

Grid Code Panel Elections 2020

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 this process happen?

Every 2 years, the Grid Code Review Panel and alternative panel members are either elected or appointed into position. National Grid ESO, as Code Administrator for the Grid Code, operate this elections process.

What do I need to do to be able to vote?

If you are a CUSC Schedule 1 party on 31 August 2020, or a Materially Affected Party¹ as designated by Ofgem, you will be eligible to vote.

How do I nominate somebody to become a Panel member?

Each Grid Code user (as defined by CUSC Schedule 1) may nominate one candidate for election by giving notice to us. This process will be opened on 7 September 2020.

How many seats are to be elected?

The following seats are available to be elected:

	Panel Member seats	Alternate Member seats
Generators	4	2
Suppliers	1	1
Onshore Transmission Owners	1	1
Offshore Transmission Owners (OFTO) or Interconnectors	1	1

How does the voting system work?

The election takes place on a “first past the post” basis. Elections only take place if there are more than the number of candidates required.

¹ Please see p4 of this document

What are the key milestones in the process?

Date	Milestone
Monday 7th September	We will send out invitations to Grid Code Users (Schedule 1 of the CUSC) to nominate candidates
Friday 9th October 2020	Nomination Forms to be returned by 5.00pm
Friday 16th October 2020	We will then circulate the list of candidates and voting papers, or announce the outcome of the Election to Grid Code Users
Friday 13th November 2020	Each Grid Code User may submit one voting paper which must be submitted to the us no later than 5.00pm
Tuesday 1st December 2020	We will make known the results of the election no later than Tuesday 1 st December 2020 and newly appointed members will take up their positions at the January 2021 Panel meeting for which the date is to be determined.

Do I need to do anything?

Not at this point. We will open up nominations for the electable seats on 7 September. Please keep a look out for communication from us on this date. Once all nominations have been received, we will be in contact again for voting. Further information is outlined within this document.

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

Background and purpose of this guidance

Elections for Members of the Grid Code Review Panel and Alternate Members for the period January 2021 – 31 December 2022 will commence on **7th September 2020**.

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 operates each election. The purpose of this guidance is to:

- **Provide a summary of the Grid Code Review Panel election arrangements for 2020 in order to help Grid Code Users to participate actively and effectively in the forthcoming election arrangements; and**
- **Clarify the approach that will be adopted for the election in a number of detailed areas of the voting arrangements.**

For the purposes of the election arrangements, Grid Code users are defined as those persons who are a Party to the CUSC Framework Agreement (apart from National Grid ESO) as at 31st August 2020.

These guidance notes have been prepared by the Code Administrator.

The following seats are available to be Elected:

	Panel Member seats	Alternate Member seats
Generators	4	2
Suppliers	1	1
Onshore Transmission Owners	1	1
Offshore Transmission Owners (OFTO) or Interconnectors	1	1

Alternate positions

The alternate seats that are available under the Elected seats above will be assigned using the voting process. An example of this can be found below:

Received are 7 Generator seat nominations. As there are only four Generator seats, voting would commence. As it is a First Past the Post system the four candidates with the highest amount of votes would be elected into the seats. The following two candidates with the highest number of votes casted would be elected into the two Alternate seats.

The following seats will be appointed into position:

- One National Grid Electricity System Operator and one alternate seat Appointed by the ESO
- Two Distribution Network Operator (DNO) seats and two alternate seats Appointed by DNO's

- One Consumer seat and one alternate seat Appointed by Citizens Advice and Citizens Advice Scotland
- One other seat and one alternate seat that can be appointed by Ofgem or the Independent Chair

Ofgem can appoint a particular person as a Panel Member if they decide that an interest is not reflected in the composition of Panel Members. Panel meetings are open meetings i.e. any interested party may attend if they wish as an observer.

Timing and Steps in the Election Process

Key steps in the election process and the associated timings in 2020 are as follows:

Nominations

Each Grid Code User (as defined by CUSC Schedule 1) may nominate one candidate for election by giving notice to us.

Date	Milestone
Monday 7 th September	We will send out invitations to Grid Code Users (Schedule 1 of the CUSC) to nominate candidates
Friday 9th October 2020	Nomination Forms to be returned by 5.00pm
Friday 16th October 2020	We will then circulate the list of candidates and voting papers or announce the outcome of the Election to Grid Code Users

Voting

Voting will only commence if more nominations are received than seats available in the respective categories:

Date	Milestone
Friday 13th November 2020	Each Grid Code User may submit one voting paper which must be submitted to us no later than 5.00pm
Tuesday 1 st December 2020	We will make known the results of the election no later than Tuesday 1 st December 2020 and newly appointed members will take up their positions at the January 2021 Panel meeting which the date of which is to be determined.

Description of Electorate

All current Schedule 1 Users (The Electoral Roll) are entitled to vote and nominate Panel members in the 2020 Grid Code Review Panel and Alternative Election. The list employed in the election will be as at 31st August 2020.

Nominations

The first step of the Election process is to nominate members. In order to nominate please fill in the nomination form. In order to nominate a Party to become a Panel member you must be on the electorate as described above or be a Materially Affected Party as designated by Ofgem. The voting will only commence should we receive more nominations than there are seats. The nomination form can be found [here](#).

Materially Affected Party as designated by Ofgem

The only other Party that can vote during the Election process is if you are a Materially Affected Party. This has to be designated by Ofgem. Ofgem can be contacted by emailing: industrycodes@ofgem.gov.uk.

Voting Process

Voting Papers will be provided to Grid Code Users by e-mail and voting forms can also be submitted electronically. voting Papers will have a unique reference number which can be found in Appendix A. 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 original voting forms will be accepted - photocopies of hard copies of voting forms or faxes will be invalid.

Each Grid Code User will have one voting paper.

Voting Papers MUST be returned to the us by the date and time specified. Late voting Papers received after this date and time will be invalid.

Description of Counting/Election Process

It is expected that offering Grid Code Users the opportunity to vote electronically coupled with voting papers being given unique reference numbers will ensure there is sufficient clarity in the process for those being able to vote.

Late Receipt of Voting Papers

A precise timed and dated deadline for receipt of voting papers will be specified for the 2020 elections. For "hard copy" votes, the postmark date on the envelope will be 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 to submission of voting forms electronically could occur (e.g. server failures). However, we will consider any voting forms that encounter such problems in consultation with Grid Code Users in a fair and consistent manner and will seek 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, we will draw lots to decide who is elected. This will apply to both members and alternates.

Anonymity of Voting Papers

We 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 (except to the Authority as part of the 2020 Election Report).

Votes Cast in Error

If any Grid Code User believes that their vote has been miscast and can quote the unique reference number (which can be found in Appendix 1), we will re-cast the vote as advised if notification is received in the specified timescale.

What to do on receipt of your Voting Papers

The Grid Code User contacts should check that they have the correct number of votes in the correct capacities for their company(s) indicated in Appendix A when the voting forms are received. If you think you should have more or fewer voting papers then you should discuss this further with the Election Officer.

If you are confident that you have completed the forms correctly, submit them electronically to us. If submitting hard copies of the voting forms 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.

Code Administrator Contact

The contact for the 2020 Grid Code Panel and Alternate Elections is Joseph Henry, Code Administrator, National Grid ESO. All queries relating to the 2020 elections should be directed to Joseph below:

Tel: 07970673220

e-mail: grid.code@nationalgrid.com

Election Results

We will announce the results of the election to Grid Code Users as soon as is practicable after completion of the election timetable. Voting totals for individual candidates will not be revealed to Grid Code Users.

2020 Election Report

A Report prepared by us describing the processes followed during the election and the results will be provided to Ofgem as soon as practicable after the election. The 2020 Report will enable Ofgem to assess whether we administered the election in a fair and consistent manner. The Report will also help Ofgem to respond should any claims or questions be raised with them by Grid Code Users concerning our conduct in relation to the management of the election process. Within this report we will include information on the decision to suspend the first election process.