

Supplier and Agents Forum (SAF)

1. Purpose of the SAF

- 1.1 The SAF has been set up by the Supplier Volume Allocation Group (SVG) to provide expert advice on the Supplier Volume Allocation (SVA) arrangements under the BSC.
- 1.2 The SAF provides the opportunity for Supplier and Suppliers Agents to discuss Settlement issues and provide recommendations and/or advice to the SVG. The SAF can raise potential issues with the Trading Arrangements and therefore, if appropriate, ELEXON could progress the issues through the current Change Process.
- 1.3 The Forum is not a BSC Panel Committee and its provision is not a BSC obligation.

2. Membership

- 2.1 A Chairman will be appointed by ELEXON for the purposes of a SAF meeting.
- 2.2 The SAF will be constituted as an expert group and not a representative committee.
- 2.3 Membership will be open to Suppliers and Supplier Agents and meetings require a balance representation from all types of Supplier and Supplier Agents (dependent on business under discussion).
- 2.4 Appropriate experts may be invited to attend as required by the business under discussion; this may also include delegates from the SVG and OFGEM to attend.
- 2.5 SAF members will contribute as industry experts and will not represent the interests of their employers and/or constituents. The ability to maintain such independence is essential.

3. Frequency of Meetings

- 3.1 SAF meetings will be determined by the SVG and will be driven by industry need as directed by the SVG.
- 3.2 ELEXON will circulate details when a SAF meeting is requested and the purpose of why the meeting is required, ensuring the required attendance.
- 3.3 ELEXON will be responsible for arranging meetings, providing a Technical Secretary and distributing an agenda and any necessary paperwork before the meeting.

4. Decision Making

- 4.1 The SAF can make recommendations to SVG, based on the members' expertise on SVA operational matters for consideration. Wherever possible, advice will be based on a consensus view of the members present. However, where a different minority view exists, this shall also be reported.

5. Agenda/Papers/Reporting

- 5.1 ELEXON shall, at the request of the SVG to convene a SAF meeting will provide notice, at least five working days prior to the meeting (or such period determined by ELEXON or/and SVG), to all members and attendees. Such notice shall set out:
- 5.1.1 the date, time and place of the meeting.
 - 5.1.2 an agenda of the matters for consideration at the meeting and any supporting papers available.
 - 5.1.3 ELEXON will circulate minutes/summary/findings from the meeting no later than five working days following the meeting.
 - 5.1.4 The appointed Chairman of the meeting will report SAF recommendations/advice to the SVG.

6. Duties of the SAF

- 6.1 The duties and priorities of the SAF will be determined by the SVG, and may include items such as:
- 6.1.1 Issues relating to the quality of standing, settlement information and efficiency of processes carried out by NHH and HH Suppliers and Suppliers Agents. These will include relevant meter point administration data, Market Domain Data, EAC/AA values and details regarding the effectiveness of particular processes relating to settlement information.
 - 6.1.2 Issues relating to Performance Assurance such as Qualification, BSC Audit, Technical Assurance, and Performance Assurance Reporting and Monitoring System (PARMS).
 - 6.1.3 Changes to ELEXON products that have a direct impact on Supplier and Supplier Agents.
 - 6.1.4 Making recommendations and providing feedback on the options for the resolution of errors and faults.
 - 6.1.5 Bringing to the attention of ELEXON issues that could adversely impact the integrity of the Trading Arrangements.
 - 6.1.6 SAF members have a responsibility to contribute when required during the meeting. This is to ensure that opinions from all Supplier and Supplier Agents representatives are noted.