

Last Updated	16-janv-18	
	Overdue	
	In progress	
	Completed	

WFEO Executive Council Action Tracking Schedule						
Serial	Agenda Item / Meeting	Subject	Action Required	Responsible Staff/Office Bearer	Progress	Status
1	02-déc-17	March 2018 50th event	1. Finalise budget for March 2018 Symposium, send to Board – Complete	JdeM	For board review on 22/1/18	Completed
2	02-déc-17	March 2018 50th event	2. Arrangements for March 2018 event and meetings – in progress	WFEO Secretariat		In progress
3	02-déc-17	GEC2018 event	3. Discussions on GEC 2018 with Ice – in progress, STC Chairs contacted	WFEO Secretariat/GK/MK		In progress
4	02-déc-17	Ctee Chairs	4. Nomination of Chairs and members of committees and WG – in progress	MK/JdeM		In progress
5	02-déc-17	March 2018 50th event	5. Invitations to national members regarding events in March 2018 and October 2018 and request for photos etc.	WFEO Secretariat	Sent on 18 Dec 2017 and 12 Jan 2018	Completed
6	02-déc-17	WFEO logo	6. WFEO 50 th anniversary logo – members invited to use the logo for their events during 2018 and advise the WFEO secretariat.	WFEO Secretariat	Sent in Dec 2017	Completed
7	02-déc-17	WFEO logo	7. Guidelines for 50 th anniversary logo	WFEO Secretariat	to be developed	In progress
8	02-déc-17	Communications	8. Communications Plan	?	no action due to lack of resources	In progress
9	02-déc-17	International members	9. International member's fees – session for international members proposed for 6 th March 2018	Ex. Board		In progress
10	02-déc-17	Voting procedures	10. Voting procedures – under discussion with Vilas Majumdar – in progress	Ex. Board/ TFGD		In progress
11	02-déc-17	Miscellaneous	11. Appreciation and thanks to CNI	MK/JdeM	Letter sent to CNI and Nicola Monda by Marlene Kanga 8/12/17	Completed