

### Minutes/Next steps identified

#### Technical Review Group Meeting 4<sup>th</sup> September 2007

- 1) On the proposed reporting format presented by CPET, it was commented that reporting on timber type (tropical-, temperate hardwood or softwood) would be difficult and it was suggested that it was left out of the reporting format. CPET supports making the reporting requirements as approachable as possible and will suggest to Defra that this reporting requirement is left out of the format. – It was suggested that NGO's would be consulted on the proposal on this issue and CPET will do that in cooperation with Defra.
- 2) It was agreed that some control/Spot checks on site are needed. CPET will raise the issue in the report and with Defra and discuss: Who should be doing it and at when.
- 3) CPET presented a list of tools and guidance needed identified through the project and will work with other initiatives from the construction sector to develop these. The TRG members will be consulted on the tools and guidance developed by CPET via email.
- 4) CPET have identified a need for awareness raising and harmonisation on the contract requirements across central Government departments and will work with Defra on the best way to forward.
- 5) A need to identify where the reporting requirements will fit in across central Government had been identified by CPET and CPET will meet with Defra officials to discuss the best way forward.
- 6) It was raised by CPET that it is not clear what public bodies are bound by the timber procurement policy. Defra would seek clarification on the issue.
- 7) A need for a strategy towards for involving Local authorities is identified by CPET and a project/study will be initiated in late Autumn.