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| Last Updated | 03-avr-19 | |
| | Overdue | |
| | In progress | |
| | Completed | |

| WFEO Executive Board Action Tracking Schedule | | | | | | |
|-----------------------------------------------|-----------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------|---------------------------------|-----------------------------------------------------------------------------------|-------------|
| Serial | Agenda Item / Meeting | Subject | Action Required | Responsible Staff/Office Bearer | Progress | Status |
| 1 | 20-oct-18 | Secretariat review of performance | Prepare a job description for each member staff, with assessment of performance by the President | WFEO Secretariat/MK | Job descriptions were prepared and individually discussed with MK. | Complete |
| 2 | 20-oct-18 | Scandinavian Municipal Engineers | Write a letter proposing them to apply for national membership | WFEO Secretariat | In progress | In progress |
| 3 | 20-oct-18 | Netherlands | Make contact to propose national membership | SC Tan | In progress | In progress |
| 4 | 20-oct-18 | IPEM | Return the payed fees for 2018 | WFEO Secretariat | Funds were returned in November. | Complete |
| 5 | 20-oct-18 | Member fees | To form a Working Group to review the member fees | WFEO Secretariat/MK | The group was set as a Task force in January and reported to the ExBoard and ExCo | Complete |
| 6 | 19-févr-19 | Members fees and amendements to the Constitution | Ask ExCo for approval of the proposed amendments to the fee system and to the membership categories | WFEO Secretariat | Approval was obtained on March 25. | Complete |
| 7 | | | | | | In progress |
| 8 | | | | | | In progress |
| 9 | | | | | | In progress |
| 10 | | | | | | In progress |
| 11 | | | | | | In progress |
| 12 | | | | | | In progress |

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| WFEO Executive Council Action Tracking Schedule | | | | | | |
|-------------------------------------------------|-----------------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|------------------------------------------------------------------|-------------|
| Serial | Agenda Item / Meeting | Subject | Action Required | Responsible Staff/Office Bearer | Progress | Status |
| 1 | 24-oct-18 | ExCo 30/11/17 Minutes | Amend Minutes to include T.Sancho as attending | WFEO Secretariat | In progress | Complete |
| 2 | 24-oct-18 | Standing of ExCo members | Review the position of Ex Board and Ex. Council if their institutions are no in good standing in accordance with Art 6A of the Constitution | Governance Ctee | GC Report to Ex Bd 6 Apr 2019 | Complete |
| 3 | 24-oct-18 | International member representation at ExCo | Prepare amendment to the Constitution for approval by the Executive council and advise the national members before the general assembly | Governance Ctee | Amendments were prepared for approval and approval asked to ExCo | Complete |
| 4 | 24-oct-18 | Member fees | Establish task Group to review member fees comprising Gong Ke, S C Tan and Executive Director for approval by the GA in Nov 2019 | Member fee task group | Task Force was set and made its recommendations | Complete |
| 5 | 24-oct-18 | International member fees | International members to be informed that they need to pay €2700 for 2018 and 2019 to be considered in good standing for the GA | WFEO Secretariat | Letter sent 17 Jan 2019 | Complete |
| 6 | 24-oct-18 | Water WG | Advise IIE if approval to host the water WG and establish Terms of Reference | WFEO Secretariat | Letter sent 12 Dec 2018, ToR TBD | In progress |
| 7 | 24-oct-18 | Infra. Report card WG | Advise FAEO of approval to host the water WG and establish Terms of Reference | WFEO Secretariat | Letter sent 12 Dec 2018, ToR TBD | In progress |
| 8 | 24-oct-18 | GEC2018 | Outcomes report to be prepared | WFEO Sec/President | Complete 21 Jan 2019 and provided to ICE | Complete |
| 9 | 24-oct-18 | Syria, Libya, Yemen, Sudan | FAE to request these national members to send request regarding fees on their letterhead | WFEO Sec/FAE | letter from Sudan received 3/1/19 | In progress |

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| WFEO General Assembly Action Tracking Schedule | | | | | | |
|------------------------------------------------|-----------------------|-------------------------|--------------------------------------------------|---------------------------------|--------------------------------------------------------------------------------|----------|
| Serial | Agenda Item / Meeting | Subject | Action Required | Responsible Staff/Office Bearer | Progress | Status |
| 1 | 01-déc-17 | WFEO Slide Presentation | WFEO Slide deck to be provided for presentations | WFEO Secretariat | Complete | Complete |
| 2 | 01-déc-17 | Africa catalyst | FAEO Report on Africa Catalyst to be circulated | WFEO Secretariat | In progress, note reports available on GCRF website. J Riungu report provided. | Complete |