

Action No.	Action	Status	Note
B1	Donal O’Leary to liaise with Maninder Gill to clarify the name, viewpoint, membership and terms of reference for the social issues expert reference group, with the support and involvement of Daryl Fields and Michael Simon		
B2	Forum Coordinator to circulate the International Rivers analysis of the alignment of the IHA Guidelines and Protocol with the WCD Strategic Priorities and the IFC Performance Standards to Forum members and to post on the Forum external website with the other Protocol analyses		
B3	The Forum Coordinator to liaise with Kirsten Nyman about a plan to approach potential donors. Those Forum members interested in helping plan and/or participate in approaches to potential donors to indicate this to the Forum Coordinator by 9 Jan 09.		
B4	Forum members to provide comment to the Forum Coordinator on the November 2008 Draft Forum Status Report by no later than 5 Jan 09. Draft 2 will be circulated by the Forum Coordinator by no later than 9 Jan 09, and will include an Executive Summary. Forum members will provide comment on Draft 2 by no later than 16 Jan 09.		
B5	Forum members to consider if and what sort of support and advice on function and consensus building for cross-sectoral partnerships might be beneficial to ensure optimal outcomes from the Forum process.		
B6	Forum members to review the draft principles provided in Attachment 2 to the Forum Meeting 5 minutes, and provide any suggested changes to the Forum Coordinator by no later than 5 Jan 09.		
B7	Forum meeting attendees to review and complete the latest drafts of the Section I content and provide comments or updates to the Forum Coordinator by no later than 5 Jan 09.		

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B8	Forum meeting attendees to review and complete the latest drafts of the Section II content and provide comments or updates to the Forum Coordinator by no later than 5 Jan 09		
B9	Forum Coordinator to draft the aspect content for the Section III aspects and bring to Forum Meeting 6		
B10	The Consultation Consultant to circulate the summary of proposed network sessions to Forum members by no later than 19 Dec 08. Forum members to confirm dates, events and their availability to the Consultation Consultant by no later than 5 Jan 09.		
B11	The Forum Coordinator to discuss with the IHA how the World Water Forum stakeholder outreach can be set up.		
B12	The Consultation Consultant to circulate the stakeholder database, with contact names and emails for target individuals and organisations, to all Forum members by no later than 19 Dec 08. For stakeholders already listed, Forum members to respond with contact details, where known, and to suggest the type of contact required (e.g. email contact only, Forum member to contact, or Consultation Consultant to contact) and indicate priority. Forum members to respond to the Consultation Consultant on this document by no later than 5 Jan 09.		
B13	The Consultation Consultant to investigate the potential for the web-based questionnaire to drill down to differing levels of detail depending on the wishes of the respondent.		
B14	Forum members with access to stakeholder lists for the IHA Congress, DDP, HydroVision, World Water Week and the World Water Forum to pass onto the Consultation Consultant as soon as possible		

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B15	The Consultation Consultant will circulate the draft email cover letter to Forum members by no later than 19 Dec 08. Comment must be received by the Consultation Consultant by no later than 5 Jan 09.		
B16	The Forum Coordinator to draft the HSAF Draft Revised Protocol Key Components Document content, compiling all aspect content provided by Forum members, and making (and tracking) any changes to the content that promotes consistency and clarity of language for stakeholders.		
B17	The Forum Coordinator and Consultation Consultant to circulate the HSAF Consultation Phase 1 Document and the HSAF Draft Revised Protocol Key Components Document by no later than 9 Jan 09 and circulate to Forum members. Any comments on these documents must be received by no later than 14 Jan 09. The final documents will be available for circulation and on the Forum website by 16 Jan 09.		
B18	The Consultation Consultant will circulate draft Frequently Asked Questions and proposed answers to Forum members by no later than 19 Dec 08. Comment must be received by the Consultation Consultant by no later than 5 Jan 09.		
B19	The Forum Coordinator to investigate with Forum members their views on guidance notes, the form they might take, what the priority areas might be, and report back to the Forum with a proposal for how guidance notes can be addressed in a comprehensive, systematic and uniform manner.		
B20	Forum Coordinator to draft the aspect content for the Section IV aspects and bring to Forum Meeting 6.		

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B21	The Forum Coordinator to circulate logistical information about Forum Meeting 6 to Forum members by no later than 9 Jan 09.		
B22	The Forum Coordinator to follow up with Refaat Abdel-Malek about MWH providing logistical support to Forum Meeting 6.		

Status of actions in train from previous Forum meetings (W = Washington DC, Mar 08; SR = Santa Rosa, Jul 08, Z = Zambia, Sep 08. Ch = China, Oct 08):

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W8	Coordinator to:		
W8b	Identify potential sites for field testing the Protocol, especially in the developing world, inviting active support and proposals from Forum members.	x	Will be developed as part of the trialling strategy.
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	Meeting 6 locations and dates are confirmed. Meeting 8 location and dates are unconfirmed.
Z1	The Coordinator will draft a scope of work for a consultant to review and collate the different comparative analyses of the IHA Protocol against World Commission on Dams Strategic Priorities, the Equator Principles / IFC Performance Standards, and multi-lateral development bank safeguard policies in a form that can guide the Forum's progress. This scope will be reviewed by Forum members and will be progressed if it can be done for £5000 or less and provided as a draft to the December Forum meeting.	In train	Comparative analyses of IHA-WCD and IHA-World Bank Safeguards were provided at Forum Mtg 5. Equator Banks assessment of IHA-IFC Performance Standards is in train.
Z3	The Coordinator will progress development of a Trial Strategy for the Draft Revised Protocol in line with Mtg3 Paper 5a, commencing with development of criteria for selection of candidate hydropower projects to be considered at the next meeting.	x	No action on this to date.
Ch2	The Forum Coordinator to post previous Protocol assessments that can be made publicly available onto the Forum external website.	In train	
Ch3	The Forum Coordinator will circulate terms of reference for analysis of previous Protocol assessments to Forum members for comment and identification of potential consultants.	x	No action on this to date.

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Ch10	The Forum Coordinator will liaise with Forum members to fill in the attributes for the key social aspects identified by the Forum (Attachment 2 to the Mtg4 minutes), and circulate this to the social issues reference group for review.	In train	Draft key social aspects document circulated out of session for comment. Not yet circulated to the social issues reference group.

**HSAF Meeting 5 Issues Open for Further Discussion**

- Aspect content for Sections III and IV
- The general approach to scoring
- Scoring instructions aspect-by-aspect