

## Software Technical Advisory Group (STAG)

### 1 Purpose of STAG

- 1.1 STAG is an industry user group which provides the opportunity for ideas and issues to be discussed between ELEXON and Non-Half Hourly Data Aggregators and Collectors (NHHDA and NHHDCs). The primary focus is the operation of and proposed changes to the centrally supported EAC/AA and NHHDA software systems.

### 2 Membership

- 2.1 The Chairman will be appointed by BSCCo.
- 2.2 The Chairman shall appoint a Technical Secretary. The Chairman may also appoint a Vice Chairman to act as Chairman in the event of their unavailability.
- 2.3 The STAG will be constituted as a software user group and not a representative committee. The Chairman may, with the STAG's agreement, establish informal sub groups of STAG members to consider specific issues or potential Change Proposals, or to conduct reviews. These sub groups will report back to the STAG.
- 2.4 Membership will be open to all NHHDCs and NHHDAs. The Chairman will appoint members to the STAG and will aim to ensure the STAG has an appropriate level of experience and sufficient knowledge of the BSC processes that govern how the software is used. It is anticipated that the STAG will normally have no more than 10 members.
- 2.5 Appropriate experts may be invited by the Chairman as required by the business under discussion. A representative from the SVG is also welcome to attend.
- 2.6 STAG members will contribute as industry users of the EAC/AA and/or NHHDA software and will not represent the commercial interests of their employers/constituents. As the STAG is a consensus-based group, the ability to maintain sufficient independence to reach common positions is essential.
- 2.7 Each member shall disclose to the Chairman any interests that may, in their reasonable opinion, give rise to a conflict of interest (whether real or perceived) on any item of business. Following such disclosure, the member may decide (or the Chairman may determine) that they should absent themselves from any recommendation on that item.
- 2.8 Members shall not disclose any confidential information received during the course of STAG business, unless required to do so by the BSC or the SVG.

## 3 Frequency of Meetings

- 3.1 Meetings are typically held every two months, provided there is sufficient business. They will either be held at ELEXON's offices or via teleconference or using other means as necessary. Approval of the meeting and agenda is the responsibility of the SVG Chairman.
- 3.2 Meetings may be held more frequently if driven by business need, as approved by the SVG Chairman.
- 3.3 The STAG Chairman will be responsible for arranging meetings, providing a Technical Secretary and distributing an agenda and paperwork before the meeting.

## 4 Recommendations

- 4.1 The STAG will make recommendations to SVG for approval. The STAG may also provide advice to SVG and BSCCo on NHHDC and NHHDA operational or change matters. The STAG shall have no decision-making powers.
- 4.2 Wherever possible, recommendations/advice will be based on a consensus view of the STAG members present. However, where a different minority view exists, this shall also be reported to the SVG.

## 5 Agenda/Papers/Reporting

- 5.1 The Technical Secretary shall, at the request of the STAG Chairman, convene meetings by giving notice, at least 5 Working Days prior to the meeting (or such other period so determined by the STAG Chairman), to all members and attendees. Such notice shall set out:
  - the date, time and place of the meeting; and
  - an agenda of the matters for consideration at the meeting and any supporting papers available to the Technical Secretary at the time the notice is given.
- 5.2 STAG Members can request that items be added to the agenda. This would be via the STAG secretary in the form of a paper and subject to approval by the STAG Chairman.
- 5.3 The Technical Secretary shall ensure that details of forthcoming meetings, agendas and non-confidential meeting papers are published on the BSC Website.
- 5.4 Unless otherwise agreed by the Chairman, papers shall not be circulated less than 5 Working Days before the meeting.
- 5.5 The Technical Secretary shall, as soon as practicable after the meeting, prepare a headline report detailing the recommendations and key activities from the meeting and shall publish this report on the BSC Website.

5.6 The Technical Secretary shall circulate minutes of the meeting no later than 10 Working Days following the meeting. Minutes shall be approved at the next available meeting, or may be approved by correspondence where no member objects. The Technical Secretary shall publish all approved minutes on the BSC Website.

5.7 The Chairman (or their nominated representative) will report recommendations/advice to the SVG.

## **6 Teleconference and/or Correspondence Meetings**

6.1 Meetings may be held by teleconference or by correspondence where the Chairman considers this appropriate and no member objects.

6.2 For correspondence meetings, members shall have at least 5 Working Days to consider and respond to the correspondence papers.

## **7 Openness of Meetings**

7.1 Meetings shall be held in open session, except for correspondence meetings or confidential business.

7.2 Any other meeting attendees under this paragraph 7 may only address the meeting if invited/ permitted to do so by the Chairman.

## **8 Duties of the STAG**

8.1 The duties and priorities of the STAG will be determined by BSCCo as directed by the SVG, and include items relating to the operation, maintenance and development of the NHHDA and EAC/AA software. This may lead to recommendations on issues and proposals for change. During meetings information is provided regarding any relevant BSC Panel decisions and Change Management Process updates.

## **9 STAG Communications**

### **7.1 Operational Communications**

7.1.1 Where the STAG is overseeing defined BSC processes, any communications to BSC Parties, Party Agents or other bodies will be defined either in the BSC or in Code Subsidiary Documents (most often BSCPs) and may take the form of consultations, circular notifications, e-mails or letters etc.

7.1.2 Where the STAG deals with matters which do not have explicitly defined communication steps set out in the BSC but do fall clearly within its explicitly defined areas of responsibility, powers and functions the STAG will communicate with BSC Parties, Party Agents or other bodies via e-mails and letters.

7.1.3 In both cases such communications may be delegated to ELEXON by the STAG unless otherwise prohibited by the BSC.



# Terms of Reference

7.1.4 Such communications as outlined above remain the responsibility of the STAG.

## **7.2 Strategic Communications and Other Communications**

7.2.1 From time to time, matters may arise that relate to wider industry issues. Such matters may impact the STAG's areas of responsibility either directly or indirectly but will also have impacts that arise out with the BSC.

7.2.2 Where the STAG has views on such matters these views should be relayed to the SVG such that the SVG may, at its discretion, relay the views to the Panel.

7.2.3 It is possible that the views of the STAG do not align with the views of the SVG itself. To ensure that the views of the STAG are not lost, where matters are relayed to the SVG, these will be recorded in the relevant meeting materials or minutes as appropriate. Further, where the SVG decides to relay its own views to the Panel, it should reference the views of the STAG.

7.2.4 Where the Panel issues communications to an industry participant, body or government department based on matters brought to its attention by the STAG via the SVG (or receives responses to such communications), the Panel will, unless it agrees otherwise on the basis of confidentiality, provide a copy of such communications or responses to the SVG and the STAG.

## **7.3 Time-Bound Communications**

7.3.1 Where the STAG identifies a strategic or other matter (as outlined in paragraph 7.2.1) which it wishes to bring to the SVG's attention, and where that matter is such that the value of so doing would be eroded if it is not brought to the SVG's attention before the next scheduled SVG meeting, the STAG Chairman will relay the matter to the SVG Chairman (or, in their absence, the SVG Vice Chairman) directly.

7.3.2 The SVG Chairman (or, in their absence, the SVG Vice Chairman) will then determine whether to:

- i) seek the views of SVG Members and their ex-committee approval to relay the views to the Panel;  
or
- ii) relay the views of the STAG to the Panel so as to meet the timescales required and circulate a copy of these views to SVG Members for information.<sup>1</sup>

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<sup>1</sup> Including those regular attendees (if appointed) who are entitled to attend the SVG in accordance with the SVG Terms of Reference (i.e. the Panel Sponsor, the representative of the Authority, the representative of the Transmission Company and MRASCo).