Reporting of work in the Gas department:

* To show what are we doing in the Gas dep.
* ACER bulletin, Claire is working on it
* By the end of next week, monthly reporting to twice a month
* Having calendar what is important

Madrid forum

* Agenda is published:
  + We want a slot on GRIs, to show a report. Steve providing a combined introduction for the GRIs status Report.
  + Report on transparency?¸

Planning group meeting on 29.1.

March big event in Ljubljana, conference on Ljubljana castle, 1 y of ACER

Two audits: operational one (paper trails, risk assessments,etc.)

Risk assessments provided for different work fields of Gas dep., except NRA coop. so far. Numerical analysis associated with risk.

MISSIONS

* 24.1. SJWS Brussels Damjan and ThomasH

**ACTIONS**

* Transparency actions through GRI by Steve, Juan, Demetrius, Gian Carlo to produce a plan. Valuable for MM.
* ACER premises, going for informal seeing
* Suggestion box; Steve proposal to administration
* Shale gas excursion 12.2.; Boyko, Steve communicate to Alberto
* TAP meeting (Boyko org.); 23.1., booking room, arrangements Albena
* Intellectual property, ISBN number for electronic object; Steve to propose Administration dep.
* Replacing Steve on 17.1. for appraisal issue
* Next Dep. meeting 16.1. from 1 to 3 pm., Albena provides meeting request
* Report/opinion on WSO, clear out with Alberto on informal submission to ENTSOG, legal procedure regarding BoR opinion