

Terms of Reference

1. Mission Statement

The Charging Delivery Body (CDB) will work to deliver a coordinated, efficient, and transparent programme for the development of electricity network charging and access arrangements that are fit for purpose now and in the future.

2. Purpose and responsibilities

The purpose of the CDB is to help coordinate the development and implementation of required changes to electricity network charging and access arrangements, to ensure successful delivery of the work programme needed to deliver these changes.

The CDB collectively will:

- a. develop an overall approach to implementation of required changes to charging and access arrangements, including sequencing and programming;
- b. liaise with task forces (TFs) and other stakeholders working on network charging and access arrangements;
- c. coordinate implementation issues where needed;
- d. consider cross-code implementation issues and risks;
- e. provide advice to existing and new task forces on the coordination and implementation of changes in relation to individual projects, and seek updates as appropriate;
- f. liaise closely with the Charging Futures Forum (CFF), seek views from CFF members and take stakeholder views into account;
- g. ensure the necessary Distribution Network Operator/System Operator resources are made available to support task forces and help them deliver;
- h. consider and propose agenda items for the CFF; and
- i. provide draft Terms of Reference, if requested, for proposed TFs, to be considered by the CFF.

Individual CDB members will:

- a. be a champion for Charging Futures delivery and implementation;
- b. work collectively to deliver a set of holistic and consistent network charging and access arrangements, in line with relevant code objectives, and taking account of wider developments and the needs of network users and energy consumers;
- c. present relevant topics at CFF meetings as required;
- d. provide regular updates on the CDB to the relevant Code Panels and other industry meetings as required;
- e. provide their own organisation's information and updates to enable the lead secretariat to keep CFF communications, including the portal, up to date; and
- f. in addition to considering cross-code issues, provide particular input from the perspective of the body they represent:

Body	Expertise
SO	The Connection and Use of System Code (CUSC) & the Balancing Services Code (BSC) ; implementation issues; aggregators, service providers and transmission customers
DNOs	The Distribution Connection and Use of Service Agreement (DCUSA); implementation issues; distribution customers
Code Admin	BSC (Elexon), CUSC (National Grid), DCUSA (ElectraLink); sequencing and programming (All)

3. Chair

The CDB will be chaired by Ofgem's Partner in the Energy Systems Integration directorate. An Energy Systems Integration Associate Partner, or other Ofgem deputy, will be the alternate.

4. Membership

- a. The CDB membership is open to those with responsibility for the electricity network charging and access methodologies.
- b. The CDB shall comprise the Ofgem Chair or the Ofgem deputy chair, and typically one member from each of the following parties:
 - i. The System Operator (SO)
 - ii. the six Distribution Network Operator (DNO) companies
 - iii. The code administrators: – National Grid, ElectraLink, Elexon.
- c. Ofgem may invite up to two CFF members who have previously attended a Charging Futures Forum meeting to observe CDB meetings. CFF members who would like to attend the CDB as observers are welcome to contact the Lead Secretariat at Charging.Futures@nationalgrid.com

5. Relationship with related bodies

See diagram in the appendix.

6. Reporting and output

- a. The CDB will report to the Ofgem Chair.
- b. The CDB will prepare reports and other relevant information for CFF meetings.
- c. Following CDB meetings, the Lead Secretariat will prepare and publish minutes of the CDB meeting, and actions agreed at the meeting.
- d. Following CFF meetings, the CDB will take action as required.

7. Meetings

- a. Meetings of the CDB will be held as necessary to support the quarterly CFF meetings.

8. Meeting administration

- a. The SO will act as lead secretariat to the CDB. Its role and responsibilities are set out in a separate document.
- b. The lead secretariat will:
 - i. Prepare and circulate meeting agendas and supporting documents five working days prior to each meeting.
 - ii. Prepare and circulate draft minutes to members within ten working days of each meeting. Members will have five working days to provide comments.
 - iii. Forward comments from the members to the Chair who will review and finalise the minutes.
 - iv. Publish the finalised minutes within one month of the CDB meeting on the portal.
 - v. Publish the agenda and agreed meeting papers on the CFF portal within two weeks of each meeting.

9. Approval of Minutes Meeting administration

- a. The SO will act as lead secretariat to the CDB. Its role and responsibilities are set out in a separate document.
- b. The lead secretariat will:
 - i. Prepare and circulate meeting agendas and supporting documents five working days prior to each meeting.
 - ii. Prepare and circulate draft minutes to member five working days after each meeting.
 - iii. Publish the agenda, agreed meeting papers and agreed meeting minutes on the CFF portal, within two weeks of each meeting.
- c. Members will review draft minutes within two weeks of the meeting, either at the following CDB meeting, or by email.
- d. Ofgem will invite a CFF member(s) to observe CDB meetings. CFF members are welcome to contact Ofgem to volunteer to observe CDB meetings.

Appendix: Relationship with related bodies – NB extracts from the CFF and TF ToRs will be updated if these change

