

## MEETING OF THE MARKET TRANSFORMATION ADVISORY GROUP HELD ON WEDNESDAY 19 JUNE 2002

### Present:

Chris Baker, DEFRA/EBC (Chair)  
Brenda Boardman, ECI  
Deborah Brown  
Teresa Smallbone  
Garry Staunton, CT  
Kelly Butler, EST  
Arnold Pindar, BSI  
Douglas Robinson, DTI/ENV  
Emma Chetwynd, OFGEM  
John Collingwood, DEFRA/SEP  
Robin Mynard, DEFRA/WSR  
Bob Ryder, DEFRA/EBC  
Lindsay Coombs, DEFRA/EBC  
Paul White, AEAT  
Jeremy Tait, AEAT  
Verney Ryan, BRE  
Martyn Webb, DEFRA/EBC  
Owen Emery, DEFRA/EBC

### ACTION POINTS ARISING

- Submit comments to DEFRA on draft specification (Annex C). In particular in relation to Scope, Approach and Priorities. (**Everyone**).
- Comment on proposed MTP Annual Plan for 2002-03 (Annex E) (**Everyone**).
- Set out explicit Terms of Reference for MTAG (**Chris Baker**).
- Submit comments on style and content of consultation Matrix (Annex D) (**Everyone**)
- Revise consultation matrix in light of comments received from MTAG members (**Martyn Webb**).
- Revise presentation of 2002/03 budget to make it more user friendly – in particular set out the elements which relate to EBC mandatory tasks e.g. support for mandatory EU energy labelling, minimum standards and ecolabelling proposals (**Jeremy Tait**).
- Clarify balance of expenditure between Lead Contractor and sub-contractors and other organisations (**Martyn Webb**).
- Place agreed work plan and tender specification into the public domain (**Jeremy Tait**)