



DOT Building Relocation Buenos Aires, Argentina

Project Review Conference Call

Number 12

**Agenda for the meeting
to be held on
November 4th, 2011**

Participants	Abbreviation	Representing
Miguel A. García	MG	CP&SO Operations
Jorge Capella	JC	CP&SO Operations
Juan Lazzaro	JL	CP&SO Operations
Rafael Variz	RV	CIS Infrastructure Services
Rolando Cortina	RC	CIS Infrastructure Services
Ernesto Grojsman	EG	CIS Infrastructure Services
Emiliano Farberoff	EF	CIS Infrastructure Services
Karyna Rico	KR	CP&SO Finance
Fernando León	FL	CP&SO Sourcing
Fabiana Perez	FP	CP&SO EHS/SCM
Gordon McDowall	GMD	CP&SO SCM
Beverley Valley	BV	CP&SO SCM
César Sarria	CS	Global Security
Natalia Grau	NG	CONTRACT
Maria Fernanda Pérez	MFP	CONTRACT
Néstor Sisto	NS	CONTRACT
Alejandro Mancebo	AM	CONTRACT
Teresa Mederos	TM	CP&SO Telecommunications
Gabriel Méndez	GM	CP&SO Telecommunications
Jonny Rodrigues	JR	CP&SO Telecommunications
Elizabeth Finney	EF	CP&SO Project Services
Tim Truax	TT	CP&SO Project Services/ EHS
Oscar Rieveling	OR	CP&SO Project Services

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Action points carried over from previous meetings

1. SCHEDULE

The business has requested to proceed with this project on a fast-track process. The proposed schedule, subject to coordination with all teams involved.

Update 21 OCT 11 – As indicated by CONTRACT, target dates are subject to confirmations of carpet and furniture delivery. Carpet options are being evaluated in alignment with the schedule. (Deliveries were confirmed with suppliers on 20 DEC).

Update 01 NOV 11 – As informed by JL, the construction permit can be expected in about 10 days (to be confirmed). As soon as the permit is available, the mobilization package will be submitted for approval from the CP&SO Project Services head.

2. FACILITY IMPROVEMENTS BUDGET

At the moment, no budgetary concerns have been raised by the teams involved.

3. DESIGN

Alternatives for the orientation of work surfaces in the open area were reviewed with Elizabeth Finney in light of the effect of sun glare and noise and –according to previous experiences in recent similar projects –it was determined that adjacent users should not be facing each other, in order to minimize the noise and improve the workspace privacy. The design should take into consideration an adequate window treatment with shades to control the sun light.

Update 28 OCT 11 – Final adjustments to the layout and furniture specs were discussed and agreed with EF.

CONTRACT is progressing with design development and requires information regarding specialties: structured cabling, access control and CCTV. Meetings with the corresponding team members will be set up to review such requirements.

TM will liaise with RC to define the equipment for the server room and consolidate the information regarding the number & size of racks.

ACTION: TM

JL will send to RC the latest version of layouts in PDF, and RC will confirm electrical, UPS & other applicable infrastructure requirements.

ACTION: JL, RC

4. IT

A conversation will be scheduled with RV to discuss IT requirements. RV to send list of equipment to be placed in server room, number of racks, size and other infrastructure needs in order to complete the drawings.

ACTION: OR, RV, NG (In process, as indicated in item #3)

Update 28 OCT 11 – RC informed that the delivery from CISCO is expected on time, by 24 NOV

5. TELECOMMUNICATIONS

Update 21 OCT 11 – As per TM, the equipment is expected to be delivered on time and no outstanding issues are foreseen.

Update 28 OCT 11 – No outstanding issues were reported. TM will work with local carriers to ensure that their critical tasks are progressing according to the schedule.

6. EHS

An alignment call with TT was held on 18 OCT. NG was incorporated as a team member for collaborating in the EHS/SCM design review process. JL, OR and CONTRACT will work jointly to fill out the required information.

Update 21 OCT 11 – NG confirmed that the design checklist is in process.

ACTION: JL, OR, NG (DONE)

A sample of a Safety Plan was shared with CONTRACT as a reference. Versions in English and Spanish will be prepared and submitted for TT approval.

Update 21 OCT 11 – NG to send a draft for review today.

ACTION: NG (DONE. The safety plan was approved by TT on 25 OCT)

ERM was proposed as a resource for safety oversight. A commercial proposal was sent and a conference call will be set up with TT to discuss a work plan.

ACTION: JL, OR, TT (DONE)

CONTRACT requested specifications for the smoke barrier requested by EHS **(DONE. The EHS request and OGDC specs were copied and discussed with CONTRACT.)**

Update 04 NOV 11 - The product proposed by CONTRACT was not approved by EHS and condominium regulations of the DOT building do not allow to modify the elevator's lobby. A conf call is suggested with the parties involved to agree on a revised solution.

ACTION: TBD

7. SCM

BV will review preliminary layouts and will send comments this week. GMD will look for local contacts and assess importation implications in Argentina for access control equipment & CCTV.

Update 21 OCT 11 - Pending. As per JL suggestion, the new regional Security manager will be involved in the process as well.

Update 28 OCT 11 – BV to provide update on ADT's status and layouts review (as per the integrator's request, CONTRACT sent updated CAD drawings on 31 OCT)

ACTION : BV

8. SOURCING

Update 21 OCT 11 – The construction contract was signed on 17 OCT, advanced payment, guarantees, insurance in process. NG informed that the invoice was sent on 19 OCT and the bond will be received today. The administrative process is expected to be completed and payment should be done by 26 OCT. FL commented that payments should be closely tracked as per the contract conditions, JL will follow-up locally.

ACTION: FL, NG, JL (DONE)

Negotiations with Interface were done and the purchase order for carpet was placed. The PO for furniture (Knoll) will be reviewed this week (**DONE. The furniture delivery is expected on 20 DEC**)

ADT is still pending to be contacted and support from SCM will be required. (**In process, as indicated in item #7**)

9. NEXT CONFERENCE

Note that this project review will be held every week from now to the end of the project. The next conference call will be held on Friday, November 11th, 2011 at 11:00 AM EST.