

Approval of changes to Standard Modification Workgroup Terms of Reference

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Classification	Public	Document version	1.0
Summary	This paper invites the BSC Panel to approve changes to Elexon's Standard Modification Workgroup Terms of Reference removing gendered terms and reflecting new virtual workgroup processes.		

1. What is the purpose of this paper?

- 1.1 This paper invites the BSC Panel to approve the changes to Elexon's Standard Modification Workgroup Terms of Reference.
- 1.2 This document has been updated to reflect diversity and inclusion values and new virtual ways of working following the COVID-19 pandemic.

2. Background

- 2.1 These are standard terms of reference as agreed by the BSC Panel that apply to all Modification Workgroups. The Panel may change these terms of reference from time to time as it sees fit. Workgroup members shall act in accordance with these terms of reference.
- 2.2 Workgroups are established by the Panel under BSC Section F2.4. Workgroups are expected to assist the Panel in assessing Modification Proposals, help Proposers to develop their Proposed Modifications and develop Alternative Modifications where applicable as described in BSC Section F.

3. Solution

- 3.1 We have assessed that the current Standard Workgroup Terms of Reference require updates to reflect changing values and new ways of working.
- 3.2 We have removed references to 'chairman' and added the gender neutral term of 'chair'. This removes any gendered language and reflects our diversity and inclusion values, and follows on from [recent Modifications](#) to make BSC Configurable Items gender neutral.
- 3.3 We have updated references to in person meetings to reflect our use of video conferencing software for the majority of Workgroup meetings. These have been written to allow us usage of Microsoft Teams or any equivalent software that we may require. The updated Terms of Reference do not prohibit the potential for in-person meetings but reflect our new ways of working following the COVID-19 pandemic, which have become standard practice across the energy industry and wider society.
- 3.4 We have included a term to allow us the right to record Workgroup meetings for the purposes of note-taking only. We do not currently record Workgroup meetings but are keen to explore the prospect further in future. This could improve the quality of meeting summaries and reduce the time needed for Elexon representatives to confirm hastily-captured or otherwise incomplete notes with Workgroup members. A number of other BSC meetings (including the Panel and its committee meetings) are already recorded for these purposes. Recordings would be made available to Elexon employees only, and for a maximum of 30 days, and not made available to the public or wider Workgroup.

- 3.5 We have included a reference to delivery of positive outcomes for consumers to be considered alongside the facilitation of applicable BSC Objectives. We consider this to be an important facet of the Workgroup process and whilst it is not explicitly considered as part of the BSC Objectives, it should be recognised within the Modification process to ensure positive outcomes for consumers and assist Authority decisions.

4. Recommendations

- 4.1 We invite the Panel to:
- a) **APPROVE** the changes to the Standard Modification Workgroup Terms of Reference;

Attachments

Attachment A – draft of the Standard Modification Workgroup Terms of Reference

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