



**Minutes of the Meeting of the Water Advisory Body
Wednesday 8 June 2022, 2pm**

Venue: WebEx VC.

Attended by:

Chairperson Paul McGowan

Members Michelle Minihan Dónal Purcell
Martin Sisk Miriam McDonald

Secretariat Nason Fallon Darren Browne

1. Minutes of main meeting on 18 May 2022

The Members agreed the minutes of this meeting subject to a minor editorial amendment. The minutes will be published on the WAB website.

2. Declaration of any conflict of interest

There was no declaration of any conflict of interest.

3. Quarterly Report 2 of 2022

Secretariat Guidance Note for Compilation of Quarterly Report:

Following discussions on the last Quarterly Report, the Secretariat circulated a draft guidance note outlining what material is required for the drafting of Quarterly Report 2 of 2022. This has been circulated to the Board, the Commission for Regulation of Utilities (CRU) and the Environmental Protection Agency (EPA). The Board approved the guidance note and agreed

that it should be consolidated with the previously developed style guide. The document will be kept under review for future Quarterly Reports.

Update on material:

Material for the report has been received from the CRU with further material from the EPA due in the coming days. Miriam McDonald has drafted text covering the Irish Water Customer Survey report, released in May, for inclusion in Part 3 of the Quarterly Report. For the 'Executive Summary' section, the Irish Water Customer Survey will feature prominently, followed by summaries of the other key events and key performance indicators. Once drafted by the Secretariat, the draft report will be circulated to the Board for final review. A final version of the text of the report is to be agreed prior to being issued for desktop publishing.

4. Media Coverage update – Quarterly Report 1 and Irish Water Customer Survey.

In preparation for the release of the next Quarterly Report, the Secretariat will engage with the public relations company as to the circulation targets amongst the media and the best date for publication.

In keeping with the topic of Irish Water communication as featured in the Customer Survey, the WAB discussed an ongoing matter in West County Limerick regarding a lack of water supply and the communications issues arising.

As part of the release of the Irish Water Customer Survey, it was agreed to invite representatives of Irish Water to a meeting of the WAB. As part of the agenda, the WAB will seek to discuss examples like the West Limerick case. The WAB agreed to issue an invite to Irish Water to attend the next meeting of the WAB at 10am, 13 July. The meeting will last approximately one hour with 20 minutes allocated for Irish Water to respond to the survey findings with the remaining time allocated for a questions and answers session. This meeting is due to take place in-person.

5. Meeting with An Fóram Uisce on 13 September 2022

The WAB agreed to a meeting with representatives of An Fóram Uisce (AFU) at the tentative time of 11am, 13 September 2022. The meeting will be held in-person in Dublin with a final

location and time to be agreed with AFU. A WAB meeting will follow thereafter on the same day with a break for lunch in between. The location for this meeting will be confirmed in due course. The presentation for the meeting will be finalised following the meeting with Irish Water in July.

6. Confirm next three meeting dates

The following meeting dates were agreed:

- 13 July at 10am - this meeting is scheduled to take place in-person and may feature a meeting with representatives of Irish Water (as mentioned in Agenda Item 4).
- 23 August at 2pm - this meeting will take place remotely via WebEx and replaces the previously scheduled meeting for 30/31 August.
- 13 September – A meeting will take place firstly with AFU followed by a main meeting of the WAB. This meeting is scheduled to take place in-person with a final time and location to be decided (as mentioned in Agenda Item 5).

8. Any Other Business

Agenda for next meeting:

It was agreed that the WAB will review their work plan for the year to date at their next meeting.

The meeting was brought to a close.

Agenda Item No:	Action	Decision
1.	Minutes of WAB Main Meeting on 18 May 2022	<ul style="list-style-type: none"> • Agreed subject to minor editorial amendment. • Publish on the website.
3.	Guidance note for compilation of Quarterly Report.	<ul style="list-style-type: none"> • The Board approved the guidance note and agreed that it should be consolidated with the previously developed style guide.
3.	Progress of Quarterly Report 2 of 2022.	<ul style="list-style-type: none"> • For the 'Executive Summary' section, the Irish Water Customer Survey will feature prominently, followed by summaries of the other key events and key performance indicators. • Once drafted by the Secretariat, the draft report will be circulated to the Board for final review. • A final version of the text of the report is to be agreed prior to being issued for desktop publishing.
4.	Quarterly Report 2 of 2022 Media Coverage	<ul style="list-style-type: none"> • The Secretariat will engage with the public relations company as to the circulation targets amongst the media and the best date for publication.
4.	Irish Water Customer Survey	<ul style="list-style-type: none"> • It was agreed to invite representatives of Irish Water to a meeting of the WAB.
5.	Meeting with An Fóram Uisce.	<ul style="list-style-type: none"> • The WAB agreed to a meeting with representatives of An Fóram Uisce (AFU) at the tentative time of 11am, 13 September 2022. • Location and time to be agreed with AFU.

6.	Upcoming WAB meeting dates	<ul style="list-style-type: none">• The following meeting dates were agreed:<ul style="list-style-type: none">○ 13 July at 10am○ 23 August at 2pm○ 13 September
8.	Any Other Business	<ul style="list-style-type: none">• The WAB will review their work plan for the year to date at their next meeting.