

**Action Points arising from the 4th GRASP Executive Committee Meeting
26-27 November 2008, Rome**

Action Point	Primary Responsibility	Date Due	Status (as at 9 Jan 09)
1. Secretariat to send hard copies of <i>Plan it for the Apes: GRASP Activity and Finance Plan</i> to all members	Secretariat	31 Jan 09	In progress
2. Secretariat to make REDD and HCVF reports available to Ex Com members	Secretariat	31 Jan 09	In progress
3. Secretariat to keep Ex Com updated on progress of soccer match, including monitoring plan.	Secretariat	ongoing	
4. Secretariat to send 2 nd EC project progress report to all project partner NGOs, and make available to the wider partnership online.	Secretariat	31 Jan 09	In progress
5. Future TST reports to follow the PoA format	TST	As required	
6. Sci Com chair and Secretariat to find suitable date and location then organise meeting of the scientific commission by mid 2009.	Sci Com	31 Jan 09	In progress
7. Secretariat to follow-up with UNEP finance staff on EC payments, as a matter of urgency.	Secretariat	31 Dec 08	Done
8. TST and West Africa FP, with assistance from Secretariat, to work together to prepare a draft budget for a modest FP meeting in Guinea, and provided funding is available, organise such a meeting within 2009.	TST	First steps by 1 March 09	
9. Secretariat to enhance communication with the Ex Com and wider partnership throughout the year.	Secretariat	ongoing	
10. TST to provide UK with briefing on the proposed ecotourism initiative	TST	31 Jan 09	
11. Secretariat to inform new and prospective partners accordingly	Secretariat	31 Jan 09	Done
12. Secretariat to improve Partnership application forms on website, to ensure all prospective partners are aware of and comply with the partnership criteria which forms the annex to the Rules of the Partnership.	Secretariat	31 Jan 09	In progress
13. Secretariat to identify planned meetings with which the next Council meeting could be co-hosted.	Secretariat	31 March 09	In progress
14. Secretariat to make cost estimate of meeting, and fundraising plan.	Secretariat	Before next Ex Com	
15. Secretariat to organise next Ex Com meeting as directed	Secretariat	May- June 09	
16. Secretariat to inform UNEP management of committee's concerns regarding secretariat time	Secretariat	31 Dec 08	Done
17. Secretariat to add question to partners' application form	Secretariat	31 Jan 09	In progress