

## Minutes

<b>Meeting name</b>	Charging Delivery Body - Meeting 2
<b>Time</b>	10am – 3pm
<b>Date of meeting</b>	16 <sup>th</sup> October 2017
<b>Location</b>	Ofgem's Office, Millbank, London

## Attendees

<b>Name</b>	<b>Initials</b>	<b>Organisation</b>
<b>Charging Delivery Body Members</b>		
Frances Warburton	(FW)	Chair - Ofgem
Bali Virk	(BV)	Technical Secretary - National Grid (Lead Secretariat)
David Wildash	(DW)	National Grid (Lead Secretariat)
Tony McEntee	(TMcE)	Electricity North West
Lee Wells	(LW)	Northern Powergrid
Nigel Bessant	(NB)	Scottish & Southern Electricity Networks
Paul McGimpsey	(PMcG)	SP Distribution and SP Manweb
Oliver Day	(OD)	UK Power Networks
Simon Yeo	(SY)	Western Power Distribution
Louise Schmitz	(LS)	National Grid (System Operator)
John Martin	(JT)	National Grid (Code Administrator) - Alternate
Angelo Fitzhenry	(AF)	Electralink
Nick Rubin	(NR)	Elexon
<b>Apologies</b>		
John Twomey		National Grid (Code Administrator)
<b>Other Attendees</b>		
Judith Ross	(JR)	Ofgem
Nathan Macwhinnie	(NM)	Ofgem
Tim Aldridge	(TA)	Ofgem
Edda Dirks	(ED)	Ofgem
Jon Parker	(JP)	Ofgem – part meeting
Stephen Perry	(SP)	Ofgem – part meeting

## 1 Introductions & apologies

- 1.1 Apologies were received from John Twomey (JT), National Grid Code Administrator and John Martin confirmed that he was JT's alternate for the meeting.

## 2 Approval of Draft Minutes

- 2.1 The minutes from the Charging Delivery Body (CDB) meeting held on 27<sup>th</sup> September were approved and it was agreed for them to be published on the Charging Futures online portal once it goes live.

### 3 Review of the Charging Delivery Body Actions Log

3.1 All the actions from the previous meeting held on 27<sup>th</sup> September are detailed within the actions log. Members discussed action CDB01 which will be presented at the Charging Futures Forum (CFF) on the 9<sup>th</sup> November. FW confirmed that ahead of CFF, links would be circulated to CDB members on Ofgem's Regulatory stances.

**CDB15: Ofgem to circulate Regulatory stances to the CDB members before Charging Futures Forum**

3.2 Action CDB14 NB requested if the Lead Secretariat could contact him regarding attendance from Scottish & Southern Electricity Networks for the 9<sup>th</sup> November. DW also informed the CDB members that currently the lead Secretariat had 60 confirmed attendees to attend the CFF in November, but are still currently working with Ofgem to ensure appropriate stakeholder representation at the event.

**CDB16: BV to contact NB to confirm attendance from Scottish & Southern Electricity Networks**

### 4 Ways of working

4.1 **CDB Terms of Reference** - JR presented the revised Terms of Reference (TOR) for the CDB. FW and JR reminded members that the role of the CDB was not that of a policy making or decision making group, and would not be making decisions on priorities. Instead the CDB is there to coordinate change, act as vehicle for communications, and discuss how charging reform work can be delivered. Members were also reminded that policy analysis and discussions will be undertaken in the Task Forces (TF) and that these would be communicated to the industry through the Charging Futures online portal.

4.2 It was agreed if CDB members had any further comments on the TOR that these should be fed back directly to JR.

**CDB17: Comments on CDB Terms of reference by Monday 23<sup>rd</sup> October**

4.3 SY expressed his view about CDB meeting papers not yet being shared with the rest of the industry and that this concern had been raised in a Distribution Charging Methodology Development Group (DCMDG) meeting. BV informed members that meeting papers would be published on the online portal, but as it is still being developed, this had not been possible yet. It was agreed that publishing the papers for transparency would minimise the concerns from industry members, and this should start as soon as possible.

4.4 It was agreed, in the absence of the CFF online portal, meeting papers would be circulated to the CFF distribution list. It was also agreed that a standing agenda item for each CDB meeting would be to agree summary update messages for CDB members to give to the Code Panels (CUSC, BSC and DCUSA) and other key industry meetings (e.g. Open Networks) that they sit on. Attendees agreed that the first messages to panels should include the means by which stakeholders can raise any questions or concerns about the CFF process, i.e. by contacting either the Lead Secretariat or Ofgem.

**CDB18: Lead Secretariat to circulate agreed CDB meeting papers to the CFF distribution list by 27 Oct 17**

**CDB19: Ofgem to update CDB TOR to include regular updates from the CDB to Code Panels**

- 4.5 NR suggested that acronyms in the TOR were spelled out so they are clear to the reader. It was agreed to clarify the role of the Lead Secretariat in producing the minutes for the CFF and CDB.

**CDB20: Ofgem to make changes to the CDB Terms of Reference prior to circulation to CFF distribution list**

- 4.6 Discussion was held regarding whether a summary would be produced from the output of the CFF. DW stated that would be difficult to produce minutes from the event but the Lead Secretariat would investigate the outputs from the Power Responsive events, and develop a format with Ofgem for the first CFF.

**CDB21: Lead Secretariat to investigate summary document produced from Power Responsive events and develop a format for the CFF summary with Ofgem.**

- 4.7 **Process slides** – JR presented the slides detailing the role for the CFF in considering new topics, through the TF stage. JR also informed CDB members that the process slides would be presented at CFF on the 9<sup>th</sup> November. PMcG asked if a slide in relation to how the CDB fits into the process could be shared with members as this was an important part of the process. JR confirmed that this would be drafted and then shared with the CDB members.

**CDB22: Ofgem to update process slides to include the role of the CDB and circulate to CDB members and then share at the CFF in November.**

- 4.8 **Coordination Guidance** - JR thanked CDB members for their comments for the Coordination Guidance, and explained that the guidance is intended to provide information to stakeholders on which factors they are encouraged to consider. On the impacts question, Ofgem consider the guidance should focus on the overall impacts on consumers.

- 4.9 JR explained that the guidance should help industry parties in considering change proposals, including specific Charging Modifications. JR asked if members had any further comments to let her have them by the end of this week.

**CDB23: CDB members to send any further comments on the guidance to JR by 20 October**

## 5 Review of ongoing initiatives

- 5.1 Charging issues identified by industry-led charging reviews for transmission and distribution were presented to the CDB from PMcG, SY and LS. CDB members discussed which project area they could fit into, e.g. one of the two proposed TFs or Targeted Charging Review (TCR). It was agreed a summary slide would be produced and be used at the CFF to seek views on how these issues should be considered going forward.

- 5.2 The Lead Secretariat agreed to pull this initial allocation of charging issues and then forward on to CDB members for any further views before further discussion at the CFF in November. CDB members agreed this was a useful exercise but emphasised the importance of wider stakeholder input into how to take the issues forward.

**CDB24: BV to circulate the initial allocation of issues identified by industry led charging reviews to CDB members by 27<sup>th</sup> October, and incorporate comments received from CDB before CFF on 9 November**

## 6 Review of Draft Task Forces

- 6.1** SP and JP from Ofgem presented a draft outline of the TOR for the Forward Looking Charges and Access Arrangement TFs. SP stated that there will be two TFs, but it will be important to keep them aligned. For example, there may be a need for both TFs to meet together occasionally, to avoid duplication of work and ensure each is informed about progress in the other.
- 6.2** SP stated that the Access Arrangements TF will consider different options for changes to access and how access is allocated, making sure there are efficient signals for network development.
- 6.3** The Forward Looking Charges TF will consider what changes to forward-looking charges would be needed if access rights changes are proposed, and alternatively, if access rights were to be broadly unchanged. FW emphasised the need for the groups to be joined up, making sure that they are looking at things holistically, and also joining up with the TCR.
- 6.4** An Ofgem working paper will be released in Autumn 2017 which will also cover the scope of this work and describe the desired outcomes. The aim is for the first stage of the work to be completed by spring 2018.
- 6.5** SP stated that TF membership will be drawn from organisations on the Charging Futures mailing list and that members will need to actively contribute to the TF group. Ofgem may have to limit the numbers on the TF, depending on the level of interest. The first meetings would be scheduled for December, following the publication of the working papers, with a view of asking for nominations for the TF in the next couple of weeks. The conclusions and, where possible, recommendations from the TF would be taken into account in discussions with GEMA on these matters.
- 6.6** SP informed members that Ofgem (Andy Burgess or Jon Parker) would chair the TFs and that the TF secretariat was yet to be agreed. FW asked if SP could set up a teleconference with a sub-group of interested CDB members to draw on their experience in setting up taskforces and to explore who might be interested in taking on the TF secretariat role. Nominations would then go back to Ofgem for them to appoint the TF secretariat. JM highlighted that role of TF secretariat would involve a significant delivery aspect in terms of producing actions and reports from the meetings.
- 6.7** CDB members stated that Ofgem would need to encourage an impartial approach in the TFs. BV suggested that a role outline for TF members may help, also detailing the skills and level of expertise that members would need to bring to the TF. Questions were raised regarding the analysis to support the TFs. JP confirmed that they are likely to bring in external consultants to support this work, but no decisions have been made as yet.

**CDB25: SP to arrange teleconference with Code Administrators to identify the secretariat to support the TFs by 20<sup>th</sup> October**

**CDB26: Ofgem to review and update the TF Terms of Reference slides for circulation to the mailing list**

**Action update: fuller draft TOR for the TFs will be published with the working papers, which will be more informative for stakeholders than the slides.**

- 6.8** FW informed the CDB members that Ofgem are currently reviewing the network access and charging arrangements for Electric Vehicles (EV) and asked members if they saw a benefit of creating a workstream under a CFF TF to look at this. CDB members felt that the likely solution in the shorter term is more of a capacity issue, and not a charging issue until smart metering and half-hourly settlement are widespread. Members expressed that Charging Futures is a charging group and not a technical group. It was highlighted that ENA have a group looking at this, and it was suggested that Ofgem engage with them to get understanding of work that is currently taking place and share their findings with CDB members. These findings, and the potential benefits of a CFF TF would be raised in discussions of future work with the CFF in November.

**CDB27: Ofgem to engage with ENA to discuss the work that they currently are undertaking on Electric Vehicles, and to consider if discussion of EVs under a CFF TF would be appropriate**

**CDB28: Electric Vehicles to be discussed at CFF, and on agenda for the post-Forum CDB meeting**

## 7 Review of Charging Futures Forum Agenda items

- 7.1** FW asked members if they had any comments on the draft agenda for CFF on 9<sup>th</sup> November. DW asked for volunteers from the DNOs to support the introduction to Network Charging breakfast session. TMcE volunteered to take part in this.
- 7.2** CFF agenda item 3: 'Overview of industry initiatives on charging' should include slides showing where the issues from reviews to date have the potential to be taken forward.
- 7.3** FW asked CDB members to hold the CFF date in their calendars and Ofgem will confirm if they are able to attend on the 9<sup>th</sup> November, if another representative from their organisations is a CFF member. Some CDB members were asked to support the Charging Futures priorities and process sessions at the November CFF meeting, which will be facilitated by the Lead Secretariat.

**CDB29: Ofgem to confirm if CDB members are able to attend the CFF (if they are not also the CFF representative from their organisation)**

- 7.4** Discussion on future requirement for the CFF to include a standing item on European policy updates to discuss key developments in European policy and regulation which are relevant for GB electricity network access and charging arrangements.

**CDB30: Lead Secretariat to include European policy update as a standard agenda item for the CFF.**

- 7.5** DW raised request for potential nominations for an industry representative to comper the Q&A panel at the end of the November CFF meeting. AF nominated Stefan Leedham from ElectraLink.
- 7.6** JM asked whether there would be any information that was provided to the CFF members prior to the 9<sup>th</sup>. FW confirmed that it would be beneficial if CFF members were notified of the Ofgem working papers on Access, and on the TCR SCR, before the 9<sup>th</sup> November.

**CDB31: Lead Secretariat to include links to the Ofgem papers on the TCR and the electricity network access reform project on the Charging Futures portal**

- 7.7** NR asked whether the names of organisations registered as CFF members would be on the portal. BV confirmed that they would be.

## 8 Process for nominating CDB Observers

- 8.1** DW presented a slide with a proposed process for appointing Observers to attend the CDB. It was noted that to ensure fairness to CFF members who are not observers, the observer(s) would not have an active role in CDB decisions, but could contribute views or questions via the Chair. The Observer(s) will be able to comment on the CDB minutes taken at the meeting.
- 8.2** Requests to attend CDB meeting would be made in writing to the Charging Futures mailbox and Ofgem would decide who would be invited to attend each meeting.
- 8.3** Ofgem will invite observers to attend the CDB from attendees of the Charging Futures Forum.

## 9 Any Other Business

- 9.1** The next CDB meeting will take place w/c 20<sup>th</sup> November or w/c 27<sup>th</sup> November. Lead Secretariat to confirm date and venue.

**CDB32: Lead Secretariat to confirm CDB meeting date and venue in November**

- 9.2** Ofgem will write to the Charging Futures mailing list with an update on the CDB's two meetings, and inform them of the proposed TFs.

**CDB33: Ofgem to provide an update to the Charging Futures mailing list, by 20 October**

- 9.3** Discussion of topics for the CDB meeting in November:

- Feedback from the CFF
- Attendance at CFF
- Online Portal feedback
- Standing agenda item – update on new Charging Modifications raised
- Standing agenda item – key messages to be shared from the meeting
- Future CDB meeting dates and CFF dates for 2018

- 9.4** BV informed members that she would be in touch to ask for a photo to be published under the CDB members on the online portal.