

Status of Actions from HSAF Meeting 1 - Washington DC

Action No.	Action	Complete?	Status
1	Each Forum member to identify one alternate and share the name with the coordinator.	√	Membership list provided as Paper 2c.
2	Coordinator to draft a communications strategy on external communication about the HSAF.	√	Draft Communications and Operating Procedures document circulated by email to Forum members on 11 June 2008. Provided as Paper 4.
3	Coordinator to investigate setting up a secure website on the IHA website for HSAF communications and working materials.	~	Secure website developed, some technical details presently being addressed.
4	Coordinator to prepare a proposition on conflict resolution mechanisms for the HSAF working and decision making process.	√	Principles for Consensus Building provided as Paper 3.
5	Coordinator to follow up for signed MoUs.	~	MoUs all signed with the exception of the World Bank, Equator Banks.
6	Coordinator to distribute information on ISEAL membership and code of conduct for further consideration in the next Forum meeting.	√	Weblink to ISEAL Alliance provided by email to Forum members 21 May 2008. ISEAL Code of Good Practice provided as Paper 2d.
7	Coordinator to re-send the survey to all Forum members to give them the opportunity to have their position included in the analysis or to complement the comments they have already made. Coordinator to produce analysis based on wider scope of responses and to communicate results to the Forum.	√	All Forum members have been provided the opportunity to submit the survey. Up-to-date analysis of survey responses provided in Papers 14, 15 and 16.
8	Coordinator to:		
8a	Identify previous Protocol assessments and share them with Forum members, if necessary under confidentiality agreement.	~	Table summarising trials of the Protocol provided as Paper 13a. Willingness of parties to provide assessment findings not well explored to date.
8b	Identify potential sites for field testing the Protocol, especially in the developing world, inviting active support and proposals from Forum members.	~	Verbal update to be provided by Coordinator.

Action No.	Action	Complete?	Status
8c	Identify stakeholders both within and beyond industry who have experience with the protocol and to obtain their feedback on its scope and applicability.	x	Little progress on this to date.
8d	Make available the Protocol in MS Word format to Forum members.	√	Distributed to Forum members by email on 21 May 2008.
9	Andrew Scanlon to deliver a presentation on the history and evolution of the Protocol.	√	Agenda item 13.
10	Forum members to review work plans and to communicate any concerns or proposals for change to the coordinator.	√	Draft Forum Work Plan distributed by email on 23 May 2008, provided as Paper 18.
11	Coordinator to make arrangements for second HSAF meeting to take place in Sacramento on July 11-13.	√	Complete.
12	Coordinator to make arrangements for a one day desktop audit on a new hydropower project.	√	Agenda item 12.
13	Courtney Lowrance and Andrew Scanlon to work with coordinator to provide an initial presentation on current debate around economic and technical issues.	√	Agenda items 7 and 8.
14	Donal O'Leary to work with coordinator to provide an initial presentation on current debate around governance issues.	√	Agenda item 9.
15	Coordinator to propose a revised schedule of HSAF meetings 3-8.	√	Included in Forum Work Plan, agenda item 18.