

## **GC0086 – GCRP Election Process**

### **Current Process**

Currently elections are held every year. There are provisions in place for the Authority to appoint a Member to represent a category that is not currently represented.

### **Proposal**

Elections would take place every two years to create continuity and stability on the Panel and to reduce the administrative burden on the Code Administrator.

CUSC Schedule 1, the TEC Register and the Embedded MW Register could be used as an auditable data source to locate candidates and voters. A 'First Past The Post' voting method would be a clear and simple method when voting for GCRP Members.

Candidates would be required to provide supporting information with their nomination, including a biography and details of their expertise and experience. (See Appendix 1).

If it is felt that a party is not represented, then there could be a process whereby the Chair identifies that gap and seeks to appoint a representative, with the help of the Code Administrator.

### **Code Administrator Role**

The Code Administrator would be responsible for running the Election process and setting out the timeline to be followed.

The key steps include sending out invitations to parties to nominate candidates, circulating the list of candidates and voting papers, and publishing the results of the election. A document providing an overview of the role of Panel Member could also be compiled and circulated at the start of the process. (See Appendix 2).

Voting Papers can be provided by email and contain a unique reference number and must be returned to the Code Administrator by a specific date and time. The Code Administrator then counts the votes and announces the results as soon as practicably possible after completion of the election timetable.

The final step is for the Code Administrator to prepare an Election Report which contains details of the processes followed during the election. This is then provided to the Authority to enable them to assess whether the Code Administrator administered the election in a fair and consistent manner. This ensures that the correct process has been followed and provides transparency, and also helps the Authority to respond to any claims or questions raised about the Code Administrator's conduct in this regard.

### **Code Administrator Recommendation**

The Code Administrator recommends that a formal election process is required in order to create a Panel 'recommendation' vote. Without an election process and subsequent change in membership, the recommendation vote would become complicated due to the numbers, particularly if there are a number of options (i.e Workgroup Alternative Modifications).

## **Appendix 1 – Nomination Form / Candidate Statement Template.**

### **Grid Code Review Panel 201# Election for Generator and OFTO Panel Members.**

#### **Nomination Form and Candidate Statement**

##### **PART A – NOMINATION**

**Name of Candidate** ....

I nominate the above named to stand as a candidate in the GCRP Modifications Panel 201# Election

**Name** .....

**Company** .....

##### **PART B - DECLARATION BY NOMINEE**

**I (full name)** .....

confirm that I am willing to stand as a candidate in the forthcoming GCRP elections. I have read and understood the Constitutional Rules of the Grid Code as it relates to my responsibilities as a Panel Member and my ability to stand as a member of the GCRP. In particular I declare that I am not prohibited from holding office as a member of the Panel by virtue of the provisions of the Constitutional Rules of the Grid Code.

I agree that if elected I will act in the capacity of a Panel Member, I will:

- (a) act impartially and in accordance with the objectives of the Grid Code
- (b) not represent, or have regard for the particular interests of
  - (i) the body or persons by whom I was nominated as a Panel Member
  - (ii) any Related Person from time to time. (Including my employer and companies/ businesses in which I or a close family member has a significant interest.)
- (c) at the time of my appointment and upon any change in such interests, disclose (in writing) to the Panel Secretary any such interests within (b) as I may have in relation to the Grid Code.

##### **PART C – DECLARATION BY EMPLOYER**

We..... confirm that we are the employer of ..... (the candidate). We agree that if the candidate is elected, we will provide to the Panel Secretary a letter agreeing that the candidate may act as Panel Member, and that the requirements (as set out in Part B above) of the Grid Code will prevail over his duties as an employee.

**Name .....**

**Appointed Position .....**

**e-mail address.....**

**Date .....**

#### PART D – CANDIDATE STATEMENT

**Summary of relevant experience**

.....

**Specific areas of interest and expertise .....**

**Affiliation with other industry forums (if applicable).....**

**Registered Capacity of generating plant represented, indicating whether planned, under construction or connected.....**

Please email the completed form to: [Grid.Code@nationalgrid.com](mailto:Grid.Code@nationalgrid.com)

**NO LATER THAN 5PM ON #####**

# Role Overview: Grid Code Review Panel Members and Alternate Members

## **Introduction**

This is a high level overview of the role and responsibilities of Grid Code Review Panel (GCRP) Members and Alternate Members.

The Panel is comprised of the following,

- (a) a Chairman and up to 4 members appointed by National Grid Electricity Transmission plc (NGET);
- (b) a person appointed by the Authority (Ofgem); and
- (c) the following members:
  - (i) 3 persons representing those Generators each having Large Power Stations with a total Registered Capacity in excess of 3GW;
  - (ii) a person representing those Generators each having Large Power Stations with a total Registered Capacity of 3GW or less;
  - (iii) 2 persons representing the Network Operators in England and Wales;
  - (iv) a person representing the Network Operators in Scotland;
  - (v) a person representing Suppliers;
  - (vi) a person representing Non Embedded Customers
  - (vii) a person representing the Generators with Small Power Stations and/or Medium Power Stations (other than Generators who also have Large Power Stations);
  - (viii) a person representing the BSC Panel;
  - (ix) a person representing the Externally Interconnected System Operators;
  - (x) a person representing Generators with Novel Units; and
  - (xi) 2 persons representing Relevant Transmission Licensees

## **Alternate Members**

Each Member can appoint any individual to be his Alternate and may at his discretion remove an Alternate Member. The appointing Member must make the appointment or removal of an Alternate Member in writing to the Secretary.

An Alternate Member is entitled to receive notice of all meetings if the member requests.

An Alternate Member will cease to be an Alternate Member if his appointer ceases for any reason to be a Member.

## **Roles and Responsibilities of Grid Code Review Panel Members or Alternate Members**

A summary of the areas of responsibility of GCRP Members/ Alternate Members is provided below. A detailed explanation is set out in the Grid Code General Conditions, paragraph GC.4 and the Constitution and Rules to the Grid Code Review Panel, paragraph 4, both of which are available at:

<http://www.nationalgrid.com/uk/Electricity/Codes/gridcode/gridcodedocs/>

NGET is required, under the Grid Code, to establish and maintain the GCRP, which is a standing body to carry out the following functions:

- Keep the Grid Code and its working under review.
- Review all suggestions for modifications to the Grid Code which the Authority, any User or any Relevant Transmission Licensee may wish to submit to NGET for consideration by the Panel.
- Discuss and, where necessary, publish recommendations on Grid Code Modification Proposals.
- Issue guidance in relation to the Grid Code
- Consider whether any changes to the Grid Code are necessary.
- Consider any changes to the Code Administration Code of Practice that the Code Administrator (NGET) considers appropriate to raise.

Panel Members are expected to review all Panel Papers in advance of the meeting and at the meeting engage as appropriate, and in accordance with their membership category.

## **Impartiality**

GCRP Members and Alternate Members shall act impartially and represent all users within their membership category. They must not act as a representative or in the interest of a company or person they are employed by.

Further detailed information on responsibilities of and protections for GCRP Members and Alternate Members can be found in The Constitution and Rules to the Grid Code Review Panel, paragraph 18, which is available at the link above.

## **Term of Office**

Panel Members and Alternate Members are appointed for a period of 12 months, starting from the first GCRP Meeting of the year. The appointed Members and Alternates shall then automatically retire at the beginning of the first Panel meeting the following year.

Each Member is eligible for re-appointment the following year.

## **Vacation of Office**

The office of a member shall be vacated if:

- He resigns his office by notice delivered to the secretary; or
- He becomes bankrupt or compounds with his creditors generally; or
- He becomes of unsound mind or a patient for any purpose of any statute relating to mental health or
- He or his alternate fails to attend more than three consecutive meetings of the Panel without submitting a reasonable explanation to the Chairman.

## **Time Commitment and Attendance**

GCRP meetings are held every other month throughout the year, usually on the third Wednesday of the month at National Grid's offices in Warwick.

The Chairman or any other Member may request to convene further meetings by giving 21 days notice to the Secretary. Such notice should be in writing and contain a summary of the business that is proposed.

Papers and an agenda for the meeting are sent out via email 10 working days before the meeting and may involve varying degrees of complexity, depending on the issues or topics raised. Meetings are held in open session and may last up to 5 or 6 hours.

If Panel Members, or any User they represent, wish to present an issue for consideration by the Grid Code Review Panel, this should be submitted to the secretary as a paper at least 10 working days before the panel meeting such that it can be circulated with the meeting papers.

Occasionally, the Panel Members may be asked to accept a late paper, which will be circulated less than 10 working days before the Panel meeting.

Panel Members are expected to attend as many Panel Meetings as they can. Alternate Panel Members are elected to provide cover in the event that a Panel Member is unable to attend a meeting, however it is not a requirement that both Panel Members and their Alternates attend every meeting.

The Secretary to the GCRP will circulate minutes of each Panel meeting to Panel Members within 10 working days after the relevant meeting. Panel Members and Alternate Panel Members are asked to review and provide comments on these minutes, which will then be submitted for approval and publication at the subsequent Panel meeting.

### **Further Information**

Further information on the Grid Code modification process and the GCRP can be found in the Grid Code Modification Summary Process, which is available at

<http://www.nationalgrid.com/NR/rdonlyres/E2DEEFB9-C9B7-466C-B9CB-2F7C46FCEA4F/63185/SummaryoftheGridCodeModificationProcess5Nov2013.pdf>

If you would like any further information, or would like to discuss anything in this guide, please contact [grid.code@nationalgrid.com](mailto:grid.code@nationalgrid.com) or call Robyn Jenkins on 01926 655602