

Working Group Terms of Reference and Membership

TERMS OF REFERENCE FOR CAPXXX WORKING GROUP

RESPONSIBILITIES

1. The Working Group is responsible for assisting the CUSC Amendments Panel in the evaluation of CUSC Amendment Proposal CAPXXX tabled by [Proposer] at the Amendments Panel meeting on [Date].
2. The proposal must be evaluated to consider whether it better facilitates achievement of the applicable CUSC objectives. These can be summarised as follows:
 - (a) the efficient discharge by the Licensee of the obligations imposed on it by the Act and the Transmission Licence; and
 - (b) facilitating effective competition in the generation and supply of electricity, and (so far as consistent therewith) facilitating such competition in the sale, distribution and purchase of electricity.
3. It should be noted that additional provisions apply where it is proposed to modify the CUSC amendment provisions, and generally reference should be made to the Transmission Licence for the full definition of the term.

SCOPE OF WORK

4. The Working Group must consider the issues raised by the Amendment Proposal and consider if the proposal identified better facilitates achievement of the Applicable CUSC Objectives.
5. In addition to the overriding requirement of paragraph 4, the Working Group shall consider and report on the following specific issues:
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6. The Working Group is responsible for the formulation and evaluation of any Working Group Alternative Amendments (WGAAs) arising from Group discussions which would, as compared with the Amendment Proposal, better facilitate achieving the applicable CUSC objectives in relation to the issue or defect identified.
7. The Working Group should become conversant with the definition of Working Group Alternative Amendments which appears in Section 11 (Interpretation and Definitions) of the CUSC. The definition entitles the Group and/or an individual Member of the Working Group to put forward a Working Group Alternative Amendment if the Member(s) genuinely believes the Alternative would better facilitate the achievement of the Applicable CUSC Objectives. The extent of the support for the Amendment Proposal or any Working Group Alternative Amendment arising from the Working Group's discussions should

be clearly described in the final Working Group Report to the CUSC Amendments Panel.

8. There is an obligation on the Working Group Members to propose the minimum number of Working Group Alternatives where possible.
9. All proposed Working Group Alternatives should include the proposer(s) details within the Final Working Group Report, for the avoidance of doubt this includes Alternative(s) which are proposed by the entire Working Group or subset of members.
10. There is an obligation on the Working Group to undertake a period of Consultation in accordance with CUSC 8.17. The Working Group Consultation period shall be for a period of [####] as determined by the Amendments Panel.
11. Following the Consultation period the Working Group is required to consider all responses including any WG Consultation Requests. As appropriate the Working Group will be required to undertake any further analysis and update the Original and/or Working Group Alternatives. All responses including any WG Consultation Requests shall be included within the final report including a summary of the Working Groups deliberations and conclusions.
12. The Working Group is to submit their final report to the CUSC Panel Secretary on [Date] for circulation to Panel Members. The conclusions will be presented to the CUSC Panel meeting on [Date].

MEMBERSHIP

13. It is recommended that the Working Group has the following members:

Chair	[Name]
National Grid	[Name]
Industry Representatives	[Name]
	[Name]
	[Name]
	[Name]
Authority Representative	[Name]]
Technical Secretary	[Name - normally provided by National Grid]

NB: Working Group must comprise at least 5 Members (who may be Panel Members)

14. The Chair of the Working Group and the Chair of the CUSC Panel must agree a number that will be quorum for each Working Group meeting. The agreed figure for CAPXXX is that at least ## Working Group members must participate in a meeting for quorum to be met.
15. A vote is to take place by all eligible Working Group members on the proposal and each Working Group Alternative, as appropriate, as to whether it better facilitates the CUSC Applicable Objectives and indicate which option is considered the BEST with regard to the CUSC Applicable Objectives. The results from the vote shall be recorded in the Working Group Report.

16. Working Group Members or their appointed alternate is required to attend a minimum of 50% of the Working Group Meetings to be eligible to participate in the Working Group vote.
17. The Technical Secretary to keep an Attendance Record, for the Working Group meetings and to circulate the Attendance Record with the Action Notes after each meeting. This will be attached to the Final Working Report.
18. The membership can be amended from time to time by the CUSC Amendments Panel.

Working Group Observer(s)

19. Any individual can be invited or put a request to be invited to a Working by the Working Group Chairman and/or any Working Group Member in accordance with CUSC section 8.17.9. In addition the Chairman of the Working Group or any its Members can invite such person to speak at the meeting.
20. A Working Group observer does not have any voting rights.
21. The following observers have been selected to attend the Working Group:

[Observer Name] [Observer Company].
(please insert as many applicable)

Point to consider that the CUSC does not cover:

- [Do we need something here to remove a WG Observer? Should this be covered in the CUSC or TOR?]

RELATIONSHIP WITH AMENDMENTS PANEL

22. The Working Group shall seek the views of the Amendments Panel before taking on any significant amount of work. In this event the Working Group Chairman should contact the CUSC Panel Secretary.
23. The Working Group shall seek the Amendments Panel advice if a significant issue is raised during the Consultation process which would require a second period of Consultation in accordance with 8.17.17.
24. Where the Working Group requires instruction, clarification or guidance from the Amendments Panel, particularly in relation to their Scope of Work, the Working Group Chairman should contact the CUSC Panel Secretary.

MEETINGS

25. The Working Group shall, unless determined otherwise by the Amendments Panel, develop and adopt its own internal working procedures and provide a copy to the Panel Secretary for each of its Amendment Proposals.

REPORTING

26. The Working Group Chairman shall prepare a final report to the [Date] Amendments Panel responding to the matter set out in the Terms of Reference including all Working Group Consultation Responses and Requests.
27. A draft Working Group Report must be circulated to Working Group members with not less than five business days given for comments.
28. Any unresolved comments within the Working Group must be reflected in the final Working Group Report.
29. The Chairman (or another member nominated by him) will present the Working Group report to the Amendments Panel as required.