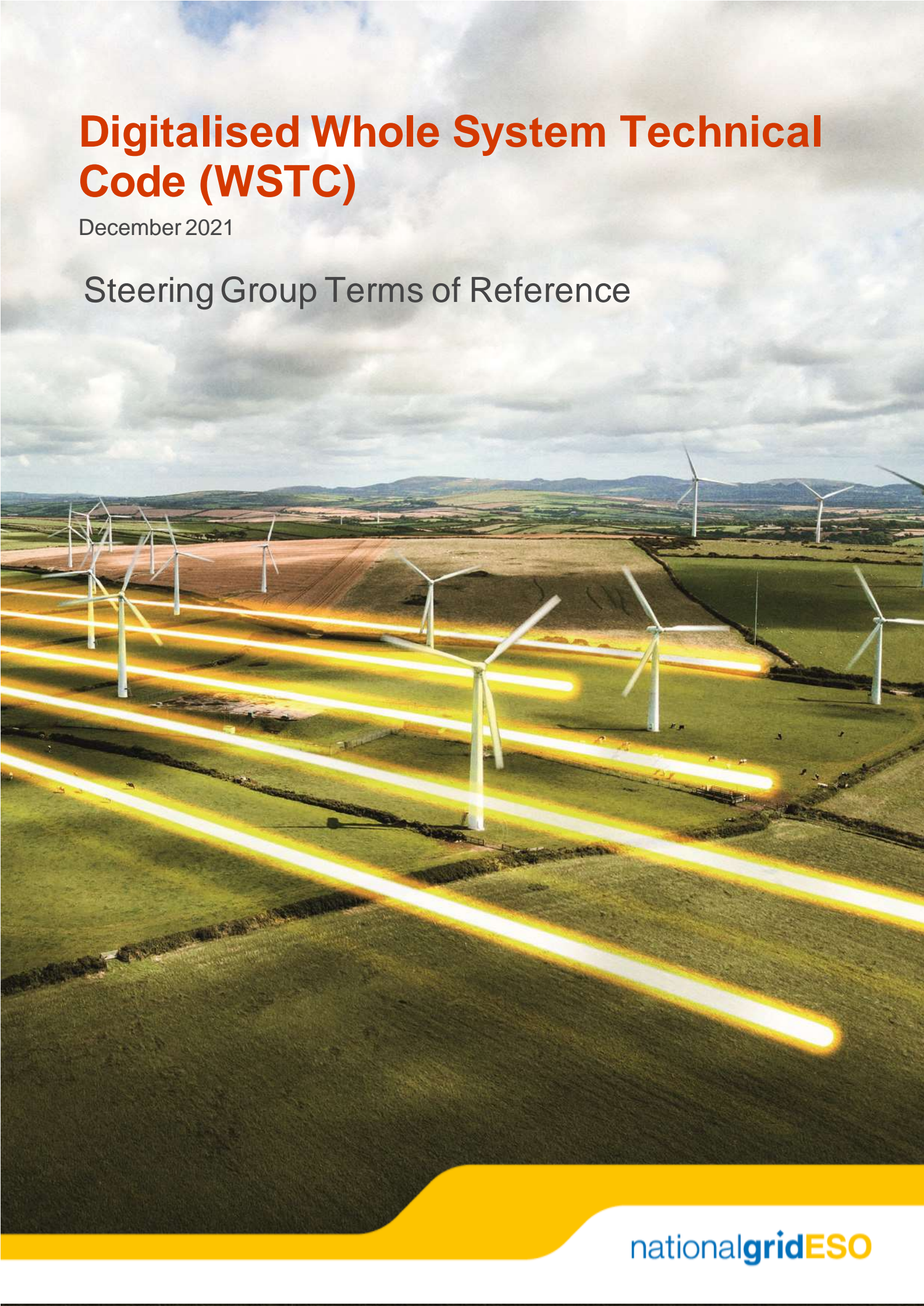


# Digitalised Whole System Technical Code (WSTC)

December 2021

Steering Group Terms of Reference



**Contents**

Contents.....2

1. Introduction .....2

2. Purpose / Scope.....2

3. Membership .....2

4. Meetings .....3

5. Voting and decision making.....4

6. Conduct.....4

7. Changes to the Terms of Reference .....5

8. Dissolution .....5

9. Change Control .....5

## 1. Introduction

1.1. This Steering Group Terms of Reference document sets out how its membership shall operate to oversee and facilitate the progression of the digitalised Whole System Technical Code (WSTC) project.

## 2. Purpose / Scope

2.1. The WSTC Steering Group shall provide the following:

- 2.1.1. Overall oversight, strategic direction and decision making.
- 2.1.2. Development and delivery of the Consultation 2 paper to industry.
- 2.1.3. Definition of the project scope, objectives, and approach by 31<sup>st</sup> March 2022 based on the Consultation 1 responses and webinars/meetings held during the Consultation 1 period.
- 2.1.4. Justification of 'Go / No Go' decisions for each component of the potential project scope items established in 2.1.3.
- 2.1.5. Approval of detailed project plans for the period after 31<sup>st</sup> March 2022.
- 2.1.6. Direction to workgroups including agreement of the workgroup structure and the Terms of Reference for each workgroup.
- 2.1.7. Recommendations to the Distribution Code Review Panel (DCRP) and Grid Code Review Panels (GCRP) or their equivalent.
- 2.1.8. Action on recommendations from DCRP and GCRP.
- 2.1.9. Management of communication and monitoring of project progress.

## 3. Membership

3.1. The Steering Group membership shall represent the breadth of industry as far as practicable and shall therefore be accountable to the wider GB Electricity Industry.

3.2. Table 1 shows all industry representatives who expressed interest in being members of the Steering Group through either consultation responses or meetings/webinars held in the period that Consultation 1 was open.

**Table 1: WSTC Steering Group Membership**

No.	Industry Representative (Number of Seats)	Lead (Company)	Alternate (Company)
3.2.1.	Chairperson (1)	Jonathan Wisdom (interim) (NGESO)	
3.2.2.	Technical Secretary* (1)	Vicky Allen (NGESO)	Frank Kasibante (NGESO)
3.2.3.	Distribution Code Parties (2)	Helen Stack (Centrica)	TBC (TBC)
		TBC (TBC)	TBC (TBC)
3.2.4.	Grid Code Parties (2)	Frank Martin (SGRE)	TBC (TBC)
		Ruth Kemsley (EDF Renewables)	TBC (TBC)
3.2.5.	Distribution Network Operators (2)	Steve Cox (ENWL)	Graeme Vincent (SPEN)
		Alan Creighton (NPg)	Christian Hjelm (WPD)
3.2.6.	NGESO (1)	Laetitia Wamala (NGESO)	Robert Wilson (NGESO)
3.2.7.	Independent Distribution Network Operators (1)	Gareth Haines (Vattenfall)	TBC (TBC)

No.	Industry Representative (Number of Seats)	Lead (Company)	Alternate (Company)
3.2.8.	Wider Industry (1)	Jeremy Caplin (Elexon)	Prof. Xiao-Ping Zhang (Birmingham University)
3.2.9.	Consumer Groups (1)	Ed Rees (Citizens Advice)	TBC (TBC)
3.2.10.	Trade Associations (2)	Daniel De Wijze (Renewable UK)	Sarah Honan (The Association of Decentralised Energy)
		Gareth Evans (ICOSS)	TBC (TBC)
3.2.11.	Distribution Code Administrator (1)	Mark Dunk (ENA)	Christopher McCann (ENA)
3.2.12.	Grid Code Administrator (1)	Kirsten Shilling (NGESO)	Lauren Preston (NGESO)
3.2.13.	Offshore Transmission Owners (1)	TBC (TBC)	TBC (TBC)
3.2.14.	Onshore Transmission Owners (1)	Malcolm Barnacle (SSEN Transmission)	Richard Woodward (NGET)
3.2.15.	Ofgem* (1)	Gurpal Singh (Ofgem)	TBC (Ofgem)
3.2.16.	BEIS* (1)	Sean Winchester (BEIS)	Mithila Manage (BEIS)

\*: Representatives shall be non-voting members to ensure their independence. Ofgem and BEIS representatives are part of the Steering Group to ensure that the WSTC project remains aligned to the Ofgem and BEIS ongoing Energy Codes Review.

### 3.3. Appointment of Steering Group Members

#### 3.3.1. Chairperson

- 3.3.1.1. The Chairperson will be appointed to remain in that position for two years unless the project terminates before the end of that term.
- 3.3.1.2. The Chairperson shall be a person appointed (or re-appointed) having regard to the views of the Steering Group and shall act independently and impartially.

#### 3.3.2. Vacant Seats

- 3.3.2.1. Where a position is vacant, the Technical Secretary will inform the relevant existing industry forums as identified by the Steering Group, to solicit for a representative(s).

## 4. Meetings

- 4.1. A minimum of eight voting members from a minimum of six industry representative categories set out in Table 1 of the Steering Group including the Chairperson (or designate alternate) will be required for a meeting to be recognised as an authorised meeting, for any recommendations or resolutions to be considered as valid.
- 4.2. The Steering Group shall meet at least once a month.
- 4.3. Only the number of industry representatives set out in Table 1 (member or alternate) can attend and speak.
- 4.4. Observers can attend meetings by invitation only with justification of why they are attending.

## **4.5. Logistics**

- 4.5.1. Meeting duration shall be agreed by the members.
- 4.5.2. Location shall be Microsoft Teams or as determined by team consensus.
- 4.5.3. All papers and presentations that form the Steering Group agenda items pertaining to a meeting must be forwarded to the Technical Secretary no later than five working days prior to a meeting.
- 4.5.4. The Steering Group meeting agenda, with attached meeting papers, will aim to be distributed to members at least five working days prior to a scheduled meeting
- 4.5.5. Meeting minutes will capture key decisions, messages and required actions from the meetings.
- 4.5.6. The minutes of each meeting shall be prepared by the Technical Secretary.
- 4.5.7. Full copies of the draft minutes, including attachments, shall be provided to all members no later than ten working days following each meeting.
- 4.5.8. The Technical Secretary shall also maintain an action item list annotated with progress milestones and/or completion dates.
- 4.5.9. The minutes of each meeting will be monitored and maintained by the Technical Secretary as a complete record. Unless otherwise agreed, all agendas, minutes and action lists shall be electronically filed and accessible only by authorised personnel. Once approved documents will be published on the WSTC website.

## **5. Voting and decision making**

- 5.1. A duly convened meeting of the Steering Group at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Steering Group.
- 5.2. The Steering Group will report to DCRP and GCRP. Any final recommendations from the Steering Group will be sent to Ofgem by the DCRP and the GCRP as appropriate.
- 5.3. Decision making should be through whole group consensus. In cases where this is not possible, a majority view will prevail.
- 5.4. In order to be eligible to vote, a member (or their alternate) should have attended at least 50% of the meetings.
- 5.5. All votes shall carry the same weight.
- 5.6. In case of a split vote, the Chairperson shall have the casting vote.
- 5.7. Where a Steering Group member has appointed an alternate, the alternate member shall have the same voting rights the Steering Group member in whose place they are attending.
- 5.8. The Technical Secretary, Ofgem and BEIS representatives are non-voting members.
- 5.9. Disputes over issues that have a fundamental impact on code users and how networks are managed which cannot progress without agreement by all parties, may remain. In those cases, resolution of fundamental issues may be referred to the DCRP and GCRP.
- 5.10. Ofgem remain the ultimate decision-making body based on the recommendations from DRCP and GCRP.

## **6. Conduct**

- 6.1. It is expected that all Steering Group members shall exhibit professional conduct while executing their mandate. They shall treat everyone with dignity, courtesy, and respect.
- 6.2. The Steering Group may replace or remove any member or observer at any time if such member is unwilling or unable, for whatever reason, to fulfil that function and/or is deliberately and persistently disrupting or frustrating the work of the Steering Group.

## 7. Changes to the Terms of Reference

- 7.1. These Terms of Reference may be amended with the support of at least two thirds of the Steering Group members at a Steering Group meeting.

## 8. Dissolution

- 8.1. The Steering Group will be dissolved once its objectives (as established in 2.1.3) have been attained and/or when at least two thirds of its members and the WSTC project team consider its services are no longer required.

## 9. Change Control

Version	Date	Changes since the Last Version	Change proposed by
0.1	03/12/2021	Draft for Steering Group Review	N/A
0.2	16/12/2021	Amended to reflect deliberations at the inaugural Steering Group meeting held on 15/12/21	Steering Group Meeting Attendees Laetitia Wamala (4.1 & 4.5.7) Alan Creighton on 16/12/21 Sean Winchester on 17/12/21
1.0	20/01/2022	Approved by Steering Group	Steering Group Meeting Attendees