

## **Note of Meeting - Renewable Fuels Agency Board**

**Date:** Wednesday 7<sup>th</sup> May 2008  
**Location:** Cunard Room, Great Minster House, Marsham St, London  
**Time:** 11.00 – 3.00

In attendance:

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### **Board Members**

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

### **Executive**

Also in attendance  
  
Representatives from the  
Department for Transport were also  
in attendance.

The minutes of the previous meeting were agreed.

The IT Strategy, Risk Management Strategy and Procurement Strategy were discussed and agreed subject to changes agreed by the board.

The following item was discussed:

- Corporate plan

Updates were given on:

- Governance
- Budget
- Operations
- Risk Register
- Communications Plan
- The review on the indirect impacts of biofuels (Gallagher Review)

The next meeting will be held at Ashdown House, Sedlescombe Road North on 5 June at 11.00 am.