

**Minutes of the WAB Meeting**  
**Thursday 12 March 2020 12pm**

Venue: Room B43A, Custom House, Dublin 1.

Attended by:

Chairperson	Paul McGowan	
Members	Miriam McDonald	Michelle Minihan
	Tom Collins	Martin Sisk (By Phone)
Secretariat	John McCarthy	Neill Dalton
	Colin Flood	Darren Browne

**1. Minutes of last meetings and matters arising**

The minutes were approved with some minor edits.

**2. Declaration of any conflicts of interest**

There were no declarations of conflicts of interest from the members.

**3. Post publication review of 1<sup>st</sup> WAB Quarterly Report 2020**

Following the publication of the First Quarterly Report on 10 March 2020, the members discussed the media interest in the report, including interest from Newstalk FM, Kildare FM, The Irish Examiner and The Irish Times. It was noted that interest had grown in comparison to the previous quarterly report. It was agreed to make it easier on the WAB website to access previous reports. As per agenda item 6, the Secretariat will enable a "Reports" tab as part of the main menu options.

**4. 2nd WAB Quarterly report of 2020**

As per the previous WAB meeting, June was set as the next period for the 2<sup>nd</sup> Quarterly report of 2020. Irish Water (IW) has brought it to the attention of the Chair that the CRU data used in the 1<sup>st</sup> Quarterly report included an error. It was agreed that updated data will be provided to the Secretariat to make the necessary alterations with an updated version of the 1<sup>st</sup> Quarterly report being uploaded to the WAB website to replace the current version of the report.

It was agreed by the members that the EPAs Urban Waste Water Report will form the focus of the 2<sup>nd</sup> Quarterly report. In addition, it should incorporate the CRUs Revenue Control decision and changes

to IWs Capital Expenditure. The members discussed IW ability to deliver waste water plants, its targets, the effects of the funding cut from DPER and their ability to maintain investment. It was noted that the drinking water figures will change and need to be updated.

It was agreed that an invite will be issued by the Secretariat to IW to attend a future WAB meeting with Paul, Michelle and Tom deciding on the subject matter of the meeting. This was agreed to be issued by 20 March.

It was acknowledged that delays had occurred during the preparation of the 1<sup>st</sup> Quarterly report. It was agreed that the process for the 2<sup>nd</sup> Quarterly report would be streamlined. Metrics and commentary will be provided to the secretariat. This will be followed by a round of editing and then followed by a final proof read. It was agreed that the draft report would not be circulated among the members until all parts are in the report. Miriam raised the point that we should have protocols for how to write the report to provide consistency. Miriam will provide guidelines to the Secretariat. The Secretariat will also contact ICT with regards establishing cloud based access for members to reports for ease of editing. It was agreed that the 30 April would form the cutoff date for data for the 2<sup>nd</sup> Quarterly Report. It was agreed that the Secretariat will set out and circulate an overall process to include the Guidelines.

## **5. Update on WAB Annual Report**

The WAB annual report will cover activities up to 31 December 2019 and therefore not include the 1<sup>st</sup> Quarterly Report of 2020. Content will also include members who have left the body during that time. It was agreed that there will be consistency in terms of tenses; in this case it will be written in past tense. A 'Glossary of terms' was suggested and will be included if required. Paul McGowan will be referred as the 'Chairperson' and will provide an updated biography for the report and website. It was agreed that the Secretariat, CRU and EPA will be acknowledged for their contribution. The Water Forum would be referred to as An Fóram Uisce. The Chairs attendance at the JOC will also be noted. It was agreed that the 'Fees' section will need to clarify what members did / did not receive fees. The report should also mention that the minutes of meetings are published on the WAB website.

## **6. WAB website**

The secretariat provided a Google Analytics report covering monthly website usage since the launch of the WAB website in September 2019. It was acknowledged that usage was low but with the further issuing of reports, the website should expect increased traffic. It was agreed to upload the press releases from the previous two quarterly reports and the associated letters to the Joint Oireachtas

Committee (JOC) and Department Minister. It was agreed not to have a social media presence as this would require ongoing monitoring and updating. A 'Reports' tab and an 'Other Information' tab will be added to the Main Menu options on the Home page.

Work on an 'useful information' page has progressed with documents identified from the CRU, IW and DHPLG. Michelle will provide EPA web links to relevant reports and pages to be included on the WAB website.

#### **7. Confirm next three meeting dates;**

It was acknowledged that the ongoing situation of the COVID-19 virus could result in changes to the meeting schedule. The next WAB meeting is due for 9 April. A backup date was agreed for the afternoon of 16 April. Following that, there will be meetings scheduled for 22 May, 11 June and 9 July. The Secretariat will circulate dates.

#### **8. Any Other Business;**

Martin Sisk attended the meeting via a conference call facility and unfortunately due to technical difficulties he experienced poor audio quality. The Secretariat will be in contact with ICT to review the arrangements for this meeting and to find better arrangements for members remotely joining a meeting. The Secretariat will further explore the capabilities that members have to work remotely while discussing options these with ICT.

It was confirmed that An Fóram Uisce's Symposium for 20 March has been postponed.

**The meeting was brought to a close.**

<b>Agenda Item No:</b>	<b>Action</b>	<b>Decision</b>
4	CRU data error from 1st Quarterly report	Updated data will be provided to the Secretariat to make the necessary alterations with an updated version of the 1st Quarterly report being uploaded to the WAB website.
4	2nd WAB Quarterly report of 2020	<ul style="list-style-type: none"> <li>• Focus will be on EPAs Urban Waste Water Report</li> <li>• It should incorporate the CRUs Revenue Control decision and changes to IWs Capital Expenditure</li> <li>• It was agreed that the 30 April would form the cut-off date for data for the 2nd Quarterly Report.</li> </ul>
4	2nd WAB Quarterly report of 2020	Streamlined process to be developed by the secretariat reflecting metrics and commentary provided to the Secretariat and then the Secretariat managing the round of editing and the final proof read.
4	IW invite to future WAB meeting	Invite will be issued by the Secretariat by 20 March.
5	WAB Annual Report	<ul style="list-style-type: none"> <li>• Agreed report will cover activities up to 31 December 2019.</li> <li>• Content will also include members who have left the body during that time.</li> <li>• Consistency in terms of tenses</li> <li>• Chairperson' will provide an updated biography for the report and website</li> <li>• Secretariat, CRU and EPA will be acknowledged</li> <li>• Clarification of Fees paid</li> <li>• Mention of minutes publication</li> </ul>
6	Updates to the WAB Website	<ul style="list-style-type: none"> <li>• Agreed to upload the press releases from the previous two quarterly reports and the associated letters to the Joint Oireachtas Committee and Department Minister</li> <li>• It was agreed not to have a social media presence as this would require ongoing monitoring and updating.</li> <li>• A 'Reports' tab and an 'Other Information' tab will be added to the Main Menu options on the Home page.</li> <li>• The Useful Information page to be completed. Michelle will provide EPA web links to relevant reports and pages to be included on the WAB website.</li> </ul>
7	Meeting Dates	The next WAB meeting is due for 9 April. A backup date was agreed for the afternoon of 16 April. Following that, there will be meeting scheduled for 22 May, 11 June and 9 July. The Secretariat will circulate dates to the members.
8	Remote Conferencing for meetings	The Secretariat will further explore the capabilities members have to work remotely while discussing options with ICT.