The meeting was opened by the Technical Secretary with the comment to the Members that this was

**their meeting**.

After a review of the Agenda and the Minutes of Previous meeting the Technical Secretary asked the Members the question “Are you satisfied with what you get from the FAECF TC ?”

The responses highlighted the problems -

* Nothing happens between meetings
* Improvement required to the Working Groups
* Many papers just before the meeting
* Agenda items are important

All valid complaints which were highlighted in the subsequent review of progress made with ACTIONs from the previous meeting, see below:-

1. LinkedIn not being used - to review Membership and ‘encourage’ members to use this forum.

2. VFF proposal for Approval of Technical Publications - To discuss @ MC

3. WEL Schemes will utilise the information from EcoDesign Lot 32 Tasks 1 - 4 (see ACTION 3 below)

4. Documents for review not available

5. Website changes made by GS

6. Non-Manufacturers Guidance approved and uploaded onto FAECF website

7. Scoping document for collecting minimum National Requirements for DoP’s has been distributed and Members to be reminded to complete these and return them to PV.

8. Dangerous substances will be included in next revision of the Mandate and are included in the BWR7 requirements.

Subsequent review of communication methods and problems highlighted that the Members supplied little information to the Technical Secretary either by e-mail or by using the FAECF TC dedicated LinkedIn Group.

ACTION 1 - Communication

Members to provide Technical Secretary with key documents and periodic updates on those topics on which we focus in the TC. The Technical Secretary will review and disseminate essential details to the Members.

ACTION 2 - Working Methods

Members will be asked to provide details of those European Meetings and Organisations in which they participate in order for the Secretariat to work with the Members to establish information flows by agreeing reporting responsibilities with the Members.

ACTION 3 - EcoDesign - Lot 32 Report on Task 1

The Technical Secretary is to e-mail the members asking them to review the details provided on their Window Energy Labelling schemes as identified in Lot 32 Task 1 and to provide the rational behind the schemes.

ACTION 4 - EcoDesign - Lot 32 Report on Tasks 1, 2, 3 & 4

The comments form received and sent to the Members yesterday with a request for them to provide their responses within two weeks, these will then be consolidated by the Technical Secretary, and if no conflicts are identified an FAECF response will be compiled, copied to the Members, and submitted, as required by 17th April. We have to be mindful of the earlier FAECF Position regarding EcoDesign.

ACTION 5 - CPR

The Members attention was drawn in the CPR to the Financing of EAD development in Act 20 (2) and they were asked to consider and to advise the Secretariat of the implications for EOTA organizations in their countries and what action they are/will be taking regarding this issue. The responses will be consolidated and the Members advised.

 ACTION 6 - Draft FAECF position on a single DoP and CE Marking document.

This was reviewed at the meeting and with the exception of the requirement to identify of the implications on timing of the documents (the downside) was approved. The amendment will be made and the TC asks the MC for their support for this document to go forward to CPE.

ACTION 7 - CEN-CENELEC Guide 25

The meeting supported the position presented by Frank Koos on behalf of EWD(13)43.

The MC was asked to advise EWD that they support this position.

ACTION 8 - EuroCodes - Simplification

A Member of the TC is involved and will forward key documents and details of opportunities to influence the simplification process.

ACTION 9 - Monthly Reports

The Technical Secretary was asked to provide the Members of the TC a brief monthly report identifying key issues, actions taken, progress made to act as a monitor of the performance of both the Members and the Secretariat.