



ऑयल एण्ड नेचुरल गैस कॉरपोरेशन लिमिटेड
Oil and Natural Gas Corporation Limited
निगमित कार्यनीति एवं योजना / Corporate Strategy & Planning
दीनदयाल ऊर्जा भवन, 5 नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली – ११० ०७०
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Ref: CP/ Spl EC-01/2020-21/01 (02)

Date: 09.04.2020

Subject: Minutes of 01st Spl EC meeting

Please find enclosed herewith minutes of 01st Special EC meeting (01/2020-21) held on 06.04.2020 at New Delhi for your records and necessary action.


(Deepak Tandon)

CGM (Chem)-I/c EC Cell

Distribution:

Director (Finance)
Director (Offshore)
Director (Onshore)
Director (T&FS)
Director (HR)
Director (Exploration)

NOO:
EO to CMD

Record Notes: 01st Special EC Meeting held on 06th April, 2020, at New Delhi “To Review the Operations of ONGC in view of Pandemic COVID-19”

Shelf Drilling Team made a presentation to EC, on the protocol being followed by Shelf Drilling across globe to prevent the spread of COVID-19 among its crew members. EC was apprised that out of 31 rigs operating in different regions drilling operations in ITALY has been suspended after advisory from Italian Authorities and operations in TUNISIA is about to be closed. In rest of the places the operations are normal and they are following the policy of 7 days quarantine of crew members where testing facility is available, i.e. crew members are accommodated in safe heaven near to helibase in isolation and on 5th day test for COVID-19 is conducted and results are known on 7th day of their stay. If the test of an individual is negative then on 8th day he is sent to offshore rig. The crew members are transported in company owned vehicle to helibase and their personal belongings including laundry is disinfected prior to HSE induction. During their stay at safe places they are under constant supervision of Medical team specially deployed for the purpose. The employees are sensitised about the disease through CEO's video message and at rig temperature of each crew member is checked prior to taking over of charge during the shift. In case of any symptoms of flu e.g. running nose, mild fever etc. then the crew member is quarantined in rooms designated for the purpose and ill crew member is evacuated at the first opportunity to the shore. EC was also informed in countries where testing facility is not available for Offshore going oil field crew members, there policy of 14 days quarantine is followed. EC was informed that Govt. of Thailand, Egypt, Saudi Arabia has granted permission to undertake COVID-19 test for crew members associated in Offshore drilling operations. EC took note of the protocol being followed by Shelf Drilling in mitigating the risk of spread of COVID 19 for undertaking Drilling Operations. During the deliberations, following actionable points emerged:

1. EC directed that as E&P activities fall under essential services, the issue be taken up with Ministry of Health and Family Welfare to seek dispensation for undertaking test of COVID-19 for ONGC employees prior to sending them to operational areas as is being done in other countries viz. Thailand, Egypt, Saudi Arabia.

Action By: Director (Offshore) / Director (HR)

2. EC was informed that in a day 250 to 260 passengers can be transported to different offshore installations through choppers. EC directed that possibility of utilisation of seven crew boats currently deployed for intra field movement be explored for undertaking crew change and if required additional crew change boats be hired to facilitate transportation of crew members during fair weather window.

Action By: Director (Offshore)

3. EC directed that a detailed plan factoring in the critical manpower position to continue offshore operations be firmed and required manpower for replacement be identified.

Action By: Director (Offshore) / Director (T&FS)



4. EC directed that identified Offshore going employees staying in and around Mumbai be treated as home quarantined in view of the national lockdown for crew change on or immediately after 15.04.2020.

Action By: Director (Offshore)

5. EC directed that suitable and safe place in and around Mumbai be identified to accommodate persons relieved from offshore if logistics are not available to transport them to their family station, if required entire 3/ 4 star hotel may be hired in safe location to accommodate ONGC crew.

Action By: Director (HR)

6. EC directed that requisite infrastructure be made available at Juhu helibase for sanitisation of luggage and personal belongings of offshore going crew prior to loading the same in chopper.

Action By: Director (Offshore) / Director (T&FS) / Director (HR)

7. EC advised to explore possibility of deploying only ONGC sanitised vehicles for transportation of ONGCians from point of arrival till duty point for crew change and vice versa.

Action By: Director (Offshore)

8. EC directed Chief Corporate Communication to circulate videos to sensitise employees about the symptoms of COVID-19 infection, while adhering to Government guidelines on the subject. If any employee is having any symptom then he/she should immediately contact the medical services of work centre.

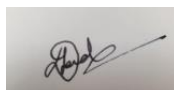
Action By: Director (HR)

9. EC directed that a detailed plan be firmed up for crew change at both onshore and offshore installations.

Action By: Director (Offshore) / Director (Onshore)

10. EC directed that Offshore employees available in areas around Mumbai in Maharashtra/ Gujarat be identified and if needed they may be transported to Mumbai through Road transportation for further deployment at Offshore.

Action By: Director (Offshore) / Director (Onshore)



List of Participants

| | |
|----------------------|-----------------|
| Shri Shashi Shanker | CMD |
| Shri Subhash Kumar | D (Finance) |
| Shri Rajesh Kakkar | D (Offshore) |
| Shri S.K. Moitra | D (Onshore) |
| Dr. Alka Mittal | D (HR) |
| Shri R.K. Srivastava | D (Exploration) |
| Shri O P Singh | D(T&FS) |

Also Present

| | |
|-------------------|----------------------------|
| Dr. Baljit Singh | ED-Security |
| Shri Amit Narayan | EO to CMD, Delhi |
| Shri S K Wadhvani | ED-Chief ER |
| Dr. Pankaj Mathur | CGM-Chief Medical Services |

From Corporate Strategy and Planning

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|--------------------|------------------------|
| Shri Akhil Verma | ED-Chief CS&P, Delhi |
| Shri Deepak Tandon | CGM(Chem.) I/c EC cell |

Key Executives Present

| | |
|------------------------|-----------------------------------|
| Shri Arun Jaiswal | ED-CDS(Offshore) Mumbai |
| Shri S K Ahuja | ED-HDS (SW), Mumbai |
| Shri S K Dobhal | ED-HDS(DW), Mumbai |
| Shri A J Morbale | ED- AM EOA & HTHP Asset Kakinada |
| Shri K S Pandey | ED-AM MH Asset |
| Shri Namit Sharma | ED-AM NH Asset |
| Shri N K Garg | ED-COL, Mumbai |
| Shri S K Tiwari | GGM-Head NSB, Mumbai |
| Shri C Mathavan | GGM-AM B&S Asset |
| Shri Apurva Chaturvedi | CGM(Log) Head Air Logistics Nhava |

From Shelf Drilling

Mr Rahul Mehrotra
Mr David Mullen
Mr Naresh Jindal

