



Cairn Oil & Gas

# CLM Collaboration Module

## DEFINED TERMS

**Actions** : Actions are tasks that are created from and for an entity. They must be performed and can be tracked. Action is also a step taken, that results in modification of a contract.

They can be created from the following entities:

- Suppliers
- Contracts
- Obligations
- Issues | Actions
- Service Levels
- Invoices

## DEFINED TERMS

**Issues :** Issues are problems or conflicts that occur within an entity, such as supplier, contract, and obligation. An issue can be raised for several reasons like lack of satisfaction with the services of suppliers, the obligations are not met, or the contract documents are not followed and so on.

Issues can be created from following entities:

- Suppliers
- Contracts
- Issues | Actions
- Obligations
- Service Levels
- Invoices

## DEFINED TERMS

**Dispute** : A dispute can be defined as a breach of contract, that is, failure of a party in meeting the promises agreed upon within domain of a contract. Any disagreement pertaining to contracting terms may result in a dispute.

Some of the common contract disputes are:

- Disagreement in understanding the meaning or definition
- Fraud
- Mistakes and errors in contract terms and conditions
- Acceptance disputes

## DEFINED TERMS

- **Governance Meeting:** Committees or Governance Meetings are formed in an organization so that
  - (1) periodic review can be kept on the progress of things
  - (2) or escalated matters may be discussed.

E.g., there might be a Steering Committee (comprising of Client Head and Supplier Head) who may be meeting quarterly to review the progress. A level junior to that might be Executive Committee (comprising of Client service recipient and service delivery person from the Supplier's side) meeting monthly. The objective of this is that the services are performed smoothly, and bottlenecks can be addressed.
- **Title :** Short description of the meeting within 5--7 words
- **Nature of Board :** This field classifies the nature of the meeting i.e., whether it is strategic, tactical, operational, transition etc.
- **Description :** This contains the clause extract of the meeting from the Agreement. If required, the important portion of the Clause extract will be identified in bold for convenience.

## DEFINED TERMS

- **Agenda** : This contains the Agenda of the meeting which lists out the key topics which will be the part of discussion in the meeting. This is usually extracted from the meeting clause extract . In case, its not mentioned in the contract then we need to confirm with the account team.
- **FREQUENCY** : This field provides information as to the rate at which the meeting occurs over a particular period of time .
- **START DATE** : Date the meeting starts
- **END DATE** : End date of the meeting. Generally, Contract Expiry Date .
- **EFFECTIVE DATE** : The due date for the meeting. This may or may not relate to the Effective Date of the contract.
- **PATTERN DATE** : This is a date field which allows you to have the first start date of the meeting on a particular day or date as per the frequency.
- **LOCATION** : Place from where this meeting will be conducted .

← → ↻ cairn.sirioninc.net/ux/#/dashboard 🔍 📄 ⚙️ 👤 Update

CAIRN 🔍 Search 📄 Raise a Request 🕒 📄 DC

Home Dashboard Insights Add Widget Create Dashboard

Reports

Suppliers

Contracts

Change Request

Performance

Invoices

Collaboration

**Actions**

Issues

Disputes

Governance Bodies

Governance Body Meetings

**Recently Visited**

- COB02497 | Child Obligations  
Test Ob 2  
14-09-2022
- OB25432 | Obligations  
Test Ob 2  
14-09-2022
- COB02498 | Child Obligations  
Test Ob 2  
14-09-2022
- SP01021 | Suppliers

**Obligations**

Today	Upcoming (15 days)
39 Tasks	
39 Pending Review	

**Contracts**

Today	Upcoming (15 days)
3 Tasks	
3 Newly Created	

Click on Actions tab under Collaboration group from the Quick Link Panel



🔍 Search

📄 Raise a Request



👤 Actions ▾

📄 Create

🔍 Filters Columns

🗄️ Tools ▾

📄 Download ▾

🔄 Refresh


<input type="checkbox"/>	ID	Title	Supplier	Type	Due Date	Status	Contract
<input type="checkbox"/>	AC01022	Provide document XYZ for c...	Asian Energy	Action Tracker Item	16-09-2022	Closed	DASI016 - 4600012502 - O&...
<input type="checkbox"/>	AC01021	test	Asian Energy	3rd party contracts	29-08-2022	Closed	DASI014 - 8500002422 - 2...
<input type="checkbox"/>	AC01020	www	Asian Energy	3rd party contracts	01-09-2022	Closed	DASI014 - 8500002422 - 2...
<input type="checkbox"/>	AC01019	Test Action	Thermax Limited	Action Tracker Item	18-08-2022	Overdue	DTHE010 - 8500002714 - O...
<input type="checkbox"/>	AC01018	Test -Sow missing inside the...	Shapoorji	Action Tracker Item	02-08-2022	Closed	DSHA102 - 8500002841 - O...
<input type="checkbox"/>	AC01017	PP	Thermax Limited	Action Tracker Item	29-07-2022	Rejected	-
<input type="checkbox"/>	AC01016	TestA	Thermax Limited	Action Tracker Item	29-07-2022	Overdue	-
<input type="checkbox"/>	AC01015	Test NN	Thermax Limited	Action Tracker Item	29-07-2022	Closed	-
<input type="checkbox"/>	AC01014	Missing Data	Thermax Limited	Action Tracker Item	29-07-2022	Closed	-
<input type="checkbox"/>	AC01013	obligation not performed on...	Petrofac Projects and Servic...	Action Tracker Item	30-07-2022	Closed	DPET042 - 4600012601 - O...
<input type="checkbox"/>	AC01012	Check whether 25 mb file c...	Script Testing	Action Tracker Item	26-07-2022	Pending Approval	Script Testing
<input type="checkbox"/>	AC01011	Mobilization Status Enquiry -...	Thermax Limited	Action Tracker Item	26-07-2022	Closed	DTHE010 - 8500002714 - O...
<input type="checkbox"/>	AC01010	Test	Thermax Limited	Action Tracker Item	25-07-2022	Closed	DTHE010 - 8500002714 - O...

1 - 20 of 20 entries Display 20 ▾

1 Go < 1 >

Click on Create button for creating a new Action



 **Create Action**

**1** Source Details

✔ Required Information completed ×

\* Required Fields Only

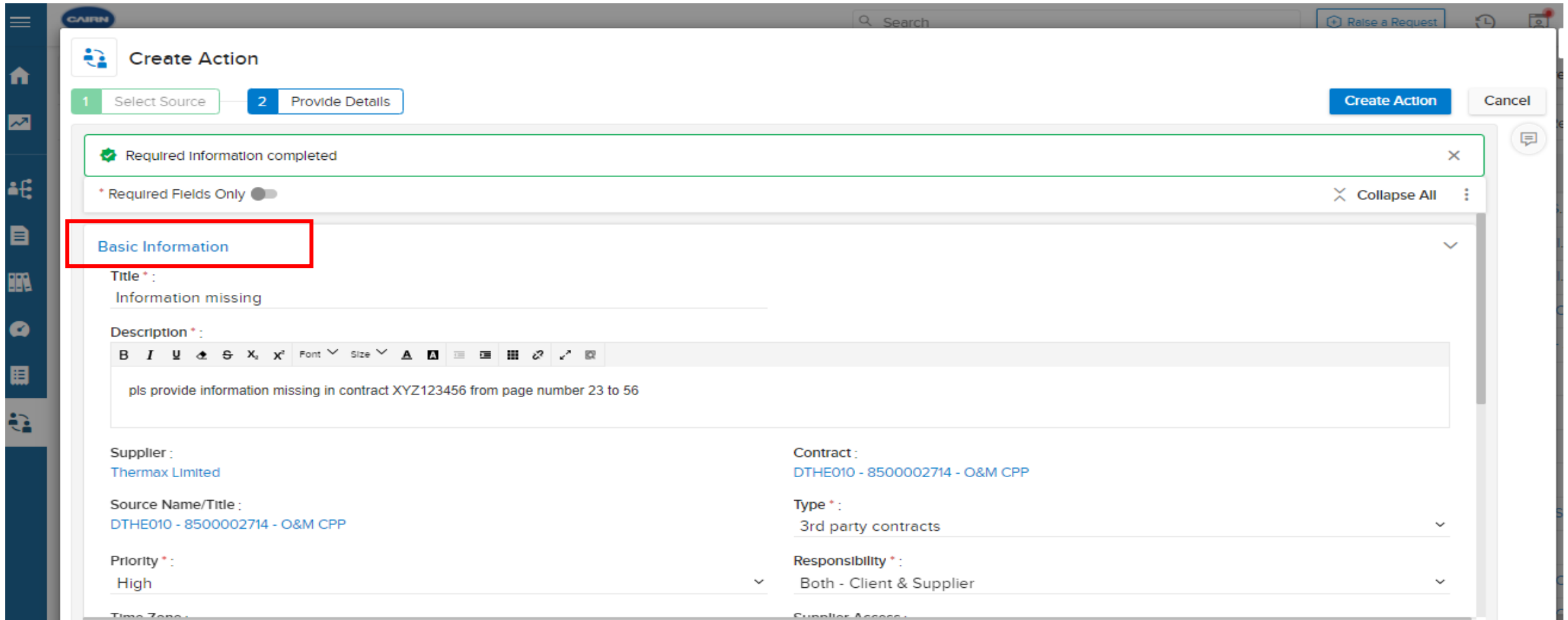
**Supplier : \***  
Thermax Limited ×  
Select ∨

**Source Type : \***  
MSA ∨

**Source Name/Title : \***  
DTHE010 - 8500002714 - O&M CPP (CO01018) ×  
Select ∨

**Submit**

Action creation page will appear on the screen. Select the Supplier, Source Type and Source Name/Title and click on Submit button for creating an Action



**Create Action**

1 Select Source — 2 Provide Details

Create Action Cancel

Required Information completed

\*Required Fields Only

**Basic Information**

Title \* :  
Information missing

Description \* :  
pls provide information missing in contract XYZ123456 from page number 23 to 56

Supplier :  
Thermax Limited

Contract :  
DTHE010 - 8500002714 - O&M CPP

Source Name/Title :  
DTHE010 - 8500002714 - O&M CPP

Type \* :  
3rd party contracts

Priority \* :  
High

Responsibility \* :  
Both - Client & Supplier

Time Zone :

Fill all the metadata field required to create an action. Also, we can select if we only want to fill the required fields or additional fields through \*Required Fields only Toggle button

CAIRN Search Raise a Request

### Create Action

1 Select Source 2 Provide Details

**Create Action** Cancel

Required Information completed

\* Required Fields Only  Collapse All

Type \*: 3rd party contracts Priority \*: High

Responsibility \*: Both - Client & Supplier

**Important Dates**

Requested On \*: 15-09-2022 Due Date \*: 19-09-2022

**Stakeholders**

Requestor \*: DC Deepika Choudhary x Action Owner \*: SK Shubham Kushwaha x

Select Select

After filling the required fields click on Create Action Button

AC01023  
Information missing

General +

Required Information completed

Edit Clone Collapse All

DC Deepika Choudhary

SK Shubham Kushwaha

Action Approver \*

NN Nita Nair

Select

Financial Information

Resolution Information

Action Taken \*

Submitting the new Amended document wherein Missing info is covered.

Lead Times

Communication

Submitting the new Amended document wherein Missing info is covered.

Attach

Test Doc.docx

Additional fields

Cancel Add

In the above sample scenario, Action Owner needs to submit missing information in document. Once the owner has attached the report. They can put the comments in the communication text box as well as Action Taken text box. Put the Approver name and click on Submit Button.

The screenshot displays the Vedanta CARN system interface. At the top right, the Vedanta logo and tagline 'transforming for good' are visible, along with the CARN logo. A search bar is located in the top center. On the right side, there are buttons for 'Raise a Request', a clock icon, a user profile icon, and a 'DC' button. Below these, a dropdown menu is open, showing 'Action Completed' as the selected option. The main content area is titled 'AC01023 Information missing'. The 'General' tab is active, showing details for the action. The status is 'Pending Approval' with a 'Next Step' button. The title is 'Information missing'. The contract is 'DTHE010 - 8500002714 - O&M CPP'. The action owner is Shubham Kushwaha (SK) and the action approver is Nita Nair (NN). The submission date is 15-09-2022 and the requested on date is 15-09-2022. The approval date is currently blank. The right sidebar shows a 'Pending Approval' section with a timeline of actions: 'Action Completed' (NN - Send Reminder) and 'Sent Back for More Info' (NN - Send Reminder). Below this is a 'Comment' section with an 'Add Comment' button. A comment from Deepika Choudhary (DC) is visible, dated 15-09-2022 05:35:48 -05:30, stating 'Submitting the new Amended document wherein Missing Info is covered.' with 1 attachment. The bottom of the page has a 'Siton Help' button.

Approver can check the attached document and Comments submitted by the Action Owner. If the document doesn't contain the complete dataset or missing information, then Action Approver can reject the action and that will go back to the Action Owner to resubmitting the Document.

And if the provided data is the complete then Approver can click on Approve/Action Completed the action then it will be moved to the Closed status. Refer the screenshots above;

[Raise a Request](#)[Create](#)

AC01023

Information missing

General +

Timeline

Status:

Closed


Status :

Closed


Contract :

DTHE010 - 8500002714 - O&amp;M CPP

Action Owner :

 Shubham Kushwaha


Submission Date :

 15-09-2022

Title :

Information missing


Requested On :

 15-09-2022

Action Approver :

 Nita Nair











Approval Date :

 15-09-2022[Clone](#)Closed  
15-09-2022Pending Approval  
15-09-2022Action Assigned  
15-09-2022[Expand All](#)[Basic Information](#)[Important Dates](#)

Sirion Help

Action Closed and it will display the Timeline of action once we click the Timeline button

# ISSUES

-  
-  Home
-  Reports
-  Suppliers
-  Contracts
-  Change Request
-  Performance
-  Invoices
-  Collaboration
- Actions
- Issues
- Disputes
- Governance Bodies
- Governance Body Meetings

[Raise a Request](#)




**Issues** ▼ ☰ Create

🔍 Filters 📄 Columns 🛠 Tools 📄 Download 🔄 Refresh

<input type="checkbox"/>	ID	Title	Supplier	Type	Planned Completion Date	Contract	Dependent Entity
<input type="checkbox"/>	ISO1007	test Issue	Thermax Limited	Financial	19-08-2022	DTHE010 - 8500002714 - O...	No
<input type="checkbox"/>	ISO1006	Action not performed	Shapoorji	Financial	01-08-2022	DSHA102 - 8500002841 - ...	No
<input type="checkbox"/>	ISO1005	Action not performed on time	Petrofac Projects and Servi...	Financial	29-07-2022	DPET039 - 4600012096 - E...	No
<input type="checkbox"/>	ISO1004	Delayed Submission of Loo...	Thermax Limited	Attrition	09-05-2022	DTHE010 - 8500002714 - O...	No
<input type="checkbox"/>	ISO1003	Non - Submission of draft re...	Thermax Limited	Attrition	09-05-2022	DTHE010 - 8500002714 - O...	No
<input type="checkbox"/>	ISO1002	Failure to give advance notl...	Thermax Limited	Attrition	09-05-2022	DTHE010 - 8500002714 - O...	No

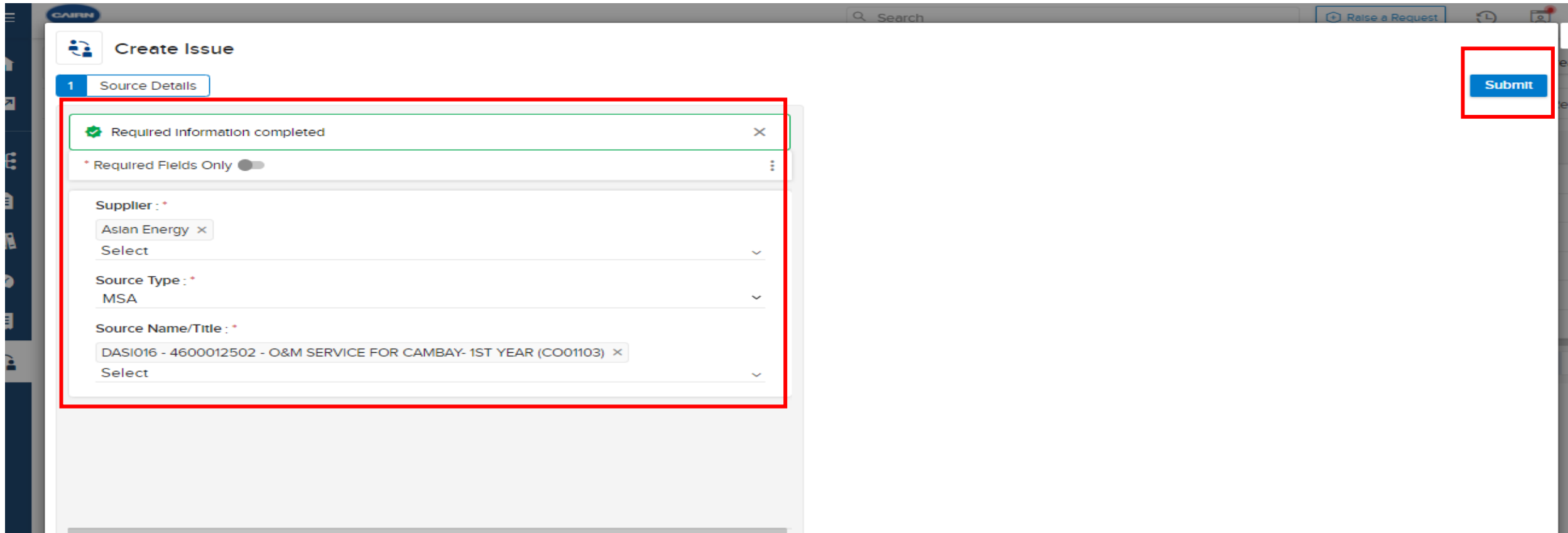
1 - 6 of 6 entries | Display 20 | 1 Go | < 1 >

Click on Issues tab under Collaboration group from the Quick Link Panel



<input type="checkbox"/>	ID	Title	Supplier	Type	Planned Completion Date	Contract	Dependent Entity
<input type="checkbox"/>	IS01007	test Issue	Thermax Limited	Financial	19-08-2022	DTHE010 - 8500002714 - O&M ...	No
<input type="checkbox"/>	IS01006	Action not performed	Shapoorji	Financial	01-08-2022	DSHA102 - 8500002841 - O&M-...	No
<input type="checkbox"/>	IS01005	Action not performed on time	Petrofac Projects and Services P...	Financial	29-07-2022	DPET039 - 4600012096 - EPC S...	No
<input type="checkbox"/>	IS01004	Delayed Submission of Look Ah...	Thermax Limited	Attrition	09-05-2022	DTHE010 - 8500002714 - O&M ...	No
<input type="checkbox"/>	IS01003	Non - Submission of draft remed...	Thermax Limited	Attrition	09-05-2022	DTHE010 - 8500002714 - O&M ...	No
<input type="checkbox"/>	IS01002	Failure to give advance notice of...	Thermax Limited	Attrition	09-05-2022	DTHE010 - 8500002714 - O&M ...	No

Click on Create button for creating a new Issue



CAIRN Search Raise a Request

### Create Issue

1 Source Details

Required Information completed

\* Required Fields Only

**Supplier :** \*

Aslan Energy x  
Select

**Source Type :** \*

MSA

**Source Name/Title :** \*

DASI016 - 4600012502 - O&M SERVICE FOR CAMBAY- 1ST YEAR (CO01103) x  
Select

Submit

Create Issue page will appear on the screen. Select the Supplier, Source Type and Source Name/Title and click on Submit button for creating an Issue

CAIRN Search Raise a Request

## Create Issue

1 Select Source 2 Provide Details

**Assign** **Cancel**

**⚠** To complete your action, please provide the required information. < 3 >

\* Required Fields Only  ←

**Basic Information** **×** Collapse All **⋮**

**Title \***  
Failure to give advance notice of delay in transition process

**Description \***  
Failure to give advance notice of delay in transition process

**Supplier :** Asian Energy **Contract :** DASI016 - 4600012503 - O&M SERVICE FOR CAMBAY- 1ST YEAR

**Source :** Contracts **Source Name/Title :** DASI016 - 4600012503 dated 14 Ferbruary 2022

**Type \*** Financial **Priority \*** High

**Currency :** **Supplier Access :**

Fill all the metadata field required to create an Issue. Also, we can select if we only want to fill the required fields or additional fields through \*Required Fields only Toggle button

CAIRN Search Raise a Request

### Create Issue

1 Select Source 2 Provide Details

**Assign** Cancel

Required Information completed

\* Required Fields Only  ←

Failure to give advance notice of delay in transition process

Type \*: Financial Priority \*: High

**Important Dates**

Issue Date \*: 15-09-2022 Planned Completion Date \*: 20-09-2022

**Stakeholders**

Requestor \*: Deepika Choudhary Issue Owner \*: Vikas Thakran

Select Select

After filling the required fields click on Assign Button

ISO1008  
Failure to give advance notice of delay in transition process

Submit Create

General +

Required Information completed

Financial Impact as it is critical process to be completed on time

Action Taken \* :

Notice provided

Resolution Remarks \* :

Transition Process completed

Lead Times >


Communication Tools

Notice has been provided . Attached is copy of Notice.

Attach All Users

Test Doc.docx

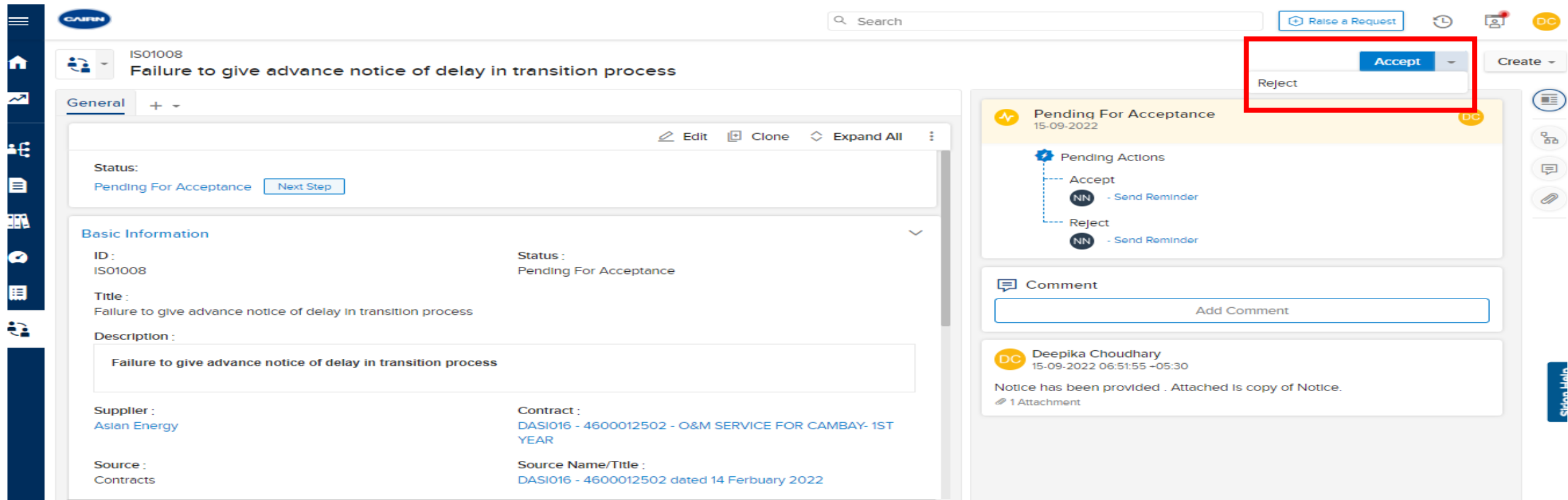
Additional fields Cancel Add



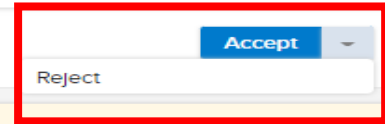
In the above sample scenario, Issue Owner has missed the due date to provide notice. They will add the comments in the communication text box by attaching the Notice.

Also need to update the Resolution information of the Issue Process Area Impacted, Action Taken, Resolution Remarks.

Once the Issue Owner has attached the notice and the resolution information. Put the approver name and click on Submit Button.



The screenshot displays a software interface for issue management. At the top, there are logos for Vedanta and Cairn, along with a search bar and a 'Raise a Request' button. The main header shows the issue ID 'ISO1008' and the title 'Failure to give advance notice of delay in transition process'. The status is 'Pending For Acceptance', with a 'Next Step' button. The 'Basic Information' section includes fields for ID, Title, Description, Supplier, Contract, Source, and Source Name/Title. On the right, a 'Pending For Acceptance' section shows 'Pending Actions' with 'Accept' and 'Reject' options, each with a 'Send Reminder' button. Below this is a 'Comment' section with an 'Add Comment' button and a comment from Deepika Choudhary dated 15-09-2022.



Issue Approver can check the attached Notice, RCA and Comments submitted by the Issue Owner. If the Notice doesn't contain the complete data or missing info, then Issue Approver can reject the Issue and that will go back to the Issue Owner to resubmitting the Notice .

And if the provided data is the complete. Issue Approver can click on **Accept** the Issue then it will be moved to the **Resolve** status. Refer the screenshots Above



IS01008

Failure to give advance notice of delay in transition process

Resolve

Create

General +

Edit Clone Expand All

Status:

Accepted

Next Step

Basic Information &gt;

Important Dates &gt;

Stakeholders &gt;

Resolution Information &gt;

Lead Times &gt;

Accepted  
15-09-2022

DC

Pending Actions

Reject

DC

Resolve

DC

Comment

Add Comment

DC Deepika Choudhary  
15-09-2022 06:51:55 -05:30

Notice has been provided . Attached is copy of Notice.

1 Attachment

Issue Approver would update the comments that RCA and the report verified. To resolve the Issue, click on the Resolve button

ISO1008  
Failure to give advance notice of delay in transition process

Create ▾

General + ▾

Clone Expand All

Status:  
Issue Resolved

Basic Information >

Important Dates >

Stakeholders >

Resolution Information >

Lead Times >

Issue Resolved  
15-09-2022 DC

Comment  
Add Comment

DC Deepika Choudhary  
15-09-2022 06:51:55 -05:30

Notice has been provided . Attached is copy of Notice.  
1 Attachment

Issue has been Resolved. Check the timestamps and comments in the Timeline tab



# DISPUTES

Only for CAIRN Users

- CAIRN
- Home
- Reports
- Suppliers
- Contracts
- Change Request
- Performance
- Invoices
- Collaboration
  - Actions
  - Issues
  - Disputes**
  - Governance Bodies
  - Governance Body Meetings

[Raise a Request](#)

## Disputes

[Create](#)[Filters](#) [Columns](#)[Tools](#)[Download](#)[Refresh](#)



<input type="checkbox"/>	ID	Title	Supplier	Status	Type	Dispute Date	Closed Date
<input type="checkbox"/>	DS01002	Termination for Insolvency or Co...	Thermax Limited	Dispute Raised	Dispute Against Customer	04-05-2022	-
<input type="checkbox"/>	DS01001	Claim against supplier for delays...	Thermax Limited	Dispute Raised	Dispute Against Customer	04-05-2022	-

1 - 2 of 2 entries | Display 20

1 Go

[<](#) 1 [>](#)

Click on Disputes tab under Collaboration group from the Quick Link Panel

 **Disputes** ▼ [Create](#) Filters  Columns Tools ▼ Download ▼ Refresh

<input type="checkbox"/>	ID	Title	Supplier	Status	Type	Dispute Date	Closed Date
<input type="checkbox"/>	<a href="#">DS01002</a>	<a href="#">Termination for Insolvency or Co...</a>	<a href="#">Thermax Limited</a>	Dispute Raised	Dispute Against Customer	04-05-2022	-
<input type="checkbox"/>	<a href="#">DS01001</a>	<a href="#">Claim against supplier for delays...</a>	<a href="#">Thermax Limited</a>	Dispute Raised	Dispute Against Customer	04-05-2022	-

1 - 2 of 2 entries | Display 20 ▼

1


Go

&lt;

1

&gt;

Click on Create button for creating a new Dispute

 **Dispute**

1 Source Details

✔ Required Information completed ×

\* Required Fields Only

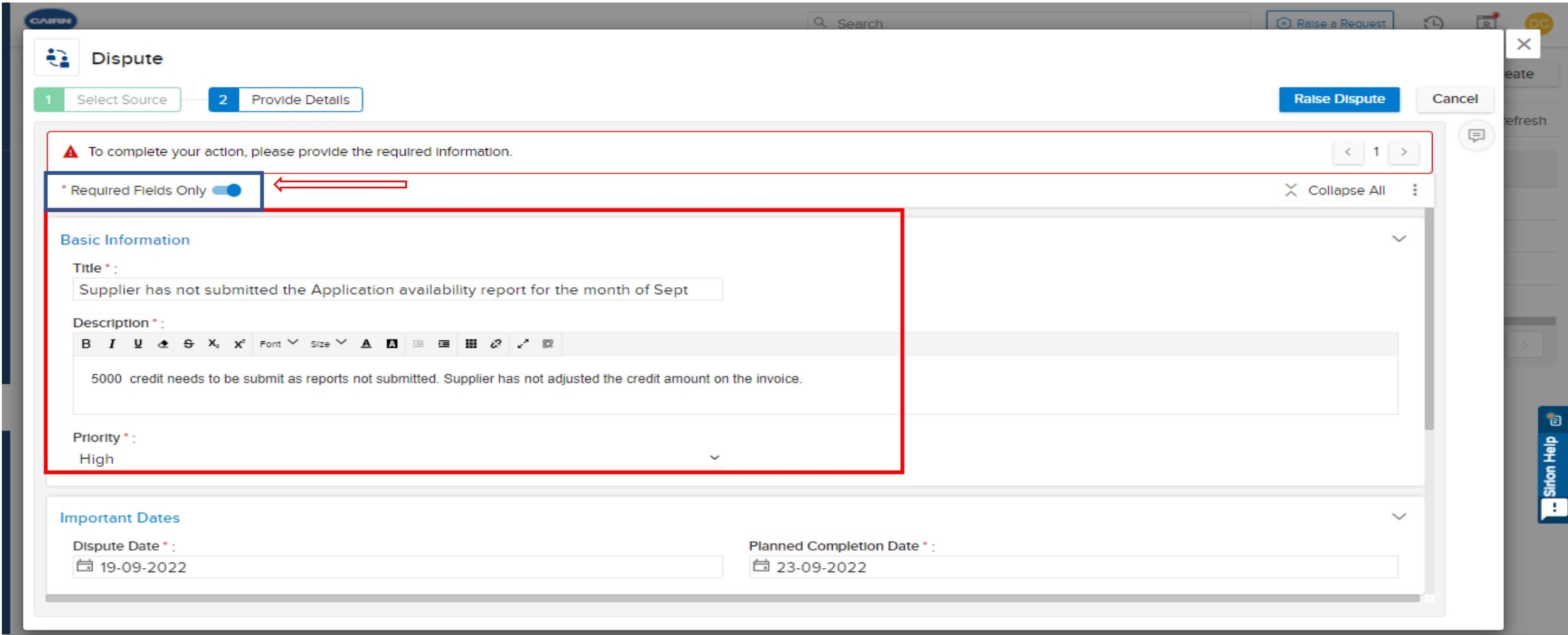
**Supplier : \***  
Thermax Limited ×  
Select ▾

**Source Type : \***  
MSA ▾

**Source Name/Title : \***  
DTHE010 - 8500002714 - O&M CPP (CO01018) ×  
Select ▾

Submit

Dispute creation page will appear on the screen. Select the Supplier, Source Type and Source Name/Title and click on Submit button for creating a Dispute



**Dispute**

1 Select Source — 2 Provide Details

**Raise Dispute** **Cancel**

**⚠** To complete your action, please provide the required information.

\* Required Fields Only  Collapse All

**Basic Information**

Title \* :  
Supplier has not submitted the Application availability report for the month of Sept

Description \* :  
5000 credit needs to be submit as reports not submitted. Supplier has not adjusted the credit amount on the invoice.

Priority \* :  
High

**Important Dates**

Dispute Date \* : 19-09-2022  
Planned Completion Date \* : 23-09-2022

Sirion Help

Fill all the metadata field required to create a Dispute. Also, we can select if we only want to fill the required fields or additional fields through \*Required Fields only Toggle button

CAIRN Search Raise a Request

### Dispute

1 Select Source 2 Provide Details

**Raise Dispute** Cancel

Required Information completed

\* Required Fields Only  Collapse All

#### Important Dates

Dispute Date \* :  Planned Completion Date \* :

#### Functions

Functions \* :  Services \* :

Select Select

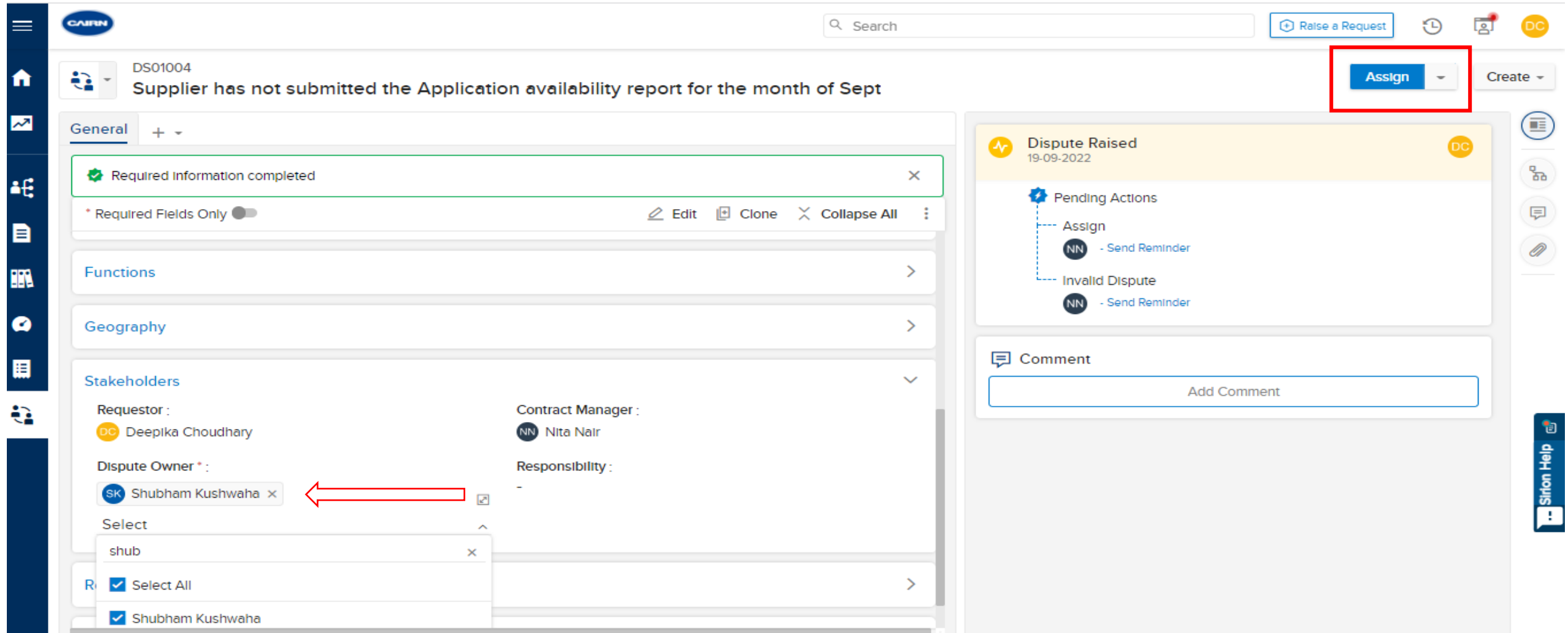
#### Stakeholders

Requestor \* :  Contract Manager \* :

Select Select

Siron Help

After filling the required fields and Metadata fields information click on Raise Dispute Button



DS01004  
Supplier has not submitted the Application availability report for the month of Sept

Assign

Required Information completed

Required Fields Only

Functions

Geography

Stakeholders

Requestor :  
DC Deepika Choudhary

Contract Manager :  
NN Nita Nair

Dispute Owner \* :  
SK Shubham Kushwaha

Select

shub

Select All

Shubham Kushwaha

Dispute Raised  
19-09-2022

Pending Actions

Assign  
NN - Send Reminder

Invalid Dispute  
NN - Send Reminder

Comment

Add Comment

In the above sample scenario, select the name from drop down for the Dispute owner and click on Assign button

DS01003  
Supplier has not submitted the Application availability report for the month of Sept

Initiate Settlement

Create

General

Required Information completed

Missed the critical report for the month]

Action Taken \* : ←

Dispute has been raised to submit the 5000 credit which was not applied on the invoice.

Resolution Remarks \* : ←

Supplier agreed to adjust 5000 credit in the next month invoice.

Dispute Assigned  
19-09-2022

Pending Actions

- Initiate Settlement  
SK - Send Reminder

Comment

Add Comment

☰

🔍

🗉

💬

📎

Siron Help

In the below sample scenario, Dispute owner will fill the Process area impacted/Action taken/Resolution Remarks and then click on the Initiate settlement button.



DS01003

Supplier has not submitted the Application availability report for the month of Sept

Accept

Create

General +

Edit Clone Expand All

Stakeholders

Requestor :

DC Deepika Choudhary

Contract Manager :

NN Nita Nair

Dispute Owner :

SK Shubham Kushwaha

Responsibility :

-

Resolution Information

Process Area Impacted :

Missed the critical report for the month.

Action Taken :

Dispute has been raised to submit the 5000 credit which was not applied on the invoice.

Lead Times &gt;

Settlement Initiated  
19-09-2022 DC

Pending Actions

Accept

NN - Send Reminder

Reject

NN - Send Reminder

Comment

Add Comment

Supplier/Approver can check the Resolution Information provided by the Dispute owner. Accept or Reject the Disputes information provided by clicking on Accept/Reject button.

[Raise a Request](#)

DS01003

Supplier has not submitted the Application availability report for the month of Sept

[Create](#)

General +

Status:

Dispute Resolved


Status :

Dispute Resolved

Contract :

DTHE010 - 8500002714 - O&amp;M CPP

Dispute Owner :

 Shubham Kushwaha

Title :


Supplier has not submitted the Application availability report f  
or the month of Sept

Type :


Dispute Against Customer

[Clone](#)[Expand All](#)[Basic Information](#) >[Important Dates](#) >[Functions](#) >

Timeline

 Dispute Resolved  
19-09-2022


DC

 Accepted  
19-09-2022

DC

 Settlement Initiated  
19-09-2022

DC

 Dispute Assigned  
19-09-2022











DC

 Dispute Raised  
19-09-2022

DC



Dispute Closed and it will display the Timeline of dispute once we click the Timeline button

# GOVERNANCE BODIES

-  
-  Home
-  Reports
-  Suppliers
-  Contracts
-  Change Request
-  Performance
-  Invoices
-  Collaboration
  - Actions
  - Issues
  - Disputes
  - Governance Bodies
  - Governance Body Meetings

[Raise a Request](#)




 **Governance Bodies**  Create

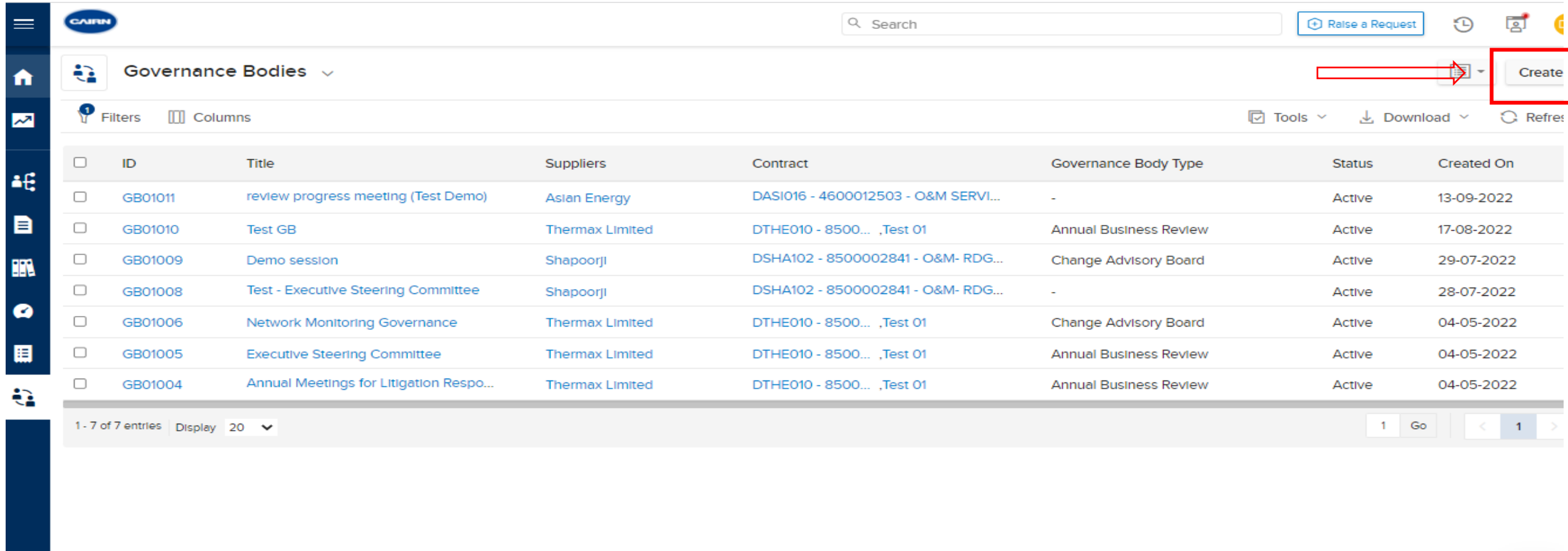
 Filters  Columns  Tools  Download  Refresh

<input type="checkbox"/>	ID	Title	Suppliers	Contract	Governance Body Type	Status	Created On
<input type="checkbox"/>	GB01012	Annual Meetings for Litigation R...	Thermax Limited	DTHE010 - 8500002714 - O&M ...	-	Active	19-09-2022
<input type="checkbox"/>	GB01011	review progress meeting (Test D...	Asian Energy	DASI016 - 4600012503 - O&M S...	-	Active	13-09-2022
<input type="checkbox"/>	GB01010	Test GB	Thermax Limited	DTHE010 - 8500... ,Test 01	Annual Business Review	Active	17-08-2022
<input type="checkbox"/>	GB01009	Demo session	Shapoorji	DSHA102 - 8500002841 - O&M-...	Change Advisory Board	Active	29-07-2022
<input type="checkbox"/>	GB01008	Test - Executive Steering Commi...	Shapoorji	DSHA102 - 8500002841 - O&M-...	-	Active	28-07-2022
<input type="checkbox"/>	GB01006	Network Monitoring Governance	Thermax Limited	DTHE010 - 8500... ,Test 01	Change Advisory Board	Active	04-05-2022
<input type="checkbox"/>	GB01005	Executive Steering Committee	Thermax Limited	DTHE010 - 8500... ,Test 01	Annual Business Review	Active	04-05-2022
<input type="checkbox"/>	GB01004	Annual Meetings for Litigation R...	Thermax Limited	DTHE010 - 8500... ,Test 01	Annual Business Review	Active	04-05-2022

1 - 8 of 8 entries | Display 20 1 Go < 1 >

Sirion Help

Click on Governance Bodies tab under Collaboration group from the Quick Link Panel



CAIRN

Search

Raise a Request

Governance Bodies

Filters Columns

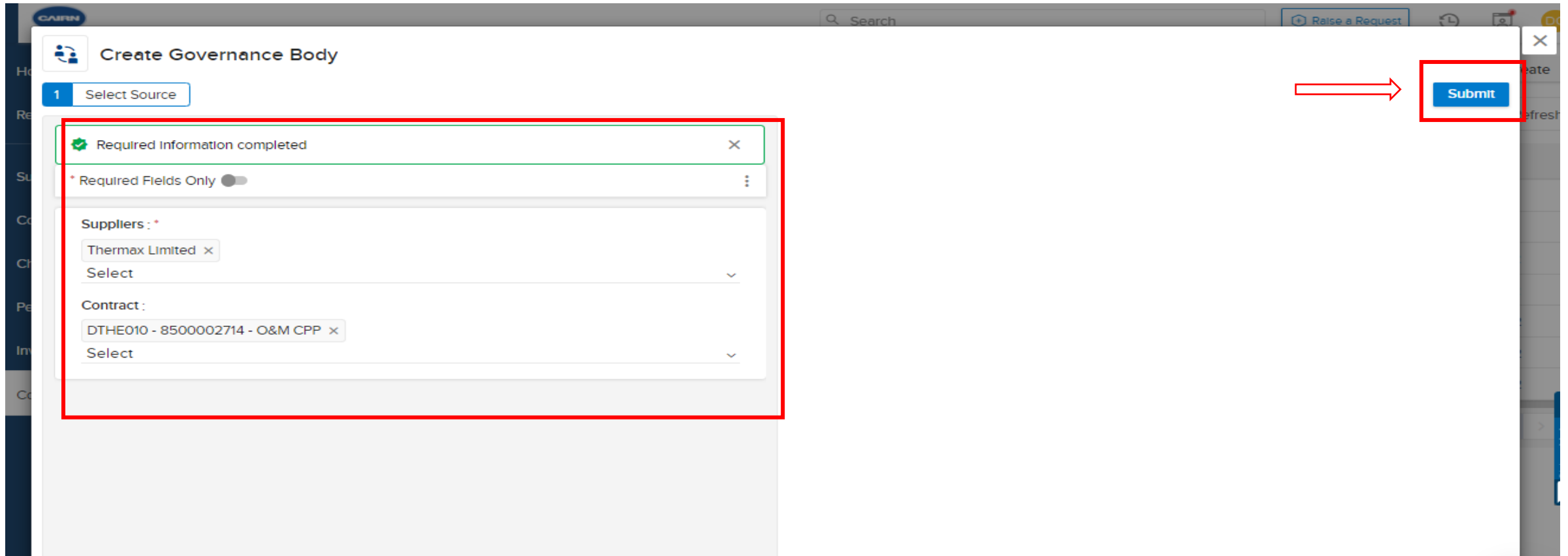
Tools Download Refresh

ID	Title	Suppliers	Contract	Governance Body Type	Status	Created On
GB01011	review progress meeting (Test Demo)	Asian Energy	DASI016 - 4600012503 - O&M SERVI...	-	Active	13-09-2022
GB01010	Test GB	Thermax Limited	DTHE010 - 8500... ,Test 01	Annual Business Review	Active	17-08-2022
GB01009	Demo session	Shapoorji	DSHA102 - 8500002841 - O&M- RDG...	Change Advisory Board	Active	29-07-2022
GB01008	Test - Executive Steering Committee	Shapoorji	DSHA102 - 8500002841 - O&M- RDG...	-	Active	28-07-2022
GB01006	Network Monitoring Governance	Thermax Limited	DTHE010 - 8500... ,Test 01	Change Advisory Board	Active	04-05-2022
GB01005	Executive Steering Committee	Thermax Limited	DTHE010 - 8500... ,Test 01	Annual Business Review	Active	04-05-2022
GB01004	Annual Meetings for Litigation Respo...	Thermax Limited	DTHE010 - 8500... ,Test 01	Annual Business Review	Active	04-05-2022

1 - 7 of 7 entries Display 20

1 Go 1

Click on Create button for creating a new Governance Body



CAIRN

Search

Raise a Request

### Create Governance Body

1 Select Source

Required Information completed

\* Required Fields Only

Suppliers : \*

Thermax Limited x

Select

Contract :

DTHE010 - 8500002714 - O&M CPP x

Select

Submit

Create Governance Body page will appear on the screen. Select the **Supplier**. Click on **Submit** after selecting the supplier

CAIRN Search Raise a Request

## Create Governance Body

1 Select Source — 2 Provide Details Save Cancel

**To complete your action, please provide the required information.** < 14 >

\* Required Fields Only  ← Collapse All

### Basic Information

**Title \***  
Annual Meetings for Litigation Response Plan

**Description :**

**Agenda :**

Governance Body Type: Suppliers:

Fill all the metadata field required to create a Governance Body. Also, we can select if we only want to fill the required fields or additional fields through \*Required Fields only Toggle button. After filling all metadata fields click on Save Button.

CAIRN Search Raise a Request

## Create Governance Body

1 Select Source 2 Provide Details

**Save** Cancel

Required Information completed

**Required Fields Only**  Collapse All

Yearly Annual (Date)

Week Type \*: Five Day Start Date \*: 31-03-2022

End Date \*: 28-02-2023 Pattern Date \*: 30-04-2022

Effective Date \*: 30-04-2022

### Stakeholders

Governance Team \*: NN Nita Nair x Select

Meeting Owner \*: DC Deepika Choudhary x Select

Participants \*: VT Vikas Thakran x

Supplier Participants \*: SK Shubham Kushwaha x

Fill all the metadata field required to create a Governance Body. Also, we can select if we only want to fill the required fields or additional fields through \*Required Fields only Toggle button. After filling all metadata fields click on Save Button.





CAIRN

Search

Raise a Request

Review Complete

GB01012  
Annual Meetings for Litigation Response Plan

General +

Status:  
Pending Review [Next Step](#)

Basic Information >

Important Dates >

Stakeholders >

Pending Review  
19-09-2022

Pending Actions

- Reject  
NN - Send Reminder
- Review Complete  
NN - Send Reminder

Comment

Add Comment

Sirion Help

In the above scenario we are adding Governance body for the Annual Meetings in which we will be discussing about the Supplier performance, Risk/Issues, Disputes and Next Steps from the meetings. Check all the metadata fields and click on the **Review completed**.

GB01012  
Annual Meetings for Litigation Response Plan

Active

General +

Edit Clone Expand All

Status:

Review Completed Next Step

Basic Information >

Important Dates >

Stakeholders >

Review Completed  
19-09-2022 DC

Pending Actions

Active

NN - Send Reminder

Comment

Add Comment

After completing review, click on Active to activate the governance body

GB01012  
Annual Meetings for Litigation Response Plan

Inactive

General Meetings +

Edit Clone Expand All

Status:  
Active [Next Step](#)

Basic Information

ID : GB01012      Status : Active

Title :  
Annual Meetings for Litigation Response Plan

Description :  
During the Term of this Agreement, representatives of the Parties shall meet periodically or as requested by MBD International to discuss matters arising under this Agreement, including any such meetings provided for in the applicable Supplement, the Transition Plan, the Policy and Procedures Manual.  
Each Party shall bear its own costs in connection with the attendance and participation of such Party's representatives in such meetings

Agenda :  
Discuss matters arising under this Agreement, including any such meetings provided for in the applicable Supplement, the

Active 19-09-2022 DC

Pending Actions  
Inactive  
NN - Send Reminder

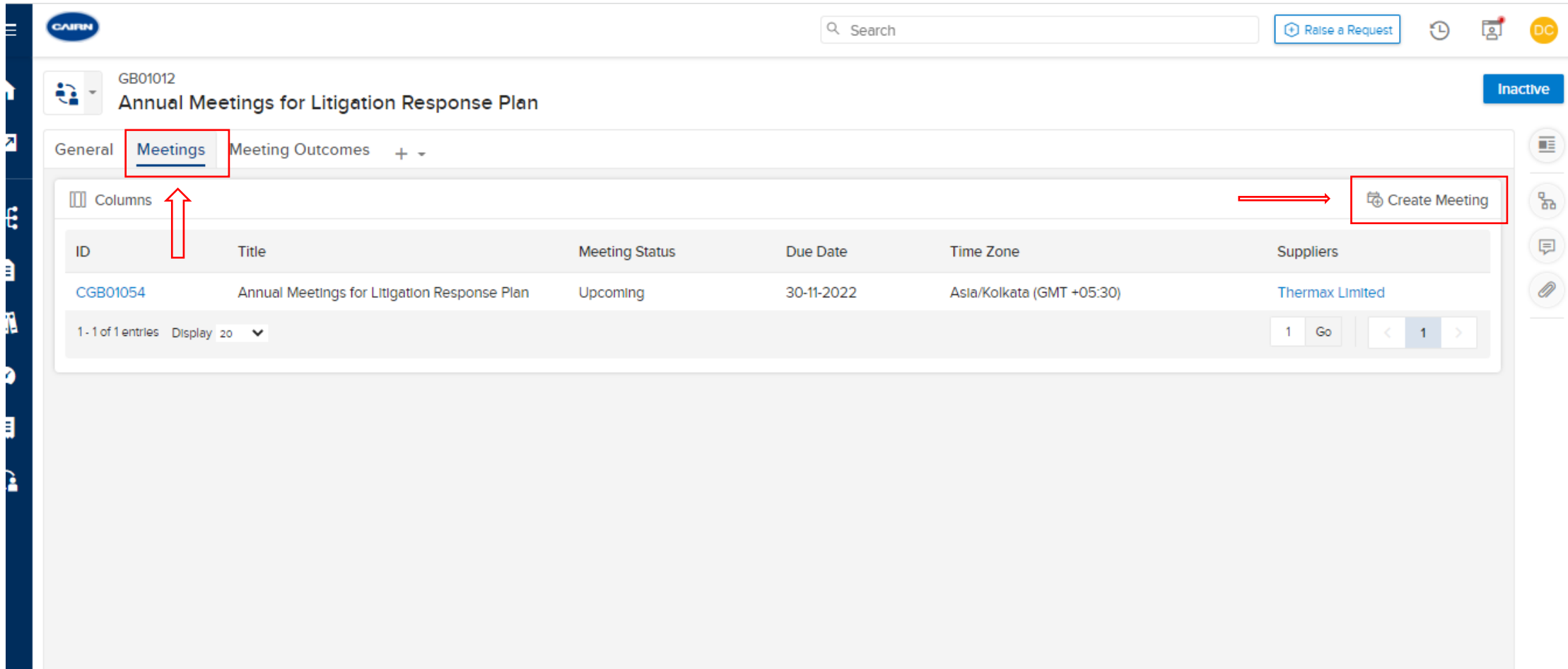
Comment  
Add Comment

📄  
🔗  
💬  
📎

Siron Help

13

Once the Governance Body is Active, it will generate Child Governance Bodies which is basically Governance Body Meetings.



The screenshot shows the CAIRN system interface. At the top, there is a search bar and a 'Raise a Request' button. The main header displays 'GB01012 Annual Meetings for Litigation Response Plan' with an 'Inactive' status button. Below this, there are tabs for 'General', 'Meetings', and 'Meeting Outcomes'. The 'Meetings' tab is selected and highlighted with a red box. A red arrow points from the 'Columns' label to the 'Meetings' tab. Another red arrow points from the 'Columns' label to the 'Create Meeting' button, which is also highlighted with a red box. The table below shows one entry:

ID	Title	Meeting Status	Due Date	Time Zone	Suppliers
CGB01054	Annual Meetings for Litigation Response Plan	Upcoming	30-11-2022	Asia/Kolkata (GMT +05:30)	Thermax Limited

At the bottom of the table, there is a pagination control showing '1 - 1 of 1 entries' and a 'Display 20' dropdown. A 'Go' button and navigation arrows are also present.

Go to the Meetings tab to Create a Child Governance Body. Click on Create meeting tab and fix a meeting.




## Governance Body Schedules

[Cancel](#)[Create Meeting](#)

Agenda \* : 

Discuss matters arising under this Agreement, including any such meetings provided for in the applicable Supplement, the Transition Plan, the Policy and Procedures Manual.

Due Date \* :  
 09-19-2022

Start Time \* :  
16:00

Duration \* :  
1 Hour

Location \* :  
Microsoft Teams

Time Zone \* :  
Asia/Kolkata (GMT +05:30)

Fill the agenda of the meeting, add the dates and time of meeting and select the time-zone then click on the Create meeting



GDB1004

## Annual Meetings for Litigation Response Plan

Inactive

General **Meetings** + -

Columns Create Meeting

ID	Title	Meeting Status	Due Date	Time Zone	Suppliers
<a href="#">CGB01006</a>	Annual Meetings for Litigation Response Plan	Upcoming	29-03-2024	Asia/Kolkata (GMT +05:30)	<a href="#">Thermax Limited</a>
<a href="#">CGB01005</a>	Annual Meetings for Litigation Response Plan	Meeting Ended	31-03-2023	Asia/Kolkata (GMT +05:30)	<a href="#">Thermax Limited</a>
<a href="#">CGB01053</a>	Annual Meetings for Litigation Response Plan	Overdue	19-09-2022	Asia/Kolkata (GMT +05:30)	<a href="#">Thermax Limited</a>
<a href="#">CGB01003</a>	Annual Meetings for Litigation Response Plan	Meeting Ended	01-04-2022	Asia/Kolkata (GMT +05:30)	<a href="#">Thermax Limited</a>
<a href="#">CGB01004</a>	Annual Meetings for Litigation Response Plan	Overdue	31-03-2022	Asia/Kolkata (GMT +05:30)	<a href="#">Thermax Limited</a>

1 - 5 of 5 entries Display 20

1 Go < 1 >

See all the meetings created under Meetings listed as CGB under meetings tab

[Raise a Request](#)

GB01012  
**Annual Meetings for Litigation Response Plan**

Inactive

General Meetings Meeting Outcomes +  
Audit Log

Edit Clone Expand All

Status:

Active [Next Step](#)

### Basic Information

ID: GB01012      Status: Active

Title:  
Annual Meetings for Litigation Response Plan

Description:

During the Term of this Agreement, representatives of the Parties shall meet periodically or as requested by MBD International to discuss matters arising under this Agreement, including any such meetings provided for in the applicable Supplement, the Transition Plan, the Policy and Procedures Manual.

Each Party shall bear its own costs in connection with the attendance and participation of such Party's representatives in such meetings

Agenda:

Discuss matters arising under this Agreement including any such meetings provided for in the applicable Supplement the



Active  
19-09-2022



Pending Actions


Inactive

NN - Send Reminder

Comment

Add Comment

See all the meetings created under Meetings listed as GB01012 under meetings tab.


 Annual Meetings for Litigation Response Plan

 General Meetings +

Columns

 Create Meeting

ID	Title	Meeting Status	Due Date	Time Zone	Suppliers
<a href="#">CGB01006</a>	Annual Meetings for Litigation Response Plan	Upcoming ←	29-03-2024	Asia/Kolkata (GMT +05:30)	<a href="#">Thermax Limited</a>
<a href="#">CGB01005</a>	Annual Meetings for Litigation Response Plan	Meeting Ended	31-03-2023	Asia/Kolkata (GMT +05:30)	<a href="#">Thermax Limited</a>
<a href="#">CGB01053</a>	Annual Meetings for Litigation Response Plan	Overdue	19-09-2022	Asia/Kolkata (GMT +05:30)	<a href="#">Thermax Limited</a>
<a href="#">CGB01003</a>	Annual Meetings for Litigation Response Plan	Meeting Ended	01-04-2022	Asia/Kolkata (GMT +05:30)	<a href="#">Thermax Limited</a>
<a href="#">CGB01004</a>	Annual Meetings for Litigation Response Plan	Overdue ←	31-03-2022	Asia/Kolkata (GMT +05:30)	<a href="#">Thermax Limited</a>

1 - 5 of 5 entries Display 20

1 Go &lt; 1 &gt;

Click on the overdue/upcoming monthly (when the meeting is held) due CGB under GB01002.





GB01012 / CGB01055  
**Annual Meetings for Litigation Response Plan**

**Start**

Create

**General** Meeting Minutes Meeting Outcomes +

Edit Expand All

Status:  
Upcoming [Next Step](#)

**Basic Information**

ID : CGB01055 / GB01012      Title : Annual Meetings for Litigation Response Plan

Description :

During the Term of this Agreement, representatives of the Parties shall meet periodically or as requested by MBD International to discuss matters arising under this Agreement, including any such meetings provided for in the applicable Supplement, the Transition Plan, the Policy and Procedures Manual.

Each Party shall bear its own costs in connection with the attendance and participation of such Party's representatives in such meetings

Agenda :

**B I U** Font Size

Discuss matters arising under this Agreement, including any such meetings provided for in the applicable Supplement, the Transition Plan, the Policy and Procedures Manual.

**Upcoming** 19-09-2022

Pending Actions

- Cancel Meeting
- Reschedule Meeting
- Start

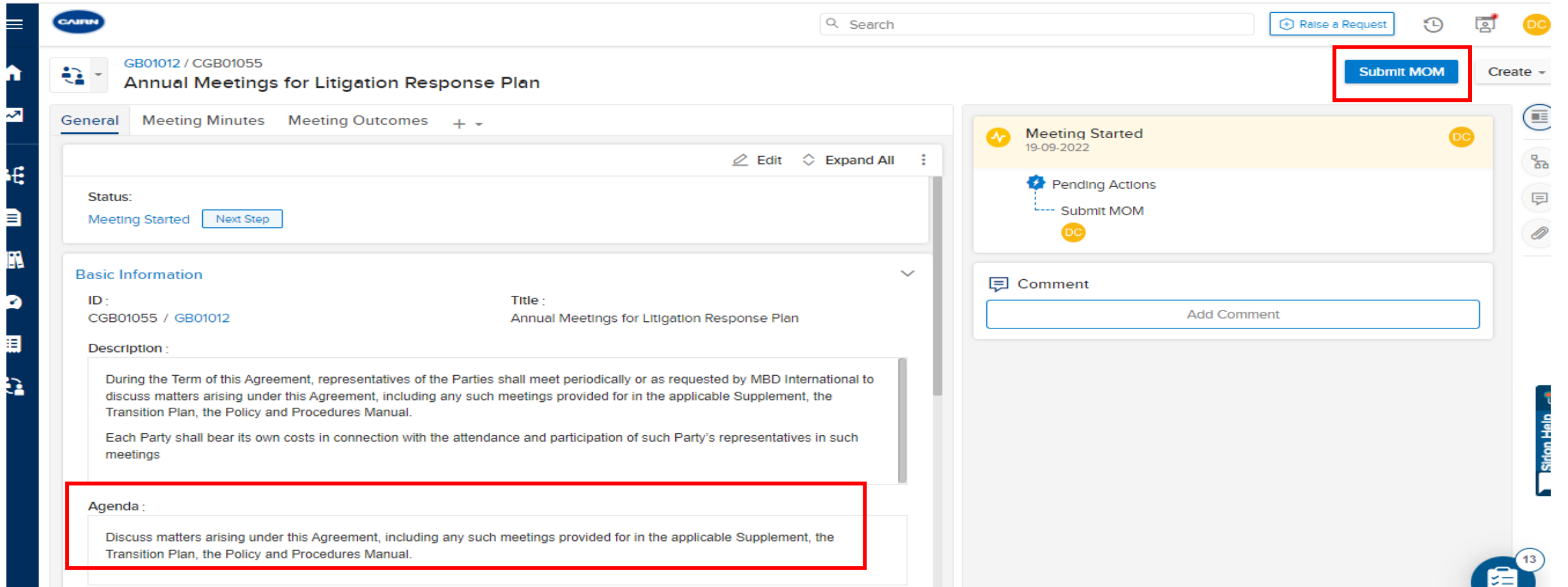
Comment



Siron Help

13

Enter the agenda to discuss in the communication tab and click on Start button.



The screenshot shows a software interface for managing meetings. At the top right, there is a search bar, a 'Raise a Request' button, and a 'Submit MOM' button highlighted with a red box. Below this, the main header displays 'GB01012 / CGB01055' and 'Annual Meetings for Litigation Response Plan'. A 'Create' dropdown menu is visible on the right. The main content area is divided into tabs: 'General', 'Meeting Minutes', and 'Meeting Outcomes'. The 'General' tab is active, showing a 'Status' section with 'Meeting Started' and a 'Next Step' button. Below this is a 'Basic Information' section with fields for 'ID' (CGB01055 / GB01012) and 'Title' (Annual Meetings for Litigation Response Plan). A 'Description' field contains text about the meeting's purpose. At the bottom of the 'General' tab, an 'Agenda' field is highlighted with a red box, containing the text: 'Discuss matters arising under this Agreement, including any such meetings provided for in the applicable Supplement, the Transition Plan, the Policy and Procedures Manual.' On the right side, there is a 'Meeting Started' notification for 19-09-2022, a 'Pending Actions' section with a 'Submit MOM' task, and a 'Comment' section with an 'Add Comment' button. A vertical sidebar on the left contains navigation icons, and a 'Sirion Help' button is on the right. A notification badge with the number '13' is in the bottom right corner.

After the meeting, enter the MOM in the communication tab or attach the MOMs by clicking on the browse and then click on Add Button.

After adding/attaching MOMs click on the Submit MOM button



GB01012 / CGB01055

### Annual Meetings for Litigation Response Plan



End Meeting

Create

General Meeting Minutes Meeting Outcomes +

Edit Expand All

Status:

MOM Submitted

Next Step

#### Basic Information

ID :  
CGB01055 / GB01012

Title :  
Annual Meetings for Litigation Response Plan

Description :

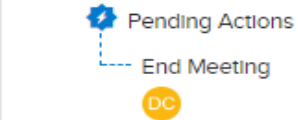
During the Term of this Agreement, representatives of the Parties shall meet periodically or as requested by MBD International to discuss matters arising under this Agreement, including any such meetings provided for in the applicable Supplement, the Transition Plan, the Policy and Procedures Manual.

Each Party shall bear its own costs in connection with the attendance and participation of such Party's representatives in such meetings

Agenda :

Discuss matters arising under this Agreement, including any such meetings provided for in the applicable Supplement, the Transition Plan, the Policy and Procedures Manual.

MOM Submitted  
19-09-2022



Comment

Add Comment

Once MOMs uploaded/attached, click on the End Meeting button.

GB01012 / CGB01055

## Annual Meetings for Litigation Response Plan

Create

General Meeting Minutes Meeting Outcomes +

Expand All

Status:

Meeting Ended

### Basic Information

ID :  
CGB01055 / GB01012

Title :  
Annual Meetings for Litigation Response Plan

Description :

During the Term of this Agreement, representatives of the Parties shall meet periodically or as requested by MBD International to discuss matters arising under this Agreement, including any such meetings provided for in the applicable Supplement, the Transition Plan, the Policy and Procedures Manual.

Each Party shall bear its own costs in connection with the attendance and participation of such Party's representatives in such meetings

Agenda :

Discuss matters arising under this Agreement, including any such meetings provided for in the applicable Supplement, the Transition Plan, the Policy and Procedures Manual.

Meeting Ended  
19-09-2022

DC

Comment

Add Comment

**Governance Body Meetings** ▾

Filters Columns

Tools ▾ Download ▾ Refresh

<input type="checkbox"/>	ID	Title	Suppliers	Governance Body Type	Meeting Status	Created On	Due Date
<input type="checkbox"/>	CGB01058	Annual Meetings for Litigation Respon...	Thermax Limited	-	Upcoming	20-09-2022	30-04-2024
<input type="checkbox"/>	CGB01032	Executive Steering Committee	Thermax Limited	Annual Business Review	Meeting Started	06-05-2022	30-04-2024
<input type="checkbox"/>	CGB01031	Executive Steering Committee	Thermax Limited	Annual Business Review	Meeting Ended	06-05-2022	29-03-2024
<input type="checkbox"/>	CGB01006	Annual Meetings for Litigation Respon...	Thermax Limited	Annual Business Review	Upcoming	06-05-2022	29-03-2024
<input type="checkbox"/>	CGB01050	Test GB	Thermax Limited	Annual Business Review	Meeting Ended	17-08-2022	29-03-2024
<input type="checkbox"/>	CGB01030	Executive Steering Committee	Thermax Limited	Annual Business Review	Upcoming	06-05-2022	29-02-2024
<input type="checkbox"/>	CGB01029	Executive Steering Committee	Thermax Limited	Annual Business Review	Upcoming	06-05-2022	31-01-2024
<input type="checkbox"/>	CGB01028	Executive Steering Committee	Thermax Limited	Annual Business Review	Upcoming	06-05-2022	29-12-2023
<input type="checkbox"/>	CGB01027	Executive Steering Committee	Thermax Limited	Annual Business Review	Upcoming	06-05-2022	30-11-2023
<input type="checkbox"/>	CGB01026	Executive Steering Committee	Thermax Limited	Annual Business Review	Upcoming	06-05-2022	31-10-2023
<input type="checkbox"/>	CGB01025	Executive Steering Committee	Thermax Limited	Annual Business Review	Upcoming	06-05-2022	29-09-2023
<input type="checkbox"/>	CGB01024	Executive Steering Committee	Thermax Limited	Annual Business Review	Upcoming	06-05-2022	31-08-2023
<input type="checkbox"/>	CGB01023	Executive Steering Committee	Thermax Limited	Annual Business Review	Upcoming	06-05-2022	31-07-2023

1 - 20 of 55 entries Display 20 ▾

1 Go < 1 2 3 >

Completed Meetings will reflect in the system under Governance Body Meetings Entity.  
Click on CGB ID to view the meeting Agenda/MOMs

**THANK YOU**