

1 **Undertaking Request (U-52)**

2

3 ***Transcript Reference: Tuesday, July 17, 2018 Pg. 158, line 14 to Pg. 269, line 10***

4 Undertake to confirm if minutes of the monthly production team meetings exist and, if so,  
5 to provide them.

6

7 **Undertaking Response**

8 Hydro believes U-52 refers to its monthly cost review meetings and responds accordingly.

9

10 Minutes are not kept for monthly meetings in which costs are discussed. These meetings  
11 occur based upon a standard agenda as follows:

- 12 1. Safety moment
- 13 2. Actions items
- 14 3. O&M results and forecast
- 15 4. Innovation
- 16 5. FTEs
- 17 6. Other items

18

19 Beginning in early 2018, Hydro began documenting action items from these meetings.

20 Please refer to U-52, Attachment 1 for the 2018 action register.

Meeting Date	Description	Responsible	Status	Comment
15-Feb-18	document and communicate action items from meetings and report status in follow up meetings	CarolAnne	completed	sent to Cost Challenge mtg attendees
15-Feb-18	establish and schedule monthly cost challenge meetings for 2018	CarolAnne	completed	Meetings scheduled
15-Feb-18	To obtain information regarding the categorization approaches for overtime used in each division and present findings at the next cost challenge meeting	Dave Hicks	completed	Discussion held in mar 22, 2018 meeting
15-Feb-18	HR to prepare and present FTE and salary info in cost challenge meetings	Barbara	Done	
15-Feb-18	Save all 2018 work plans to common folder H:\Hydro Planning\2018-2020 Planning	ALL	Done	
15-Feb-18	To prepare a report by division that shows gross and net overtime and send in advance of the next cost challenge meeting and include in meeting presentation	CarolAnne	completed	Report sent to Cost Challenge mtg attendees
22-Mar-18	For the March forecast, the forecast amount in productivity account will be removed from the Productivity account 7147. Instructions to be sent to all attendees.	CAL	Done	
22-Mar-18	TRO - East / West and Northern / Lab to assess travel forecast to determine whether a forecast increase is warranted	Dave / Darren	Done	not reqd
22-Mar-18	Ensure quality of March forecast by reviewing all cost categories	ALL	Done	
22-Mar-18	Circulate the allowance/ other salary cost report from HR.	CAL	Done	
22-Mar-18	Clarify whether allowances remain in operating or get charged to capital.	CAL	Done	
22-Mar-18	Salary forecast for March to be updated to reflect 55 FTEs	Barb / CAL	Done	
22-Mar-18	Cost challenge meeting to be rescheduled to align with the May Quarterly LT meeting.	CAL	Done	
22-Mar-18	Known retention allowances at Holyrood to be forecast in March.	Scott	done	estimate to be included in Apr fcst
22-Mar-18	HR to provide report to quantify retention allowances for Holyrood (both known and proposed) so they can be considered in forecast.	Barb	done	as above
22-Mar-18	Overtime targets for performance contracts in Engineering to be reviewed.	Dawn / Terry	done	tied with Planning process and working through
22-Mar-18	Determine how the productivity allowance and the additional vacancy allowance will be coordinated.	Barb	done	further discussion reqd with business on logistics
22-Mar-18	Supply Chain to work with operations and production regarding Stores overtime	Paula		met with Scott re HRD Whse; addl work reqd with Cara . Follow up mtg
22-Mar-18	Overtime targets for capital work to be reviewed with Terry	Annette	done	OT budget controlled by Ops rather than engineering. May result in contractor use
1-May	Review process for tracking and reporting travel including impact of CAM in E1.	Dave / Darren	done	no change reqd. current process maintained.

Meeting Date	Description	Responsible	Status	Comment
1-May	What process will be used to account for work completed for MF / Power Supply / TTO to ensure rate payers pay least cost. Analysis should include fuel.	Dave / CAL		conduct further analysis on internal parties; additional analysis to be completed. Confirm rate and proceed with rate for Emera (third party work).
1-May	Review vacation timing and the impact on the IAWP.	Dawn / Barb		
1-May	Review drivers of 6011 Allowances and report back to the group.	Darren		
24-May	Document and communicate process that is in place for ensuring that the appropriate Labrador allowances are being incurred.	Barb		
24-May	HR to review Substitute pay and Lead Hand pay policy to identify what is appropriate for payment, to initiate changes if required, to communicate guidelines to the business to ensure consistent application.	Barb		
24-May	Review seasonality of vacancy allowance to ensure year end target is achieved.	Barb / Dawn		
24-May	Ensure the May forecast includes the portion of the Valve unit expenses as required.	Scott		
24-May	Review temporary scheduling requirements for holiday season.	CAL	Keep in view	
24-May	Reschedule meeting start from 11 to 10 30	CAL	done	
24-May	Execution plan for Innovation team to be finalized for June 30 and shared with the FR review team.	Lisa		
24-May	Change management process for operating costs to be distributed and reviewed at next meeting.	All		
24-May	Change management process to be added to June agenda	CAL		
24-May	Discuss year end risks mitigation from cost perspective and impact in numbers	ALL		
24-May	Include overtime info in next meeting	CAL		