R0092 – DCC SERVICE LEVEL AGREEMENTS FOR THE SWITCHING INCENTIVE REGIME WORK GROUP

TERMS OF REFERENCE

Version	Status	Publication Date	Reason for Change
1.0	Draft	08/06/2023	Initial drafting

1. ESTABLISHMENT AND ROLE

1.1 The Code Manager shall establish the R0092 Work Group in accordance with these Terms of Reference.
1.2 The Work Group will be responsible for supporting the Code Manager in the development and assessment of the proposed solution(s) to address the issue set out by the Proposer of Change Proposal R0092.
1.3 The Work Group will maintain a log of discussions on the assessment and development of the R0092 solution options.

2. COMPOSITION OF THE R0092 WORK GROUP

2.1 Any REC Service User may send a representative to the R0092 Work Group with the relevant expertise required to discuss the matter(s) at that meeting. Such representatives shall have the required authorisation to represent the views and interests of their organisation.
2.2 The Code Manager may invite any subject matter experts it requires to discuss the matters at that meeting.
2.3 Any other interested market stakeholder may send a representative with the relevant expertise required to discuss the matter(s) at that meeting, subject to the approval of the Chair.
2.4 Each representative must have the relevant experience and/or expertise within the energy industry or any other comparable sector.
2.5 Any Work Group member can send an alternate to a meeting where a topic requires specific operational knowledge, and where input would be better performed by the alternate representative.

3. CHAIR

3.1 The Code Manager will source a suitable representative to maintain the role as the Chair of the R0092 Work Group.
3.2 The Chair will agree the meeting agenda, facilitate the meeting, encourage discussion, and ensure it is focussed and balanced so that the meeting runs efficiently.

3.3 In the event the Chair is unavailable, they will nominate another suitable member of the Code Manager to act in their place.

4. SECRETARY

4.1 The Code Manager shall act as the Secretary; the role of Secretary and Chair shall not be performed by the same person.
4.2 The Secretary will manage communications in advance of the meeting, assist the Chair in planning the agenda and record the meeting minutes for review and agreement between attendees.
4.3 The Secretary will manage the meeting recording including its deletion once the minutes have been approved.

5. PROCEEDINGS OF THE R0092 WORK GROUP

5.1 Meetings will be held as required remotely via Microsoft Teams.
5.2 Where appropriate and where timescales require, offline requests may be made. These will be managed via email, or another appropriate method as agreed with the Work Group.
5.3 Attendees will be asked to remain on mute when not speaking. The chat and hand function can be used to enable everyone to participate and to ease the flow of discussion. To prevent disruptions, the Code Manager may use the mute function as deemed necessary.
5.4 Where a matter arises requiring immediate attention and cannot wait for the next scheduled meeting, an extraordinary meeting may be convened by the Chair. Such meeting would be held via Microsoft Teams with no less than five working days' notice. Once an extraordinary meeting is determined, the Secretary will notify representatives.
5.5 In the event of limited attendees being present at a meeting, the Chair at their sole discretion may exercise its right to defer one or more agenda items to a further meeting where more representatives are expected.

6. RECOMMENDATIONS

6.1 Prior to putting any matter to a recommendation, the Chair will confirm representatives have enough information to base a recommendation. Where a representative indicates that further information is required, the Chair may use its discretion to delay forming a recommendation until a later time where they believe information may be reasonably available.
6.2 In making any recommendations on a matter, each representative may offer an opinion.
6.3 The Secretary will record any dissensus where not all representatives agree on the recommendation. Recommendations are made for the sole purpose of informing the Code Manager's assessment and development of proposed solution(s) and does not constitute a formal representation. Formal representations should be made through responses to the impact assessment and/or consultation, as appropriate.

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7. MEETING DOCUMENTATION

7.1 The Secretary shall ensure that the agenda, previous meeting minutes, any actions/decisions logs or documentation that would assist the Work Group to have effective discussion is circulated five working days prior to the meeting.
7.2 It is expected that all representatives read the pre and post-meeting documentation to ensure that they are well prepared to contribute effectively to the discussion.
7.3 The Secretary shall ensure that discussions are noted and distributed to representatives and any other persons present at the meeting (or part thereof) within five working days.
7.4 Any comments on the accuracy of the meeting notes shall be returned no less than five working days before the next scheduled meeting at which they will be formally approved.
7.5 Any actions that are assigned to representatives, the Chair, Secretary, or any other stakeholder will be captured within the meeting notes and the actions log.
7.6 An updated actions log will be circulated five working days following the meeting as well as five working days prior to the following meeting alongside the agenda and any other pre-meeting documentation.

8. CONDUCT

8.1 Work Group representatives and any other attendees as agreed by the Chair, are expected to conduct themselves in a professional manner, refraining from comments or behaviour that may be considered unreasonable or hinder the effective functioning of the Work Group.
8.2 All representatives and attendees must act in accordance with Competition Law.
8.3 Where any unreasonable or disruptive behaviour persists, the Chair may use its discretion and request that an individual leave the meeting and/or restrict their future attendance.

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