROGRESS MEETINGS

- .1 Frequency: [Weekly] during the course of the Work.

- .2 Purpose: To monitor construction progress, to identify problems and actions required for their solution, and to expedite the Work.
- .3 Attendees:
 - .1 Contractor's representatives: site superintendent and, when so requested by the Minister, Subcontractors, Suppliers, and other parties involved in the Work.
 - .2 Minister's representatives: as determined by the Minister.
- .4 Agenda may include the following:
 - .1 Review and approval of minutes of the previous meeting.
 - .2 Review of the Work progress since the previous meeting.
 - .3 Field observations, problems, and conflicts.
 - .4 Problems that impede the construction schedule.
 - .5 Off-site fabrication delivery schedules.
 - .6 Corrective measures and procedures to regain the Contract schedule.
 - .7 Revisions to the construction schedule.
 - .8 Progress and schedule for the succeeding work period.
 - .9 Submittal schedules.
 - .10 Adherence to quality standards.
 - .11 Change proposal effects on the construction schedule and Contract Time.
 - .12 Contentious items of the Work.
 - .13 Contract closeout issues.
 - .14 Safety and security issues.
 - .15 Environmental issues.
 - .16 Other business.

1.5 WORKPLACE ORIENTATION MEETINGS

- .1 Frequency: As required for all new workers prior to commencement of Work on the Site.
- .2 Purpose: To familiarize new workers with site conditions, rules, regulations, safety, and security requirements.
- .3 Attendees: All new Contractor and Minister personnel scheduled to work on the Site.
- .4 Agenda may include the following:

- .1 Project description including areas of work and other concurrent construction contracts.
- .2 Hazardous areas including open excavations, construction equipment traffic, blasting, and chemical or explosive storage, etc.
- .3 Safety equipment to be worn by workers, including areas with special requirements.
- .4 Traffic routes on the Site.
- .5 Evacuation procedures.
- .6 First aid procedures.
- .7 Excavation or work permit procedures.
- .8 WHMIS (Workplace Hazardous Materials Information System) requirements for handling and storage of chemicals.
- .9 Fire safety rules and regulations.
- .10 Rules and regulations regarding wildlife, environmental concerns, drugs, alcohol, etc.

1.6 SAFETY MEETINGS

- .1 Frequency: Weekly during the course of the Work for each area of work.
- .2 Purpose: To review safety concerns and implement preventive safety measures.
- .3 Attendees: Contractor's and Minister's personnel for each area of work.
- .4 Agenda may include the following:
 - .1 Review and discussion of safety concerns, accidents, and "near misses."
 - .2 Remedial or preventive actions to be taken.

1.7 [OTHER MEETINGS]

- .1 []

2.0 PRODUCTS – NOT USED

3.0 EXECUTION – NOT USED

END OF SECTION