

## Note of Meeting - Renewable Fuels Agency Board

**Date:** Wednesday 18<sup>th</sup> December 2007  
**Location:** Southside Building, Victoria Street, London  
**Time:** 13.30 – 17.00

In attendance:

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### Board Members

Professor Ed Gallagher (Chair)  
Gareth Llewellyn  
Dr Paul Jefferiss  
Brian White  
Greg Archer

Representatives from the Department for Transport were also in attendance.

Apologies from the interim CE were accepted. The minutes of the previous meeting were agreed with amendments.

There were no key decisions to be taken.

The following items were discussed:

- The need for a procedure for whistleblowing on fraud
- The need for clarification of the RFA's position on revocation of RTF certificates.
- The arrangements for issuing Carbon & Sustainability Guidance
- The RFA Identity.

Updates were given on:

- Recruitment;
- Training;
- Website;
- Launch event;
- Risk Register;
- Acceptance criteria.

The next meeting will be held at Southside, Victoria St, London on 9 January at 11.15 am.