

# Integration of Power Generation Projects with Modular Refineries and Mini-Grids Network

## Events – [SCALPED]

### 1. Departmental Review Meetings

These meetings are held regularly within each department to track progress, address challenges, and ensure alignment with the overall project objectives.

#### A. Project Management Office (PMO) Meetings

- **Frequency:** Weekly/Monthly
- **Participants:** Project Director, Project Managers, Assistant Project Managers, Key Stakeholders
- **Purpose:**
  - Review project schedule, timelines, and deliverables.
  - Discuss inter-departmental coordination and issue resolution.
  - Adjust project plans based on ongoing developments.

#### B. Engineering and Design Department Meetings

- **Frequency:** Bi-Weekly
- **Participants:** Chief Engineers, Design Engineers, CAD Technicians, Structural Engineers
- **Purpose:**
  - Review progress on design deliverables and technical drawings.
  - Discuss changes in technical requirements or design challenges.
  - Coordinate with other departments, particularly construction and procurement, to ensure alignment.

#### C. Procurement and Supply Chain Department Meetings

- **Frequency:** Weekly
- **Participants:** Procurement Manager, Supply Chain Analysts, Logistics Coordinators, Key Suppliers
- **Purpose:**
  - Review procurement schedules and supplier performance.
  - Discuss material delivery timelines and any delays in supply chain logistics.
  - Adjust procurement strategies based on market conditions and project needs.

#### D. Construction and Implementation Department Meetings

- **Frequency:** Weekly
- **Participants:** Construction Managers, Site Supervisors, HSE Officers, Contractors
- **Purpose:**
  - Review construction milestones and site progress.
  - Address any construction delays or safety issues.

- Coordinate with other departments (engineering, procurement) to resolve material or design-related challenges.

#### **E. Operations and Maintenance (O&M) Department Meetings**

- **Frequency:** Monthly
- **Participants:** O&M Manager, Maintenance Technicians, Operations Staff
- **Purpose:**
  - Monitor the performance of infrastructure after installation and operation.
  - Review maintenance schedules and operational challenges.
  - Discuss any system improvements or modifications.

#### **F. Finance and Accounting Department Meetings**

- **Frequency:** Monthly
- **Participants:** CFO, Financial Analysts, Accountants, Auditors
- **Purpose:**
  - Review project budgets, financial reports, and cash flow.
  - Monitor expenditure against project milestones.
  - Adjust financial strategies and budgets as required.

#### **G. Environmental and Social Management Department Meetings**

- **Frequency:** Bi-Weekly/Monthly
- **Participants:** Environmental Manager, Social Impact Analysts, Community Liaison Officers
- **Purpose:**
  - Review progress on environmental impact assessments and social management plans.
  - Coordinate with communities and ensure compliance with environmental regulations.
  - Discuss any emerging environmental or social risks and mitigation strategies.

#### **H. IT and Data Management Department Meetings**

- **Frequency:** Monthly
- **Participants:** IT Manager, System Administrators, Data Analysts, Cybersecurity Specialists
- **Purpose:**
  - Review the status of IT infrastructure and data management systems.
  - Address any cybersecurity issues or system performance problems.
  - Discuss upcoming technology needs and data analytics for decision-making.

#### **I. Legal and Compliance Department Meetings**

- **Frequency:** Monthly
- **Participants:** Chief Legal Officer, Legal Advisors, Compliance Officers
- **Purpose:**
  - Monitor regulatory compliance and legal contracts.
  - Address any legal risks or contractual disputes.
  - Ensure all departments are operating within legal frameworks.

## **J. Research and Development (R&D) Department Meetings**

- **Frequency:** Monthly/Quarterly
- **Participants:** R&D Manager, Researchers, Technical Specialists
- **Purpose:**
  - Review ongoing research projects and innovation initiatives.
  - Discuss new technologies or processes that could be integrated into the project.
  - Coordinate with engineering and operations for pilot testing of new technologies.

## **K. Human Resources (HR) and Training Department Meetings**

- **Frequency:** Bi-Weekly
- **Participants:** HR Manager, HR Officers, Training Coordinators
- **Purpose:**
  - Review recruitment efforts, staffing levels, and employee well-being.
  - Monitor training and development programs for staff and contractors.
  - Discuss workforce retention strategies and address any HR challenges.

## **L. Marketing and Communications Department Meetings**

- **Frequency:** Monthly
  - **Participants:** Communications Director, Marketing Specialists, Public Relations Officers
  - **Purpose:**
    - Review communication strategies and public relations efforts.
    - Monitor stakeholder engagement and community outreach initiatives.
    - Plan marketing campaigns related to project milestones and public awareness.
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## **2. Project Review and Progress Meetings**

These project-wide meetings are held periodically to review overall progress, resolve high-level issues, and keep the entire project team aligned on major milestones.

### **A. Project Kickoff Meeting**

- **Timing:** At the beginning of the project.
- **Participants:** Senior Management, Department Heads, Key Stakeholders, Contractors
- **Purpose:**
  - Introduce project goals, objectives, and timelines.
  - Outline the roles and responsibilities of all departments and contractors.
  - Establish initial project milestones and schedules.

### **B. Weekly Progress Meetings**

- **Frequency:** Weekly
- **Participants:** PMO, Department Heads, Site Managers, Key Stakeholders
- **Purpose:**
  - Review the weekly progress of all departments.
  - Identify any immediate issues or delays and propose solutions.
  - Align departments on short-term objectives.

### C. Monthly Progress Reviews

- **Frequency:** Monthly
- **Participants:** Project Director, Department Heads, Financial Team, Contractors
- **Purpose:**
  - Assess the overall progress of the project against key milestones.
  - Review financial reports and budget tracking.
  - Address any inter-departmental challenges that may require high-level intervention.
  - Adjust timelines and resources as necessary.

### D. Quarterly Project Review Meetings

- **Frequency:** Quarterly
- **Participants:** Project Sponsors, Senior Management, PMO, Key Stakeholders
- **Purpose:**
  - Conduct a comprehensive review of project milestones, financial performance, and risk management.
  - Adjust project goals based on current developments and market conditions.
  - Review contractor performance and address any long-term risks.

### E. Risk Management and Mitigation Meetings

- **Frequency:** Quarterly (or as needed)
- **Participants:** PMO, Risk Management Officers, Department Heads, Contractors
- **Purpose:**
  - Review and update the project's risk register.
  - Discuss potential risks in areas such as construction, finance, regulatory compliance, and environmental impact.
  - Implement mitigation strategies and contingency plans.

### F. Environmental and Social Impact Reviews

- **Frequency:** Bi-Annually
  - **Participants:** Environmental and Social Management Teams, External Auditors, Community Leaders
  - **Purpose:**
    - Review progress on environmental and social impact mitigation.
    - Engage with affected communities and stakeholders to ensure their needs are met.
    - Monitor compliance with environmental regulations and social performance indicators.
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## 3. Milestone Reviews and Special Events

Milestone reviews focus on the completion of major project phases, and special events may be organized to mark important achievements.

## A. Milestone Reviews

- **Timing:** Upon completion of significant project phases (e.g., design, construction, commissioning).
- **Participants:** PMO, Senior Management, Department Heads, Contractors, External Auditors
- **Purpose:**
  - Review the successful completion of key project phases.
  - Approve the transition to the next phase of the project.
  - Address any outstanding issues or requirements before moving forward.

## B. Pilot Testing and Commissioning Reviews

- **Timing:** Upon completion of pilot projects (mini-grids, modular refineries) and before full-scale rollout.
- **Participants:** PMO, Engineering Team, Operations, Contractors, External Consultants
- **Purpose:**
  - Review the results of pilot projects and testing of mini-grids, modular refineries, and other components.
  - Evaluate the performance of the systems and identify any improvements needed.
  - Approve the commissioning of the full-scale implementation based on successful pilot results.

## C. Community Engagement and Stakeholder Forums

- **Frequency:** Bi-Annually/As Needed
- **Participants:** Community Liaison Officers, Local Government Representatives, Community Leaders, General Public
- **Purpose:**
  - Discuss the project's impact on local communities and engage stakeholders.
  - Provide updates on project progress and gather feedback from affected populations.
  - Address any concerns from the community and adjust social management plans accordingly.

## D. Handover and Closeout Meetings

- **Timing:** Upon project completion.
- **Participants:** PMO, Senior Management, Operations and Maintenance Teams, Contractors
- **Purpose:**
  - Officially close out the project and hand over completed infrastructure to the operations and maintenance teams.
  - Review the final project deliverables and ensure that all contractual obligations are fulfilled.
  - Document lessons learned and best practices for future projects.

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## 4. Ad Hoc and Crisis Management Meetings

In case of unexpected developments or urgent issues, special meetings will be convened to manage and resolve problems quickly.

## **A. Crisis Management Meetings**

- **Timing:** As needed (triggered by critical incidents).
- **Participants:** PMO, Department Heads, Emergency Response Teams, External Consultants (if necessary)
- **Purpose:**
  - Respond to emergencies such as major delays, safety incidents, environmental accidents, or financial crises.
  - Coordinate crisis response and assign responsibilities to mitigate damage.
  - Review contingency plans and adjust project timelines and resources in response to the crisis.