

ACTION LIST

PARTNER	Item No	ACTION	COMPLETED
	1.3	Actions from previous Minutes	
SR		General information for website - SR to send information to CS to forward to NTUA for website	
	2.3	Cost statements	
All		All partners to send in cost statements to BRE for 2003 by mid January 2004.	
	3	National Forums	
All		Partners to send details of their national forum to all partners	
	4	Website	
CS		Deliverables and timeplan should be included, maybe under Contracts section	
CS		Minutes from all meetings to be put on website – CS to forward	
All		Laboratory information – all partners to provide information	
Topic Leaders		Topic information – 1,2,3,5 do not show any information – Topic Leaders to provide	
CS		Case studies – CS to provide more from Switzerland and Finland	
All		Links to other websites - all to provide	
All		Forthcoming Events – all to provide	
All		Country links – all to provide	
PL		PL to speak to EH regarding development of site	
	6	Mapping and Measurement	
RPII		RPII to look into intercomparison exercise	
RPII		RPII to chase up outstanding questionnaires – will ask for responses in one month	
CS		CS to chase NRPB for questionnaire	

RPII		RPII to ask the reason why countries would like intercomparison done	
RPII		RPII to look at Gustav Akerblom report	
		Industrial forum	
Icopal		CEL to prepare list of suggestions for common standards or protocol	-
	9	Newbuild Protection	
All/Icopal		All partners to respond to questionnaire – CEL will send out reminder	
All	9.2	All partners to respond to questionnaire	
	10	Mitigation of Existing Buildings	
CS		CS to send round information to partners on new techniques and understanding of radon entry into buildings	
	11	Building Materials	
Industrial partners		Industrial partners to respond to questionnaire	
LQ,MJ,EVDG		Develop common guidance for testing of radon barrier materials -Partners working on this to communicate	
	12	Increasing Public Awareness	
All		CS asked partners for examples of public awareness material	
CS		CS to provide information on buying and selling before end Dec 2003	
	13	Administration	
KN		Kim to remind all partners to send in 6 monthly report due in December	