

Note of Meeting - Renewable Fuels Agency Board

Date: Wednesday 2nd April 2008
Location: Cunard Room, Great Minster House, Marsham St, London
Time: 13.00 – 17.00

In attendance:

Board Members

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

Executive

Representatives from the Department for Transport were also in attendance.

Formal responsibility for the administration of the RTFO had been taken from the RTFO Executive Committee.

The minutes of the previous meeting were agreed.

The Management Statement and Financial Memorandum were approved subject to the agreement of the minister.

The following items were discussed:

- The HR strategy
- Biomass scoping paper

Updates were given on:

- Set up of the Agency
- Risk Register
- RFA Launch Plan
- Communications Plan
- The review on the indirect impacts of biofuels (Gallagher Review)

The next meeting will be held at Great Minster House, Marsham St, London on 7 May at 1.00 pm.