



## D24.2 O&M Schedule for Hatsady Tai, Laos

OPERATION & MAINTENANCE SCHEDULE FOR HATSADY TAI, 08/09 – 04/10									
	August 09	September 09	October 09	November 09	December 09	January 10	February 10	March 10	April 10
<b>O&amp;M Team</b>	Conduct <b>routine inspection</b> , write routine inspection report, submit to VEU president		Conduct <b>routine inspection</b> , write routine inspection report, submit to VEU president	Conduct <b>routine maintenance</b> following procedure, write maintenance report, submit to VEU president	Conduct <b>routine inspection</b> , write routine inspection report, submit to VEU president		Conduct <b>routine inspection</b> , write routine inspection report, submit to VEU president		Conduct <b>routine inspection</b> , write routine inspection report, submit to VEU president
				Develop <b>inventory of O&amp;M equipment</b> , develop replacement plan (together with Financial Team)					Conduct <b>routine maintenance</b> following procedure, write maintenance report, submit to VEU president
<b>Financial Team</b>	Collect <b>monthly ESS fee</b> , update financial statement	Collect <b>monthly ESS fee</b> , update financial statement	Collect <b>monthly ESS fee</b> , update financial statement	Collect <b>monthly ESS fee</b> , update financial statement	Collect <b>monthly ESS fee</b> , update financial statement	Collect <b>monthly ESS fee</b> , update financial statement	Collect <b>monthly ESS fee</b> , update financial statement	Collect <b>monthly ESS fee</b> , update financial statement	Collect <b>monthly ESS fee</b> , update financial statement
				Develop <b>inventory of O&amp;M equipment</b> , develop replacement plan (together with O&M Team)	Write <b>annual financial report</b> , submit to VEU president				
<b>VEU president (incl. secretary)</b>	Organise and chair <b>VEU meeting</b> , write meeting report			Organise and chair <b>VEU meeting</b> , write meeting report	Control the financial statement submitted by Financial Team Approve inventory of O&M equipment	Write <b>Annual ESS-O&amp;M Report</b> , submit to Mayor and PTI	Organise <b>General Assembly</b> : presentation of Annual Report, presentation of activity plan next 12 months, election of VEU.	Organise and chair <b>VEU meeting</b> , write meeting report	