

## Progress on Action Items from the First, Second and Third Meetings of ESEAS-RI Work Package 2 (WP2) and ESEAS Working Group 2 (WG2) and the Second and Third Meetings of ESEAS-RI Project Team (PT)

**15 October 2004**

WP2 Meet	Action Item	Month due	Status
1	WP2/WG2-1-1: All participants at the meeting to send copies of their presentation material to the ESEAS Central Bureau (ESEAS CB) as pdf files.	03/03	Completed in 03/03: 5 out of 16 pdf files have links on the ESEAS web site under <a href="http://www.eseas.org/easeas-ri/management/meetings/">http://www.easeas.org/easeas-ri/management/meetings/</a>  The option for participants to send any outstanding pdf files from this First Meeting is still open.
1	WP2/WG2-1-2: Hans-Peter Plag to put forward the thoughts of WP2/WG2 on the recommended specifications on GPS equipment and RINEX conversion software to be used at ESEAS Observing Sites, and make these available to Emin Ayhan and WP4/WG4 through the ESEAS web pages.	03/03	Completed in 03/03: Published on ESEAS web site under <a href="http://www.easeas.org/easeas-ri/management/status/wp4/tasks/t4.3/">http://www.easeas.org/easeas-ri/management/status/wp4/tasks/t4.3/</a>  (Ref: e-mails of 6 and 7 March 2003 from Hans-Peter Plag and Richard Bingley to ESEAS CB).
1	WP2/WG2-1-3: Hans-Peter Plag to contact Guy Woppelmann regarding the status of the revised French proposal and the issue relating to the identification of ESEAS CGPS data so that the ESEAS GPS data centre can be established as soon as practicable, either at ULR, France or at NMA, Norway.	03/03	Completed in 09/03: The ESEAS CGPS data archive was established at NMA, Norway. The revised French proposal has still not been received and a formal agreement between IGS and ESEAS has still not been put in place.  (Ref: e-mails of 12 August and 17 September 2003 from Hans-Peter Plag and Halfdan Kierulf).
1	WP2/WG2-1-4: Hans-Peter Plag to report on the results and recommendations of the IERS SBL regarding the use of station motion models for atmospheric loading	03/03	Completed in 10/03: There is still some discussion taking place within the IERS community, so it was agreed that ESEAS should go ahead with the plan to apply the station motion models for atmospheric loading at the time series analysis stage not at the GPS processing stage.  Revisited in 02/04: It now appears that IGS and IERS are going in the way of applying the station motion model for atmospheric loading at the GPS processing stage. However, it was agreed further that, for now, ESEAS should go ahead with the plan to apply the station motion models for atmospheric loading at the time series analysis stage not at the GPS processing stage.  (Ref: personal communications from Hans-Peter Plag to the second and third WP2/WG2 meeting on 15 October 2003 and 12 February 2004).

WP2 Meet	Action Item	Month due	Status
1	WP2/WG2-1-5: Halfdan Kierulf and Hans-Peter Plag to report on whether the global parameters re-computed by SOPAC or IGS TIGA-PP can fulfil the requirements of ESEAS.	03/03	<p>Completed in 04/03: The answer is no. IGS TIGA-PP is not doing any complete recomputation of orbits. SOPAC have done a recomputation of orbits, but they do not produce any clock information. However, since 2000, the IGS products may fulfil the requirements of ESEAS, so WP2/WG2 should focus on data available after this date.</p> <p>Revisited in 02/04: IGS TIGA-PP (GFZ and ULR) are doing a re-computation of orbits, but these are being carried out as part of a single solution which solves for both global and local parameters, and they will not be released as an IGS product for general use. Tilo Schoene suggested that the IGS products may not fulfil the requirements of ESEAS, and an inspection of the EUREF time series may show this.</p> <p>(Ref: e-mail of 28 April 2003 from Halfdan Kierulf to WP2; personal communication from Tilo Schoene to the third WP2/WG2 meeting on 12 February 2004).</p>
1	WP2/WG2-1-6: Halfdan Kierulf and Hans-Peter Plag to circulate a first draft of the document being prepared for task T2.1 to all members of WP2/WG2.	04/03	<p>Completed in 04/03: A draft document (version 0.1) describing the strategy was compiled and circulated. With input from WP2/WG2-1-7, a revised draft document (version 0.2) was compiled and circulated.</p> <p>(Ref: e-mails of 3 April 2003, 28 April 2003 and 13 May 2003 from Halfdan Kierulf to WP2).</p>
1	WP2/WG2-1-7: All members of WP2/WG2 to comment on the draft document prepared for task T2.1 and all partners involved in task T2.3 to provide detailed information on their software and processing strategy as input to the document.	04/03	<p>Completed in 05/03: The draft document (version 0.1) was discussed and input was incorporated in the draft document (version 0.2). Further input was requested for the final working document (version 1.0).</p> <p>(Ref: e-mail of 20 March 2003 from Coskun Demir to NMA, NERC-POL and UNOTT; e-mails of 3 April 2003 and 28 April 2003 from Halfdan Kierulf to WP2; e-mail of 9 May 2003 from Norman Teferle to Task T2.1; e-mail of 13 May 2003 from Halfdan Kierulf to WP2).</p>

WP2 Meet	Action Item	Month due	Status
1	WP2/WG2-1-8: Ryszard Zdunek to contact AIUB, Coskun Demir to contact MIT and Simon Williams to contact SCIGN for clarification and advice on the implications of including baselines of a few kilometres with baselines of several hundred kilometres when carrying out a network solution based on double-differenced data.	04/03	Completed in 11/03: Coskun Demir contacted MIT and received a reply from Bob King in 03/03. For GAMIT, MIT suggested that there would be no problem with long observation sessions. Ryszard Zdunek contacted AIUB and received a reply from Urs Hugentobler in 10/03. For Bernese, AIUB suggested that there would be no problem as long as baselines were processed with the correct correlations.  (Ref: e-mail of 20 March 2003 from Coskun Demir to NMA, NERC-POL and UNOTT; e-mail of 3 November 2003 from Ryszard Zdunek to Richard Bingley).
1	WP2/WG2-1-9: Norman Teferle to send a brief report to Hans-Peter Plag recommending which quality parameters should be extracted from the s file produced by teqc to form part of a data time series file for monitoring the quality of the data in the archive prior to processing.	04/03	Completed in 05/03 and 10/03: A draft document (version May 6, 2003) was compiled and circulated for comments. TEQC s-files were also prepared for all stations in the extended sample data set on 30 October 2003.  (Ref: e-mails of 6 May 2003 and 30 October 2003 from Norman Teferle to WP2/WG2).
1	WP2/WG2-1-10: Norman Teferle to contact Hans-Peter Plag with details of the quality parameters, that can be extracted from the s file produced by teqc, which could form part of a solution time series file.	04/03	Completed in 05/03 and 10/03: A draft document (version May 6, 2003) was compiled and circulated for comments. TEQC s-files were also prepared for all stations in the extended sample data set on 30 October 2003.  (Ref: e-mails of 6 May 2003 and 30 October 2003 from Norman Teferle to WP2/WG2).
1	WP2/WG2-1-11: All members of WP2/WG2 to contact Hans-Peter Plag with suggestions for the solution time series file and all partners involved in task T2.3 to contact Hans-Peter with details of the quality parameters, that can be extracted from the output files produced by their respective softwares, which could form part of a solution time series file.	04/03	Partly completed: Coskun Demir contacted MIT and received a reply from Bob King re: GAMIT. Norman Teferle suggested parameters for Bernese 4.2 in PPP mode. Still awaiting inputs from ROA, UPC and SRC re: GIPSY and Bernese?  (Ref: e-mail of 20 March 2003 from Coskun Demir to NMA, NERC-POL and UNOTT; e-mail of 30 October 2003 from Norman Teferle to WP2/WG2).
1	WP2/WG2-1-12: Hans-Peter Plag to discuss the development of the data and solution time series files with the EUREF TWG to see if they would be interested in working with ESEAS on its' development.	03/03	Completed in 03/03: The answer is yes. Furthermore, EUREF TWG would also be interested in discussing the development of site documentation.  (Ref: personal communication from Hans-Peter Plag to the first PT meeting on 15 May 2003).

WP2 Meet	Action Item	Month due	Status
1	WP2/WG2-1-13: Hans-Peter Plag to propose a format for the data and solution time series files based on the information supplied and the discussions with the EUREF TWG and circulate this to all members of WP2/WG2 for comments.	??/??	Partly completed in 02/04: Still waiting for input from WP2/WG2-1-11. At the second meeting of WP2/WG2, it was agreed that ESEAS should go ahead with the development of data and solution time series files and then let IERS, IGS and EUREF know what we have done.  (Ref: personal communication from Hans-Peter Plag to the first PT meeting on 15 May 2003, the second WP2/WG2 meeting on 15 October 2003 and the third WP2/WG2 meeting on 12 February 2004).
1	WP2/WG2-1-14: Simon Williams and Norman Teferle to circulate a first draft of the document being prepared for task T2.2 to all members of WP2/WG2.	04/03	Completed in 05/03: A draft document (version May 13, 2003) describing the strategy was compiled and circulated.  (Ref: e-mail of 13 May 2003 from Simon Williams to WP2)
1	WP2/WG2-1-15: All members of WP2/WG2 to comment on the draft document prepared for task T2.2 and all partners involved in task T2.2 to provide detailed information on their software and strategy as input to the document.	04/03	Completed in 11/03 as WP2/WG2-2-11.
1	WP2/WG2-1-16: Halfdan Kierulf and Hans-Peter Plag to report on the results from their tests and give recommendations on the best approach to computing a global common mode bias for the analysis of coordinate time series produced by ESEAS GPS data analysis centres using PPP.	On-going	On-going through tasks T2.3 and T2.5: NMA have done some work on a European scale, using European IGS stations to solve for a common mode bias for stations in Norway. Hans-Peter Plag raised the issue of an IGS common mode bias at the IGS workshop.  (Ref: personal communication from Hans-Peter Plag to the first PT meeting on 15 May 2003).
1	WP2/WG2-1-17: Coskun Demir to prepare a draft of the information to be requested in terms of precise levelling height differences between the PTGBM and any other geodetic markers within a few kilometres of the tide gauge.	05/03	Completed in 10/03: A draft form was presented by Emin Ayhan at the second WP2/WG2 meeting.  (Ref: personal communication from Emin Ayhan to the second WP2/WG2 meeting on 15 October 2003).
1	WP2/WG2-1-18: Coskun Demir to continue the development of the software for the analysis of deformations based on precise levelling.	??/??	Completed in 10/03: The software has been tested on the Antalya II local benchmark network.  (Ref: report from Coskun Demir in the Annex of Management Report No 1 released on 12 May 2003; personal communication from Emin Ayhan at the second WP2/WG2 meeting on 15 October 2003).

WP2 Meet	Action Item	Month due	Status
2	WP2/WG2-2-1: All participants at the meeting to send copies of their presentation material to the ESEAS Central Bureau (ESEAS CB) as pdf files.	10/03	
2	Action Item WP2/WG2-2-2: All members of WP2/WG2 to send corrections to the "Review of Man-Months" document and the "Review of the Description of Work" document to Richard Bingley by 28 October 2003.	10/03	Completed in 10/03: NERC-POL and ROA agreed at the second WP2/WG2 meeting. UPC agreed by e-mail.  (Ref: personal communications from Jose Martin Davila and Simon Williams at the second WP2/WG2 meeting on 15 October 2003; e-mail of 28 October 2003 from Juan Jose Martinez Benjamin to Richard Bingley).
2	Action Item WP2/WG2-2-3: All participants at the meetings to send any corrections to the new "Progress on Action Items" document to Richard Bingley by 28 October 2003.	10/03	Completed in 10/03: No corrections received.
2	Action Item WP2/WG2-2-4: Halfdan Kierulf to circulate a final draft of the document being prepared for task T2.1 to all members of WP2/WG2 by 28 October 2003 and seek any outstanding input and comments so that a final version could be prepared by 31 October 2003.	10/03	Completed in 11/03: The final working document (version 1.0) was circulated and presented at the second PT meeting. A revision was made regarding UPC's contribution. The document may be subject to further revision based on feedback from T2.3 and T2.5, and future coordination with EUREF and IGS TIGA-PP is also anticipated.  (Ref: e-mail of 2 November 2003 from Hans-Peter Plag to ESEAS-RI task T2.1 team; personal communication with Hans-Peter Plag to the second PT meeting on 5 November 2003; e-mail of 4 November 2003 from Juan Jose Martinez Benjamin to Hans-Peter Plag; e-mail of 5 November 2003 from Halfdan Kierulf to Juan Jose Martinez Benjamin).
2	Action Item WP2/WG2-2-5: Richard Bingley to provide Halfdan Kierulf with a list of the 24 CGPS@TG stations prepared under task 1.1 of WP1/WG1 by 17 October 2003.	10/03	Completed in 10/03: A copy of the document gps030915.txt was sent.  (Ref: e-mail of 17 October 2003 from Richard Bingley to Halfdan Kierulf).
2	Action Item WP2/WG2-2-6: Halfdan Kierulf to retrieve the data for the additional 12 CGPS@TG stations from an IGS or EPN data centre and make this available to the analysis centres through the ESEAS CGPS data archive by 20 October 2003.	10/03	Completed in 10/03: The data was made available in the ESEAS CGPS data archive.  (Ref: e-mail of 20 October 2003 from Halfdan Kierulf to WP2).
2	Action Item WP2/WG2-2-7: Halfdan Kierulf to contact the task team and specify the 2 days for which SINEX files are required, the draft format of the solution time series file and the 3 stations for which solution time series files are required by 20 October 2003.	10/03	Completed in 10/03: The specifications were provided.  (Ref: e-mail of 20 October 2003 from Halfdan Kierulf to WP2).

WP2 Meet	Action Item	Month due	Status
2	Action Item WP2/WG2-2-8: All GPS data analysis centres involved in task T2.3 to process the extended sample data set and deliver SINEX files for all CGPS@TG stations for 2 specific days, solution time series files (in a draft format for the test phase) for 3 specific stations for all 90 days and a summary of their results (in terms of RMS values) for all stations for all 90 days by 28 October 2003.	10/03	Completed in 11/03: NMA, UNOTT, ROA, GCM and SRC delivered SINEX files and solution time series files. Norman Teferle also delivered TEQC s-files for all stations.  (Ref: e-mail of 29 October 2003 from Norman Teferle to Halfdan Kierfulf; e-mail of 30 October 2003 from Norman Teferle to WP2/WG2; personal communication from Hans-Peter Plag to the second PT meeting on 5 November 2003).
2	Action Item WP2/WG2-2-9: Halfdan Kierfulf to prepare a report on the comparisons between the different analysis centres and circulate it to the task team by 31 October 2003.	10/03	Completed in 11/03: A presentation was made by Hans-Peter Plag at the second PT meeting.  (Ref: personal communication from Hans-Peter Plag to the second PT meeting on 5 November 2003).
2	Action Item WP2/WG2-2-10: Hans-Peter Plag to provide atmospheric pressure loading time series for all CGPS@TG stations at ESEAS Observing Sites for use in task T2.5 by the end of 2003.	12/03	On-going: Re-computations of historical data from 1990 completed for ITRF stations. Time series will be available for ESEAS Observing Sites by the end of 05/04. See PT-3-5.  (Ref: personal communication from Hans-Peter Plag to the third WP2/WG2 meeting on 12 February 2004 and the third PT meeting on 13 May 2004).
2	Action Item WP2/WG2-2-11: Simon Williams and Norman Teferle to re-circulate the first draft of the document being prepared for task T2.2 to all members of WP2/WG2 by 28 October 2003 and seek any outstanding input and comments so that a final version could be prepared by 31 October 2003.	10/03	Completed: The draft document (version May 13, 2003) was re-circulated. Input from NMA has not been incorporated in the final working document (version 1.0) yet, and it may be subject to further revision based on feedback from T2.4 and T2.5.  (Ref: e-mail of 31 October 2003 from Simon Williams to Richard Bingley; personal communication from Hans-Peter Plag to the second PT meeting on 5 November 2003).
2	Action Item WP2/WG2-2-12: Trevor Baker to provide Richard Bingley with a brief report on the database of absolute gravity measurements by 28 October 2003.	10/03	Completed in 10/03: A slide for use at the second PT meeting was provided by Simon Williams.  (Ref: e-mail of 31 October 2003 from Simon Williams to Richard Bingley).
2	Action Item WP2/WG2-2-13: Coskun Demir circulate a request for information on any precise levelling that has been carried out between the PTGBM and any other geodetic markers within a few kilometres of the tide gauge.	12/03	Completed in 10/03: Coskun Demir sent out a request for information to be provided in the format required for input to the deformation analysis software.  (Ref: e-mail from Coskun Demir to ESEAS on 31 October 2003).

WP2 Meet	Action Item	Month due	Status
2	Action Item WP2/WG2-2-14: Richard Bingley to prepare a draft report on WP2 for discussion at the Project Team meeting on 5/6 November 2003.	10/03	Completed in 11/03: A first draft was sent to the ESEAS CB.  (Ref: e-mail of 31 October 2003 from Richard Bingley to Hans-Peter Plag)
2	Action Item WP2/WG2-2-15: Richard Bingley, Halfdan Kierulf, Hans-Peter Plag and Hasan Yildiz to prepare presentations on WP2 for the Project Team meeting on 5/6 November 2003.	10/03	Completed in 11/03: Presentations were made by Richard Bingley, Hans-Peter Plag and Hasan Yildiz at the second PT meeting.  (Ref: personal communications from Richard Bingley, Hans-Peter Plag and Hasan Yildiz to the second PT meeting on 5 November 2003).
2	Action Item WP2/WG2-2-16: The analysis centres in task T2.3 should aim to carry out a substantial amount of processing over the next 6 months, for all CGPS@TG stations at ESEAS Observing Sites.	04/04	Deferred in 11/03: See Action Items PT-2-12 to PT-2-15 inclusive.

PT Meet	Action Item	Month due	Status
2	Action Item PT-2-9: Halfdan Kierulf to split up Version 1.0 strategy document of D2.1 into strategy and implementation.	11/03	Completed in 01/04: Document separated into D2.1A version 1.1 (strategy) and D2.1B version 1.1 (implementation). Input from analysis centres required for version 1.1 (implementation) if any changes to processing strategy are made.  (Ref: e-mail from Halfdan Kierulf to WP2/WG2 on 14 January 2004; personal communication from Halfdan Kierulf to the third WP2/WG2 meeting on 12 February 2004).
2	Action Item PT-2-10: Juan Jose Martinez Benjamin, UPC to add the results for their processing using GIPSY/OASIS II with PPP and JPL products to the ESEAS CGPS data archive.	12/03	Completed in 02/04: SINEX files and solution time series files were delivered to the ESEAS CGPS data archive by UPC on 11 February 2004.  (Ref: personal communication from Juan Jose Martinez Benjamin to the third WP2/WG2 meeting on 12 February 2004).
2	Action Item PT-2-11: Halfdan Kierulf to make the SINEX files and solution time series files from all CGPS data analysis centres available in the ESEAS CGPS data archive.	11/03	Completed in 02/04: New SINEX files and solution time series files were delivered to the ESEAS CGPS data archive by NMA, UNOTT and GCM, and presented at the third WP2/WG2 meeting.  (Ref: personal communication from Halfdan Kierulf to the third WP2/WG2 meeting on 12 February 2004).
2	Action Item PT-2-12: All members of the task T2.3 team to look at their own processing of the extended sample data set and investigate how their results may be improved, considering the results from the other members of the task team.	12/03	Completed in 02/04: Presentations made by NMA, UNOTT, GCM, UPC and SRC at the third WP2/WG2 meeting.  (Ref: e-mails from Halfdan Kierulf to task T2.3 team on 14 and 26 January 2004; personal communications from Halfdan Kierulf, Norman Teferle, Coskun Demir, Raul Orus Perez and Leszek Jaworski to the third WP2/WG2 meeting on 12 and 13 February 2004).
2	Action Item PT-2-13: The partners GCM and SRC to investigate any issues relating to their strategy for reference frame definition.	11/03	Completed in 02/04: GCM investigated the use of GAMIT/GLOBK when constraining 35 global IGS stations and 9 European IGS stations and presented results at the third WP2/WG2 meeting. SRC investigated the effects of changes in antennas etc at reference frame defining stations.  (Ref: e-mails from Halfdan Kierulf to task T2.3 team on 14 and 26 January 2004; e-mail from Coskun Demir to task T2.3 team on 19 January 2004; personal communications from Coskun Demir and Leszek Jaworski to the third WP2/WG2 meeting on 13 February 2004).

PT Meet	Action Item	Month due	Status
2	Action Item PT-2-14: The partners NMA and ROA to re-process the extended sample data set using GIPSY/OASIS II with PPP and IGS products and add these results to the ESEAS CGPS data archive.	11/03	Completed in 02/04: NMA re-processed the extended sample data set using GIPSY/OASIS II with PPP and IGS products and presented the results at the third WP2/WG2 meeting.  (Ref: e-mails from Halfdan Kierulf to task T2.3 team on 14 and 26 January 2004; personal communications from Halfdan Kierulf to the third WP2/WG2 meeting on 12 February 2004).
2	Action Item PT-2-15: UNOTT to make a conclusion regarding Bernese 4.2 with PPP and IGS products.	12/03	Completed in 02/04: Presentation made by Norman Teferle at the third WP2/WG2 meeting.  (Ref: personal communication from Norman Teferle to the third WP2/WG2 meeting on 12 February 2004).
2	Action Item PT-2-16: Hans-Peter Plag to provide input for the strategy definition document for task 2.2.	12/03	Completed in 09/04: Halfdan Kierulf provided the NMA input to NERC-POL and UNOTT in 09/04.  (Ref: personal communication from Hans-Peter Plag to the third WP2/WG2 meeting on 12 February 2004; e-mail from Hans-Peter Plag to Simon Williams on 8 May 2004; e-mails between Norman Teferle, Simon Williams and Halfdan Kierulf in 2 September 2004).
2	Action Item PT-2-17: Coskun Demir and Hans-Peter Plag to define the master file for the levelling information.	12/03	Completed in 02/04: The master file for levelling information has been drafted as part of the site documentation discussions following the second WP1/WG1 meeting in Darmstadt.  (Ref: personal communication from Hans-Peter Plag to the third WP2/WG2 meeting on 13 February 2004).
2	Action Item PT-2-18: Coskun Demir to contact other projects such as EUVN project to find out what levelling information is compiled.	12/03	Completed in 12/03: Request for information sent to EUVN but no response received yet.  (Ref: personal communication from Coskun Demir to the third WP2/WG2 meeting on 13 February 2004).

WP2 Meet	Action Item	Month due	Status
3	<b>WP2/WG2-3-1: Richard Bingley to initiate that requirements for AG sites are explicitly written down. This task should be carried out in the frame of the ESEAS TEC.</b>	<b>08/04</b>	
3	WP2/WG2-3-2: Halfdan Kierulf to organise a new analysis test comparison with CGPS data from January 2000 to present from approximately five stations.	04/04	<p>Partly completed by 07/04 (and then superseded by PT-3-x): Six stations were selected and data made available to all analysis centres ANDO, ABER, NSTG, ACOR, CASC and HELG (the latter three having been processed by TIGA). Results from NMA, UNOTT and UPC were submitted for the 3<sup>rd</sup> PT meeting. Results from GCM were submitted shortly after the 3<sup>rd</sup> PT meeting. Results for 3 stations were submitted from ROA in early July 2004. Halfdan Kierulf published Doc. Id. ESEAS-NMA-T2.3-TEST2 on 16 July 2004.</p> <p>(Ref: e-mail from Halfdan Kierulf to task T2.3 team on 23 February 2004; e-mails between Halfdan Kierulf and Juan Jose Martinez Benjamin on 17 and 19 March 2004; e-mail from Norman Teferle to Halfdan Kierulf on 21 April 2004; e-mails between Richard Bingley and Halfdan Kierulf on 7 and 10 May 2004; e-mail from Halfdan Kierulf to ROA, GCM and SRC on 10 May 2004; e-mail from Coskun Demir to Halfdan Kierulf on 11 May 2004; e-mails between Richard Bingley and Halfdan Kierulf on 28 June , 5 July and 7 July 2004; e-mails between Richard Bingley/Halfdan Kierulf and Ryszard Zdunek on 8, 9 and 12 July 2004; e-mail from Halfdan Kierulf to task T2.3 team on 16 July 2004).</p>
3	WP2/WG2-3-3: Richard Bingley and Halfdan Kierulf, together with Tilo Schoene, to select five stations for the test in WP2/WG2-3-2, which are also processed by TIGA.	03/04	<p>Completed in 02/04: Six stations were selected and data made available to all analysis centres ANDO, ABER, NSTG, ACOR, CASC and HELG (the latter three having been processed by TIGA).</p> <p>(Ref: e-mails between Halfdan Kierulf and Richard Bingley on 18, 20 and 23 February 2004; e-mails between Halfdan Kierulf and Tilo Schoene on 20 February 2004).</p>
3	<b>WP2/WG2-3-4: Hans-Peter Plag to send out the Master files for GPS site documentation to the GPS analysis centres for comments.</b>	<b>02/04</b>	<p><b>In progress: A Master file for GPS site documentation has been prepared by Hans-Peter Plag and Emin Ayhan and will be circulated in 05/04.</b></p> <p><b>(Ref: personal communication from Hans-Peter Plag to the third PT meeting on 13 May 2004).</b></p>

3	WP2/WG2-3-5: Halfdan Kierulf to send out the ESEAS time series files for comments.	02/04	In progress: A draft ESEAS time series format was prepared by Halfdan Kierulf and circulated in 09/04.  (Ref: e-mail from Halfdan Kierulf to WP2/WG2 on 2 September 2004).
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PT Meet	Action Item	Month due	Status
3	PT-3-5: Halfdan Pascal Kierulf to provide the time series of displacement due to air pressure loading for all ESEAS CGPS sites.	06/04	Partly completed in 06/04: Time series for atmospheric loading effects on the ESEAS CGPS sites for the period 1999-01-01 to 2002-08-31 were provided on the ESEAS data server in 06/04. In 10/04, these initial values were reported to be incorrect, leading to AI-WP2/WG2-4-7.  (Ref: e-mail from Halfdan Kierulf to WP2/WG2 on 23 June 2004; personal communication from Halfdan Kierulf to the fourth WP2/WG2 meeting on 15 October 2004).
3	PT-3-x: Halfdan Kierulf to organise a new analysis test comparison with CGPS data from January 2000 to present from all ESEAS CGPS@TG stations.	10/04	Partly completed in 10/04: GCM submitted one set of results for 23 CGPS stations to Halfdan Kierulf on 20 September 2004. ROA submitted one set of results (based on JPL products) for 6 CGPS stations to Halfdan Kierulf before 11 October 2004. UPC submitted one set of results (based on IGS products) for 6 CGPS stations to Halfdan Kierulf before 11 October 2004. UNOTT submitted one set of results (based on IGR products) for all CGPS stations to Halfdan Kierulf on 13 October 2004. SRC submitted one set of results for 5 CGPS stations before 11 October 2004.  (Ref: e-mails from Richard Bingley to task T2.3 team on 23 July and 8 September 2004; e-mails from Halfdan Kierulf to task T2.3 team on 15 and 16 September 2004; e-mails between Richard Bingley and Coskun Demir on 20 September 2004, e-mail from Halfdan Kierulf to task T2.3 team on 7 October 2004; e-mail from Norman Teferle to Halfdan Kierulf on 13 October 2004; personal communication from Leszek Jaworski to the fourth WP2/WG2 meeting on 15 October 2004).
3	PT-3-y: Richard Bingley to organise a WP2/WG2 meeting in October 2004 to discuss the results of the new analysis test comparison prior to the ESEAS workshop.	10/04	Completed in 10/04: Attended by representatives from NMA, UNOTT, ROA, UPC and SRC.  (Ref: e-mails from Richard Bingley to WP2/WG2 on 8 and 16 September 2004; e-mails from Juan Jose Martinez Benjamin to WP2/WG2 on 17 September 2004).