

Action No.	Action	Complete?	Status
SR1	The Coordinator will contact the parties who have conducted previous Protocol trials, as captured in Mtg2 Paper 13a, to determine their willingness to make available results of these trials.	In train	Verbal report to be provided by Forum coordinator.
SR2	The Coordinator will request if the results of a recent survey of the IHA Reference Group members can be distributed to Forum members.	√	Request has been made, waiting for response.
SR3	The Coordinator will update the draft Communications and Operating Procedures document (dated 11 June 2008) to reflect the discussions of the Forum, and re-circulate as a draft to Forum members.	√	An updated draft of the Communications and Operating Procedures document is provided as Paper 4.
SR4	The Coordinator will distribute available documents which compare the Protocol to other existing tools and frameworks.	In train	King, Bird & Haas (2007) report on Mekong is on HSAF internal website. WCD-SAP analysis is in train.
SR5	Forum members who have expressed an interest in re-drafting some of the identified key Section A and B aspects will provide their ideas and proposals on these aspects to the Forum Coordinator no later than 31 July 2008.	x	No submissions on re-drafted sections of the Protocol made to Coordinator.
SR6	The Forum Coordinator will re-draft the key aspects listed in Mtg2 Agreements 11 and 12, and circulate to Forum members for their consideration and comment.	x	Need to reach agreement on re-drafting and review process. Note agenda items 14 and 15 address this need.
SR7	The Forum Coordinator will invite Ricardo Krauskopf Neto from Itaipu to observe the Zambia Forum meeting and the associated stakeholder outreach meeting.	√	

SR8	The Forum Coordinator will investigate the potential for holding Forum Meeting 6 earlier and Forum Meeting 8 later, and will bring proposals for timing and location back to the Forum.	In train	Proposals for Meetings 6 and 8 provided in Paper 17b.
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Status of actions that arose from the Washington DC Forum Meeting (meeting 1) that were not complete at the Santa Rosa Forum Meeting (meeting 2):

Action No.	Action	Complete?	Status
W3	Coordinator to investigate setting up a secure website on the IHA website for HSAF communications and working materials.	√	Secure website developed, details to be provided at Zambia Forum meeting.
W8	Coordinator to:		
W8 a	Identify previous Protocol assessments and share them with Forum members, if necessary under confidentiality agreement.	In train	This action became Action SR1 from the Santa Rosa meeting.
W8 b	Identify potential sites for field testing the Protocol, especially in the developing world, inviting active support and proposals from Forum members.	In train	Continuous process
W8 c	Identify stakeholders both within and beyond industry who have experience with the protocol and to obtain their feedback on its scope and applicability.	In train	Continuous process