**Notes on PGC D.4 Conference Call**

**31 January 2013**

**Participants**

Rob Klein Nagelvoort

Jupiter Ramirez

Ted Williams

**Notes**

ACTION ITEM (Study Group): Given the low level of participation in calls, the Study Group requests that members provide comments to Ted on setting up regular monthly calls on a schedule that meets most members’ available times. It is proposed that monthly calls take place the last week of each month (day of the week to be determined) beginning at 1500 GMT. Study Group members should provide comments on which days would work best during that week, and if weeks and times are not good, members should provide those comments as week.

ACTION ITEM (Study Group). Members who have not provided recommendations on LNG chains to be covered by the study should do so by 15 February. The original target for accomplishing this was today, 31 January. After 15 February, Ted will provide a summary of the LNG recommendations received.

ACTION ITEM (Ted): Ted will arrange meetings in Houston during the first half of February with potential sponsors and venue hosts to evaluate whether a 19 April morning workshop can be organized.

ACTION ITEM (Study Group): Members should review the SharePoint website for the Study Group activity to become familiar with the workings of the website and provide comments on the categories to be used for information under the “Library” section of the website. Ted will work on the categorization using this information and redistribution of current content shown under the “Library.”

ACTION ITEM (Study Group): Members should correspond via email using the email list provided with the emails from 30 and 31 January but should begin the transition to using the website “Discussions” capability to engage other members. Ted will confirm that new discussions and additions to “Library” generate automated notifications to the Study Group members. If not, Study Group members should provide notifications to other members about new additions to website materials.

OTHER UPDATES: Future PGC D meetings and opportunities for workshop and other Study Group activities include: Spain meeting, October 2013, Japan meeting, April 2014, (Autumn 2014, location undecided), Doha meeting, Spring 2015.