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**A Meeting of the EFFC Sustainability Working Group held on Monday 30
 March – 10am-13.00pm UK – 11am – 14.00 CET
 via WebEx Conference Call**

Meeting Action List

Action	Owner	Description	Date
1	Ciaran Jennings	Ask Sue Arundale: <ul style="list-style-type: none"> a. how the EFFC could gain access to the FIEC Sustainability Group b. what the Sustainability Group plans to do in terms of TEC, ECO, SOC 	9 th April 2020
2	Ciaran Jennings	Distribute Jeroen's FIEC Sustainability Group notes from November	9 th April 2020
3	Ciaran/Isabel Jennings	Ensure SWG distribution list is up to date	9 th April 2020
4	Chris Harnan	Email Lars Meyer information re low carbon concrete products	24 th April 2020
6	Ciaran Jennings	Speak to FPS Tech Committee (Tracey Wilkins) about being placed on a relevant BSI committee	9 th April 2020
7	Heleni Pantelidou	Speak to Clare Price about BSI committee work on low carbon concrete and what can be shared	24 th April 2020
8	Ruben Van den Broeck/ Heleni Pantelidou	"Champion/Deputy Champion" for low-carbon concrete. Investigate what opportunities there are across Europe	24 th April 2020
9	Ciaran Jennings/ Chris Harnan	Email relevant contact details (e.g. Lars Meyer) for Ruben and Heleni to start researching opportunities	9 th April 2020
11	Everyone	Compile list of 6 major issues/priorities (relating to the Circular Economy) from the standpoint of the EFFC. Have this list emailed to Chris (chris.harnan@e-ceecom.com)	1st of April 12pm (BST/CET)
12	Chris Harnan	Collate list and distribute back to SWG	1st April Days End
13	Ciaran Jennings	Reach out to Jasmine Andren to see if she is still able to participate in the group.	9 th April 2020
14	Jeroen Ritzer van Dinther	Create mind-map of major issues to come back and discuss at the next meeting	24 th April 2020