

Action Item		Responsible Person or Group	Projected Completion Date	Status as of Nov. 17, 2025	Comments
28 th EB meeting – 17 November 2025 - Teleconference					
28-1	Contact NFO and VOLC TCS to appoint representative in UFG	R. Fernandes			
28-2	Ask UFB to elect second representative of the UFG to the consortium board	R. Fernandes			
28-3	Inform data provider about election of DPC co-chair	R. Fernandes			
28-4	Coordinate the writing of MYCA 2025 annual report	R. Fernandes			
28-5	Coordinate elaboration of the draft workplan 2026 by Dec.15 2025	R. Fernandes			First version to be iterated end of Nov.
28-6	Issue call for participation for ECR attending to EPOS days	R. Fernandes	Nov. 21		
28-7	Put GeodesyML v0.6 on the agenda of software group	J. Legrand			
28-8	Organize discussion within software group about software licenses	J.L. Menut			
28-9	Attend software meeting before next SCC meeting	H. Steffen			
28-10	Develop plan with proposals for webinars + dates, collaborate with EUREF	R. Fernandes, A. Socquet, H. Steffen			Task force “webinars”
28-11	Ask CB to provide feedback on new EPOS-GNSS web site	J. Lima	End of Dec. 2025		
28-12	Make doodle for the next EB meeting, weeks 6 & 7	J. Lima			
27 th EB meeting – 24 March 2025 - Teleconference					
27-1	Put EB in cc when discussing items related to other TCS.	M. Vergnolle		Ongoing	Moved J.L. Menut
27-2	Send email to Nicolay Dimitrov to discuss setup of new Bulgarian node, put EB in cc.	J.-L. Menut		Done	
27-3	Announce EUREF symposium and Analysis Workshop to EPOS-GNSS community (encouraging participation) as well as EPOS ERIC communication team.	R. Fernandes		Done	
27-4	Coordinate participation of our TCS in relevant EGU sessions and splinter meetings.	R. Fernandes		Done	
27-5	Provide report on Vocabulary to EB for review. EB to provide feedback and send to R. Fernandes and J. Legrand for follow up.	J. Legrand & R. Fernandes		Done	Implemented during summer, but will ICS will need to enhance functionalities
27-6	Present slides of new ICS services at software meeting.	A. Fabian		Done	

27-7	Propose use cases to be used for training purposes and increase usage of GNSS services at ICS.	G. Janex, EB		Done	
27-8	Discuss at software meeting improvement of service endpoints.	J. Legrand		Ongoing	
27-9	Send email to chair of consortium board to inform about intention to step back as chair of the EB	C. Bruyninx		Done	
27-10	Organise election of new co-chairs of the User Feedback Group	R. Fernandes		Done	
27-11	Organise fall meeting of Consortium Board	R. Fernandes		Done	
26 th EB meeting – 8 Nov. 2024 - Teleconference					
26-1	Keep EB/CB informed about new developments related to upcoming EU calls.	R. Fernandes		Done	
26-2	Organise extra-ordinary CB meetings in Dec. 2024 and January 2025 to discuss MYCA funding in 2025.	R. Fernandes		Done	
26-3	Insert metadata curators in https://epos-ci.brgm.fr/ics-tcs/epos-dcat-ap/tcs-data-service-providers/-/blob/main/metadata-curators-contacts.md (Luis for backoffice tool, Juliette for vocabulary, Anna Miglio for DOI).	R. Fernandes L. Carvalho		Done	
26-4	Inform EPOS ERIC communication office that Cintia will replace Gabriela.	R. Fernandes		Done	
26-5	Send email about DMP survey to Anne and EB.	C. Bruyninx		Done	
26-6	Ask agencies that provide products to fill in DMP questionnaire.	A. Socquet		Done	
26-7	Send GNSS-related slides of Corinth summer school to EB.	A. Socquet		Done	
26-8	Put slides provided by Anne on EPOS-GNSS web site.	L. Carvalho		Done	
26-9	Propose new structure for EPOS-GNSS web site.	C. Bruyninx		In progress	
26-10	Add links to 4 community portals to EPOS-GNSS web site.	L. Carvalho		Done	
25 th EB meeting – 29 Apr. 2024 - Teleconference					
25-1	Harmonize the links that are visible on the EPOS software page (https://gnss-epos.eu/software-developers/).	R. Fernandes L. Carvalho		Done	
25-2	Organise fall CB meeting	R. Fernandes G. Batti		Done	
25-3	Include on the agenda of next CB meeting a discussion topic about how our community portals can be improved to enhance the visibility of all partners (see also CB AI 10-2).	G. Batti		Done	Agenda topic B.2 – CB meeting in Brussels
25-4	Provide administrative information to all MYCA partners	R. Fernandes		Permanently in progress	

25-5	Update the EPOS data supplier letter to reflect need for http(s) access to data	C. Bruyninx		Done	Done on 02-05-2024
24 th EB meeting – 02 Feb. 2024 - Teleconference					
24-1	Distribute again documents related to AI 22-4 so that EB can comment	R. Fernandes + all		Done	On 09-05-2024 Gabriela sent the google doc to CB email list. On the same day she sent an email to Federica and there was an exchange of emails on this subject between them and Rui. On 16-05-2024 Carine suggested to Rui to put the topic up for discussion at the SSC meeting. → obsolete, taken over by EPOS ERIC communication team
24-2	Set up a doodle to organise a spring CB meeting after the EPOS days	R. Fernandes		Done	
24-3	Inform NOA about discussions with CRL	M. Vergnolle		Done	April 12 th 2024 : to EB April 17 th 2024 : to NOA
24-4	Create web page with form that allows people to register for general TCS mailing list + send email around (to e.g. DPC) to inform users about new mailing list	L. Carvalho, R. Fernandes		Done	
23 th EB meeting – 17 Nov. 2023 - Teleconference					
23-1	Coordinate the revision of the cost book	R. Fernandes + all		Done	
23-2	Set up date for CB meeting in Febr. 2024	R. Fernandes		Done	
23-3	Inform CB of EPOS days (11-15 March 2024)	R. Fernandes		Done	
23-4	Prepare the Activity Plan in the framework of the MoUs with EUREF and EUMETNET	R. Fernandes C. Bruyninx		Done	Activity Plan with EUREF done - signed. Contact with EUMETNET is being established.
23-5	Send the announcement of the EPOS session at EGU 2024 to the CB members	R. Fernandes		Done	
23-6	Send the node meeting notes to EB	M. Vergnolle,		Done	Sent March 4 th 2024
23-7	Clarify permissions to distribute data of Corinth stations	M. Vergnolle, C. Bruyninx		Done	(1) no global NFO node planned. GNSS stations for other NFOs (Italy, Romania) belong to one partner only and transit through the existing partner node. (2) CRL is an international partnership NFO.
23-8	Discuss evolution of EPOS GNSS data products and report at next CB	A. Socquet		In progress	Report at next CB
23-9	Organise meeting to discuss software for distribution of high-rate data with software group and Geo-Inquire group, report to EB	M. Vergnolle, J. Legrand		Done	

23-10	Update document with the tasks of the coordinators	All coordinators	2 weeks before next EB meeting	In progress	
23-11	Put on agenda of future EB: Discussion about general EPOS-GNSS mailing list	R. Fernandes		Done	
22 th EB meeting – 08 Sept 2023 - Teleconference					
22-1	Finalise organisation CB	M. Vergnolle, R. Fernandes		Done	
22-2	Clarify with EPOS ED the issue of having TCS booth at EGU and AGU	R. Fernandes		Done	
22-3	Provide link to communications web page to EB/CB and ask to check and complete	G. Batti		Done	
22-4	Provide word document with proposal for updating https://www.epos-eu.org/tcs/gnss-data-and-products to EB. EB provide feedback before sending document to EPOS communication office (TCS take off pages to be updated in next step)	R. Fernandes		Done	All to provide feedback on word document provided by RF → obsolete
22-5	Provide list of stations whose data are available from ROB-EUREF and pan-European node to ROB and UBI	M. Vergnolle		Done	Mail sent on 29/04/2024
22-6	Organise discussion with CRL to find existing EPOS-GNSS node for their data. Contact NOA to inquire about their willingness to add CRL data in their EPOS node.	M. Vergnolle, R. Fernandes		Done	NOA agreed already / Meeting on January 26th, 2024. Issue to be solved on the CRL side + open question to EPOS-GNSS
22-7	Contact UFG to find volunteers to regularly check TCS data and product portals	R. Fernandes		Done	Jeff Freymuller provided feedback. No other replies
21 th EB meeting – 11 May 2023 - Teleconference					
21-1	Update EPOS-GNSS web site to add recent presentations	R. Fernandes, G. Batti		Done	All provide info about presentations
21-2	Send email to EB/CB to ask them to look at our TCS web pages at the EPOS ERIC web site (and provide the link to the web pages).	R. Fernandes, G. Batti		Partly done, new AI 22-4	All to provide feedback
21-3	Check if software meeting can be held in conjunction with CB meeting in Nice	M. Vergnolle, J. Legrand		Done	
21-4	Ask EPOS ERIC if they provided the remaining 30% of the budget of the two 2022 MYCAs to EPOS ERIC	R. Fernandes		Done	
21-5	Create a group to discuss the evolution of services at ICS (IT+scientists)	L. Carvalho, R. Fernandes		Done	Created - ics-gnss@gnss-epos.eu - To be discussed who should be invited to be member.
21-6	Create a group to discuss use of Jupyter Notebook (ICS-D)	J. Legrand, A. Fabian, L. Carvalho		Done	Group created

20 th EB meeting – 28 Feb. 2023 - Teleconference					
20-1	Check content of EPOS landing page at UBI and provide feedback to Rui	All		In progress	Provide Feedback by email! CB: missing presentations 17/11/2023: put this on hold and work first on 22-4
20-2	Schedule date(s) and decide about location(s) of software development meeting(s)	J. Legrand and P. Crocker		Done	Suggestion to have first an on-line FWSS meeting (alternative in Rome or Nice). Second meeting focussing on API, database, and synchronisation to be held at UBI.
20-3	Provide name of 2 new people at UBI that will work on API and database to J. Legrand	P. Crocker		Done	
20-4	Provide name of M. Vergnolle who will be participating to the EGU to the EPOS communication office	R. Fernandes	URGENT	Done	
20-5	Distribute last update of the technical action items to EB before each EB meeting.	M. Vergnolle, A. Socquet, J. Legrand	Recurrent		
20-6	Send email with the link to the ICS Implement level matrix to the EB for revision	R. Fernandes, All		Done	
20-7	Put acceptance of EPOS-GNSS data quality monitoring web site as a community portal on agenda of CB	C. Bruyninx		Done	
20-8	Ensure that the new solutions submitted to the product portal become discoverable and downloadable from ICS	R. Fernandes		Done	
19 th EB meeting – 23 Jan. 2023 - Teleconference					
19-1	Finish annual report of MYCA on governance and coordination.	All parties of MYCA	End of Jan. 2023	Done	Activity reports finished
19-2	Finish annual report of MYCA on data and service provision.	UBI+ All parties of MYCA	End of Jan. 2023	Done	Activity reports finished
19-3	Inform parties when UBI transforms money (related to the MYCA) to them.	UBI	Permanent activity	In progress	Need explicit info on when money was transferred.
19-4	Check status of signature of 2022 third-party agreement with CNRS	UBI	Urgent	Done	
19-5	Make doodle to fix the dates of a spring and fall consortium board meeting, fix dates, and inform CB.	G. Batti	ASAP	Done	Spring meeting scheduled for April 14th. To discuss the other date there will be a meeting between UBI and Mathilde on March 1st.
19-6	Organize fall CB meeting.	M. Vergnolle & R. Fernandes		Done	

19-7	Put on agenda of CB: procedure when node fails responding to EPOS requirements?	M. Vergnolle		Done	Conclusion: Bi-lateral discussion with node required, led by manager of node infrastructure.
19-8	Split and update technical action items (one for data, one for products, and one for software) and provide them to G. Batti (and EB)	M. Vergnolle, J. Legrand, G. Batti		Done	
19-9	Inform EPOS nodes that EPOS reprocessing will start in summer 2023 so that they make sure their data are as complete as possible	M. Vergnolle		Done	
19-10	Discuss with software team the possibility to organize a face-to-face development meeting of one week.	J. Legrand		Done	Agreement on usefulness of development meeting, but optimal timing still to be agreed upon. To decide if 1 or 2 meetings will be organised.
19-11	Ask managers of EPOS-GNSS partners if they have budget for their members to attend software development meeting.	R. Fernandes		Done	All partners have budget for 1 travel. Organise meeting in conjunction with CB in Nice?
19-12	Ask to put on agenda of next CB meeting the topic 'Geographical requirements of EPOS stations' and prepare the item for presentation at the CB.	M. Vergnolle		Done	Conclusion: No geographical limit. CB to put it on agenda SCC meeting
18th EB meeting – 25 Oct. 2022 - Teleconference					
18-1	Send MYCA for data provision to the concerned third parties.	R. Fernandes		Done	
18-2	Ask EPOS ECO to provide information on when it will send MYCA related money to UBI and then inform the third parties involved.	R. Fernandes & G. Batti		Done	
18-3	Check CB procedure to appoint TCS representative to the SCC.	R. Fernandes		Done	
18-4	Make available the merged document with the responsibilities of the coordinators from the EPOS-GNSS landing web site.	UBI		Done	
18-5	Put a link on the home page of the product portal to point directly to the descriptive overview of the products.	L. Carvalho & G. Janex		Done (on development portal)	
18-6	Rediscuss how to make WUT solution available from ICS in 2023.	All		Not done	To be discussed Tomasz L., after in CB
18-7	Update node installation instructions.	L. Carvalho, J.L. Menut & J. Legrand		Permanently in progress	LC: to update documents with new explanations that have been provided by email - LC takes over from PC (17/11/2023). JLM sent on April 19 th 2024 some update to integrate in the guidelines to the software list (formatted google doc share document)
18-8	Maintain new separate list of AI related to software, independent from EB AI list.	J. Legrand		Done	

18-9	Check our TCS info (content!) on EPOS web site and propose, if necessary, improvements.	All		NEW All	Concerns EPOS ERIC web site. Send input to G. Batti and R. Fernandes
18-10	Prepare the doodle for the next EB meeting.	G. Batti		Done	
18-11	Check the dates for submission of MYCA reports to the EPOS ECO and inform concerned partners.	R. Fernandes & G. Batti		Done	
17 th EB meeting – 02 Sept. 2022 - Teleconference					
17-1	Finalise agenda of CB meeting on Sept. 29, 2002	R. Fernandes	05-09-2022	Done	Urgent
17-2	Provide participants to CB meeting info on hotel/meeting place, how to travel from hotel to meeting place, clarify reimbursement rules (email)	R. Fernandes & G. Batti	25-09-2022	Done	
17-3	Finalise input to VA MYCA and send it to EPOS ECO	R. Fernandes	07-09-2022	Done	Urgent
17-4	Clarify if signature third-party agreements to MYCA are mandatory or not (for EPOS ECO and each party)	R. Fernandes & all	ASAP	Done	
17-5	Ask EPOS ECO if they will organise session about EPOS at EGU	R. Fernandes	ASAP		Not relevant anymore
17-6	Organise meeting with software developers as follow up of March 29, 2022 meeting	J. Legrand & P. Crocker	Oct. 2022	Done	
17-7	Distribute minutes of 1 st node meeting to EB and nodes	M. Vergnolle	ASAP	Done	
17-8	Prepare presentation on duplicate RINEX at one node and data available from multiple nodes for CB	J.L. Menut & J. Legrand	By CB meeting 29 Sept. 2022	Done	
17-9	Meeting between ROB and DGW to discuss how to organise work related to nodes	J. Legrand & M. Vergnolle	ASAP	Done	
17-10	Organise meeting with all nodes individually as follow-up of spring meeting	J. Legrand	Fall 2022	Done	
16 th EB meeting – 19 April 2022 - Teleconference					
16-1	Inform EB about Paul's availability on May 5th and 6th.	R. Fernandes		Done	
16-2	Adapt the workshop schedule according to support availability.	All		Done	
16-3	Inform workshop participants about the planned schedule.	R. Fernandes		Done	
15 th EB meeting – 09 March 2022 - Teleconference					
15-1	Send updated MoU EUREF-EPOS that was approved by the Consortium Board to the chair of EUREF	R. Fernandes		Done	
15-2	Create a google doc and put ideas for organisation and participants to the May 5-6 technical workshop in the google doc	R. Fernandes & All		Done	It was created by Rui, but it is needs everyone's contribution.
15-3	Organise extraordinary EB meeting (end of March – beginning of April) to prepare organisation of May 5-6 technical workshop	G. Batti		Done	
15-4	Send “save the date” email to node managers to inform them about May 5-6 technical workshop	M. Vergnolle		Done	It was done on March 15th.
15-5	Send “save the date” email to User Feedback Group to inform them about May 5-6 technical workshop	R. Fernandes		Done	
15-6	Add J.-L. Menut to Executive Board mailing list	R. Fernandes		Done	
15-7	Make annual report 2021 of MYCA on Governance and Coordination available on EPOS-GNSS landing web site (in restricted zone)	R. Fernandes		Done	

15-8	Take initiative to hold regular (~monthly) meetings between UGA and UBI to discuss development of product portal	G. Janex		Done	
14 th EB meeting – 14 Jan. 2022 - Teleconference					
14-1	Make the MoU between EUREF and EPOS available on Google Drive and share the link with the EB via email.	R. Fernandes		Done	
14-2	Share the editable Activity Report of 2021 for the MYCA on Governance and Coordination online with the EB.	R. Fernandes & G. Batti		Done	
14-3	Create a new doodle and set the date for the 1st annual CB online meeting.	R. Fernandes & G. Batti		Done	
13 th EB meeting – 09 Dec. 2021 - Teleconference					
13-1	Send MYCA for governance and coordination to EPOS ECO	R. Fernandes	urgent	Done	
13-2	Ask ECO about template/signatures expected by ECO for annual report for MYCA on governance and coordination and provide instructions to EB	R. Fernandes & G. Batti	urgent	Done	
13-3	Provide input for annual report of MYCA on governance and coordination (as soon as 13-2 is done)	All involved in MYCA	Feb. 1, 2022	Done	
13-4	Organise doodle for EB (+ relevant technical staff) meeting about ICS	G. Batti		Done	
13-5	Have meeting in 13-4 and agree on strategy to update ICS documentation and other stuff (after 13-4)	All		Done	
13-6	Ask Paul to report about testing of Anubis and provide recommendation to JL if nodes can use start using new Anubis	R. Fernandes		Done	
13-7	Provide feedback about EUREF-EPOS MoU to CB	All		Done	MoU to be iterated/agreed upon by EB before next CB meeting
13-8	Set up doodle for CB meeting early 2022	R. Fernandes & G. Batti		Done	
13-9	Decide on date of physical CB (+ extended) meeting late spring and send “save the date” mail to participants	R. Fernandes & G. Batti		Done	
12 th EB meeting – 22 Oct. 2021 - Teleconference					
12-1	Prepare overview for users of which products can be used for what (to be put in EPOS-GNSS paper and put also on product gateway)	A. Socquet			This document might not yet reflect what is currently available from the PGW
12-2	Finish technical description of products to be published on PGW	A. Socquet		Done	To replace EPOS-IP deliverable on PGW
12-3	Iterate with EB to have work plan for 2022 for MYCA for Governance and Coordination ready by Nov. 22	R. Fernandes		Done	Before Nov. 22!!!
12-4	Set up meeting between UBI and A. Socquet/J. Legrand to discuss way forward for PGW + Report at EB	R. Fernandes & P. Crocker		Done	March 10, 2022 Station metadata, response time
12-5	Inform EPOS-GNSS CB about latest evolutions about Service Activation	R. Fernandes		Done	Updated on December, 6
12-6	Discuss how to deal with “stations with RINEX data” on ICS (meeting DGW, M ³ G, UBI)	all		Done	End of Nov. (email send by Mathilde – 9/12/2021)

12-7	Investigate how to back-up the whole EPOS GLASS network and a node	J.L. Menut		Done	A group was set up to think about that question (cf 1 st node meeting minutes). A meeting has to be organized (JLM). Add to node guidelines that nodes need to have backup system in place. JLM organized a meeting on 2022-11-29, summary of the meeting online in the Node share directory, Node guidelines were updated (dump everyday required)
12-8	Meeting between software developers involved in EPOS-GNSS	P. Crocker		Done	Meeting held in Dec. 2021 Add Antonio to mailing list
12-9	Report at next EB on meeting about GLASS software versioning (needed to set up strategy document on procedure for updating GLASS)	P. Crocker & J.L. Menut		Done	Meeting held at 29 Oct. 2021, versioning standard is selected (major.minor.patch) and discussion on update strategy
12-10	Prepare a document with a strategy for upgrading GLASS	P. Crocker & J.L. Menut		Closed	Report at next EB!
12-11	Videos EPOS-GNSS general & M ³ G to be finalized	T. Pinheira		Done	Urgent
12-12	Create node mailing list "xxxx@gnss-epos.eu".	R. Fernandes		In progress	
12-13	Finish paper for Annals of Geophysics	R. Fernandes		Done	Urgent
11 th EB meeting – 10 Sept 2021 - Teleconference					
11-1	Verify if UBI already received the money related to the MYCA from EPOS-ERIC.	R. Fernandes		Done	Received on 06/07/2021
11-2	Check with their administrations the necessary procedures for receiving payments from UBI related to Governance and Coordination MYCA.	A. Socquet, C. Bruyninx and M. Vergnolle		Done	
11-3	Check start date of MYCA.	R. Fernandes		Done	April 1, 2021 is the starting date; end date 31/12/2023
11-4	Contact the UBI Administration to agree on how to carry out the payments to the third-party agencies and carry out the payments.	R. Fernandes		Done	
11-5	Contact Lili to ask about the current status of the signature of the Service Contracts for next year.	R. Fernandes			
11-6	Ask chair of SCC about the news related to service activation	C. Bruyninx		Done	
11-7	Send email to EB mailing list to provide link to updated videos of Rui and Carine.	T. Pinheira		Done	Updated on November, 18
11-8	Formally ask the CB to replace Machiel in the EB by another person proposed by the EB.	R. Fernandes		Done	
11-9	Ask to correct the link to the Data Portal on the official EPOS web pages.	T. Pinheira		Done	Updated on November, 18

11-10	Fix terminology issue for “operational nodes”.	Carine and Mathilde		Done	
11-11	Update and clarify guidelines for the latest installation of the GLASS Node.	P. Crocker			
11-12	Check with Jean Luc if the GLASS node mailing list can be changed to “xxxx@gnss-epos.eu”.	Mathilde		Done	
11-13	Try to find someone to work regularly on the product portal.	R. Fernandes		Done	
11-14	Try to find a solution to put the Product portal prototype developed by Machiel online as soon as possible.	R. Fernandes			
10 th EB meeting – 24 June 2021 - Teleconference					
10-1	Test latest version of Anubis in GLASS and ask nodes to start using it.	P. Crocker		Done	CB should ask Juliette about it
10-2	Update ICS web service documentation.	P. Crocker and EB		Done	Available from https://gnss-epos.eu/ics-tcs/
10-3	Ask INGV who will replace Sergio	R. Fernandes		Done	INGV was contacted but still didn't finish the hiring of the new person
10-4	Ask INGV and BKG about their plans to deliver the services they declared to EPOS	R. Fernandes		Done	Updated on December, 6
10-5	Send a draft for the third-party agreements for the MYCA on governance to OCA, UGA and ROB.	R. Fernandes		Done	Not necessary for ROB
10-6	Make an outline of the paper for Annals of Geophysics	R. Fernandes	End of June 2021	Done	
10-7	Prepare the first draft of the article for the Annals of Geophysics	All		Done	
9 th EB meeting – 7 April 2021 - Teleconference					
9-1	Contact Antonio Avallone to clarify the INGV commitment to be a SP for software development.	R. Fernandes		Done	
9-2	Update ICS turtle file.	P. Crocker		Done	
9-3	Obtain https certificate for DGW	J.L. Menut		Done	Client server has the certificate, but not “GLASS API” server – not urgent since AAAI is not set up
9-4	Install latest version of GLASS at the Data Gateway.	J.L. Menut		Done	
9-5	Provide the results of the DGW survey to Paul	M. Vergnolle		Done	
9-6	Compile single document with survey results and provide it to the EB and CB (and ICS).	J. Manteigueiro & P. Crocker		Done	Forward mail sent to the ICS to Mathilde and Carine
9-7	Invite the representatives of the DPC and UFG to the next CB meeting.	R. Fernandes		Done	
9-8	Propose to the EB updated content of our TCS pages on the official EPOS website.	T. Pinheira & R. Fernandes		NEW AI	
9-9	Write skeleton of TCS paper and send it around for input.	R. Fernandes	By end of month	Done	
9-10	Make short videos of overview of our TCS and product portal.	R. Fernandes & M. Bos		Not yet done	

8 th EB meeting – 23 Feb. 2021 - Teleconference					
8-1	Review the station metadata at the product portal.	M. Bos		In progress	Report at next EB
8-2	Improve the response time of the product portal.	M. Bos		In progress	Report at next EB
8-3	Inform participants to the webinar that videos and pdfs are online (https://gnss-epos.eu/webinar-2021/) and asks for questions that they would like to see answered.	R. Fernandes		Done	
8-4	Send email to node managers advising to install new version of GLASS.	P. Crocker		Done	
8-5	Prepare a document with a strategy for upgrading GLASS.	J.L. Menut & P. Crocker			Report at next EB
8-6	Install latest version of GLASS at the Data Gateway.	J.L. Menut		Done	
8-7	Follow up the installation of the new version of GLASS in the nodes.	J.L. Menut & P. Crocker		Not done yet	Summer 2021: bug in related to last GLASS API version reported to Paul: wait for the correction of GLASS API? Proposal: Ask each node manager the version of each software and report it
8-8	Organise a common meeting of developers and nodes.	J.L. Menut & P. Crocker			Report at next EB
8-9	Prepare questions for User Survey on GNSS portals.	C. Bruyninx, M. Vergnolle, M. Bos		Done	
8-10	Write introductory text for User Survey on GNSS portals.	C. Bruyninx		Done	
8-11	Have a Skype to discuss questions for User Survey on GNSS portals.	C. Bruyninx, M. Vergnolle, M. Bos, P. Crocker		Done	
8-12	Send the User Survey email to the User Feedback Group.	R. Fernandes		Done	
8-13	Contact Karin Kollo to set-up conference to decide on continuation of Estonian data node.	R. Fernandes		Done	
8-14	Keep EB informed about GDPR-related discussions within the IGS.	C. Bruyninx		Done	
8-15	Discuss with Jan Dousa how we can keep Anubis up to date in EPOS.	C. Bruyninx		Done	
6 th EB meeting – 4 Dec. 2020 - Teleconference					
6-1	Inform Anne how to access the gitlab of the pitches.	J.L. Menut		Done	
6-2	Ask Jan Michalek for the list of tests used to validate our portals.	C. Bruyninx		Done	Taken over by P. Crocker and J. Manteigueiro
6-3	Contact User Feedback Group to participate in POT validation.	R. Fernandes		Done	
6-4	Distribute draft of governance plan to CB.	R. Fernandes & M. Bos		Done	
6-5	Send to EB the presentation of Kirsten Elger with information about DOI's.	C. Bruyninx		Done	
6-6	Announce the EPOS-GNSS webinar on the RENAG mailing list.	A. Socquet		Done	

6-7	Distribute webinar program with session titles and hours.	R. Fernandes & M. Bos	Dec. 11, 2020	Done	
6-8	Provide outline of presentation at the EPOS-GNSS webinar and short description of its content.	All presenters	Dec. 18, 2020	Done	
6-9	Provide Power-Point presentation with audio to EB.	All presenters	Jan. 11, 2021	Done	
6-10	Organize a meeting with the GLASS developers	P. Crocker			
5 th EB meeting – 22 Oct. 2020 - Teleconference					
5-1	Discuss authentication at Data Gateway. How to implement it?	P. Crocker & J.L. Menut	Next EB meeting	Done	Meeting organised by M. Vergnolle on 08/07/2021, attended by José, Paul, JL, Arthur
5-2	Provide velocities in ETRF2014 frame at Product Portal.	M. Bos		Done	
5-3	Organize meeting with ICS	P. Crocker		Done	ICS-TCS workshop
5-4	Investigate how to back up the whole EPOS GLASS network and a node.	P. Crocker & J.L. Menut		Not yet done	Report at next EB
4 th EB meeting – 10 Sept. 2020 - Teleconference					
4-1	Prepare text for organization of DPC	C. Bruyninx	End Sept. 2020	Done	
4-2	Setup CB meeting to approve the DPC proposal.	R. Fernandes		Done	
4-3	Finalize text for moving stations from “proposed” to “included” in the EPOS network	C. Bruyninx	End Sept. 2020	Done	
4-4	Submit text on “Moving stations from proposed to included in the EPOS network” to the CB for approval.	R. Fernandes		Done by CB	
4-5	Write documentation for Node manager on what to do after installing the GLASS software.	J.L. Menut		Done	
4-6	Keep the EB and M ³ G informed about the status of the nodes	J.L. Menut	As soon as change occurs	Done	
4-7	Create an API to get the latest updated site logs to facilitate the verification of the updates of this information at the DGW.	ROB		Done	
4-8	Verify the correct updating of the site logs at the DGW after a site log update at M ³ G.	J.L. Menut		Done	Use instead the emails issued by ROB
4-9	Collect information on which node is linked to which station and make this information available to the DGW.	ROB		Done	
4-10	Improve the visibility of the download button/procedure of data at the DGW.	J.L. Menut		Done	Report at next EB
4-11	Implement warning to GLASS managers when update/upgrade of GLASS software is required.	P. Crocker		Done	Email was sent
4-12	Make a proposal on how to correct in practice the misleading ‘stations with RINEX data’ on the ICS web site.	P. Crocker		In progress	To be checked once DGW has updated its GLASS version
4-13	Prepare doodle to fix the date of the next consortium board meeting.	R. Fernandes	ASAP	Done	Date fixed to 27th October 2020 from 9h30 to 13h30 (CET)

4-14	Get in touch with EPOS-ECO to get an answer of possible support for setting up webinars.	R. Fernandes	Early Oct. 2020	Done	
3 rd EB meeting – 24 June 2020 - Teleconference					
3-1	Organise a new GLASS node meeting	J.L. Menut		Done	
3-2	Check with Ambrus if the multi-year solution EPN densification already includes the INGV and UGA-CNRS solutions.	A. Socquet		Done	
3-3	Contact EPOS ECO to see if money foreseen for organisation of Oct. meeting can be used in a different way, e.g. to hire a professional company to provide a technical support for the webinars.	R. Fernandes		Done	
3-4	Prepare the agenda for the meeting in October by mid-July.	R. Fernandes	Mid July 2020	Done	
3-5	For next Node report, separate between stations with RINEX stations and those, which have no data.	J.L. Menut		Done	
3-6	Adapt portal code to use station 9-char ID in the node portals	J.L. Menut		Done	GLASS-API still needs update!
3-7	Try to reduce insertion time of new stations into DB.	J.L. Menut S. Bruni		Done	
3-8	Create place where bugs of unknown origin can be placed	J.L. Menut		Done	
3-9	Organise a product meeting in July	A. Socquet	July 2020	Done	
3-10	Invite Paul to next EB meeting	C. Bruyninx		Done	
3-11	Start the discussion on the service delivery plan	R. Fernandes		To Do	Report at next EB
2 nd EB meeting – 8 April 2020 - Teleconference					
2-1	The EB should read the coordinator task descriptions for Secretariat and Outreach & Communications and send comments within 3 days.	EB		Done	
2-2	Compile task descriptions of each coordinator in one document and send it to consortium board.	C. Bruyninx		Done	From where is the final document available?
2-3	Contact Ambrus to get ensure that the EUREF densification product becomes available at the DGW	A. Socquet M. Bos		Done	Time series not available yet
2-4	Coordinate with the nodes to update the GLASS software at the nodes.	J.L. Menut P. Crocker		Done	
2-5	Send out Doodle to select date for general meeting. Distribute to CB dates for general meeting for people to save the date (26-28 of October 2020), including the days for CB and/or EB meeting.	R. Fernandes		Done	
2-6	Write a consolidated document for the products.	A. Socquet M. Bos		In progress	Report at next EB
2-7	Send each 2 months to CB an update on new EPOS stations	C. Bruyninx	Bi-monthly	Done	
2-8	Sends URL of maps with data availability to CB	C. Bruyninx		Done	
2-9	Test RINEX 3 in GLASS	J.L. Menut P. Crocker J. Manteigueiro		Done	

2-10	Ask the analysis centers about their capability to process RINEX 3.	A. Socquet		Done	ACs are ready, or will soon be ready
1 st EB meeting – 17 Feb. 2020 - Teleconference					
1-1	Send an email to the CB to ask confirmation that Paul will continue to lead our TCS-ICS interaction.	C. Bruyninx		Done	
1-2	Need to discuss who is responsible for monitoring of the data availability.	EB		Done	
1-3	Invite Jean-Luc to next technical product meeting.	A. Socquet		Done	
1-4	Prepare update of task descriptions of Secretariat and Outreach & Communications coordinator and present it at next EB	UBI		Done	
1-5	Contact the service providers in charge of products to prepare a plan-B for the generation of the GNSS products in case no extra EPOS-ERIC funding will be provided.	A. Socquet		Done	
1-6	Check if the GLASS-API problem is an access problem or a bug. If it is a bug, then he will get in touch with Paul. Juliette Legrand should be kept in the loop.	J.L. Menut		Done	
1-7	Organize a teleconference with ROB, UBI and OCA about the setup of criteria for new GLASS nodes. Afterwards, the draft with rules will be sent to the CB.	J.L. Menut		Done	
1-8	Check why the date of the site log update is not in the DB of the DGW.	J.L. Menut		Done	
1-9	Look into the suggestions for improving the DGW.	J.L. Menut		Done	
1-10	Inform Jean-Luc when a new release of the software is available.	P. Crocker		Done	
1-11	Get prices for a 2+0.5 day meeting in Algarve, inform the CB, create a Doodle and afterwards send the plan to Massimo.	R. Fernandes		Done	
1-12	Contribute to the document providing TCS priorities for updating the ICS-C web portal.	R. Fernandes P. Crocker		Done	
1-13	Prepare a web page on the EPOS-GNSS web site, maintained by UBI, including links to documentation/guidelines/letters related to data provision, nodes, products, and software.	M. Bos		Done	
1-14	Set up doodles for next EB meetings.	C. Bruyninx		Done	