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THEFT ISSUES GROUP

TERMS OF REFERENCE

Version	Status	Publication Date	Reason for Change
0.1	Draft	17/04/2024	Initial drafting
0.2	Draft	01/05/2024	Updates based on TIG feedback
0.3	Draft	21/05/2024	Updates based on REC Code Manager feedback
0.4	Draft	19/06/2024	Updated based on TIG feedback
1.0	Final	03/07/2024	Approved

1. ESTABLISHMENT AND ROLE

1.1 The Code Manager shall establish the Theft Issues Group in accordance with these Terms of Reference.
1.2 The Theft Issues Group will provide parties with an opportunity to discuss and recommend a resolution path in line with the delivery and operation of the REC for change issues relating to theft activities.
1.3 The Theft Issues Group will maintain a log of the issues raised to the Group that will be published on the REC Portal and maintain a link to any Change that is raised as the resolution of an Issue.

2. COMPOSITION OF THE THEFT ISSUES GROUP

2.1 Theft Issues Group members will initially be formed with the same membership of the Energy Theft Reduction Expert Group (ETREG).
2.2 The Code Manager may invite any subject matter experts it requires to discuss the matters at that meeting.
2.3 Each representative must have the relevant experience and/or expertise within the energy industry or any other comparable sector.
2.4 New attendees will first apply to the Code Manager to share their relevant experience and / or expertise and to be made of aware of these Terms of Reference.
2.5 Any Theft Issues Group members shall act impartially and independently of the interests of their employer and of any person or class of persons, when exercising the functions assigned to it under the REC.
2.6 Members shall take proactive steps to mitigate conflicts of interest and have a duty to advise other Theft Issues Group members where a conflict of interest arises.
2.7 The Chair, Secretary and any other Theft Issues Group member may nominate an alternate where unavailable to fulfil their duties. Any alternate representative will be subject to these Terms of Reference.
2.8 Any Theft Issues 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 Theft Issues Group. The Code Manager shall function as the Chair of the Theft Issues 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.

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 for review and agreement between attendees and record the notes of the meeting for review and agreement between attendees.
4.3 The Secretary will manage the recording of the meeting including the deletion of the recording once the meeting notes have been approved in line with operational practice.

5. PROCEEDINGS OF THE THEFT ISSUES GROUP

5.1 Meetings will be held monthly or 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.
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 Attendees are required to actively participate in the meeting using their expertise and experience to:

- Discuss, suggest and recommend resolution paths in line with the delivery and operation of the REC for theft issues raised and;
- Share best practice and advice relating to the delivery and operation of the REC in the context of theft.

5.5 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 five working days' notice. Once an extraordinary meeting is determined, the Secretary will notify representatives.
5.6 In the event of limited attendees being present at a meeting, the Chair may exercise its discretion to defer one or more agenda items to a further meeting where more representatives are expected.
5.7 Meetings of the Theft Issues Group will be recorded solely for the purpose of accurate recording of the minutes and will not be shared outside of the REC Code Manager. Once the minutes have been approved, the Secretary will be responsible for the deletion of the recording.

6. POWERS OF THE THEFT ISSUES GROUP

6.1 The Theft Issues Group does not have decision making powers.
6.2 The Theft Issues Group shall make recommendations to the Code Manager or Issue or Change Proposer.

7. RECOMMENDATIONS

7.1 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.
7.2 In making any recommendations on a matter, each representative may offer an opinion.
7.3 Consensus of a matter put to recommendation will be identified at the Chair's discretion.
7.4 The Secretary will record any dissent where not all representatives agree on the recommendation.
7.5 The Code Manager / Issue proposer shall determine the actions to be taken following the conclusion of recommendations.

8. MEETING DOCUMENTATION

8.1 The Secretary shall ensure that the agenda, previous meeting notes, any actions/recommendations logs or documentation that would assist the Theft Issues Group to have effective discussion is circulated five working days prior to the meeting.
8.2 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.
8.3 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.
8.4 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.
8.5 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.
8.6 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.

9. CONDUCT

9.1 Theft Issues 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 Theft Issues Group.

9.2 All representatives and attendees must act in accordance with Competition Law.

9.3 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.

10. CONFIDENTIALITY

10.1 Members shall acknowledge that in carrying out their duties and functions they may be in receipt of confidential information. For the avoidance of doubt, each Theft Issues Group member shall not disclose any confidential information (including, but not limited to restricted meeting papers, tampering and theft techniques or meeting minutes) received in their capacity as a Theft Issues Group member to any person except where required under the REC or, where relevant, these Terms of Reference.