

### **Tasks for 27<sup>th</sup> March 2020 (GMCA)**

- ✚ Reviewed Business Continuity Plan with information provided by MD for Exxon Mobil
- ✚ Signed Acknowledgement Form and Confidentiality Undertaken for Provision of Offshore Geophysical (C4) Site Investigation Survey Services
- ✚ Signed Acknowledgement Form and Confidentiality Undertaken for Provision of Offshore Geotechnical (C3) Site Investigation Survey Services
- ✚ Email responses to staff
- ✚ Email Response of discount on Exxon Mobil contract Rates with Brone on adapting to Market Realities
- ✚ Received calls from Vendors
- ✚ Other administrative and contracts duties via phone calls
- ✚ Continued working on geophysical documents and requested information for Nipex Total ITT Geophysical