

Charging Delivery Body Action Log – from meeting held on 29th November 2017

Action number	CDB Meeting action raised	Min ref no.	Owner	Action	Status	Due by	Status
CDB02	27 Sep 17	2.3	CDB Members	Review in September 2018 of how effectively CDB is achieving its objectives		Sept 18	Open
CDB33	29 th Nov 17	4.2	Lead Secretariat	Compare CFF attendance to Power Responsive attendance and FES engagement to see if anyone is missing, particularly on demand/consumer side. Consider extending the invites before the next CFF	Update to be given at the CDB meeting on 29th January	31 st Jan 18	Open
CDB34	29 th Nov 17	4.2	Lead Secretariat	Explore the analytics of mailchimp to understand who is reading Charging Futures emails	Update to given at CDB Meeting 29th January	31 st Jan 18	Open
CDB35	29 th Nov 17	4.2	Lead Secretariat	Send email to wider distribution list of Charging Futures to gain feedback on accessibility of Charging Futures. Target doing this after the next CFF.	Feedback will be requested following the February Forum	March 18	Open
CDB36	29 th Nov 17	4.5	Lead Secretariat	Lead secretariat to consider training before next CFF, ascertaining members appetite and the medium for providing this	Update to given at CDB Meeting 29th January	31 st Jan 18	Open
CDB37	29 th Nov 17	4.5	Lead Secretariat	Highlight training sessions being run by the Code Administrators and National Grid SO through comms to the distribution list	Update to be given at CDB meeting 29th January	31 st Jan 18	Open
CDB38	29 th Nov 17	4.7	Ofgem/ Lead Secretariat	At the next CFF provide an update on what has been done on the back of the feedback received at the first CFF	On draft Agenda for Feb - CFF	28 th Feb 18	Complete

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CDB39	29 th Nov 17	5.3	Ofgem/ENA	Ofgem or ENA to give an update on Electric Vehicles at the next CFF	On draft Agenda for February – Charging Futures Forum	28 th Feb 18	Complete
CDB40	29 th Nov 17	6.4	Ofgem	Ofgem to clarify who the Task Forces should be engaging with e.g. DCMDG etc and include within the Terms of Reference	The Terms of Reference have been updated and are available at : http://www.chargingfutures.com/media/1108/final-cff-tf-tor_12jan18.pdf	31 st Jan 18	Complete
CDB41	29 th Nov 17	6.6	Lead Secretariat	Put calendar of events on Charging Futures portal and highlight in email to Charging Futures members forthcoming dates for diaries	Published on Charging Futures website and is available at: http://www.chargingfutures.com/whats-happening/charging-calendar-modifications-tracker/	15 th Dec 18	Complete
CDB42	29 th Nov 17	7.2	Lead Secretariat	Circulate DCUSA spreadsheet with mod statuses.	Emailed to CDB members	15 th Dec 18	Complete