

# Grid Code Review Panel Election Guide 2022

**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 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.A<sup>1</sup>). National Grid ESO, as Code Administrator for the Grid Code, operates this election process.

### How many seats are available for election?

	Panel Member Seats	Alternate Member Seats
Generator	4	2
Supplier	1	1
Onshore Transmission Owner	1	1
Offshore Transmission Owner (OFTO)	1	1

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/vote?

CUSC Schedule 1 Users, or Materially Affected Parties (as designated by Ofgem), on **31 August 2022**, are entitled to nominate/vote in the 2022 Grid Code Review Panel and Alternate Election.

### How do I nominate somebody to become a Panel Member?

The nomination process will open on **5 September 2022**. CUSC Schedule 1 Users/ Materially Affected Party's may nominate one candidate to stand for election by completing and returning the nomination form to us. Parties may only nominate a candidate for their own category, e.g. a Supplier may only nominate a candidate for the Supplier Panel Member seat.

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

If the party able to nominate a candidate is both a Supplier and a Generator, then they may nominate a candidate for each category.

How does the voting process work?

Voting will only commence if there are more nominations than seats available in the respective categories. Members will be elected using the “First Past the Post” method.

What are the key milestones in the process?

Date	Milestone
<b>Monday 5th September 2022</b>	Invitations will be sent out to CUSC Schedule 1 Users/Materially Affected Parties to nominate candidates to stand for election.
<b>Friday 30th September 2022</b>	Nomination Forms to be returned no later than 5pm.
<b>Monday 10th October 2022</b>	List of candidates and voting papers to be circulated, or we will announce the outcome of the Elections.
<b>Thursday 10th November 2022</b>	Voting papers to be returned no later than 5pm.
<b>Monday 28th November 2022</b>	Election results will be announced.
<b>1st January 2023 – 31st December 2024</b>	Newly elected Panel Members and Panel Alternate Members will take up office.

Do I need to do anything?

Not at this point. We will open nominations for the electable seats on **5 September 2022**. Please keep a look out for communication from us on this date. 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](mailto: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 1 January 2023 – 31 December 2024 will commence on **5 September 2022**.

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:

- **Provide a summary of the Grid Code Review Panel election arrangements for 2022. In order to help Grid Code Users to participate actively and effectively in the forthcoming elections; 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](#).

**The following seats are available to be elected:**

	<b>Panel Member Seats</b>	<b>Alternate Member Seats</b>
<b>Generator</b>	4	2
<b>Supplier</b>	1	1
<b>Onshore Transmission Owner</b>	1	1
<b>Offshore Transmission Owner (OFTO)</b>	1	1

**Alternate seats**

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

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

**Seats that will be appointed without election:**

- **One** Independent Panel Chair and **one** alternate **Appointed by National Grid ESO**.
- **One** National Grid Electricity System Operator (ESO) seat and **one** alternate seat **Appointed by National Grid ESO**.

- **Two** Distribution Network Operator (DNO) seats and **two** alternate seats **Appointed by DNOs**.
- **One** Consumer seat and **one** alternate seat **Appointed by Citizens Advice and Citizens Advice Scotland**.
- **One** Ofgem representative seat, and **one** alternative seat **appointed by Ofgem**.
- **One** Balancing and Settlement Code (BSC) Panel representative seat and **one** alternate seat **appointed by the BSC Panel**.
- **One** further person **appointed by the Authority** and **one** alternative. If the Authority decides that an interest is not reflected in the composition of Panel Members.

Please Note: Panel meetings are open meetings therefore any interested party may attend if they wish, as an observer.

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

### 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.

### Key milestones and timings in the election process:

#### Nominations

Each party on the Electoral Roll may nominate one candidate to stand for election on the Grid Code Review Panel by completing and returning the nomination form to us. Parties may only nominate a candidate for their own category, e.g. a Supplier may nominate a candidate for the Supplier Panel Member seat and a Generator may nominate a candidate for the Generator Panel Member seats. If the party able to nominate a candidate is both a Supplier and a Generator, then they may nominate a candidate for each category.

Date	Milestone
<b>Monday 5th September 2022</b>	Invitations will be sent out to CUSC Schedule 1 Users/Materially Affected Parties to nominate candidates to stand for election.
<b>Friday 30th September 2022</b>	Nomination Forms to be returned no later than 5pm

#### Voting

Voting will only commence if more there are more nominations than seats available in the respective categories.

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
Monday 10th October 2022	List of candidates and voting papers to be circulated, or we will announce the outcome of the Elections.
Thursday 10th November 2022	Voting papers to be returned no later than 5pm.
Monday 28th November 2022	Election results will be announced.
1st January 2023 – 31st December 2024	Newly elected Panel Members and Panel Alternate Members 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(s). 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 will be 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](mailto: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.

**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 10 November 2022**. 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 Members and Alternates.

## 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).

## Code Administrator contact details

If you have any queries about the content of this guide or the elections process, please contact Shazia Akhtar, Code Administrator, National Grid ESO.

**Tel:** 07787266972

**Email:** [grid.code@nationalgrideso.com](mailto:grid.code@nationalgrideso.com)

## Election results

We will announce the results of the Grid Code Review Panel elections as soon as possible after completion of the election timetable, this will be no later than 28 November 2022. Voting totals for individual candidates will not be revealed.

## 2022 Election 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.