

Attendees:

David Rabey, Defra
 Greg Moffat, Defra
 Neil Judd, ProForest CPET
 Sofie Tind Nielsen, ProForest CPET
 Solene Le Doze, ProForest CPET
 John Vaughan, Forestry Commission (Presented the FC Cat B protocol)
 Neil Riddle, Forestry Commission

Apologies:

Stuart Goodall, Confor
 John White, TTF
 Hugh Speechly, Dfid
 Beatrix Richards, WWF UK
 Saskia Ozinga, FERN

It was decided that we go ahead with this meeting due to the importance of timing. The new step change in policy will be announced and introduced from 1 April 2009. The next CPET reference board meeting will be scheduled for Mid May. Reference board members will be asked to comment on the FC Cat B protocol before 15 April.

Agenda items

The following agenda items were discussed:

1) Introductions – new personnel

Solene Le Doze joined in January and is responsible mainly for raising awareness of the policy. Her time will be split between CPET 2 days and Defra 3 days a week. Solene has a background in natural resources management and economics, has worked in Zimbabwe, Guadeloupe and Indonesia. She joined the team from WRAP where she has spent a year and a half developing and marketing composting solutions to be used in agriculture and horticulture.

2) Category A assessment

a. MTCS update

CPET reported that MTCC had been consulted and the new institutional arrangements are still being phased in. There is also the anomaly of one FMU still certified against the MC&I (2001). Therefore, in terms of the UK government's timber procurement policy change from 1 April 2009, where only wood products from legal and sustainable sources will be purchased, the conclusion is that MTCS will not be able to comply immediately.

<i>Actions</i>	<i>Who</i>	<i>Date</i>
<i>Draft letter to Malaysian officials relating to MTCS situation and objectives</i>	<i>CPET/NJ</i>	<i>ASAP</i>
<i>Submission to Minister with letter to contact Malaysian Officials</i>	<i>Defra</i>	<i>ASAP</i>

3) Social criteria update

Implementation of the social criteria has been pending as the focus has been with other matters. It was decided to now advise the minister that certain social criteria can be included in the definition of 'legal and sustainable'.

Actions	Who	Date
<i>Draft wording for the submission to the minister</i>	<i>CPET</i>	<i>End April</i>
<i>Finalise submission to minister</i>	<i>Defra</i>	<i>Mid May</i>

4) Guidance note updates

a. **Category B protocol – Forestry Commission**

John Vaughan from the Forestry Commission presented their Category B protocol. The FC asked the Reference Board to consider the potential role of the UK Forestry Standard and English Woodland Grant Scheme in helping managers of smaller, uncertified woodlands meet the legality and sustainability requirements of the Category B evidence pathway.

Actions	Who	Date
<i>Collect feedback from the reference board members and DECC</i>	<i>Defra</i>	<i>15 April</i>
<i>Submission to minister</i>	<i>Defra</i>	<i>Following</i>
<i>Develop and publish guidance for public buyers and forest managers</i>	<i>CPET/FC</i>	<i>Following</i>

b. **FLEGT Guidance**

CPET updated on the amendments to the Timber Procurement Advice Note (TPAN) in relation to FLEGT and Defra's lawyers will review before circulating to OGC before final version is approval.

Actions	Who	Date
<i>Publish amended TPAN</i>	<i>CPET</i>	<i>1 April</i>

5) Update on work to encourage Local Authorities

CPET gave an update on the work in the North East with Regional Improvement & Efficiency Partnership (RIEP), the North Eastern Purchasing Organisation (NEPO) and Durham County Council. Durham and NEPO have adopted the policy and the work will be presented as a case study on the CPET website for other regions and local authorities to follow.

Actions	Who	Date
<i>Publish NE regional work as case study on CPET website</i>	<i>CPET</i>	<i>April</i>

<i>Arrange update with WWF and TTF</i>	<i>CPET</i>	<i>ASAP</i>
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6) **Awareness campaign**

Solène Le Doze presented an update on the overall awareness campaign. It focuses on Central Government as well as on Local Authorities and the private sector. The strategy and the data base containing all the contacts to be made and followed up on are available to share.

<i>Actions</i>	<i>Who</i>	<i>Date</i>
<i>Circulate the awareness strategy</i>	<i>CPET</i>	<i>April</i>

7) **Update on Reporting Pilot study**

Defra presented the recommendations following this winters reporting study and consultation with Defra bodies. It is proposed that data collection is required only for the larger construction projects, coupled with a requirement for monitoring of compliance with policy for all other product groups. This will be achieved through a series of spot checks, firstly by the contract managers, then by the organisations internal audit team. The monitoring will need to be signed off by the Chief Reporting Officer for that dept, agency or body to reaffirm responsibility and commitment.

<i>Actions</i>	<i>Who</i>	<i>Date</i>
<i>Results of study together with proposal and next steps to be submitted to Minister</i>	<i>Defra</i>	<i>Beg - April</i>
<i>Arrange meeting with the National Audit Office (NAO) and the Sustainable Development Commission (SDC) to explore proposals</i>	<i>Defra</i>	<i>ASAP</i>

8) **Any other business**

The next reference board meeting is to be arranged for mid May.

<i>Actions</i>	<i>Who</i>	<i>Date</i>
<i>Arrange date for next meeting</i>	<i>Defra</i>	<i>ASAP</i>