

Note of Meeting - Renewable Fuels Agency Board

Date: Wednesday 9th January 2008
Location: Southside Building, Victoria Street, London
Time: 11.15 – 14.30

In attendance:

Board Members

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

Executive

Sue McDougall (Acting CEO)

Representatives from the Department for Transport were also in attendance.

The minutes of the previous meeting were agreed with amendments.

There were no key decisions to be taken.

The following items were discussed:

- The communications strategy was generally approved.
- The draft RFA Identity.
- The draft Management Statement and Financial Memorandum.

Updates were given on:

- Set up of the Agency
- Key decision timetable
- C&S guidance;
- Risk Register;
- Operations System

The next meeting will be held at Southside, Victoria St, London on 6 February at 1.30 pm.