

Charging Delivery Body Action Log – from meeting held on 29th January 2018

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
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
CDB42	29 th January 18	2.2	Lead Secretariat	BV to update the CDB TOR to reflect the approval of the CDB minutes		March 18	
CDB43	29 th January 18	2.3	Lead Secretariat	BV to update the CDB TOR to reflect the criteria for an Observer		March 18	
CDB44	29 th January 18	3.3	Lead Secretariat	Lead Secretariat to produce website analytics to see who has opened the TF Options Papers		March 18	
CDB45	29 th January 18	3.5	Lead Secretariat	BV to send CDB members a list of confirmed webinars and link to the recorded webinars	Email sent to CDB members, 1 Feb 18	March 18	Complete
CDB46	29 th January 18	3.6	Lead Secretariat	BV to send TNUoS webinar dates to CDB members	Email sent to CDB members, 1 Feb 18	March 18	Complete
CDB47	29 th January 18	3.8	Lead Secretariat	Lead Secretariat to build page on the Charging Futures website to hold all training material		March 18	

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CDB48	29 th Janaury 18	4.3	Lead Secretariat	Lead Secretariat to investigate registered interest for the webinars and make a decision with Ofgem		March 18	