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Connections Process Advisory Group (CPAG) – Terms of Reference

1. Context

The ESO is proposing and progressing wide-ranging changes to the current connections process to facilitate quicker connection to and use of the electricity transmission system, in a more coordinated and efficient way, in order to help meet Net Zero ambitions. These changes are being identified and progressed as follows:

- The **Connections Reform Project** is designing a new enduring connections process, which will require changes to current industry code and licence frameworks, and to relevant processes and guidance;

- The **5-Point Plan** is making tactical improvements under the current frameworks ahead of these enduring reforms;

- The **Connections Action Plan**, published in November 2023, provides Ofgem and government direction on the scale and pace of actions to reform the connections process; and

- The above may also be supplemented by **'Additional Actions'** that involve further material changes / actions introduced before 'go live'[1] of the enduring connections process.

2. Purpose and scope

The purpose of the CPAG is to provide guidance and steer to support the ESO in undertaking more detailed design and implementation planning for changes to the connections process, as a result of the above workstreams[2]. The CPAG will support timely and efficient design and implementation of changes and promote coordination across workstreams and other relevant industry groups. This will include the initial scoping of necessary industry code changes prior to any relevant code changes being delivered via agreed governance.

As such the CPAG will work collaboratively to:

- Advise on and support the development and documentation of a coordinated end-to-end connections process and associated policy areas and provide stakeholder group views in respect of these activities e.g. in respect of the customer journey.

- Support the development of and discussion on any (if any) necessary additions to the 5-Point Plan.

- Support the ESO in the development and ESO delivery of actions within the Connections Action Plan, and to support other action owners, where requested.

- Support the development of and discussion on any (if any) additional actions before 'go live' of the reformed connections process.

- Identify and scope potential defects and potential solutions in respect of industry code changes prior to code changes being raised via the agreed governance processes as a result of the above.

- Advise on and highlight potential licence changes required as a result of the above.

- Advise on the most appropriate coordination of policy and processes across transmission and distribution networks, including ensuring that Transmission / Distribution Interface arrangements

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[1] This is currently estimated as mid-to-late 2025 and the ESO will work with CPAG members to determine if this can be achieved earlier.
[2] But in respect of the 5-Point Plan, only any (if any) additional aspects and not those which are already in progress.

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(including the concept of Distribution Forecasted Transmission Capacity) developed through the SCG sub-group align with the overall end-to-end process.

- Ensure that discrete aspects of the end-to-end connections process remain cohesive and appropriately aligned with the relevant final recommendations as they are developed across various forums.

The CPAG will <u>not</u> be responsible for:

- detailed development of outputs (including in relation to code changes), which will remain with the relevant delivery bodies e.g. the ESO, TOs and DNOs in respect of the end-to-end connections processes.

- making decisions on specific changes to policies, processes, guidance or industry code and licence frameworks. Those decisions will be made by the relevant organisations through appropriate governance processes in line with their remit.

The CPAG should however inform such detailed development and decisions via advice and guidance. The CPAG will report into the Connections Delivery Board and be represented there by the CPAG Chair.

It is worth noting that the scope of the group extends beyond code change e.g. elements of secondary process (such as contract novations) are not (and may not be) codified but guidance may still be sought from the CPAG on the customer journey in relation to contract novations.

3.   Membership

The CPAG is to be comprised of organisations and representatives from a broad and representative range of stakeholder categories (spanning a broad range of connection technology types and adequately covering both Transmission connected and Distribution connected stakeholders). One or more role category representatives will be invited to participate (by and at the discretion of the ESO) based on Steering Group recommendations.

Role Category	Representative	Organisation
Independent Chair	Merlin Hyman	Regen

ESO –   Head of Connections Strategy
  -   Head of Connections Change Delivery
  -   Connections Design Team Manager
  -   Commercial Codes Change Manager
	James Norman
	Robyn Jenkins
	Michael Oxenham
	Camille Gilsenan
		ESO

SCG Chair	Andrew Scott	SSEN-D
Ofgem	Liam Cullen Alasdair MacMillan	Ofgem
UK Government	Paul Hawker Ian Thel	Department for Energy Security and Net Zero
Scottish Government	Jasmine Killen	Scottish Government
Welsh Government	Jennifer Pride	Welsh Government
Transmission Owner	Jade Ison	NGET
Transmission Owner	Neil Bennett	SSEN-T
Transmission Owner	Allan Love	SPT
Distribution Network Operator	Matt White	UKPN
Distribution Network Operator	Ben Godfrey	NGED
Independent Network Owner / Operator	Spencer Thompson	Eclipse Power
Offshore Generation	Claire Hynes	RWE
Interconnection	Holly MacDonald	Transmission Investment

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Directly Connected Onshore Generation	Garth Graham	SSE Generation
Directly Connected Onshore Generation	Deborah MacPherson	ScottishPower Renewables
Storage	Patrick Smart	RES
Embedded Onshore Generation	Chris Clark	Emtec Group
Embedded Onshore Generation	Catherine Cleary	Roadnight Taylor
Directly Connected Demand	Arjan Geveke	EIUG
Embedded Demand	Oz Russell	The ADE

Membership can be reviewed by the Chair and the ESO in consultation with the remainder of the group, and, if necessary, adjusted to ensure suitable representation from across industry stakeholders. Members may propose delegates / substitutes should they be unable to attend, but these should be at a level of expertise sufficient to engage with the group in line with these terms of reference.

Chair

The Chair will be Merlin Hyman from Regen. If the designated Chair is not available for part or all of a meeting, then a formal nominee shall be agreed at that meeting with group members and will be responsible for convening and conducting the relevant meeting or section of the meeting. This will be facilitated by the Technical Secretary and be referred to as the Alternate Chair. The Alternate Chair is responsible for informing the Chair as to the salient points and decisions raised and agreed at the meeting.

The Chair (and the ESO, in consultation with the Chair) may invite guest speakers/participants if it is deemed appropriate to the topic(s) of discussion and/or the successful functioning of the group and its outputs.

Expectations of CPAG Members

Members of the CPAG are ultimately responsible for supporting efficient and consistent detailed design and implementation of the planned changes to the connections process. As such, members will be responsible for proactively identifying and raising issues to be addressed (as well as proposing potential solutions) and providing stakeholder group specific input into discussions to ensure mitigation or removal of those issues from the detailed process and implementation. Where a member represents a particular stakeholder group, while that member will not formally represent all of the organisations in that sector, we expect members' views to be influenced by the type of organisation they are from, and they should, to the best of their knowledge, attempt to reflect the views of as many stakeholders in their sector as possible.

In carrying out the above individual members will:

- Make reasonable endeavours to attend all meetings. Where a member cannot attend it is expected that they send an appropriate deputy and inform the technical secretary of the change prior to the meeting.

- Consider and review all documentation circulated ahead of the meeting.

- Seek views proactively ahead of meetings and represent broader views of their stakeholder group.

- Bring their expertise, insights and engage with new ideas.

- Identify areas of agreement and disagreement, and input.

- Provide input and progress agreed actions.

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4. Interactions with other groups

The CPAG is part of the overall connections process change governance structure shown in the diagram below.
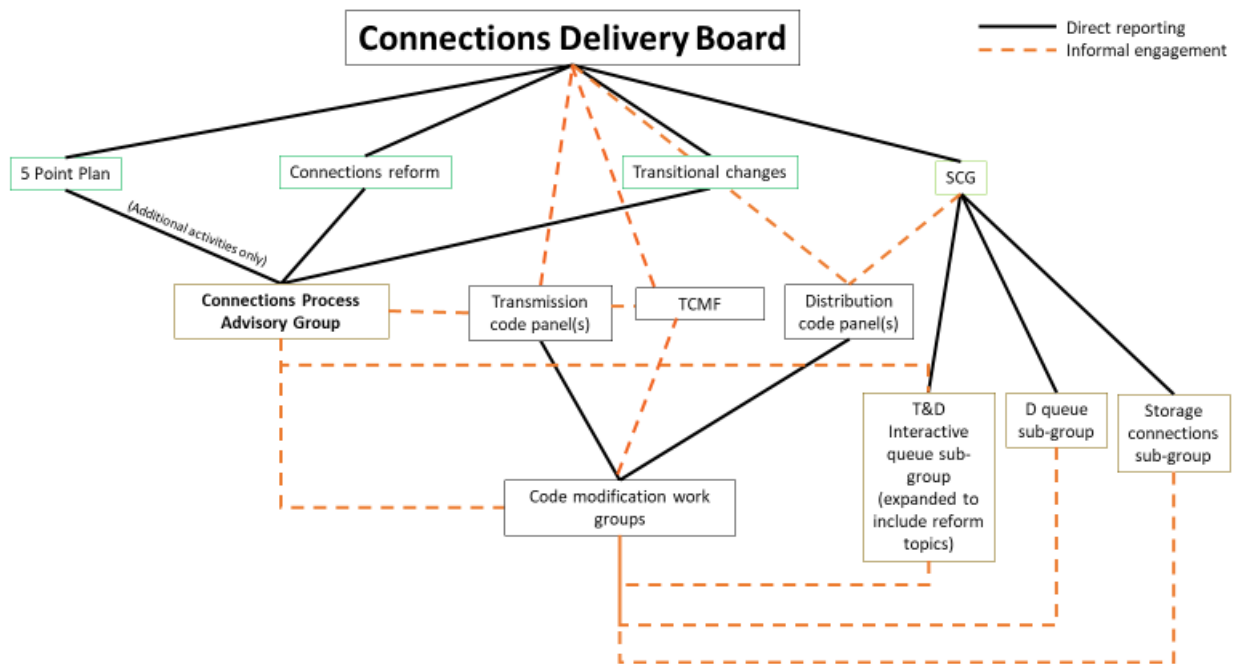
The CPAG:

- is not intended to replace or duplicate any aspects of the current open code governance process i.e. any aspects of the scope of the group which require code change via open governance will be taken through existing open governance processes;

- may provide comment/challenge of proposals put forward by the SCG Sub-Group established to consider the Transmission and Distribution Interface, for consideration (at their discretion) bythe SCG Sub-Group. This could include the proposed concept of Distribution Forecasted Transmission Capacity (previously know as Reserved Developer Capacity). This would for example be in the event that the CPAG feels the proposals being developed within the SCG Sub-Group may not or are not cohesive and appropriately aligned with the relevant final recommendations in the context of the overall end-to-end process; and

- replaces the GBCR Steering Group.

The CPAG may from time to time set up 'task and finish' sub-groups to further consider policy and/or detailed process design matters. Where this happens, these sub-groups will, amongst other things, be provided with a clear brief from CPAG on: scope; objectives; timeline (e.g. 2 weeks) and membership.

5. Technical Secretary

The ESO will appoint a Technical Secretary who will report to the Chair. The Technical Secretary shall support the Chair in ensuring the smooth functioning of the CPAG. The Technical Secretary will act as an independent support for the Chair and the CPAG ensuring arm's length interactions with wider ESO employees. The Technical Secretary will be responsible for producing and circulating relevant materials as described in the sections below called "Inputs" and "Outputs".

The Technical Secretary will ensure regular communication and engagement between the secretariat function for CPAG and the secretariat function for the Connections Delivery Board.

Inputs

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For each meeting the Technical Secretary will produce a pack consisting of:

- Agenda and apologies for absence

- Actions and key points from the previous meeting

- Papers and other items for discussion

- Actions and key points Log

This pack will form pre-read material to be circulated to the CPAG at least 3 working days in advance of each meeting.

A skeleton forward agenda will be agreed at the preceding meeting and finalised and approved by the Chair through iteration and approval of inputs. The agenda for the first meeting will be drafted by the ESO and approved by the Chair.

At the beginning of each meeting the Technical Secretary should confirm with the CPAG whether the log from the previous meeting represent an accurate and complete record of the key discussion points and actions.

Outputs

The Technical Secretary will circulate to the CPAG the following materials no later than one week after each meeting, for comment:

- Actions and key points log; and

- Skeleton agenda for next meeting.

The 'actions and key points log' will be used by the ESO to provide CPAG views (as and where appropriate) to code panels and work groups in support of ensuring that the discreet aspects of the end-to-end process remain cohesive and appropriately aligned with the relevant final recommendations, as per Section 2 above.

6. Logistics

Members of the group will serve from January 2024 until at least December 2024 (and potentially longer depending on progress towards implementation of changes and 'go live').

Members must advise the Chair of any change in their circumstances at the earliest opportunity. Any proposal to extend the commitment of the group will be discussed and agreed by the group.

Frequency, duration and location: The CPAG shall typically meet once every two weeks with meetings lasting for up to 2 hours (including a short break). Meetings will ordinarily take place via Microsoft Teams and will be arranged by the Technical Secretary, potentially via an ESO Team Administrator. Meetings may occasionally be moved to a different date, held at other locations or last longer, after appropriate consultation with the CPAG. Members shall confirm notice of attendance or apologies of absence to the Technical Secretary no less than a week in advance.

Quorum: There are no quoracy arrangements for the CPAG, although the Chair (or the Alternative Chair) and the ESO and the Technical Secretary must be present for the CPAG to be undertaken on any given occasion.