

Charging Delivery Body Action Log – from meeting held on 16th October 2017

Action number	CDB Meeting action raised	Min ref no.	Owner	Action	Status	Due by	Status
CDB01	27 Sep 17	2.2	Ofgem	Ofgem to provide further details in regards to TOR and their objectives at the next Stakeholder forum in November		9 th Nov 17	Complete
CDB02	27 Sep 17	2.3	CDB Members	Review in September 2018 of how effectively CDB is achieving its objectives		Sept 18	Open
CDB14	N/A	N/A	Lead Secretariat	Circulate the final forum attendees list to CDB members	Organisations placed on website	27 th Oct 17	Complete
CDB15	16 th Oct 17	3.1	Ofgem	Circulate Regulatory stances to the CDB members before Charging Futures Forum	Emailed 19 th Oct	9 th Nov 17	Complete
CDB16	16 th Oct 17	3.2	Lead Secretariat	Contact Nigel Bessant to confirm attendance from Scottish & Southern Electricity Networks	Confirmed by email	23 rd Oct 17	Complete
CDB17	16 th Oct 17	4.2	CDB Members	Comments on CDB Terms of reference	Published on website	23 rd Oct 17	Complete
CDB18	16 th Oct 17	4.4	Lead Secretariat	circulate agreed CDB meeting papers to the CFF distribution list	Published on website	20 th Oct 17	Complete
CDB19	16 th Oct 17	4.4	Ofgem	update CDB TOR to include regular updates from the CDB to Code Panels	Published on website	20 th Oct 17	Complete

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CDB20	16 th Oct 17	4.5	Ofgem	Make changes to CDB Terms of Reference prior to circulation to CFF distribution list		20 th Oct 17	Complete
CDB21	16 th Oct 17	4.6	Lead Secretariat	Investigate summary document produced from Power Responsive events and develop a format for the CFF summary with Ofgem		3 rd Nov 17	Complete
CDB22	16 th Oct 17	4.7	Ofgem/Lead Secretariat	Update the process slides to include the role of the CDB and circulate to CDB members, and then share at the CFF in November	Shared at Charging Futures Forum	27 th Oct 17	Complete
CDB23	16 th Oct 17	4.9	CDB	To send any further comments on the guidance to JR by 20 th Oct		27 th Oct 17	Complete
CDB24	16 th Oct 17	5.2	Lead Secretariat	Incorporate comments received for issues identified by industry led charging reviews and circulate to CDB members		27 th Oct 17	Complete
CDB25	16 th Oct 17	6.7	Ofgem	Arrange teleconference with Code Administrators to identify the secretariat(s) to support the TFs	Tcon took place on	20 th Oct 17	Complete
CDB26	16 th Oct 17	6.7	Ofgem	Review and update the draft outline of the TF Terms of Reference slides for circulation to the mailing list	Updated in the minutes. The draft ToRs (with more detail than the slides) will be available to all stakeholders before the CFF	9 th Nov 17	Complete

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CDB27	16 th Oct 17	6.8	Ofgem	Engage with ENA to discuss the work that they currently are undertaking on Electric Vehicles, and to consider if discussion of EVs under a CFF Task Force would be appropriate	Discussed at the CDB meeting on the 29 th November	9 th Nov 17	Complete
CDB28	16 th Oct 17	6.8	Lead Secretariat	Electric Vehicles to be discussed at CFF, and on agenda for November CFF meeting	Agenda item for discussion	CDB Nov 17	Complete
CDB29	16 th Oct 17	7.3	Ofgem	Confirm if CDB members are able to attend the CFF (if they are not the CFF representative from their organisation)		27 th Oct 17	Complete
CDB30	16 th Oct 17	7.4	Lead Secretariat	Include European policy update as a standard agenda item for the CFF	Update will be given at the CFF on 28 th February	9 th Nov 17	Closed
CDB31	16 th Oct 17	7.6	Lead Secretariat	Include links to the Ofgem papers on TCR and the electricity network access reform project on the Charging Futures portal		9 th Nov 17	Complete
CDB32	16 th Oct 17	9.1	Lead Secretariat	Confirm CDB meeting date and venue in November		27 th Oct 17	Complete