

Note of Meeting - Renewable Fuels Agency Board

Date: Wednesday 6th February 2008
Location: Cunard Room, Great Minster House, Marsham St, London
Time: 01.15 – 17.30

In attendance:

Board Members

Professor Ed Gallagher (Chair)
Gareth Llewellyn
Dr Paul Jefferiss
Brian White
Greg Archer
Sue McDougall (Acting CEO)

Executive

Representatives from the
Department for Transport were also
in attendance.

The minutes of the previous meeting were agreed.

There were no key decisions to be taken.

The following items were discussed:

- The position with BERR.
- The transfer of responsibility to RFA.

Updates were given on:

- Set up of the Agency
- Risk Register
- Corporate Plan
- Management Statement and Financial Memorandum
- Standing Orders and Code of Practice
- RFA Launch Plan

The next meeting will be held at Great Minster House, Marsham St, London on 5 March at 1.00 pm.