



DOT Building Relocation Buenos Aires, Argentina

Project Review Conference Call

Number 13

**Agenda for the meeting
to be held on
November 11th, 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.

Update 04 NOV 11 – JL sent documentation to IRSA, to be submitted for the construction permit approval in the next week.

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.

Update 04 NOV 11 – A conference call was held on 07 NOV to identify the information needed and it will be reviewed on 11 NOV.

ACTION: IT, Telecom

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 (DONE)

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. The information will be reviewed on 11 NOV)

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

Update 04 NOV 11 – No outstanding issues are reported. IT awaits definition of equipment installation dates.

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.

Update 04 NOV 11 – No change.

6. EHS

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.

Update 07 NOV 11 – A call was held with the EHS team and according to the latest edition of the IBC and the analysis of the layout conditions, the smoke barrier will not be necessary, as long as adequate detection is provided in the area. Specific details were confirmed and documented.

ACTION: TBD (DONE)

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)

Update 04 NOV 11 – Pending. As per FL, It is important to determine PO of imported equipment, as the shipping of devices takes more than 6-8 weeks in Latinamerican countries

ACTION : BV

8. SOURCING

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

Update 04 NOV 11 – POs, advanced payments were done for leasehold improvements, furniture, carpet, chairs, PBX. Access control systems is still pending and critical to be determined.

FL noted that payment requests for 2011 invoicing should be received no later than 20 NOV, so that the payment can be guaranteed in 7 days. Future requests will be deferred to January.

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 18th, 2011 at 11:00 AM EST.