ELARD · MEETING SUMMARY · VERSION 6

Our meeting at ELARD: summary, IT infrastructure and next steps

Wednesday 18 November 2026, ELARD, Zalka

Prepared for Ricardo Khoury and the ELARD team

From Rawad and our team

Thank you

Thank you for receiving us at ELARD on Wednesday 18 November. Here is what we understood from the meeting and what comes next. This version adds the two subjects you asked us to include: the IT infrastructure ELARD will need, and how we protect your work against interruptions (business continuity). It also sets out how we prove the system on your own work before anything is bought.

Our aim: **support every team at ELARD with AI that works on your own knowledge.** It takes the repetitive work off your engineers. It is built to assist them, not to replace them.

If we misunderstood anything, please tell us and we will correct it.

What we discussed

Reports and studies

- Reporting, which takes a large share of the work.
- The technical reports, and an assistant for the project managers.
- Starting a new report from similar past studies, for example the same type of study in another location. You mentioned four types of studies.

Proposals and tenders

- Preparing proposals and answering tenders.

Mail

- Reviewing mail, and how incoming questions are handled.

Maps and receptors

- Mapping the sensitive receptors around a project.

Research

- Gathering information about a site or a facility: what it is, its data, its location.

Trust in the answers

- How your engineers can verify what the AI brings back.

Your data

- Keeping your data inside ELARD.
- Your concern that public AI tools may use company data for training.

Your people

- The concern that AI could replace engineers and analysts.
- Our answer: it is built to assist them. It drafts and searches, and prepares maps with your mapping software. Your engineers check, decide and sign.

What we shared with you

- **A demo website for ELARD.** We built it only to understand what your company does, and we showed it to you as an example of how we work. It is a demo, not a finished website. It is not listed on search engines and opens only from the link we sent.
- **How the system would work for ELARD:**
  - One system, on a dedicated machine, in your office.
  - Learning from your logic, your templates and your past studies.
  - Reached only by the people and devices you authorise, over an encrypted private link.
  - Backed up in three places.
  - Every correction your engineers make is kept. A named engineer approves it before it is reused as an example or a rule, and a wrong one can be removed.
- **Where it runs:** the system and all your data stay with ELARD, on your own machines and at your own sites, and it works without any online AI service. If your teams later want an online service for public research (published standards, public data about a site), we decide it together with you, and commitment 1 below still applies. Nothing that comes back from an online service enters your library unless one of your engineers adds it.

Who we are

Rawad leads our team and is your contact. Before the walkthrough, where we will see your archive and how your teams work, we offer a confidentiality agreement, signed by both sides; it carries our company's full details.

What we commit to

In the system we build for ELARD:

1. **Your data stays in your company,** on your own machine. Nothing of yours is sent to an outside AI unless you approve it in writing, job by job.
2. **Every answer drawn from your documents points to them,** so your engineers can check it. The pointer shows where to check; it does not replace the check. Drafts stay marked as unverified until an engineer confirms each source. Before go-live we measure, on your own studies, how often answers are right.
3. **The AI drafts; your people decide.** The system has no means to send mail, sign or issue a price. We show you this in the acceptance test.
4. **Built to assist your people, not to replace them.** The AI takes the repetitive part of the work. Staffing decisions remain yours.
5. **Your data is yours.** You can export all of it at any time.

These commitments cover the system we build. Inside it, if you choose to use an online service, it only receives research questions of a kind you approved in writing; a checkpoint you control holds back your documents and your clients' names. Your teams' own use of public AI websites, outside the system, is a matter for ELARD's IT policy, and we can help you write it.

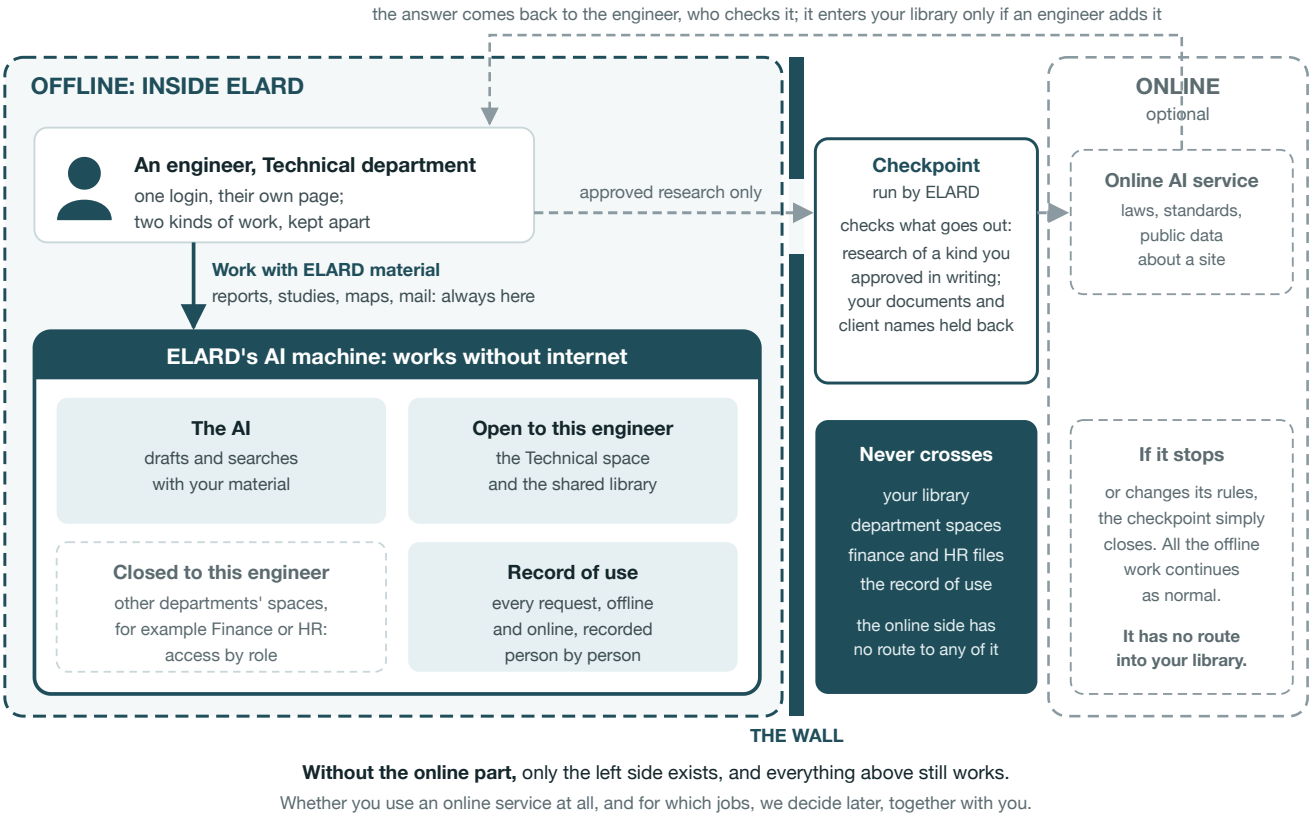


Figure 1. Offline and online work, for one engineer as an example. The online part is optional. No checkpoint can stop every copy and paste, so a short ELARD rule on what may be pasted, which we can help you write, covers the rest.

Why your own system, rather than a cloud subscription

Some cloud AI services now also promise not to train on company data. Here is what your own system adds:

1. **Your data never leaves ELARD.** It stays on your own machines, at your own sites, under your own keys. No cloud contract can say that.
2. **It keeps working when online services fail or change.** In 2026, online AI services have had outages, policy changes and retirements.
3. **It is built around your own studies, templates and corrections,** by people who come to your office.

What to expect. A system that runs on your own machine is narrower than the largest public assistants your staff may know. Its strength is that it works on ELARD's own studies. The pilot below shows you how well, before you decide.

The first job, and how we prove it

- **After the walkthrough, and before any machine is bought,** a measured pilot on one type of study you choose.
- It uses a handful of your past studies that are already published, and it runs on our own test machine, so nothing confidential leaves ELARD before a contract.
- We report to you: how often the answers were right, how long a first draft takes, and how well it reads Arabic and your scanned reports.
- Every draft is marked as unverified until an engineer confirms each source.
- Receptor maps are drawn by your mapping software. The AI prepares and explains; your specialist checks.
- The result tells us the size of the machine and how many people it serves at once. You decide with the result in hand.

The IT infrastructure ELARD will need

The exact machine and its specifications are set after the pilot, by a measured test of the work it must carry: how many people use it at the same time, the size of your archive, and which jobs come first. Until then, here is what the system needs and what ELARD prepares, whichever option you choose.

Why we cannot name the machine yet. Before the walkthrough and the pilot, nobody can say honestly whether one machine is enough for ELARD, or whether a larger professional machine, or more than one machine, is needed. That depends on how many people use the system at the same time, the size of your archive and which jobs come first. The cost of the equipment differs a lot between these, so it comes with our options, once the pilot has measured the real work.

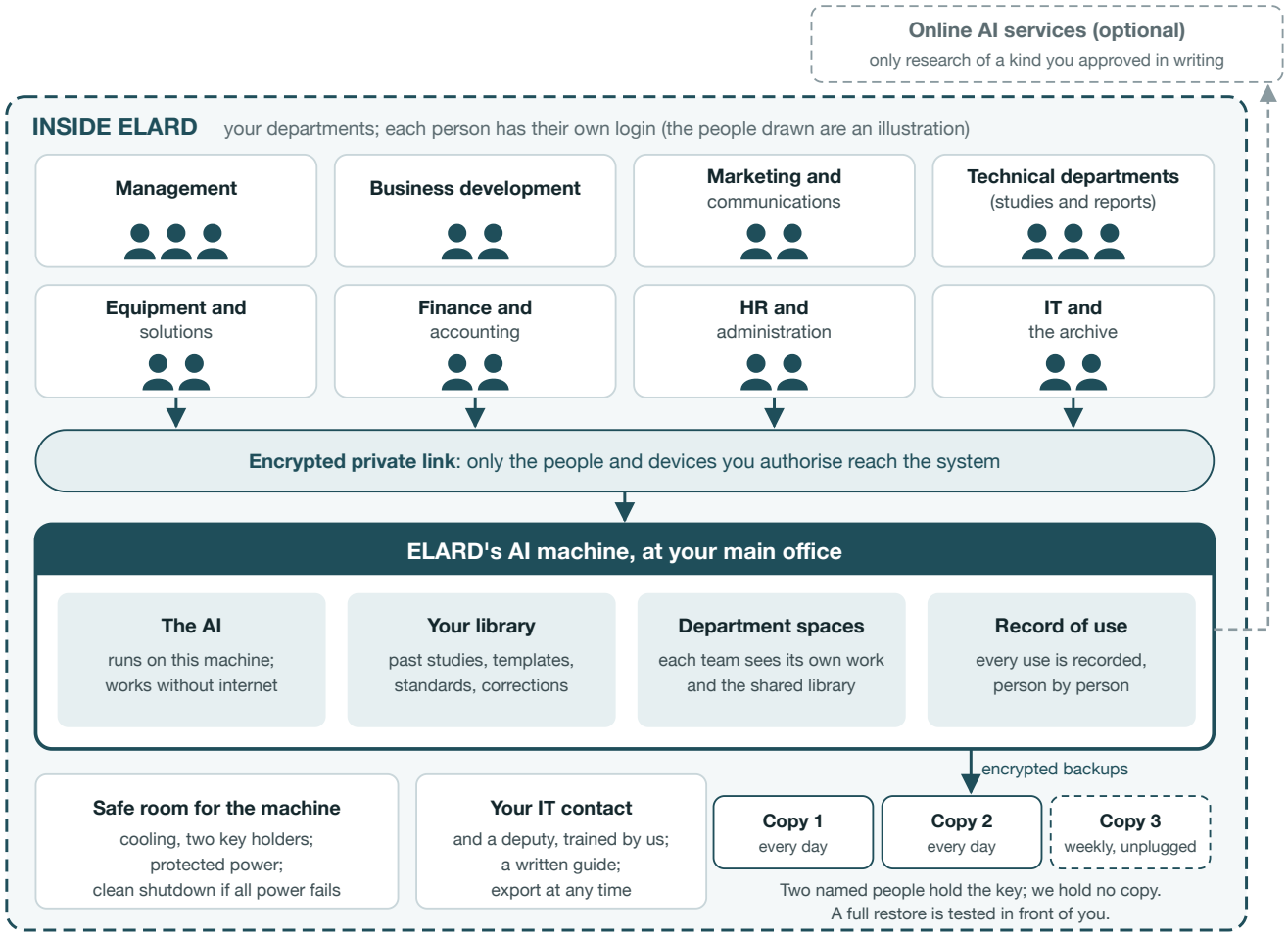
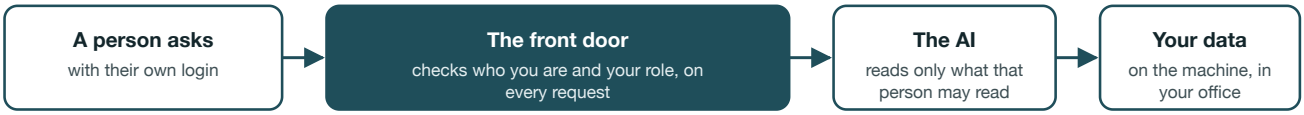


Figure 2. How the system sits inside ELARD (option 1). The people drawn are an illustration only; the real numbers come from your answers before the walkthrough.

- **One dedicated AI machine** at your main office, specified after the pilot.
- **A safe place for the machine:** a small room or cabinet with cooling, and two named key holders.
- **Power protection:** a backup power unit at each site, so the system rides through short cuts and, if all power fails, shuts down cleanly and restarts when power returns. The full set-up for each site is agreed after the walkthrough, and we test it before the system goes live. The running cost comes with our options.
- **Your internet line, and a second line if possible:** your other offices reach the system through it. If teams in other countries use the system, they reach it through this line too, so a second line matters more.
- **An encrypted private link:** only the people and devices you authorise can reach the system. We test this with you before go-live.
- **Disks for the backups,** kept in three places of your choice.
- **One IT contact on your side, and a named deputy,** whom we train to run the system day to day. Every user also gets a short training.
- **Security updates** on a rhythm we agree in writing, and urgent ones as soon as they are needed. Your IT contact opens our access for each one, and every action is recorded.

The record of use. Every use is recorded, person by person, so that access can be checked. ELARD's management decides who may read the record, how long it is kept, and how your staff are told. We recommend telling them before go-live.



Who can see what (an example; ELARD's management sets the real roles)

	Shared library past studies, templates, standards	Own department their team's space	Other departments' spaces	Restricted files finance, HR, management, client contracts	The database itself, stored encrypted
An engineer or any employee	✓	✓	⊖	⊖	⊖
A head of department for example	✓	✓ whole team	⊖ unless granted	⊖ only if named	⊖
Management	✓	✓	✓ as ELARD decides	✓	⊖
Finance and HR team	✓	✓	⊖	✓ their own files	⊖
ELARD's IT contact runs the machine	**Upkeep only: accounts, roles and backups, as management approves** every action is recorded, and management can review it				
Our team	**No access unless ELARD opens it, for a repair or an update** every action is recorded, and ELARD can close the access at any time				

Employees never open the database directly. Every request goes through the front door, which checks it.

Who decides: ELARD's management sets the roles and who is named for restricted files; every change is recorded.

Where it is stored: on the machine's encrypted disks, in your office; backups encrypted, the key held by two named people at ELARD.

✓ can see ⊖ cannot see

Figure 3. Who can see what, inside the offline system. The roles are an example; ELARD's management sets the real ones before go-live, and we test them with you.

Two options

Both options are the same system, with the same commitments. They differ in how ELARD keeps working if a machine stops, and in how much work the system carries at once: with two machines, both serve your teams on a normal day. You can start with the first and add the second machine later: nothing is thrown away.

Option 1: One machine

- One machine at your main office. The measured pilot tells us how many people it serves at once.
- Encrypted backups in three places of your choice: two copied every day, one of them kept outside the building, and the third copied every week by a named person and then unplugged. Several weeks of copies are kept.
- Two named people at ELARD hold the key, and a sealed copy is kept in a place you choose. We hold no copy.
- If the machine stops, your teams keep working as they do today, because the AI only drafts. It is repaired or replaced, and restored from the latest backup. We advise you on a spare part, so a repair does not wait for a delivery.
- At most, the work done since the last daily backup is lost.

Option 2: Two machines

- A second identical machine at a second ELARD site. **On a normal day both machines serve your teams** and share the work, so nothing sits idle. One holds the main copy of your data; the other keeps a live copy.
- If one machine stops, the other carries everyone. If it is the one holding the main copy, your IT contact or a named deputy moves the main copy to the other in one step. We rehearse this with both.
- Each machine can be sized to carry everyone alone, or sized smaller, accepting slower answers while one is stopped. The pilot gives us the numbers to choose with you.
- We recommend a small third machine at a third ELARD office. It holds none of your data. It makes the switch automatic, and it stops the two machines from drifting apart if they lose sight of each other.
- The same backups: a live copy also copies mistakes, so backups stay essential.
- Where the second site is, and in which country, we decide together after the walkthrough, once your client contracts and the law in each country have been checked.

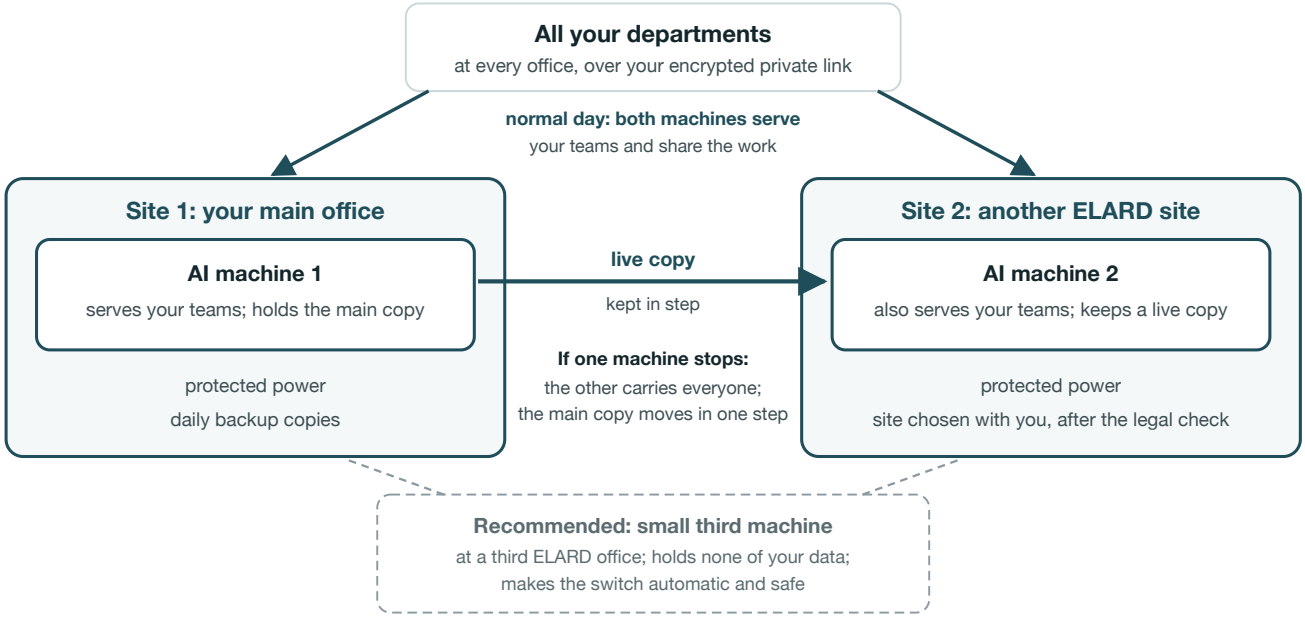


Figure 4. Option 2: two machines. On a normal day both machines serve your teams and share the work; machine 1 holds the main copy of your data and machine 2 a live copy.

	Option 1: One machine	Option 2: Two machines
On a normal day	One machine serves everyone	Both machines serve your teams and share the work
If a machine stops	Work continues without the AI; the machine is repaired or replaced, then restored	The other machine carries everyone; if it was machine 1, your IT contact or deputy moves the main copy in one step (automatic with the third machine)
Work that can be lost	Since the last daily backup	Very little: the second machine holds a live copy
Fire or theft at one site	Restored from the daily copy kept outside the building	The other site keeps running
What ELARD prepares	One site	Two sites, and a third office for the small third machine
Costs, time frames, recovery times	With our options after the walkthrough and the pilot, measured on a real test before we commit to them.	

Keeping ELARD running

If this happens	What protects ELARD's work
The machine breaks	Your teams keep working as they do today; the machine is restored from the latest backup (option 1) or the other machine carries everyone, and if machine 1 stopped, your IT contact or deputy moves the main copy to machine 2 (option 2).
Fire, flood or theft	Encrypted backups in three places of your choice: a daily copy and the weekly unplugged copy are kept outside the building.

A file deleted by mistake, or a virus	Several weeks of copies are kept. An unplugged copy cannot be changed while it is unplugged, and we check a copy before restoring it.
A power cut	A backup power unit carries the system through short cuts. If all power fails, it shuts down cleanly and restarts when power returns. The set-up for each site is agreed after the walkthrough and tested before the system goes live.
The internet line goes down	The system keeps working at the office where it sits; your other offices reconnect when the line is back. A second line reduces this risk.
The office is closed or unreachable for days	If the machine keeps its power and its line, the people you authorise reach it from wherever they work. If not, your teams work as they do today (option 1), or the second site serves everyone (option 2).
Someone outside tries to get in	Only the people and devices you authorise reach the system, over an encrypted private link. Each person reaches only what their role allows, and every use is recorded. We test this with you before go-live.
A mail or document hides instructions	It can mislead a draft, but it cannot act: the system has no means to send, sign or issue a price, and your engineer checks every draft.
An urgent security update	Applied as soon as it is needed, on the route agreed in writing; your IT contact opens our access, and every action is recorded.
An online AI service stops or changes	Nothing in the system depends on one. It runs on your own machine. In 2026, online AI services have had outages, policy changes and retirements; your work does not depend on any of them.
Your IT contact is away or leaves	A named deputy, trained in the same way, and the written guide.
We are not available	You own the machine, your data and the keys. A written guide and your trained IT contact and deputy keep it running, and you can export everything at any time.
"Does the backup really work?"	Before the system goes live, we restore a full backup in front of you and show you how long it takes; then we test it regularly.

Who fixes it, and how fast: our written support terms come with the options: the hours, how fast we respond by urgency, what your IT contact does alone, and what needs us. After go-live we also measure, every month, how often the answers are right, and share it with you.

Next steps

From us

1. **A confidentiality agreement,** signed before the walkthrough.
2. **A walkthrough of your departments,** with the people you name, to understand how each team works today.
3. **A measured pilot on one type of study,** before any machine is bought.
4. **Our options for ELARD:** what we can build, with the time frames and the costs, our support terms and the contract basics, prepared from the walkthrough and the pilot.
5. **A discussion together,** to decide what we build and how.

From you, to prepare the walkthrough

1. Our contact person at ELARD from now on, and the names and roles of the colleagues who joined the meeting.
2. The number of people in each department and office.
3. Where your archive of past studies is kept, and who looks after it.
4. Who runs IT, who could be their deputy, and the software your teams use today.
5. What must stay strictly private.
6. Who approves the budget for the system.
7. Whether your client contracts or tender rules limit where their data may be kept, or how AI may be used on their projects.
8. For option 2: which of your sites, and in which country, could hold a second machine.
9. A handful of past studies of one type for the pilot, already published.
10. The languages of your archive, and how much of it is scanned.
11. Which mail system your teams use.
12. The two people who would hold the backup key.

We will agree the dates together once we have your answers.