Minutes of the Steering Group Monday 25th Sept, 2017

**Attendees:**

Shaun McCarthy (Chair), Carole Ann Smith (Secretariat), Jose Abreu, Colin McKerracher, Staffan Soderberg, .

Shaun apologised for sending out an incorrect date for the meeting in an Outlook invite and although he sent another to correct his mistake it is clear not everyone got this in time.

**Actions from last agenda.**

Carole Ann went through the previous agenda / actions and fed back all had now been completed.

Shaun fed back that Karin’s link (Netherlands) had been removed as it contained commercial content.

**Operational Update.**

Carole Ann fed back on the website:

96 resources now on the website, total numbers of views now stand at 4,002, video and written articles particular popular as are the translated “Introductions to ISO 20400” contributed by Jean-Louis. More translations have now been added to the website. On LinkedIn and twitter members who have visited our website have given favourable feedback. We now have 1,602 LinkedIn members and 249 Twitter members.

**Action:** Carole Ann to continue to monitor views of websites and provide data updates

**Steering group feedback:** Shaun asked if any of the steering group wished to share anything.

Colin McKerracher reported that sales of the ISO 20400 standard were slow and that BSI were looking to alley themselves with Action Sustainability (AS) for training and ways to promote the standard.

Jose Abreu reported that the Brazilian National Standard Bodies had now adopted and published the ISO 20400 standard. This is good news.

Staffan Soderberg reported that he was developing power points, training sessions though so far there had not been a big uptake apart from in the public sector.

**Gap Analysis Tool.**

Shaun demonstrated the pilot for a “gap analysis tool” we want to add to the website. It should be ready to go live by the end of November. The tool was unanimous welcomed. Colin welcomed the free tool and spoke of BSI contributing to the website in the future.

**Action:** Shaun to work with Itineris to get the Gap Analysis tool, which is again funded by AS, onto the ISO20400.org website before Christmas.

Shaun asked that all members contribute any relevant resources when they can as we do want this website to be a global web site.

Date and time of the next meeting to be sent out via Doodle Poll

Tuesday 9th January 2018 at 5pm (British standard time).