

Minutes and Actions Arising from Meeting Held on 26 November 2009

Present:

Garth Graham	GG	Chairperson, SSE
Bali Virk	BV	Secretary
Alex Thomason	AT	National Grid Electricity Transmission
Bushra Akhtar	BA	National Grid Electricity Transmission
Kathryn Coffin	KC	ELEXON
Robert Longden (via teleconference)	RL	Wind Energy
Merel Van der Neut Kolfchoten	MK	Centrica

Apologies:

Peter Bolitho	PB	EON
Stuart Cotten	SC	Drax Power Limited
Barbara Vest	BVe	Association of Electricity Producers
Tony Diccico	TD	RWE

All presentations and supporting papers given at this GSG meeting can be found at:
<http://www.nationalgrid.com/uk/Electricity/Codes/systemcode/workingstandinggroups/gsg/>

1 Apologies for Absence & Introductions

178. Apologies were received from Peter Bolitho, Stuart Cotten, Barbara Vest and Tony Diccico.

2 Approval of Minutes

179. The minutes from the meeting held on 29 October 2009 were approved subject to the amendments made by KC. Amendments to be made to the minutes and will then be published on the National Grid Website shortly.

Action: BV

3 Review of Actions

180. Detailed below is the progress to date on the outstanding actions from previous meetings:

- **Minute 140 – Review of Report Templates** – The GSG agreed that this action had been completed, subject to adding an additional question on the Working Group Consultation Response Proforma within the implementation section of “How long would this take?”. It was noted that this request was originally made by Barbara Vest.

Action: BV to add additional question and check the proposed change with Barbara Vest

- The GSG noted that report templates will only be used by the GSG or NGET.
- GG to inform the Amendments Panel on 27 November that report templates have been reviewed following completion of the CAP160 review.

Action: GG to update the Amendments Panel on 27 November 2009

- **Minute 153 – GSG to draft a paper on the "least worst" option/abstaining in voting** MK to draft a paper on Voting Best Practice for Working Groups and Amendments Panel, specifically to cover abstention and voting on a “least worst” option and bring back to the GSG in January 2010.

Action: MK to draft paper for the January 2010 meeting

▪ **Minute 158 – NGET and KC to consider proposals for cross code forum and present back to the GSG**

KC confirmed that a note had been circulated to AT with some ideas of how the cross code forum could work. AT confirmed that she would review this document and discuss this with KC outside of the GSG.

- The GSG discussed the format of the cross code forum sessions and KC stated some initial thoughts for the forum would be that it would run as an “educational” forum. Anybody could attend, but it would be particularly aimed at those industry Parties who do not have the resource to participate regularly in the code change processes. Attendees would receive updates from the Grid Code, CUSC and BSC changes/issues. The current view is to hold the forum every other month on the third Friday at Elexon's premises in London. KC noted the need to avoid clashing with other existing industry meetings or ELEXON's/National Grid's panel paper production cycles.
- RL stated that we would need to be careful about the preparation and structure of the cross code forum. NGET currently runs a Winter Outlook meeting which gets the balance right. The cross code forum should be an educational session and not a debating forum.
- AT confirmed that currently under the CUSC there is no group available which would allow people to raise ideas and the cross code forum would hopefully allow people to do so.
- The GSG supported the suggestion that the morning session should be an educational session and the afternoon session would be an ideas session or break out sessions.
- AT and KC agreed to draft a note outlining the proposals for the cross code forum to enable GG to circulate to the Trade Associations before Christmas and report back to the GSG at the January 2010 meeting.

Action: KC & AT to draft a note to the Trade Associations on the Proposals for the cross code forum for GG to circulate

▪ **Minute 160 – NGET to draft a CUSC Amendment Proposal to enable all interested parties to submit WG Consultation Alternative Requests**

BA gave the GSG a presentation detailing a draft CUSC Amendment Proposal, which looks to address the CUSC governance processes detailed below:

I. Extend the right to raise a Working Group Consultation Alternative Request to ALL interested parties.

The purpose of this element of the draft Amendment Proposal was to align the treatment of CUSC and non-CUSC Parties with respect to the rights to raise a Working Group Consultation Alternative Request. The GSG discussed how "interested party" would be defined. AT agreed to change this to 'any legitimate interested party', although noting that this may prove difficult to codify.

Action: Add 'legitimate' before interested party in the proposal.

II. Create the right for all interested parties to nominate themselves to be a Working Group member as opposed to requiring a nomination through a CUSC Party.

This suggestion will allow non-CUSC Parties to nominate themselves as opposed to currently seeking a nomination through another CUSC Party. The rationale for this was if a non-CUSC Party was to seek to nominate a Working Group member via a CUSC Party there may be an expectation or misguided belief that the non-CUSC Party was representing the views of the CUSC Party nominating them at the Working Group. The GSG decided to remove the word 'vested', as it was felt to have negative

Governance Standing Group (GSG)

connotations, and change the word 'independent' to "non-affiliated".

Action: Remove word 'vested' and replace 'independent' with 'affiliated'

III. Clarify the existing CUSC provision in paragraph 8.6.5 on voting rights of alternates. This will help to clarify how an alternate should vote when they cast a vote which is transferred from the Panel Member they are representing.

This part of the draft Amendment Proposal was to provide extra provisions in the CUSC to clarify how an alternate should vote when a Panel Member has transferred their vote to them. This would avoid confusion and aid consistency in the voting process. The GSG felt that extra clarity was required in the paragraph to differentiate between (i) an 'Alternate Member' who has been formally selected by the Panel through the Amendments Panel election process and (ii) an 'alternate' who has been appointed on behalf of a Panel Member to represent them as referenced in the 'User Panel Members – Alternates(s)' note published on the web.

Action: BA to clarify the different alternate types as referenced in the User Panel members – Alternate(s) note.

IV. Amend the CUSC to enable only a Working Group Chairman to invite a Working Group observer to speak, from the current position where both a Working Group member and the Chairman have the right to invite an observer to speak.

This part of the draft Amendment Proposal was to enable the Working Group Chair to have greater control of the meeting. The GSG were happy with this part of the drafting.

V. Amend the CUSC to allow all interested parties to attend a Working Group meeting as an observer.

This was to open up the right to observe at a Working Group to 'all interested parties'. The GSG felt this should be reworded to 'Amend the CUSC to allow all interested parties to nominate themselves to observe at a Working Group Meeting'. The issue around how to ensure individuals provide notification of attendance to facilitate the holding of the meetings themselves (with respect to room size, catering etc.) and meet local building/site access security requirements were discussed. GG suggested the use of a 'form' which would detail the 'interested parties' names, location, organisation they represented and reason for wanting to attend the Working Group. This 'form' would be submitted as part of the nomination process. It would provide the Chair, secretary and Panel members with more information when selecting those observer nominations to be allowed to attend Working Group meetings. It was noted that the discussions, with respect to observers, would not impact on the Authority's rights to attend as an observer (as outlined in 8.17.3) GG advised that changes may also have to be made in the following sections:

- 8.17.3 – to include consideration for Working Group Chairman and Panel Members to select nominated observers
- 8.17.6 – To include consideration for replacing observers particularly if they were disruptive.
- WG Terms of Reference to include a section on observer activities and rights at a WG.
- 8.17.8 - covers the content of the Terms of Reference may also have to be added to include reference to observers.

Action: BA to amend the paragraph to include reference to nomination of observers by Chairman and Panel Members, replacement of observers and including a section in the WG Terms of Reference on observers

- GSG agreed for the revised draft Amendment Proposal to be circulated to the GSG

Governance Standing Group (GSG)

by Thursday 10 December 2009 for one week for the GSG to comments back to BA with a view to submitting the CUSC Amendment Proposal for CUSC papers day on 21 January 2010.

Action: BA to redraft CUSC Amendment Proposal and circulate by 10th December.

- **Minute 163 – Role of the Chair – GSG to prepare a paper to be presented to the Amendments Panel outlining the pros and cons associated with each option discussed** GG to carry action over to January 2010 with a view to presenting at the February CUSC Amendments Panel.
- **Minute 171 – NGET to prepare a dummy Initial Written Assessment (IWA).** BA presented to the GSG a draft IWA for the CUSC Governance draft Amendment Proposal. BA expressed that for this particular amendment the information in the IWA was repeating what was already in the Amendment Proposal form except for the potential delivery 'time line' section. BA commented that, in her opinion, an IWA would add more value to more complex Amendment Proposals and that the exercise should be repeated again in the future as and when a more complex Amendment Proposal was raised. The GSG suggested repeating the exercise on a historical Amendment Proposal. BA responded that if an IWA was drafted on a historical Amendment Proposal much of the learning opportunities may not be captured. For example, part of the challenges faced is collating and reviewing the information with the proposer, which has already been done on an Amendment Proposal which has already been delivered. The GSG agreed it was better to repeat the exercise on a new Amendment Proposal raised.
- KC confirmed that the BSC working practice is that ELEXON shares the contents of the IWA with the proposer before submitting it to the Panel. The IWA helps the BSC Panel decide how to progress the modification, for example whether to send the modification proposal to a working group or straight to consultation, it also gives more background to the proposal, and a suggested Terms of Reference and activity timetable for any working group. KC also stated that an IWA is completed for ALL BSC modifications. However, because the BSC does not specify the exact contents of the IWA, in practice for minor changes it would be very brief.

The GSG asked for further details to be included in the IWA Recommended Way Forward section, to include the proposed Working Group meeting dates, and also to change the deadline for an Authority decision from a fixed date to instead refer to the Authority's self-imposed Key Performance Indicator of providing a decision within 25 days of receiving a Final Amendment Report.

Action: NGET to produce an IWA for a complex Amendment Proposal in the future

Minute 173 – NGET to present changes that would need to be made to the CUSC provisions in order to facilitate a IWA. AT confirmed that currently there is no concept of an IWA within the CUSC and therefore an Amendment Proposal would need to be raised to change this. The GSG discussed that if IWA was to be introduced into the CUSC the current process for submitting new Amendment Proposals by "papers day" for the CUSC would need to be looked at.

- **Minute 175 – NGET to prepare and circulate GSG meeting dates for 2010.** BV confirmed that the dates will be circulated by the end of the week.

Action: BV to circulate GSG meeting dates

All other actions were completed.

4 Any Other Business

181. No other business was discussed.

5 Next Meeting

182. The next GSG meeting will be held at 10.00am on **28 January 2010** at National Grid House, Warwick Technology Park, Gallows Hill, Warwick, CV34 6DA.