

Offshore Transmission Licensee Grid Code Review Panel Election Guide 2023

If you have 5 minutes: Read the “What do I need to know” section.

If you have 15 minutes and would like more detail: Read the whole document.

What do I need to know?

How often does the Grid Code Review Panel election process take place?

Every 2 years, the Grid Code Review Panel and Alternate members are either elected or appointed into position in accordance with the Grid Code Governance Rules (Annex GR.A¹). ESO, as Code Administrator for the Grid Code, operates this election process.

Why is this election taking place outside the 2 yearly process?

Due to the resignation of the **Offshore Transmission Licensee Panel Member** appointed through the [Grid Code Review Panel Election 2022](#), we are opening nominations for this electable seat.

For the avoidance of doubt, this **election does not apply to any other seats** on the Grid Code Review Panel.

Who is eligible to nominate?

The nomination process is open until **19 June 2023**.

Only Offshore Transmission Licensees who were CUSC Schedule 1 Users or Materially Affected Parties (as designated by Ofgem), on 31 August 2022, **are entitled to nominate** one candidate to stand for election by completing and returning the nomination form to us.

How does the voting process work?

Voting will only commence if there are more nominations than the available seat. The Member will be elected using the “First Past the Post” method.

What are the key milestones in the process?

Date	Milestone
Friday 26th May 2023	Invitations sent out to CUSC Schedule 1 Users/Materially Affected Parties to nominate candidates to stand for election.
Monday 19th June 2023	Nomination Forms to be returned no later than 5pm.
Wednesday 21st June 2023	List of candidates and voting papers to be circulated, or we will announce the outcome of the Elections.
Tuesday 27th June 2023	Voting papers to be returned no later than 5pm.
Wednesday 28th June 2023	Election results will be announced.
28th June 2023 – 31st December 2024	Newly elected Panel Member and Panel Alternate Member will take up office.

¹ <https://www.nationalgrideso.com/document/33816/download>

ESO

Do I need to do anything?

We have opened nominations for the electable seat. Once all nominations have been received, we will be in contact again on how to vote. Further information is available in pages 3 to 6 of this document.

Any Questions? Please contact grid.code@nationalgrideso.com

Background and purpose of this guidance

The outcome of the Grid Code Review Panel and Alternate Panel Members Elections for the period 1 January 2023 – 31 December 2024 was published to industry on [10 October 2022](#).

Panel Member	Seat	Alternate Panel Member
Alastair Frew (Drax)	Generator	Not appointed through Election
Darshak Shah (BP)	Generator	Not appointed through Election
John Harrower (SSE)	Generator	Not appointed through Election
Sigrid Bolik (Siemens)	Generator	Not appointed through Election
Robert Longden (Cornwall Insight)	Supplier	Not appointed through Election
Christopher Smith (National Grid Interconnector Holdings)	Offshore TO	Not appointed through Election
Ross Kirkwood (SP Energy Networks)	Onshore TO	Richard Woodward (NGET)

This election is to appoint a new **Offshore Transmission Owner Panel Member** due to a resignation.

The general arrangements to be followed for an election are set out in the **Governance Rules Annex GR.A** of the Grid Code. The Code Administrator manages each election and has prepared this guidance document, to **help election participation** and **clarify the approach** that will be adopted for the election including voting arrangements.

Description of electorate

For the purposes of the election, Grid Code Users are defined as those persons who are a Party to the CUSC Framework Agreement i.e. Schedule 1 of the CUSC, (apart from National Grid ESO), or a Materially Affected Party (as designated by Ofgem) on **31 August 2022**. For further information on how to obtain Materially Affected Party Status please contact [Ofgem](#).

Alternate seats

The alternate seat will be assigned using the voting process. An example of this can be found below:

E.g: If two nominations were received, voting would commence as there is only one available seat. Due to the “First Past the Post” system, the **candidate** who received the highest number of votes would be elected to the Panel Member seat. The following **candidate** with the highest number of votes would then be elected to the **Alternate seat**.

The role of Panel Members

The role of a Panel Member is to act as an independent industry expert on the Panel, which sets the strategic direction of the future changes across the Grid Code. Grid Code Review Panel Members and Alternate Members must act impartially and not as a representative or in the interest of a Company or person they are employed by.

At Panel meetings, Panel Members will be asked to provide views on proposed and active modifications. In addition, at various points, Panel Members will be asked to vote and provide a supporting statement to their vote on modifications. Votes for modifications following the Standard Governance route are provided to Ofgem to aid its decision making. In addition, where modifications follow the Fast Track and/or the Self Governance route, Panel Members will vote as the decision maker of the modification.

Further information about the Grid Code Review Panel and its current composition can be found [here](#) on the ESO website.

ESO

Key milestones and timings in the election process:

Nominations

Only Offshore Transmission Licensees who were CUSC Schedule 1 Users or Materially Affected Parties (as designated by Ofgem), on **31 August 2022**, are entitled to nominate one candidate to stand for election by completing and returning the nomination form to us.

Date	Milestone
Friday 26th May 2023	Invitations sent out to CUSC Schedule 1 Users/Materially Affected Parties to nominate candidates to stand for election.
Monday 19th June 2023	Nomination Forms to be returned no later than 5pm.

Voting

Voting will only commence if more there are more nominations than the seat available.

All voting papers **MUST** be returned to the Code Administrator by the date and time specified below. **LATE** voting papers received after this date and time will be invalid.

Date	Milestone
Wednesday 21st June 2023	List of candidates and voting papers to be circulated, or we will announce the outcome of the Elections.
Tuesday 27th June 2023	Voting papers to be returned no later than 5pm.
Wednesday 28th June 2023	Election results will be announced.
28th June 2023 – 31st December 2024	Newly elected Panel Member and Panel Alternate Member will take up office.

What to do on receipt of your voting papers

Grid Code Users should check that they have the correct number of votes in the correct capacities for their company. If you think you should have more or fewer voting papers than you should, then please contact [us](#) to discuss this further.

Voting process

Voting papers will be provided to Grid Code Users that are eligible to vote by e-mail. You will need to enter your unique voting reference number on your voting paper. This can be found within the Electoral Roll which was published on [5 September 2022](#). The same candidate cannot receive more than one Vote in a single voting paper.

Those Grid Code Users who wish to vote utilising "hard" copies of the voting forms should contact [us](#). If a Grid Code User chooses to submit a hard copy, only the original voting forms will be accepted. Photocopies of hard copies or faxes will be invalid. All voting papers carry equal weight.

Once you are confident that you have completed the forms correctly, submit them electronically to us at: grid.code@nationalgrideso.com. If submitting hard copies of the voting papers, please sign and date the form. If you need to make any corrections, please sign, and date these separately and attach an explanatory cover note.

ESO

Votes cast in error

If any Grid Code Users believes that their vote has been miscast and can quote their unique voting reference number, we will re-cast the vote as advised. If the notification is received within the specified voting window.

Late votes

Voting papers must be returned to us by **5pm 27th June 2023**. Late voting papers received after this time and date will be invalid.

For "hard" votes, the postmark date on the envelope will be used as the guide for accepting voting papers. For electronic voting, e-mails need to have a date and time on them which is before the deadline to be valid.

Delays in submission of voting forms electronically could occur (e.g. server failures). We will consider any voting forms that encounter such problems in consultation with Grid Code Users in a fair and consistent manner. To ensure that eligible Grid Code Users are not disenfranchised by circumstances beyond their control.

First past the post method

Panel Members will be elected using the "First Past the Post" method.

Tie-break mechanisms

In the event of two or more candidates receiving the same number of votes, the Code Administrator will draw lots to decide who is elected. This will apply to both Panel Member and Alternate.

Anonymity of voting papers

The Code Administrator will mark voting papers with a Grid Code User specific reference number on receipt so that they are readily identifiable in the event of queries. However, the details of how Grid Code Users voted will not be revealed to any other third party, (unless requested by Ofgem).

Election results

We will announce the results of the Offshore Transmission Licensee Grid Code Review Panel elections as soon as possible after completion of the election timetable, this will be no later than 28 June 2023. Voting totals for individual candidates will not be revealed.

2023 Offshore Transmission Licensee Grid Code Review Panel Report

A report prepared by the Code Administrator describing the processes followed during the election along with the results, will be published on our website and sent to Ofgem as soon as practicable after the election.

The report will provide further transparency to Grid Code Users about the conduct of the election. It will similarly enable Ofgem to assess whether the Code Administrator administered the election in a fair and consistent manner. As well as helping Ofgem respond, should any claims or questions be raised with them by Grid Code Users concerning the Code Administrator's conduct in relation to the management of the elections process.

ESO

Code Administrator contact details

If you have any queries about the content of this guide or the elections process, please contact grid.code@nationalgrideso.com