

**MINUTES OF THE FIRST PROJECT IMPLEMENTATION COMMITTEE (PIC) FOR
CORE IT INFRASTRUCTURE HELD ON 24-06-08**

A Meeting of Project Implementation Committee (PIC) for Core IT Infrastructure Project was held at 1100 hours in the Boardroom on Tuesday the 24th June, 2008.

The following were present.

1. Mr. Ayaz Ahmed	Project Director/ IT Head	Convener
2. Mr. Javed Iqbal	ADG (B&C)	Member
3. Mr. Mohammad Jamil	Director GAD	Member
4. Mr. Imtiaz Ahmed Khan	Project Manager(IT)	Member
5. Mr. Liaqat Ali	Asstt. Director (IT)	Secretary
6. Mr. Khalid Faiq	Sales Manager Megaplus	Member Cat#1
7. Mr. Waseem Sher	Manager BDNWS DWP	Member Cat#3
8. Mr. Sohail Hyder	Manager Corpor. Sol. Wateen	Member Cat#4
9. Mr. Waqar Agha	Country Manager Gemnet	Member Cat#5
10. Mr. Aftab Ahmed	Asstt. Sales Manager Premier	Member Cat#6

The Convener introduced the management team by stating their role in the organization as well as in the Core IT Infrastructure Project, then vendor's representatives introduced themselves.

The Convener highlighted the objective of the PIC for smooth implementation of the Project and maintain the close co-ordination among different category vendors, EOBI IT team, EOBI administration and operations officials at HO and at remote locations to resolve the inter-dependencies and facilitation issues.

The ADG (B&C) also assured of co-ordination from remote locations during the implementation of the project. He will also remain in contact among the working agencies and regional offices and make sure the accessibility of remote staff assigned for the task as per schedule.

All the vendors discussed their dependency and tasks for smooth functioning of the project and require other vendor co-ordination which is stated below:-

DELIBERATIONS

Category No. 1

1. The convener informed that the initial inspection will be carried out at the vendor's warehouse. The procedure is under preparation and will be discussed and finalized accordingly.
2. Mr. Khalid Faiq representative of M/s Megaplus said that power points through UPS and wireless/network links should be available before the installation of their equipment.
3. Mr. Faiq told that they would deliver the equipment through their engineer and they will install the equipment at the same time. Mr. Ayaz said that we will conduct pre-delivery inspection at Karachi and then seal the boxes, he also said that EOBI has adequate process of acceptance and facilitation at ROs. So it is better that equipment be shipped through courier and then send the engineers. Mr. Faiq agreed to that and he also said that backend orders have been placed.

Category No. 3

1. Mr. Waseem Sher representative of DWP required the power equipment before the installation of network equipment in remote areas and Data Centre should be ready before the installation of communication equipment at Head Office. He also said that backend orders have been placed.

Category No. 4

1. Mr. Sohail Hyder representative of M/s Wateen explained that they have expanded WIMAX coverage and can now provide Wimax connectivity up to 27 regional offices through out Pakistan and now would be able to provide better connectivity for this project. He also re-iterated the requirement that it is compulsory to have industry standard earthing along with power before the installation of their equipment which is the exclusive responsibility of EOBI. He further added that their engineers can perform their jobs parallel with other category vendors. They can also install the WAN link equipment, test them with their own equipment (laptops) and can be connected with the LAN / network equipment later on.
2. Mr. Javed Iqbal ADG (B&C) pointed out that few regions are temporarily being shifted in the rented building, the existing WAN installation be made in a temporary phase and permanent link be established in new premises after shifting. It was agreed by Mr. Sohail Hyder and requested to provide a list of such regions.

Category No.5

1. Mr. Waqar Agha of Gemnet said that installation of power equipment and power cabling will be laid down in one go in the regions. During this exercise equipment will be tested and handed over on the same visit by working parallel teams, about 6 on remote locations. The power equipment is expected to be reached in 5 weeks and installation will be carried out in the first week of August.
2. It is also pointed out that all the tasks be documented and accordingly be accomplished and this goes for the whole project.
3. Mr. Waqar Agha said that there are apprehensions while working with government. Mr. Ayaz informed that the way EOBI is working on this project is very transparent and we are trying to be efficient. He said that process till this stage is a proof of that and InshAllah will continue to be the same, rather improved. Mr. Jamil and Mr. Javed Iqbal endorsed this and Mr. Sohail Hyder along with other vendors appreciated.

Category No. 6

Mr. Aftab Ahmed of Premier Systems said that the job of Data Centre, furniture and fixture will start from first week of July 2008.

Decisions

As this was the first meeting of PIC, the objective was to introduce team members, to register inter-dependent tasks formally kick off the project. Some of the tasks were discussed and the rest would be discussed later.

The Convener informed the committee that EOBI IT team is working on the Delivery Process and that most of the issues would be controlled by issuing delivery instructions, filling appropriate procedural forms, prompt interaction, timely response, nomination of responsible officers in regional offices for receipt activity, efficient checking team as well as co-ordination with PIC. The delivery process with proformas will be circulated by 28th June 2008.

Cut off date of the project is set as 30th August 2008.

The meeting was adjourned with the thanks to all participants who made it successful by delivering their suggestions.