

MINUTES OF MEETING : PEOPLE & COMMUNITIES TECHNICAL COMMITTEE

DATE and TIME – Friday 20th November 2015 – 11.00 hours

VENUE: Chadwick 101 (1st floor) UCL Gower Street London WC1E 6BT

Attendees:

Name	Affiliation
Dr Sarah Bell (Chair)	UCL (Chair)
Suzy Armsden	WATEF Coordinator, University of Brighton
Cath Hassell	Ech02
Emma Jones	CAG Consulting

Apologies:

Name	Affiliation
Bill Kirkup	CAG Consulting
Clive Coley	Independent Management Consultant
Dani Jordan	Waterwise
Dr Eleni Tracada (Co-Chair)	University of Derby
Will Harte	DEFRA
Mindy Hadi	BRE (via SKYPE)
Neil Sephton	First Wessex (via SKYPE) (neilgs13)
Alexa Bruce	ARUP
Dr Alison Browne	University of Manchester (via SKYPE) (ali_browne)

1. Minutes from previous meeting 5 August 2015 and actions from previous meeting were discussed. Action: Need to chase up all TC on actions.
2. Case studies – Emma Jones to advise on Lost Effra case study (London Wildlife Trust) and send through to Suzy. Action: Suzy to re-send case study template to all TC members and request they provide them by week ending 18th December at latest. ACTION: Sarah Bell and Ali Browne to analyse case studies to form conference paper. Emma Jones to investigate getting funding on individual basis for more in-depth evaluation of case studies. Action: Emma and Cath to identify possible sources and report back.
3. Strategy planning & Conference: Perhaps focus on customer behaviour and awareness. Encourage TC members to submit themes for conference –

ACTION: please send themes to Suzy as soon as possible for inclusion in call for papers.

4. Nominations for new Chair (as Sarah wishes to step down) Sarah to send Eleni an e-mail to ask if she wishes to be sole Chair – depending on her reply Suzy to send request for nominations to all other TC members.
5. Topic for WATEF Conference and sub themes : Perhaps Ali Browne and Sarah Bell could link water efficient MSc projects to conference and ask students to prepare posters ? (action: Sarah/Ali) Sarah'sd students are looking at water efficiency project with Alexa Bruce. Sarah to send details of case study conducted at UCL around behavioural change. Action: Can other TC members send ideas for MSc students for similar case studies or let us know if they want students to conduct evaluation in schools for example. TC members to send to Suzy for circulation as usual. Cath to send details of data she would like evaluated to Sarah.
6. Next meeting to take place on 8th February at UCL, Gower Street, London – timing midday to allow everyone to attend (please bring cakes as its' Sarah's birthday).