

Meeting name BSC Panel

Date of meeting 11 January 2001

Paper Title **ESTABLISHING PANEL TRADING GROUPS**

Purpose of Paper For Decision

Synopsis This paper details a process for establishing two Trading Groups to support the Panel, with draft terms of reference and an appointment process. The Panel is invited to endorse the establishment of the groups on this basis.

1. BACKGROUND

- 1.1 Paper P/08/003 (Committee Support to the Panel on Trading Issues) confirmed agreement in principle to the formation of two trading committees. These are intended to support the Panel on trading issues (i.e., issues relating to the rules, processes and systems used to determine imbalance prices and liabilities) and would have remits covering imbalance settlement and supplier volume allocation respectively.
- 1.2 The paper, and subsequent Panel discussion, recognised the need for these to be focused working groups, with members appointed on the basis of their relevant knowledge and experience. Whilst the applicability of existing PEC subcommittees and NETA Programme Groups was recognised, the need for an open nomination process available to all parties was concluded.
- 1.3 BSCCo was accordingly actioned to draft for Panel approval:
- (a) Terms of Reference for the groups; and
 - (b) An appointment process for the groups.

This paper addresses these two actions.

- 1.4 It was also concluded that BSCCo could identify and maintain technical expert groups to assist in the resolution of specific detailed technical issues. Details of these groupings and their members will be provided to the Panel in a subsequent paper.

2. SCOPE OF THE TWO GROUPS

- 2.1 Key in any process is the need to ensure a clear delineation of responsibilities. In terms of the two trading groups this will be:
- (a) between both the two Groups;
 - (b) between each Group and the Panel; and
 - (c) between the two Groups and the other Panel committees.

- 2.2 The demarcation between the two Groups largely relates to an assignment of agents, processes and systems. Figure 1 illustrates the key settlement activities and information flows. The figure defines the allocation of responsibility between the two Groups.
- 2.3 The level of delegation possible by the Panel is prescribed in the Code, Section B, 5. This has been reflected in the draft terms of reference which delegates the general responsibility for monitoring and managing the operation and development of the trading rules (non Code), and the supporting processes and systems. In terms of the Code, modifications are explicitly the remit of the Modification Groups, which the two Trading Groups can support where requested, in addition to providing advice to the Panel.
- 2.4 The draft Terms of Reference also identify specific areas where responsibility could be delegated. These are:
- Service Descriptions,
 - Party Service Lines;
 - Balancing and Settlement Code Procedures;
 - the design products; and
 - SVA operational data.

Details of the specific products are given in Tables 1a-i.

3. GROUP MEMBERSHIP

- 3.1 Key to the success of the Groups will be establishing and maintaining a membership with suitable knowledge and experience. The overall composition of the membership will need to reflect the diverse groups and interests within the market. With the primary focus of the Groups being trading issues it is concluded that the majority of voting members should be drawn from the industry, with additional voting members from the customer, distribution/transmission operators.
- 3.2 A clear focus on the Groups being established as working groups suggests that the size of the group needs to be sufficient to enable adequate breadth of representation, without becoming excessive and verging on being a discussion forum. Accordingly a membership of up to 12, with groupings and an appointment process based on Panel membership is proposed. This is detailed in Table 2, which records the membership and indicates the appointment route for both the Panel and the proposed Imbalance Settlement Group (ISG), and Supplier Volume Allocation Group (SVG).
- 3.3 Key elements of the membership proposal are that:
- 3.3.1 The Group Chairman should be a Panel Member and that they would be appointed by the Panel Chairman.

The concept of appointing a Panel member to act as a sponsor (in a largely supervisory role) rather than as a chairman could also be employed. It is felt however that, if a Panel Member

could be involved directly as the chairman, this would be beneficial in maintaining the focus of the Groups, and promoting clear communication with the Panel.

In the absence of a Panel Member chairman, it is proposed that the meeting be chaired by the BSCCo representative.

- 3.3.2 There is no parallel with the role of the Independent Members on the Panel and thus no equivalent members are proposed.

This reflects that the Groups are to be focused on the detailed trading issues, and will not be addressing executive decisions on the overall operation of the market.

- 3.3.3 There is a desire to have consumer members on the Groups appointed by the consumer members of the Panel.

The need for trading decisions to be taken in a transparent way is paramount. Thus the proposal enables the appointment of up to two consumer representatives. These members would be able to temper trading issues and solutions with consumer concerns, and with unanimous voting being required of any BSC committee (Code, Section B, 5.5), would as voting members have an effective right of veto.

- 3.3.4 There is a member from the Transmission Company on the ISG and a member from the Distribution Company on the SVG.

The two elements of the trading arrangements are respectively aligned to the activities of the transmission company as transmission system operator and balancing mechanism operator for the ISG and the distribution companies as distribution system operator and (non BSC Agent) SVA registration service providers for the SVG. Additionally there is the need to maintain consistency with the core industry documents.

- 3.3.5 Industry Membership

With the Groups having a remit to address trading issues, the balance of the membership is drawn from the Industry. It is suggested that the following appointment process be adopted:

- (a) Trading Parties make industry nominations to BSCCo;
- (b) The experience, qualifications and balance of all applications are considered by BSCCo;
- (c) BSCCo provide to the Industry Members of the Panel collated details on all applications and based on (b), recommend up to 8 industry members for each group; and
- (d) The Industry Members of the Panel endorse (or reject) the membership proposal.

Full details on the appointment process are provided in Annex A.

4. GROUP ATTENDEES

4.1 In addition to the Group Members, it is recognised that there will be non voting attendees of the two Groups. The primary function of these persons being to facilitate effective communications.

4.2 It is recommended that these should largely reflect the attendees of the Panel, with additional attendees coming from SESL and the BSC Auditor (plus MRASCo in the specific case of the SVG). Where a direct match is not available with the Panel attendees then it is proposed that the Chief Executive of their organisation appoint the representative.

4.3 Key elements of the attendees proposals are that:

4.3.1 Group Secretary

The Group Secretary be nominated by BSCCo and approved by the Group Chairman

4.3.2 Right, not obligation, to attend

The aim in identifying specific attendees is to give their organisation the right to send an attendee. This does not mean that they have to attend.

4.3.3 Attendance of Agents

The right to attendance by agents (whether Party of BSCCo) is not granted. Whilst a representative from these organisations may be invited to attend for a specific item (see Draft Minutes) these are represented by their contracting party (the Trading Parties and BSCCo respectively)

4.3.4 A representative from the Distribution Company on the ISG, a member from the Transmission Company on the SVG

This proposal reverses their respective roles as members and is intended to mirror Panel attendance.

4.3.5 The attendance of a SESL representative

The attendance of a SESL representative is intended to promote communication between the settlement bodies and to avoid any unnecessary divergence between the mechanisms. This role is applicable to both Groups.

4.3.6 The attendance of the BSC Auditor

The attendance of the BSC Auditor is to promote transparency of audit issues and understanding of how they are being addressed. This role is applicable to both Groups.

4.3.7 The attendance of MRASCo at the SVG

The attendance of MRASCo at the SVG reflects that the MRA contains SVA priority provisions and thus close co-ordination needs to be maintained.

5. TERMS OF REFERENCE

5.1 Draft terms of reference are attached for each group:

- Draft Terms of Reference Imbalance Settlement Group - Annex B
- Draft Terms of Reference Supplier Volume Allocation Group - Annex C

5.2 These have been produced using the model of the Panel Terms of Reference that is contained in the Code Section B. As a consequence they are more comprehensive than those previously employed for the Executive Committee sub-committees.

5.3 Specific issues that arise out of these Terms of Reference are detailed below. Should the Panel wish to amend these then the Terms of Reference will be amended accordingly.

5.3.1 Duration of the Groups

The Terms of Reference established the Groups as standing Groups of the Panel, albeit noting that the Panel may disband them at any time.

5.3.2 Group objectives

The primary objective of each Group is to support the Panel in discharging its objectives.

5.3.3 Duties of Group Members

Persons appointed as Group Member shall, as per the Panel members:

- (a) act impartially
- (b) not be representative of, and shall act without undue regard to, the particular interests of their employing organisation.

These conditions are to be confirmed to BSCCo as a prerequisite of being a member.

5.3.4 Indemnity and Protections

As with Panel members, BSCCo shall indemnify and keep indemnified the Members and Secretary of the Group.

5.3.5 Alternates

A Group Member may appoint a person (whether or not a Group Member) to be his alternate. The rules drafted governing the use of alternates mirror those of the Panel.

5.3.6 Expenses

The draft Terms of Reference include the right for Group Members (and attendees agreed by the Group) to be reimbursed by BSCCo for the reasonable expenses properly incurred by such Group Member in attending meetings of or otherwise in the conduct of the business of the Group. No allowance is included for financial remuneration for the members' services.

5.3.7 Term of Office of Group Members.

It is proposed that the term of office of a Group Member shall align with that of the Panel members that appointed them.

5.3.8 Further Delegation

The Group shall not further delegate to any person any of its powers, responsibilities and functions unless the Group expressly permits such delegation, and then only to the extent so permitted by the Panel.

5.3.9 Provisions relating to data

It is proposed that the Group be provided with matching provisions to Panel for the use and disclosure of data. This is considered important if the Groups are reviewing and approving the publication of market data.

5.3.10 Meetings of the Groups

It is proposed that regular meetings of the Groups shall be held at least monthly. These meetings may however be cancelled at the direction of the Group Chairman should there be insufficient business.

Meetings will be formal with adherence to an agenda, minutes, papers etc.. The taking of items not on the agenda will be at the discretion of the members.

Group meetings may additionally take place by correspondence or by using telephone conferencing facilities.

Items may be kept confidential to the Group, but only on agreement of the Group.

5.3.11 Chairmanship of Meetings

Should the Group Chairman be unable to attend a meeting, then the nominated BSCCo Representative will chair the meeting. Failing that a Group Member nominated by the Group Chairman will chair the meeting.

The Group Chairman shall not cast a vote as a Group Member.

5.3.12 Quorum

Meetings will need to quorate and this will be 50% of the voting members

In line with BSC, Section B, 5.5, decisions will require unanimous support of the voting members present at the meeting.

Where the unanimous agreement of all Group Members present and entitled to vote at the meeting is not achieved then the issue shall be referred to the next Panel meeting for resolution.

5.3.13 Attendance by other persons

The Group Chairman may additionally invite any person to attend all or any part of the meeting, and may invite any person attending the meeting to speak at the meeting.

6. WAY FORWARD

- 6.1 The Panel are invited to review this paper and approve the Terms of Reference and appointment process.
- 6.2 To assist in this process, the key issues surrounding the composition of the groups and their terms of reference are listed in sections 3.3, 4.3 and 5.3 of the paper. Thereafter the draft appointment process and terms of reference are an embodiment of the proposed way forward on these issues.
- 6.3 Comments on any aspects of this paper prior to the meeting would assist greatly in achieving a consensus and expediting the formulation of the groups.
- 6.4 Should the Panel approve this proposal then ELEXON will initiate the appointment process.

7. RECOMENDATION

7.1 The Panel is invited to:

- 7.1.1 **Agree the allocation of responsibility between the two trading groups (as defined in Figure 1).**
- 7.1.2 **Agree the delegation of responsibility for the Code Subsidiary Documents to the two trading groups (as set out in Table 1).**
- 7.1.3 **Agree the composition of the two trading groups (as set out in Table 2 for the Group Members and Table 3 for the Group attendees).**
- 7.1.4 **Approve the appointment process for the industry members of the two groups (as set out in Annex A).**
- 7.1.5 **Agree the Draft Terms of Reference for the Imbalance Settlement Group (as set out in Annex B).**
- 7.1.6 **Agree the Draft Terms of Reference for the Supplier Volume Allocation Group (as set out in Annex C).**
- 7.1.7 **Should the above be agreed, instruct BSCCo to initiate the establishment of the Groups.**

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List of enclosures

Figure 1 - Key Settlement Activities and Allocation of Responsibilities

Table 1 - Assignment of Products

Table 2 - Panel Memberships & Proposed Trading Group Memberships

Table 3 - Panel Attendees & Proposed Trading Group Attendees

Appendix A - Appointment Process for Industry Members

Appendix B - Draft Terms of Reference for the Imbalance Settlement Group

Appendix C - Draft Terms of Reference Supplier Volume Allocation Group

Figure 1 Key Settlement Activities and Allocation of Responsibilities

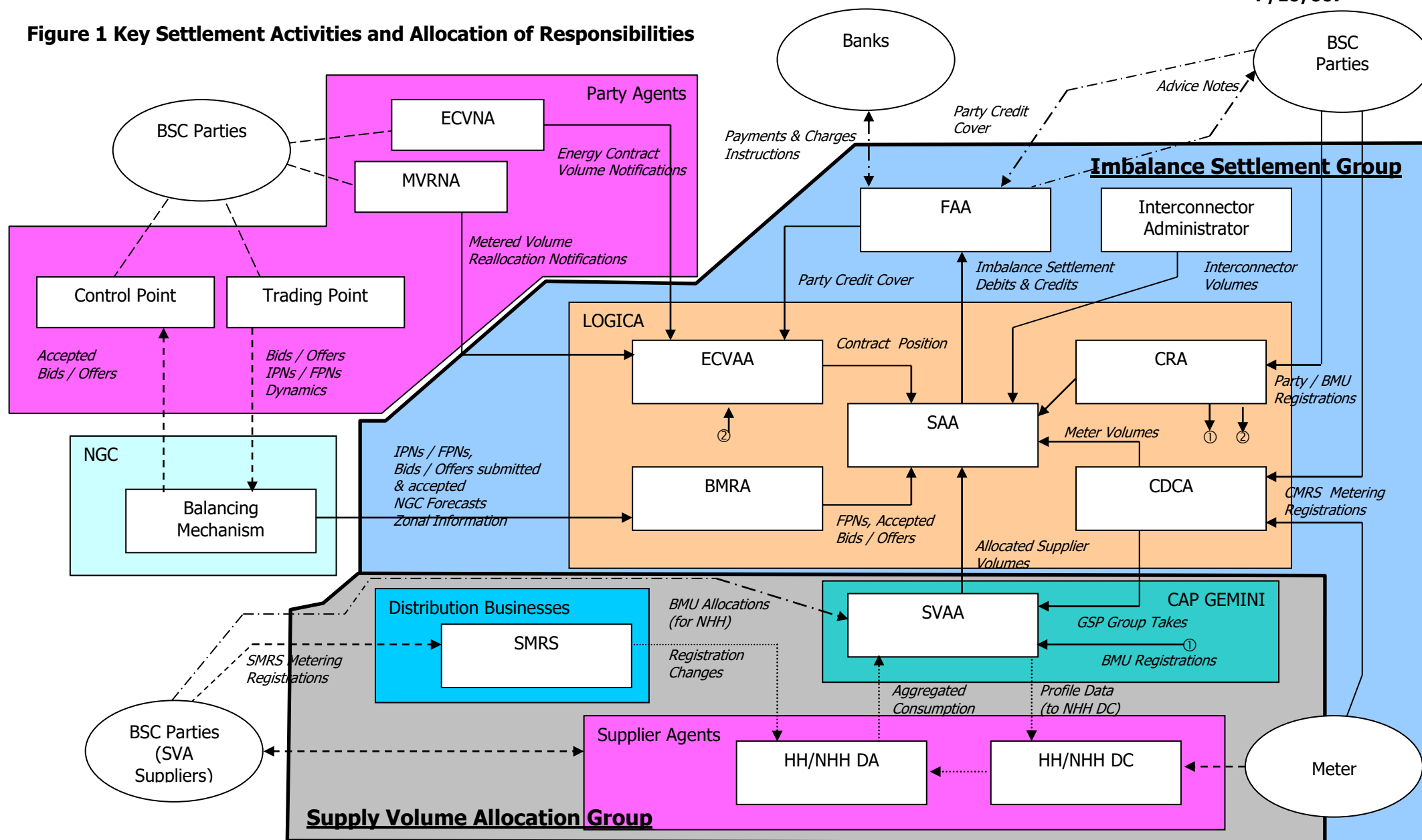


Table 1a: Assignment of Products
(Code Sections – Identified areas where the Trading Groups will provide support to Panel)

BALANCING AND SETTLEMENT CODE		
DOCUMENT REFERENCE	DESCRIPTION	Primary Supporting Committee
Section A	Parties and Participation	
Section B	The Panel	
Section C	BSCCo and Its Subsidiaries	
Section D	BSC Cost Recovery and Participation Charges	
Section E	BSC Agents	
Section F	Modifications Procedures	
Section G	- Not Used	
Section H	General	
Section I	- Not Used	
Section J	Party Agents	
Section K	Classification and Registration of Metering Systems and BM Units	Depending on area: SVG or ISG
Section L	Metering	Depending on area: SVG or ISG
Section M	Credit Cover and Credit Default	ISG
Section N	Clearing Invoice and Payment	
Section O	Communications Under the Code	
Section P	Energy Contract Volumes and Metered Volume Reallocations	ISG
Section Q	Balancing Mechanism Activities	ISG
Section R	Collection and Aggregation of Meter Data From CVA Metering Systems	ISG
Section S annex S-1	Performance Levels and Supplier Charges	SVG – REQUIREMENTS PAC – Operability
Section S annex S-2	Supplier Volume Allocation Rules	SVG
Section S	Supplier Volume Allocation	SVG
Section T	Settlement and Trading Charges	ISG
Section U	Provisions Relating to Settlement	ISG
Section V	Reporting	Depending on area: SVG or ISG
Section W	Trading Queries and Trading Disputes	
Section X annex X-1	General Glossary	Depending on area: SVG or ISG
Section X annex X-2	Technical Glossary	Depending on area: SVG or ISG
Section X	Definitions and Interpretation	Depending on area: SVG or ISG

Note: This table was constructed to identify SVG / ISG roles and absence of identified committee should not be read as there being no supporting committee (e.g., Section W will be the TDC).

Table 1b: Assignment of Products
(BSCPs – Delegated Authority to Trading Group to manage product)

BALANCING AND SETTLEMENT CODE PROCEDURES		
DOCUMENT REFERENCE	DESCRIPTION	Responsible Committee
BSCP 01	Overview of Trading Arrangements	Joint SVG or ISG
BSCP 03	Data Estimation And Substitution For Central Volume Allocation	ISG
BSCP 04	BM Unit Metered Volumes for Interconnector Users	ISG
BSCP 05	Meter advance reconciliation for central volume allocation	ISG
BSCP 06	Notification and sealing of metering equipment for central volume allocation	ISG
BSCP 07	Standing data changes	ISG
BSCP 11	Volume Allocation and settlement run queries	TDC
BSCP 15	BM Unit registration	Joint SVG or ISG
BSCP 20	Registration, commissioning and proving of metering system for central volume allocation	ISG
BSCP 26	Policing of metering systems for central volume allocation	ISG
BSCP 28	Approval and notification of CVA line loss factors	ISG
BSCP 31	Registration of trading unit	ISG
BSCP 32	Metering dispensation	ISG
BSCP 40	Change Management	SVG and ISG
BSCP 41	Report requests & authorisations	ISG
BSCP 42	Business continuity (communications)	ISG
BSCP43	Risk control	ISG
BSCP 65	Registration of parties and exit procedures	SVG and ISG
BSCP 68	Transfer of registration of metering systems between CMRS and SMRS	SVG and ISG
BSCP 71	ECVNA and MVRNA Registration, authorisations and terminations	ISG
BSCP 75	Registration of Meter Aggregation rules for Volume allocation units.	ISG
BSCP 76	Submission of modification proposals	
BSCP 301	Clearing, invoicing and payment	ISG
BSCP 501	Supplier Meter Registration Service	SVG
BSCP 502	Half Hourly Data Collection for SVA Metering Systems Registered in SMRS	SVG
BSCP 503	Half Hourly Data Aggregation for SVA Metering Systems Registered in SMRS	SVG
BSCP 504	Non Half Hourly Data Collection for Metering Systems Registered in SMRS	SVG
BSCP 505	Non Half Hourly Data Aggregation for SVA Metering Systems Registered in SMRS	SVG
BSCP 507	Supplier Volume Allocation Standing Data Changes	SVG
BSCP 508	Supplier Volume Allocation Agent	SVG
BSCP 509	Changes to Market Domain Data	SVG
BSCP 511	Entry Process – Supplier Meter Registration Service	SVG
BSCP 511 –	Addendum to BSCP 511	SVG

BALANCING AND SETTLEMENT CODE PROCEDURES		
DOCUMENT REFERENCE	DESCRIPTION	Responsible Committee
Addendum		
BSCP 512	Entry Process – Supplier	SVG
BSCP 512 – Addendum	Addendum BSCP 512	SVG
BSCP 520	Unmetered Supplies Registered in SMRS	SVG
BSCP 528	SVA Line Loss Factors for Half Hourly and Non Half Hourly Metering Systems Registered in SMRS	SVG
BSCP 531	Accreditation	SVG
BSCP 550	Shared SVA Meter Arrangements of Half Hourly Import and Export Active Energy	SVG

Table 1c: Assignment of Products
(Service Lines – Delegated Authority to Trading Groups to manage product)

PARTY SERVICE LINES		
DOCUMENT REFERENCE	DESCRIPTION	Responsible Committee
PSL110	SVA Meter Operation	SVG
PSL120	Non Half Hourly Data Collection	SVG
PSL130	Half Hourly Data Collection	SVG
PSL140	Non Half Hourly Data Aggregation	SVG
PSL150	Half Hourly Data Aggregation	SVG
PSL160	Supplier Meter Registration Service	SVG
PSL170	Meter Administration	SVG
PSL180	CVA Meter Operation	SVG
SSL300	The SVA Agent	SVG
SSL310	Daily Profile Production	SVG
SSL320	Disaster Recovery Service and Data Recovery	SVG
SSL330	National Support Service	SVG
SSL340	Implementation Support Services	SVG
SSL350	The SVA Agent (Handover Service)	SVG
SSL360	Market Domain Data Management	SVG
SSL370	Miscellaneous Services	SVG

Table 1c: Assignment of Products
(Service Descriptions – Delegated Authority to Trading Groups to manage product)

SERVICE DESCRIPTIONS		
BSC Service Description	BSC Agent	Responsible Committee
Settlement Administration	Settlement Administration Agent	SVG
Funds Administration	Funds Administration Agent	ISG
Balancing Mechanism Reporting	Balancing Mechanism Reporting Agent	ISG
Energy Contract Volume Aggregation	Energy Contract Volume Aggregation Agent	ISG
Central Data Collection	Central Data Collection Agent	ISG
Technical Assurance	Technical Assurance Agent	SVG
Central Registration	Central Registration Agent	ISG
Supplier Volume Allocation	Supplier Volume Allocation Agent	SVG
Teleswitch Monitoring	Teleswitch Agent	SVG
BSC Audit	BSC Auditor	[PANEL]
Profile Administration	Profile Administrator	SVG
Certification	Certification Agent	SVG

Table 1e: Assignment of Products
(Metering Codes of Practice – Delegated Authority to Trading Groups to manage product)

METERING CODES OF PRACTICE		
Document Reference	Description	Responsible Committee
A	NGC/PES (IMS)	Historic Doc – No longer modifiable
B	NGC/PES (FMS)	Historic Doc – No longer modifiable
C	PES/PES (FMS)	Historic Doc – No longer modifiable
D	NGC/GEN (IMS)	Historic Doc – No longer modifiable
E	NGC/GEN (FMS)	Historic Doc – No longer modifiable
F	Emb.GEN/PES	Historic Doc – No longer modifiable
G	2nd Tier 1MW+	SVG
H	NGC/EIP ac (IMS)	Historic Doc – No longer modifiable
I	NGC/EIP dc (IMS)	ISG
J	NGC/EIP ac (FMS)	Historic Doc – No longer modifiable
K1	NGC/Ex. Con. (FMS)	Historic Doc – No longer modifiable
K2	NGC/New Con. (FMS)	Historic Doc – No longer modifiable
ONE	Exceeding 100MVA TWO – Not Exceeding 100MVA	ISG
TWO	Not Exceeding 100MVA	ISG
THREE	Not Exceeding 10MVA	ISG (SVG)
FOUR	Calibration testing & Commissioning	ISG & SVG
FIVE	Metering up to & including 1MW	SVG
SIX	Low voltage circuits up to 100A per phase.	SVG
SEVEN	Low voltage circuits up to 100A per phase	SVG

Table 1f: Assignment of Products**(Other Code Subsidiary Documents – Delegated Authority to Trading Groups to manage product)**

OTHER CODE SUBSIDIARY DOCUMENTS	
Description	Responsible Committee
Reporting Catalogue	ISG
NETA Data File Catalogue	ISG
SVA Data Catalogue Volumes 1 & 2	SVG
BSC Communications Requirement Document	SVG and ISG depending on Circumstances

Table 1g: Assignment of Products**(User Requirements Specifications– Delegated Authority to Trading Groups to manage product)**

USER REQUIREMENTS SPECIFICATIONS	
Description	Responsible Committee
User Requirement Specification - Logica - BMRA	ISG
User Requirements Specification - Logica - CDCA	ISG
User Requirements Specification - Logica - CRA	ISG
User Requirements Specification - Logica - ECVA	ISG
User Requirements Specification - EPFAL - FAA	ISG
User Requirements Specification - Logica - SAA	ISG
User Requirements Specification - Logica - TAA	ISG
User Requirement Specification - SVAA	ISG

Table 1h: Assignment of Products**(Interface Definition Documents– Delegated Authority to Trading Groups to manage product)**

INTERFACE DEFINITION DOCUMENTS	
Description¹	Responsible Committee
Interface Design Document - Logica - Parts 1 & 2	ISG
Interface Design Document - EPFAL - Parts 1 & 2	ISG
EDL Message Interface Specification – NGC	ISG
EDT Interface Specification – NGC	ISG
BMRA SAA Interface Specifications – NGC	ISG
NETA Interface Standards - NGC	ISG
Clarification Note for NGC NETA Interface Standard V2	ISG
SVAA Interfaces (Data Interface Specification of the Stage 2 SVAA)	SVG
Data Validation Consistency and Defaulting Rules - NGC	-
Participant Communications Definition - Logica	ISG
Participants Communications Installation Guide	ISG

¹ Spreadsheet attachments to the documents have not been separately identified.

Table 1i: Assignment of Products

(Other Documents not included within Baseline V3.0 – Delegated Authority to Trading Groups to manage product)

OTHER DOCUMENTS NOT INCLUDED WITHIN BASELINE V3.0		
Document Reference	Description	Responsible Committee
BSCP 38	Authorisations	-
BSCP 43	Risk control	-
BSCP 506	Calculation and Population of Initial EACs for Non Half Hourly Metering Systems Registered in SMRS	SVG
BSCP 510	Provision of Sampling Data to the Profile Administrator	SVG
BSCP 516	Allocation of Profiles & SSCs for Non Half Hourly Metering System Registered in SMRS	SVG
BSCP 526	Technical Assurance of Stage 2 Half Hourly Metering Systems in SMRS	SVG
BSCP 533	PARMS Data Provision	Requirements - SVG Operation - PAC
	Addendum - PARMS Data Provision Data Provider File Format Suppliers	Requirements - SVG Operation - PAC
	Addendum - Monitoring and Implementation Requirements Table	Requirements - SVG Operation - PAC
BSCP 534	PARMS Techniques	Requirements - SVG Operation - PAC
BSCP 535	Technical Assurance Of Trading Parties And Party Agents	Requirements - SVG Operation - PAC
BSCP 536	Supplier Liquidated Damages	Requirements - SVG Operation - PAC
BSCP 601	Metering Protocol and Compliance testing	Joint ISG & SVG

Table 2 - Panel Membership & Proposed Trading Group Memberships

BSC Panel (x12)	ISG (x12)	
1 - Panel Chairman <i>appointed by the Authority</i>	1 - Group Chairman <i>a Panel member, appointed by the Panel Chairman</i>	1 - Group Chairman <i>a Panel member, appointed by the Panel Chairman</i>
≤ 5 - Industry members <i>elected by Trading Parties</i>	≤ 8 - Industry Members <i>Nominated by Trading Parties, experience / qualifications / balance reviewed by BSC Co, approved by Industry Members of Panel.</i>	≤ 8 - Industry Members <i>Nominated by Trading Parties, experience / qualifications / balance reviewed by BSC Co, approved by Industry Members of Panel.</i>
1 - Additional industry member <i>appointed at the Panel Chairman's discretion</i>		
≤ 2 - Consumer members <i>appointed by National Electricity Consumers Council</i>	≤ 2 - Consumer Members <i>appointed by Consumer members of Panel</i>	≤ 2 - Consumer Members <i>appointed by Consumer members of Panel</i>
1 - Transmission Company member <i>appointed by the Transmission Company</i>	1 - Transmission Company Member <i>appointed by Transmission Company member of Panel</i>	1 - Transmission Company Member <i>appointed by Transmission Company member of Panel</i>
≤ 2 - Independent members <i>appointed by the Panel Chairman</i>	-----	-----
-----	-----	1 - Distribution Company member <i>appointed by the Distribution Company</i>

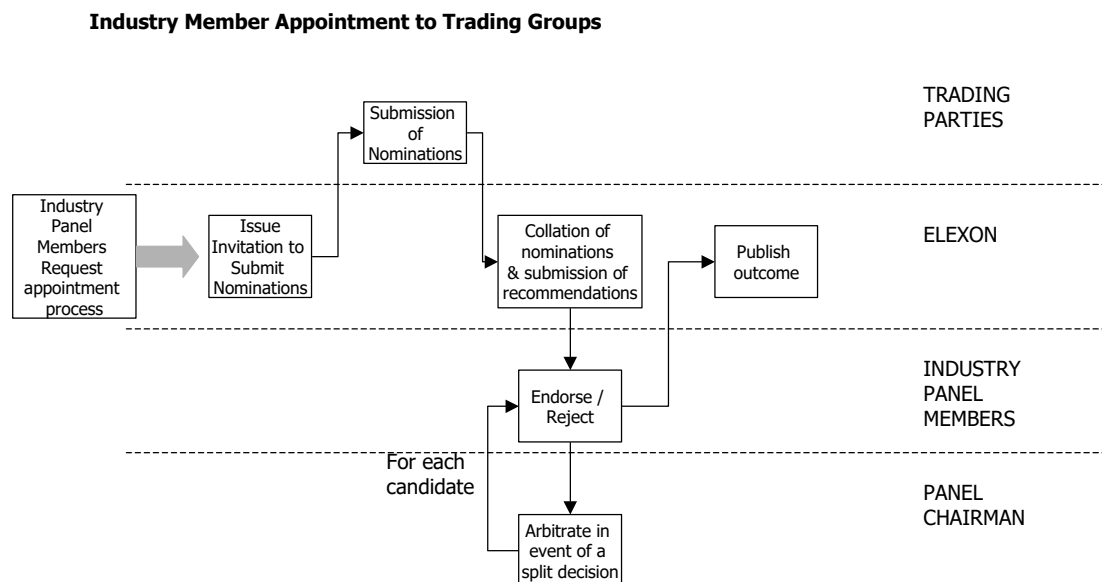
Table 3 - Panel Attendees & Proposed Trading Group Attendees

BSC Panel (x4)	ISG (x6)	
1 - Authority representative <i>appointed by the Authority</i>	1 - Authority representative <i>appointed by the Authority</i>	1 - Authority <i>appointed</i>
1 - Distribution System Operators representative <i>appointed by a distribution representative body</i>	1 - Distribution System Operators representative <i>appointed by the Distribution System Operators representative on the Panel</i>	
-----	-----	1 - Transmis <i>appointed</i> <i>Panel</i>
1 - Chief Executive of BSC Co	1 - BSC Co Representative <i>appointed by BSC Co Chief Executive</i>	1 - BSC Co R <i>appointed</i>
1 - Panel Secretary <i>nominated by BSC Co, approved by Panel</i>	1 - Group Secretary <i>nominated by BSC Co, approved by Group chairman</i>	1 - Group Se <i>nominated</i>
-----	-----	1 - MRASCo <i>appointed</i>
-----	1 - SESL Representative <i>appointed by the SAS</i>	1 - SESL Rep <i>appointed</i>
-----	1 - BSC Auditor Representative <i>appointed by the BSC Auditor</i>	1 - BSC Audi <i>appointed</i>

1. GENERAL

1.1 Introduction

- 1.1.1 This Annex sets out the basis for the appointment of Industry Members to the Panel Trading Groups that have been established by the Panel pursuant to Section B of the BSC. The diagram below shows an overview of the appointment process.



- 1.1.2 BSCCo will administer the process for requesting and collating nominations, from Trading Parties, for membership of Panel Trading Groups.
- 1.1.3 BSCCo will, after due consideration of the relevant experience and qualifications of each nominee and the need to provide a representative balance across the Industry, collate details of all applications and submit these details together with a list of up to eight recommended candidates for membership of the Trading Group.
- 1.1.4 Upon receipt of the list of recommended candidates for Group membership, the Industry Members of the Panel will be given the opportunity to endorse the recommendation of BSCCo. The Industry Panel Members may decline to endorse a candidate.

1.2 Trading Group Appointment Timetable

- 1.2.1 The Industry Panel Members shall, within one month of their election, pursuant to Section B-2 1.2 of the BSC, and at any time thereafter may, review the industry member representation on the Trading Groups and, if desired, request that BSCCo administer the process of re-Appointment of the Industry Members of one or more of these Groups.
- 1.2.2 BSCCo shall not later than 1 week following the request by the Industry Panel Members circulate an invitation to Trading Parties allowing them to submit their nominations for membership of a Trading Group. This invitation will set out:
- (a) the date by which nominations are to be received by BSCCo;
 - (b) the date by which BSCCo will draw up a representative list of candidates for Industry Panel Member endorsement or rejection; and

(c) the date by which the Industry Panel Members are expected to have decided the Group composition.

- 1.2.3 The date of publication of the results of the appointment shall not be more than one calendar week following the appointment of the Industry Members to the Group by the Industry Panel Members.

CANDIDATES

1.3 Nominations

- 1.3.1 Nominations will be made in accordance with the timetable outlined in Section 1.2 of this Annex.

- 1.3.2 Each Trading Party may nominate one or more candidates for membership of each Group.

- 1.3.3 If a nomination is received after the date specified in the invitation for nominations, its inclusion within the appointment process will be at the discretion of BSCCo.

- 1.3.4 Each nomination should include details of the sponsoring Trading Party and information on the:

- (a) relevant experience of each candidate;
- (b) qualification of each candidate; and
- (c) balance of representation from the industry of the candidates.

1.4 List of Candidates

- 1.4.1 BSCCo will collate all nominations for Group membership and prepare a report for the Industry Panel Members containing:

- (a) details of all nominations (including sponsoring Trading Party); and
- (b) a recommendation of up to eight candidates for inclusion as Industry Members for the relevant Group.

- 1.4.2 The membership of the list of recommended nominees will be drawn up by BSCCo after giving due consideration to the:

- (d) Relevant experience of each candidate;
- (e) Qualification of each candidate; and
- (f) The balance of representation from the industry of the candidates.

APPOINTMENT

- 1.5 Upon receipt of the shortlist of candidates proposed by BSCCo, the Industry Panel Members will endorse or reject each candidate in turn by simple majority.
- 1.6 In the event that voting is tied on any candidate the decision shall be referred to the Panel Chairman who will exercise the deciding vote.
- 1.7 The Industry Panel Members may appoint fewer than the maximum number of Industry candidates permissible under terms of reference of that Group, the submitted and may, at their discretion, request that BSCCo submit further candidates for membership of the Group in the event that fewer than the maximum number of industry members is endorsed.

VACANCIES

- 1.8 General
 - 1.8.1 A Group member may resign as a member of that Group by giving reasonable notice to the relevant Group Chairman and Secretary.
 - 1.8.2 Upon resignation of an Industry Member of the Group, BSCCo will determine whether the resignation causes a disparity of representation from the industry on the Group. In the event that BSCCo deem that a balance of representation is not maintained on the Group, BSCCo may nominate an alternative candidate to sit on the Group. This nomination will be subject to approval as set out in section 3 of this Annex

**.DRAFT TERMS OF REFERENCE
(Version 0.1)**

IMBALANCE SETTLEMENT GROUP (ISG)

2. ESTABLISHMENT OF GROUP

2.1 Establishment

2.1.1 The Group is established, on a standing basis, as a Panel Committee.

2.1.2 The Group will continue until such time as it is dissolved by the Panel.

2.2 Group objectives

2.2.1 The Group shall conduct its business under the Code with a view to supporting the Panel in discharging its objectives (as defined in BSC, Section B, 1.2)

3. COMPOSITION AND APPOINTMENT OF THE GROUP

3.1 Group Members

3.1.1 The Group Members shall (in accordance with BSC, Section B, 5.2) be composed of persons of suitable experience and qualifications, who are willing to serve thereon.

3.1.2 The Group shall comprise the following members:

- | | |
|--|--|
| • A Group Chairman | a Panel Member, appointed by the Panel Chairman |
| • Up to eight Industry Members | nominated by Trading Parties, and appointed by Industry Members of the Panel |
| • Up to two Consumer Members | appointed by Consumer members of the Panel |
| • A Distribution System Operators Member | appointed by the Distribution System Operators representative of the Panel |

3.2 Group Secretary

3.2.1 There shall be a secretary to the Group who shall be a person nominated and provided by BSCCo and approved by the Group chairman.

3.3 Duties of Group Members

3.3.1 A person appointed as Group Member, when acting in that capacity:

- (a) shall act impartially and in accordance with paragraph 1.2; and

- (b) shall not be representative of, and shall act without undue regard to the particular interests of their employing organisation.

3.3.2 A person shall not be appointed as a Group Member unless he shall have first:

- (a) confirmed in writing to BSCCo for the benefit of all Parties that he agrees to act as a Group Member in accordance with the requirements paragraphs 2.3.1 and 2.3.3; and
- (b) where that person is employed, provided to the Group Secretary a letter from his employer agreeing that he may act as Group Member.

3.3.3 A Group member shall, at the time of appointment and upon any change in interests referred to in 2.3.1, disclose (in writing) to the Group Secretary any such interests.

3.3.4 Upon a change in employment of a Group Member, he shall so notify the Group Secretary and shall endeavour to obtain from his new employer and provide to the Group Secretary a letter in the terms required in paragraph 2.3.2 (b); and he shall be removed from office if he does not do so within a period of 60 days after such change in employment.

3.4 Indemnity of and protections for Group Members and others

3.4.1 BSCCo shall (as per BSC, Section B, 2.9) indemnify and keep indemnified the Members and Secretary of the Group.

3.5 Alternates

3.5.1 Group Members will endeavour to make themselves available to conduct the business of the Group. A Group Member however may appoint a person (whether or not a Group Member) to be his alternate, and may remove a person so appointed as alternate, by giving notice of such appointment or removal to the Group Secretary.

3.5.2 The Group Secretary shall promptly notify all Group Members of the appointment or removal by any Group Member of any alternate.

3.5.3 Where a Group Member has appointed an alternate:

- (a) the alternate shall be entitled:
 - (i) unless the appointed Group Member otherwise notify the Group Secretary, to receive notices of meetings of the Group;
 - (ii) to attend, speak and vote at any meeting of the Group at which the Group Member by whom he was appointed is not present, and at such meeting to exercise and discharge all of the functions, duties and powers of such Group Member;
- (b) the alternate shall cast one vote for each Group Member by whom he was appointed, in addition (where he is a Group Member himself) to his own vote.

- 3.5.4 A person appointed as alternate shall automatically cease to be an alternate if the appointing Group Member ceases to be a Group Member.
- 3.5.5 A reference in these terms of reference to a Group Member shall, unless the context otherwise requires, include his duly appointed alternate.

3.6 Expenses

- 3.6.1 Each Group Member shall be entitled to be reimbursed by BSCCo for the reasonable expenses properly incurred by such Group Member in attending meetings of or otherwise in the conduct of the business of the Group.
- 3.6.2 Where so agreed by the Group, any attendee at a Group meeting who is not employed or engaged by BSCCo shall be entitled to be reimbursed by BSCCo for the reasonable properly incurred by such person in attending meetings of or otherwise in the conduct of the Group's business.

3.7 Term of Office of Group Members.

- 3.7.1 The Term of office of a Group Member shall align with that of the Panel members that appointed them.
- 3.7.2 The Group Secretary shall give prompt notice to Panel Members, all Group Members, all Parties and the Authority of the appointment or re-appointment of any Group Member or of any Group Member ceasing to hold office.

3.8 Group Attendees

- 3.8.1 The following organisations shall be entitled to nominate a representative to attend the Group:
- | | |
|--|---|
| • A representative of the Authority | appointed by the Authority |
| • A representative of the Transmission Company | appointed by the Transmission Company Member of the Panel |
| • A representative of BSCCo | appointed by the BSCCo Chief Executive |
| • A MRASCo Representative | appointed by the MRASCo Chief Executive |
| • A SESL Representative | appointed by the SESL Chief Executive |
| • A BSC Auditor Representative | appointed by the BSC Auditor |
- 3.8.2 Such attendees shall be entitled to attend and speak at any meeting of the Group, and to receive notice of any such meeting, but such representatives shall not be entitled to vote at such meetings and shall not be a Group Member.

4. POWERS AND FUNCTIONS OF THE GROUP

4.1 General Powers and Functions

- 4.1.1 The Group shall have the powers and functions and responsibilities assigned to it by the Panel. These shall include the following:
- (a) Monitoring and managing the operation of the Imbalance Settlement rules, processes and systems; and
 - (b) Managing and approving the development to Imbalance Settlement rules, processes and systems.
- 4.1.2 Should changes identified through 3.1.1 (b) impact the Code, then the modification will be addressed in accordance with Section F of the Code. In these circumstances the Group shall support any Modification Group established to progress the modification.
- 4.1.3 The Group may do anything necessary for or reasonably incidental to the discharge of the functions and responsibilities assigned to it in by the Panel.

4.2 Specific Powers and Functions

4.2.1 The Group shall be specifically responsible for:

- Reviewing and reporting on the operation of the Imbalance Settlement processes and systems.
- Managing the operation of the Imbalance Settlement processes and systems to support the Panel in meeting its objectives;
- Identifying potential operational improvements to the Imbalance Settlement processes and systems, for consideration by the Panel.
- Providing advice to the Panel on Imbalance Settlement aspects of the Code.
- Assessing and authorising changes to the:
 - Service Descriptions,
 - Party Service Lines;
 - Balancing and Settlement Code Procedures; and
 - The design productsrelating to the Imbalance Settlement process and systems.
- Authorising changes to Imbalance Settlement operational data.
- Recommending to the Panel on Imbalance Settlement attributes identifies in the Code.
- Supporting any Modification Group on Code changes impacting the Imbalance Settlement processes and systems;

- Agreeing the requirements definition for any development projects identified in the BSCCo Business Strategy or delegated by the Panel that relate to the Imbalance Settlement processes and systems.

4.3 Delegation

- 4.3.1 The Group shall not further delegate to any person any of its powers, responsibilities and functions unless the Group expressly permits such delegation, and then only to the extent so permitted by the Panel.

4.4 Provisions relating to data

- 4.4.1 The Group may use and disclose such data in line with the provisions contained in BSC, Section C, 3.3 for the purposes of discharging its functions and duties.

5. PROCEEDINGS OF THE GROUP

5.1 Meetings

- 5.1.1 Meetings of the Group shall be held at least monthly, at such time and such place as the Group shall decide.
- 5.1.2 A regular meeting of the Group may be cancelled if:
- (a) the Group Chairman determines that there is no business for the Group to conduct, and requests the Group Secretary to cancel the meeting;
 - (b) the Group Secretary notifies all Group Members, not less than 5 days before the date for which the meeting is or is to be convened, of the proposal to cancel the meeting; and
 - (c) by the time 3 days before the date for which the meeting is or is to be convened, no Group Member has notified the Group Secretary that he objects to such cancellation.
- 5.1.3 If (at the request of any Group Member or otherwise) the Group Chairman agrees to hold a special meeting (in addition to regular meetings under paragraph 4.1.1) of the Group:
- (a) he shall request the Group Secretary to convene such a meeting and inform the Group Secretary of the matters to be discussed at the meeting; and
 - (b) the Group Secretary shall promptly convene the special meeting for a day as soon as practicable but not less than five days after such request.
- 5.1.4 Any meeting of the Group shall be convened by the Group Secretary by notice to each Group Member:
- (a) setting out the date, time and place of the meeting and (unless the Group has otherwise decided) given at least 5 days before the date of the meeting, and

- (b) accompanied by an agenda of the matters for consideration at the meeting and any supporting papers available to the Group Secretary at the time the notice is given (and the Group Secretary shall circulate to Group Members any late papers as and when they are received by him).
- 5.1.5 The Group Secretary shall send a copy of the notice convening a meeting of the Group, and the agenda and papers accompanying the notice (and any late papers), to the following persons, at the same time at which the notice is given to Group Members:
 - (a) the Group Members;
 - (b) the Group attendees; and
 - (c) any alternate of any Group Member entitled to receive the same.
- 5.1.6 Where the Group Secretary considers that any BSC Agent is or may be required to attend a meeting of the Group, the Group Secretary shall, with agreement of the Group chairman, send to that BSC Agent a copy of the notice convening the meeting, and such part of the agenda and such accompanying papers as in the Group Secretary's opinion concern that BSC Agent, at the same time at which the notice is given to Group Members.
- 5.1.7 The proceedings of a meeting of the Group shall not be invalidated by the accidental omission to give, or send, notice of the meeting or a copy thereof or any of the accompanying agenda or papers to, or any failure to receive the same by, any person entitled to receive such notice, copy, agenda or paper.
- 5.1.8 With the consent of all Group Members (whether obtained before, at or after any such meeting) the requirements of this paragraph 4.1 as to the manner in and notice on which a meeting of the Group is convened may be waived or modified; provided that no meeting of the Group shall be held unless notice of the meeting and its agenda has been sent to the persons entitled to receive the same under paragraph 4.1.5 at least 24 hours before the time of the meeting.
- 5.1.9 Subject to paragraph 4.1.10, no matter shall be resolved at a meeting of the Group unless such matter was contained in the agenda accompanying the Group Secretary's notice under paragraph 4.1.5.
- 5.1.10 Where:
 - (a) any other matter (not contained in the agenda or so notified) is put before a meeting of the Group, and
 - (b) in the opinion of the Group it is necessary (in view of the urgency of the matter) that the Group resolve upon such matter at the meeting

the Group may so resolve upon such matter, and the Group shall also determine at such meeting whether the decision of the Group in relation to such matter should stand until the next following meeting of the Group, in which case (at such next following meeting) the decision shall be reviewed and confirmed or (but not with effect earlier than that meeting, and only so far as the

consequences of such revocation do not make implementation of the Code or compliance by Parties with it impracticable) revoked.

5.1.11 If the Group Secretary considers that it may not be appropriate for the agenda for any meeting of the Group or any accompanying paper to be made available to persons on request as provided in the Code, Section H, 4.9:

- (a) such agenda or paper shall not be sent to persons of such class or made available, on request, to third parties at the time at which it is sent to Group Members;
- (b) the Group shall consider at the meeting whether it is for such agenda or paper so to be sent or made available;
- (c) unless the Group decides that it is not appropriate, such agenda or paper shall made available on request promptly following the meeting.

5.2 Chairmanship of Meetings

5.2.1 The Group Chairman shall preside as chairman of every meeting of the Group.

5.2.2 If the Group Chairman is unable to attend a meeting:

- (a) the nominated BSC Co Representative shall act as chairman of the meeting;
- (b) if the nominated BSC Co Representative is unable to attend the meeting, the Group Chairman shall nominate another Group Member to act as chairman of the meeting in his place.

5.2.3 If the Group Chairman or their agreed alternate is not present after the time for which a Group Meeting has been convened, the Group Members present may appoint one of their number to chair the meeting.

5.3 Minutes of Meetings

5.3.1 As soon as practicable after each meeting of the Group, the Group Secretary shall prepare and send to Group Members the minutes of such meeting, which shall be approved (or amended and approved) at the next meeting of the Group after they were so sent, and when approved the minutes (excluding any matter which the Group decided was not appropriate for such publication) shall be placed on the BSC Website.

5.4 Quorum

5.4.1 No business shall be transacted at any meeting of the Group unless a quorum is present at the meeting.

5.4.2 A quorum shall comprise 50% of all appointed Group Members or their alternates.

5.5 Decisions of the Group

- 5.5.1 In line with BSC, Section B, 5.5, where pursuant to the Code or any Code Subsidiary Document a decision of the Panel as to any matter is to have binding effect on any Party or Parties, a decision of a Group as to that matter shall be binding on Parties only to the extent that:
- (a) the Panel has expressly delegated to the Group the relevant decision-making powers; or
 - (b) the Panel endorses the decision of the Group.
- 5.5.2 For the purposes of paragraph 4.5.1(a) the unanimous agreement of all Group Members present and entitled to vote at the meeting at which such matter is to be decided shall be required.
- 5.5.3 Where (pursuant to paragraph 4.5.1) a decision of a Group is binding on Parties, that decision shall not be capable of being referred to the Panel unless the Panel so determined when delegating its decision-making powers to the Group.
- 5.5.4 Where the unanimous agreement of all Group Members present and entitled to vote at the meeting is not achieved then the issue shall be referred to the next Panel meeting for resolution.

5.6 Voting

- 5.6.1 At any meeting of the Group all matters to be decided on shall be put to a vote of Group Members.
- 5.6.2 In deciding any matter at any meeting of the Group each Group Member shall cast one vote.
- 5.6.3 The Group Chairman shall not cast a vote as a Group Member.
- 5.6.4 A resolution in writing signed by or on behalf of all of the Group shall be valid and effectual as if it had been passed at a duly convened and quorate meeting of the Group. Such a resolution may consist of several instruments in like form each signed by or on behalf of one or more Group Members.
- 5.6.5 Where the Group Chairman considers it appropriate a meeting of the Group may be validly held by telephone conference call (or other similar means) where all the Group members present at such meeting can speak to and hear each other; and any decision taken at such meeting shall be valid.

5.7 Attendance by other persons

- 5.7.1 All meetings of the Group shall be open to attendance by the Group attendees identified in 2.8.
- 5.7.2 The Group Chairman may additionally invite any person to attend all or any part of the meeting, and may invite any person attending the meeting to speak at the meeting.
- 5.7.3 All attendees other than the Group Members are not entitled to vote.

**DRAFT TERMS OF REFERENCE
(Version 0.1)**

SUPPLIER VOLUME ALLOCATION GROUP (SVG)

1. ESTABLISHMENT OF GROUP

1.1 Establishment

1.1.1 The Group is established, on a standing basis, as a Panel Committee.

1.1.2 The Group will continue until such time as the Panel dissolves it.

1.2 Group objectives

1.2.1 The Group shall conduct its business under the Code with a view to supporting the Panel in discharging its objectives (as defined in BSC, Section B, 1.2)

2. COMPOSITION AND APPOINTMENT OF THE GROUP

2.1 Group Members

2.1.1 The Group Members shall (in accordance with BSC, Section B, 5.2) be composed of persons of suitable experience and qualifications, who are willing to serve thereon.

2.1.2 The Group shall comprise the following members:

- | | |
|--|--|
| • A Group Chairman | a Panel Member, appointed by the Panel Chairman |
| • Up to eight Industry Members | nominated by Trading Parties, and appointed by Industry Members of the Panel |
| • Up to two Consumer Members | appointed by Consumer members of the Panel |
| • A Distribution System Operators Member | appointed by the Distribution System Operators representative of the Panel |

2.2 Group Secretary

2.2.1 There shall be a secretary to the Group who shall be a person nominated and provided by BSCCo and approved by the Group chairman.

2.3 Duties of Group Members

2.3.1 A person appointed as Group Member, when acting in that capacity:

(a) shall act impartially and in accordance with paragraph 1.2; and

- (b) shall not be representative of, and shall act without undue regard to the particular interests of their employing organisation.

2.3.2 A person shall not be appointed as a Group Member unless he shall have first:

- (a) confirmed in writing to BSCCo for the benefit of all Parties that he agrees to act as a Group Member in accordance with the requirements paragraphs 2.3.1 and 2.3.3; and
- (b) where that person is employed, provided to the Group Secretary a letter from his employer agreeing that he may act as Group Member.

2.3.3 A Group member shall, at the time of appointment and upon any change in interests referred to in 2.3.1, disclose (in writing) to the Group Secretary any such interests.

2.3.4 Upon a change in employment of a Group Member, he shall so notify the Group Secretary and shall endeavour to obtain from his new employer and provide to the Group Secretary a letter in the terms required in paragraph 2.3.2 (b); and he shall be removed from office if he does not do so within a period of 60 days after such change in employment.

2.4 Indemnity of and protections for Group Members and others

2.4.1 BSCCo shall (as per BSC, Section B, 2.9) indemnify and keep indemnified the Members and Secretary of the Group.

2.5 Alternates

2.5.1 Group Members will endeavour to make themselves available to conduct the business of the Group. A Group Member however may appoint a person (whether or not a Group Member) to be his alternate, and may remove a person so appointed as alternate, by giving notice of such appointment or removal to the Group Secretary.

2.5.2 The Group Secretary shall promptly notify all Group Members of the appointment or removal by any Group Member of any alternate.

2.5.3 Where a Group Member has appointed an alternate:

- (a) the alternate shall be entitled:
 - (i) unless the appointed Group Member otherwise notify the Group Secretary, to receive notices of meetings of the Group;
 - (ii) to attend, speak and vote at any meeting of the Group at which the Group Member by whom he was appointed is not present, and at such meeting to exercise and discharge all of the functions, duties and powers of such Group Member;
- (b) the alternate shall cast one vote for each Group Member by whom he was appointed, in addition (where he is a Group Member himself) to his own vote.

- 2.5.4 A person appointed as alternate shall automatically cease to be an alternate if the appointing Group Member ceases to be a Group Member.
- 2.5.5 A reference in these terms of reference to a Group Member shall, unless the context otherwise requires, include his duly appointed alternate.

2.6 Expenses

- 2.6.1 Each Group Member shall be entitled to be reimbursed by BSCCo for the reasonable expenses properly incurred by such Group Member in attending meetings of or otherwise in the conduct of the business of the Group.
- 2.6.2 Where so agreed by the Group, any attendee at a Group meeting who is not employed or engaged by BSCCo shall be entitled to be reimbursed by BSCCo for the reasonable properly incurred by such person in attending meetings of or otherwise in the conduct of the Group's business.

2.7 Term of Office of Group Members.

- 2.7.1 The Term of office of a Group Member shall align with that of the Panel members that appointed them.
- 2.7.2 The Group Secretary shall give prompt notice to Panel Members, all Group Members, all Parties and the Authority of the appointment or re-appointment of any Group Member or of any Group Member ceasing to hold office.

2.8 Group Attendees

- 2.8.1 The following organisations shall be entitled to nominate a representative to attend the Group:
- A representative of the Authority appointed by the Authority
 - A representative of the Transmission Company appointed by the Transmission Company Member of the Panel
 - A representative of BSCCo appointed by the BSCCo Chief Executive
 - A MRASCo Representative appointed by the MRASCo Chief Executive
 - A SESL Representative appointed by the SESL Chief Executive
 - A BSC Auditor Representative appointed by the BSC Auditor
- 2.8.2 Such attendees shall be entitled to attend and speak at any meeting of the Group, and to receive notice of any such meeting, but such representatives shall not be entitled to vote at such meetings and shall not be a Group Member.

3. POWERS AND FUNCTIONS OF THE GROUP

3.1 General Powers and Functions

3.1.1 The Group shall have the powers and functions and responsibilities assigned to it by the Panel. These shall include the following:

- (c) Monitoring and managing the operation of the SVA rules, processes and systems; and
- (d) Managing and approving the development to SVA rules, processes and systems.

3.1.2 Should changes identified through 3.1.1 (b) impact the Code, then the modification will be addressed in accordance with Section F of the Code. In these circumstances the Group shall support any Modification Group established to progress the modification.

3.1.3 The Group may do anything necessary for or reasonably incidental to the discharge of the functions and responsibilities assigned to it in by the Panel.

3.2 Specific Powers and Functions

3.2.1 The Group shall be specifically responsible for:

- Reviewing and reporting on the operation of the SVA processes and systems.
- Managing the operation of the SVA processes and systems to support the Panel in meeting its objectives;
- Identifying potential operational improvements to the SVA processes and systems, for consideration by the Panel.
- Providing advice to the Panel on SVA aspects of the Code.
- Assessing and authorising changes to the:
 - Service Descriptions,
 - Party Service Lines;
 - Balancing and Settlement Code Procedures; and
 - The design products relating to the SVA process and systems.
- Authorising changes to SVA Operational data.
- Recommending to the Panel on SVA attributes identifies in the Code.
- Supporting any Modification Group on Code changes impacting the SVA processes and systems;
- Agreeing the requirements definition for any development projects identified in the BSCCo Business Strategy or delegated by the Panel that relate to the SVA processes and systems.

3.3 Delegation

- 3.3.1 The Group shall not further delegate to any person any of its powers, responsibilities and functions unless the Group expressly permits such delegation, and then only to the extent so permitted by the Panel.

3.4 Provisions relating to data

- 3.4.1 The Group may use and disclose such data in line with the provisions contained in BSC, Section C, 3.3 for the purposes of discharging its functions and duties.

4. PROCEEDINGS OF THE GROUP

4.1 Meetings

- 4.1.1 Meetings of the Group shall be held at least monthly, at such time and such place as the Group shall decide.
- 4.1.2 A regular meeting of the Group may be cancelled if:
- (a) the Group Chairman determines that there is no business for the Group to conduct, and requests the Group Secretary to cancel the meeting;
 - (b) the Group Secretary notifies all Group Members, not less than 5 days before the date for which the meeting is or is to be convened, of the proposal to cancel the meeting; and
 - (c) by the time 3 days before the date for which the meeting is or is to be convened, no Group Member has notified the Group Secretary that he objects to such cancellation.
- 4.1.3 If (at the request of any Group Member or otherwise) the Group Chairman agrees to hold a special meeting (in addition to regular meetings under paragraph 4.1.1) of the Group:
- (a) he shall request the Group Secretary to convene such a meeting and inform the Group Secretary of the matters to be discussed at the meeting; and
 - (b) the Group Secretary shall promptly convene the special meeting for a day as soon as practicable but not less than five days after such request.
- 4.1.4 Any meeting of the Group shall be convened by the Group Secretary by notice to each Group Member:
- (a) setting out the date, time and place of the meeting and (unless the Group has otherwise decided) given at least 5 days before the date of the meeting, and
 - (b) accompanied by an agenda of the matters for consideration at the meeting and any supporting papers available to the Group Secretary at the time the notice is given (and the Group Secretary shall circulate to Group Members any late papers as and when they are received by him).

4.1.5 The Group Secretary shall send a copy of the notice convening a meeting of the Group, and the agenda and papers accompanying the notice (and any late papers), to the following persons, at the same time at which the notice is given to Group Members:

- (a) the Group Members;
- (b) the Group attendees; and
- (c) any alternate of any Group Member entitled to receive the same.

4.1.6 Where the Group Secretary considers that any BSC Agent is or may be required to attend a meeting of the Group, the Group Secretary shall, with agreement of the Group chairman, send to that BSC Agent a copy of the notice convening the meeting, and such part of the agenda and such accompanying papers as in the Group Secretary's opinion concern that BSC Agent, at the same time at which the notice is given to Group Members.

4.1.7 The proceedings of a meeting of the Group shall not be invalidated by the accidental omission to give, or send, notice of the meeting or a copy thereof or any of the accompanying agenda or papers to, or any failure to receive the same by, any person entitled to receive such notice, copy, agenda or paper.

4.1.8 With the consent of all Group Members (whether obtained before, at or after any such meeting) the requirements of this paragraph 4.1 as to the manner in and notice on which a meeting of the Group is convened may be waived or modified; provided that no meeting of the Group shall be held unless notice of the meeting and its agenda has been sent to the persons entitled to receive the same under paragraph 4.1.5 at least 24 hours before the time of the meeting.

4.1.9 Subject to paragraph 4.1.10, no matter shall be resolved at a meeting of the Group unless such matter was contained in the agenda accompanying the Group Secretary's notice under paragraph 4.1.5.

4.1.10 Where:

- (a) any other matter (not contained in the agenda or so notified) is put before a meeting of the Group, and
- (b) in the opinion of the Group it is necessary (in view of the urgency of the matter) that the Group resolve upon such matter at the meeting

the Group may so resolve upon such matter, and the Group shall also determine at such meeting whether the decision of the Group in relation to such matter should stand until the next following meeting of the Group, in which case (at such next following meeting) the decision shall be reviewed and confirmed or (but not with effect earlier than that meeting, and only so far as the consequences of such revocation do not make implementation of the Code or compliance by Parties with it impracticable) revoked.

4.1.11 If the Group Secretary considers that it may not be appropriate for the agenda for any meeting of the Group or any accompanying paper to be made available to persons on request as provided in the Code, Section H, 4.9:

- (a) such agenda or paper shall not be sent to persons of such class or made available, on request, to third parties at the time at which it is sent to Group Members;
- (b) the Group shall consider at the meeting whether it is for such agenda or paper so to be sent or made available;
- (c) unless the Group decides that it is not appropriate, such agenda or paper shall made available on request promptly following the meeting.

4.2 Chairmanship of Meetings

4.2.1 The Group Chairman shall preside as chairman of every meeting of the Group.

4.2.2 If the Group Chairman is unable to attend a meeting:

- (a) the nominated BSC Co Representative shall act as chairman of the meeting;
- (b) if the nominated BSC Co Representative is unable to attend the meeting, the Group Chairman shall nominate another Group Member to act as chairman of the meeting in his place.

4.2.3 If the Group Chairman or their agreed alternate is not present after the time for which a Group Meeting has been convened, the Group Members present may appoint one of their number to chair the meeting.

4.3 Minutes of Meetings

4.3.1 As soon as practicable after each meeting of the Group, the Group Secretary shall prepare and send to Group Members the minutes of such meeting, which shall be approved (or amended and approved) at the next meeting of the Group after they were so sent, and when approved the minutes (excluding any matter which the Group decided was not appropriate for such publication) shall be placed on the BSC Website.

4.4 Quorum

4.4.1 No business shall be transacted at any meeting of the Group unless a quorum is present at the meeting.

4.4.2 A quorum shall comprise 50% of all appointed Group Members or their alternates.

4.5 Decisions of the Group

4.5.1 In line with BSC, Section B, 5.5, where pursuant to the Code or any Code Subsidiary Document a decision of the Panel as to any matter is to have binding effect on any Party or Parties, a decision of a Group as to that matter shall be binding on Parties only to the extent that:

- (a) the Panel has expressly delegated to the Group the relevant decision-making powers; or
- (b) the Panel endorses the decision of the Group.

- 4.5.2 For the purposes of paragraph 4.5.1(a) the unanimous agreement of all Group Members present and entitled to vote at the meeting at which such matter is to be decided shall be required.
- 4.5.3 Where (pursuant to paragraph 4.5.1) a decision of a Group is binding on Parties, that decision shall not be capable of being referred to the Panel unless the Panel so determined when delegating its decision-making powers to the Group.
- 4.5.4 Where the unanimous agreement of all Group Members present and entitled to vote at the meeting is not achieved then the issue shall be referred to the next Panel meeting for resolution.

4.6 Voting

- 4.6.1 At any meeting of the Group all matters to be decided on shall be put to a vote of Group Members.
- 4.6.2 In deciding any matter at any meeting of the Group each Group Member shall cast one vote.
- 4.6.3 The Group Chairman shall not cast a vote as a Group Member.
- 4.6.4 A resolution in writing signed by or on behalf of all of the Group shall be valid and effectual as if it had been passed at a duly convened and quorate meeting of the Group. Such a resolution may consist of several instruments in like form each signed by or on behalf of one or more Group Members.
- 4.6.5 Where the Group Chairman considers it appropriate a meeting of the Group may be validly held by telephone conference call (or other similar means) where all the Group members present at such meeting can speak to and hear each other; and any decision taken at such meeting shall be valid.

4.7 Attendance by other persons

- 4.7.1 All meetings of the Group shall be open to attendance by the Group attendees identified in 2.8.
- 4.7.2 The Group Chairman may additionally invite any person to attend all or any part of the meeting, and may invite any person attending the meeting to speak at the meeting.
- 4.7.3 All attendees other than the Group Members are not entitled to vote.