

Terms of Reference (ToR) for WS1A P1 User Forum

1. Background Information

- 1.1 In 2020, Open Networks delivered a Common Evaluation Methodology (CEM) and tool that allows DNOs to evaluate flexibility services and traditional intervention options for an identified network need. During its development the Product team actively received feedback via the Advisory Group and from consultation responses that the baseline was a good start but did not go far enough in two areas. The first was optionality and the second was carbon impact assessment.
- 1.2 As part of the scope for 2021, Open Networks is setting up a User Forum under Open Governance arrangements to work with the industry to deliver the next iteration of the CEM that will incorporate the changes above.
- 1.3 The following documents provide further background information:

Document	Link
Open Governance Paper	https://www.energynetworks.org/assets/images/Resource%20library/ON21-PRJ-Open%20Governance-v2.pdf
Project Initiation Document (PID)	https://www.energynetworks.org/assets/images/Resource%20library/ON21-2021%20Project%20Initiation%20Document%20Pre%20Consultation-PUBLISHED.02.02.21.pdf
2020 deliverables to date	<ul style="list-style-type: none"> • Methodology and tool / statement and appendix • Cost Benefit Analysis Tool • Use cases • Losses calculation tool • User guide PDF • How to use video

2. Purpose

- 2.1 The purpose of this User Forum is to bring interested parties together to help shape and deliver the next iteration of the Common Evaluation Methodology.

3. Scope and timelines

- 3.1 As outlined in the 2021 PID, the scope of this User Forum will be to review and consider the options to enhance the methodological approaches within the Common Evaluation methodology to the pricing of optionality for flex and the full assessment of embedded and operational carbon for all intervention options.

- 3.2 The User Forum will review existing approaches to option value and carbon assessment with a view to assessing options and incorporating them into the CEM and tool.
- 3.3 The User Forum will be responsible for maintaining an Issues and Change log (see templates in Annexes 1 & 2 respectively) to note all suggestions made (from within the User Forum or the wider stakeholders) for further changes that are additional to the scope set out in the 2021 PID. Annex 3 contains a template for anyone to complete to raise an issue to be considered by the User Forum. The User Forum will assess these changes and will make recommendations to WS1A to consider in the scope for 2021 or as needed.
- 3.4 Open Networks has a budget allowance to engage consultancy support to develop and update the CEM and tool. It is expected that the User Forum will be working closely with the consultancy and providing the input that is needed to update the methodology and model.
- 3.5 Wider stakeholder engagement will be expected via the Open Networks Advisory Group and public webinars. Further stakeholder engagement if required will be identified by the User Forum, but may include requests for information and consultation.
- 3.6 The table below summarises the scope and activities in the PID.

Ref	Product Element	Activities	Duration	Timeline	Deliverables	Stakeholder Engagement	Approval
A	Set up open governance arrangements	Create CEM forum under open governance arrangements. This forum will be made up of the product team and include interested industry reps.	3 months	Apr – Jun 21	New forum created (Jun 21)	Yes, comms to share open invite	ON Project team
B	Appoint consultancy support	Undertake tender process for consultancy support	3 months	Apr – Jun 21	Consultancy appointed (Jun 21)	No	ON Project team & Steering Group
C	Review existing approaches to option value and carbon assessment	Within CEM forum review current approaches, generate new approaches, analyse options, recommend and implement changes.	6 months	Jun to Dec 21	Revised CEM and Tool (Dec 21)	Yes, potentially consultants, webinar and AG engagement	ON Steering Group

4. Membership and roles

4.1 The membership of this User Forum (“Members”) comprises:

- Chair
- ENA Secretariat
- Members from Product Team
- Members from various parts of industry

Position	Role
Chair	Chair all the meetings and act as Product Lead who will be responsible for leading the User Forum to deliver the specified deliverables above.
ENA Secretariat	Organise all the meetings, draft agendas, circulate relevant documents, take minutes and provide general administrative support.
Members from Industry	Draw upon expertise to provide input on behalf of their sector of the industry. Undertake development work between meetings.
Members from Product Team	Draw on expertise and previous experience as network representatives that have developed the initial product and are implementing it within their own companies. Undertake development work between meetings.

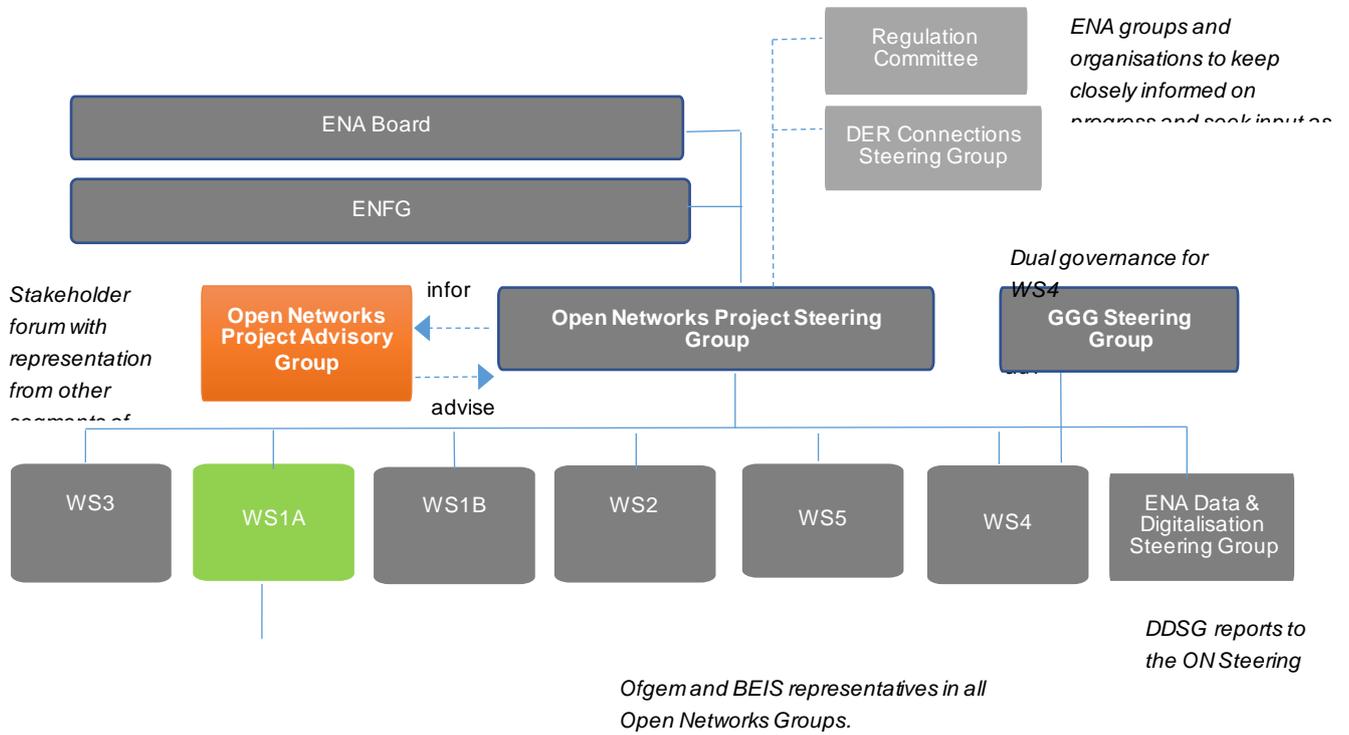
5. Ways of working

- 5.1 The User Forum will meet once a month with the expectation that all Members undertake development work between meetings.
- 5.2 ENA Secretariat will provide appropriate resources to allow the User Forum to discharge its responsibilities. There is an allowance for engaging consultancy support to deliver the updated deliverables by December 2021. The Members will be required to work with the consultancy to provide the input that is needed to update the deliverables.
- 5.3 A forward programme of indicative meeting dates and times will be planned on, at least, a six-month rolling basis. A notice confirming the venue, time and date of each meeting together with the agenda of items to be discussed, shall be forwarded to each Member, and any other person required to attend, no later than 5 working days before the date of the meeting. Supporting papers shall be sent to all Members and to other attendees as appropriate, at the same time. Annex 4 contains a draft agenda.
- 5.4 Initially meetings will be held by Teams (or equivalent), although some meeting may be held face to face where the agenda dictates. The ENA Secretariat shall record the names of those present and in attendance and the agreed actions of all meetings of the User Forum. The agreed actions of the meetings shall be circulated promptly, and not later than 5 working days after the meeting, to all Members.

- 5.5 All Members should work together in a constructive and collaborative manner to ensure that the required outcomes can be delivered.
- 5.6 Where a Member is not able to attend a meeting, they should nominate an alternative representative from their company or stakeholder group to attend on their behalf. **Members missing successive meetings without providing alternative representation may be asked to withdraw their participation in the User Forum.**
- 5.7 From time to time, the User Forum may be approached by other relevant product teams in WS1A for advice. Where this is needed, it will be agreed with the Chair and added to the agenda. If separate sessions are needed, these will need to be agreed with the User Forum and will be setup by ENA Secretariat.

6. Governance

- 6.1 The ON Project Steering Group is the key group with responsibility to direct the delivery of the ON project to time, cost and quality. Any deviations to the approved PID will be managed by the Steering Group and escalated to the Electricity Networks Futures Group (ENFG) if there is further budget likely to be required or a significant impact on scope, time or quality. In addition, the ON Project Steering Group also has the responsibility of the approval and delivery of products and outcomes, so the Steering Group will act as the approvals body for the work that is produced by the User Forum.
- 6.2 The User Forum has the principal responsibility in 2021 to review existing approaches to option value and carbon assessment with a view to assessing options and incorporating them into the CEM and tool by Dec 2021. In addition, the User Forum will assess any the issues raised and make recommendations to WS1A to amend the scope for 2021 as needed.
- 6.3 Workstream 1A will be responsible for reviewing the development work and providing guidance as it is needed.
- 6.3 The Open Networks Project Advisory Group is a critical group for stakeholder input to the project developments. This meets every 2 months. This has worked well to date with representatives published on the ENA website. The Advisory Group will be the stakeholder body for wider engagement on the development work undertaken by the User Forum.
- 6.4 The User Group may identify the need for further targeted engagement with wider industry through webinars, focus group sessions etc. Where these sessions have been identified, they will be organised by ENA Secretariat. In addition, to support the development of changes to the CEM and Tool the ENA Secretariat may hold specific consultations or request for information to gather information and the views from stakeholders to aid the understanding of a potential change.



Annex 1: Issues Log

- A1.1 The ENA Secretariat will keep an up to date log of the issues raised by members in the User Forum.
- A1.2 At the first User Forum of each year an initial Issues Log will be created. At the second User Forum of each year the members will be asked to make recommendations to the Workstream 1A of which issues from the Log should be considered as potential changes for that year.
- A1.3 The Log will be reviewed every six months, and the User Forum can add new issues to the Log and may recommend to Workstream 1A of new, urgent and important issues that should be considered as potential changes for the remainder of each year.
- A1.3 The Issues Log will contain, at least, the following details:

Issue number	Issue name	Issue description	Raised by	Status	Outcome

Annex 2: Change Log

- A1.1 The ENA Secretariat will keep an up to date log of the potential Changes being developed for amending the CEM and Tool.
- A1.2 Workstream 1A will decide which Issues are taken forward as potential Changes to be worked up by the User Forum [or their defined sub-group] with the support of the consultancy appointed by the ENA Secretariat.
- A1.3 The Change Log will be reviewed every meeting, and the Log updated accordingly.
- A1.4 The Change Log will contain, at least, the following details:

Change number	Change name	Change description	Progress	Outcome

Annex 3: Issue template

- A3.1 When raising an issue for the User Forum to consider the proposer must describe the issue and the reasoning for raising the issue.
- A3.2 The proposer must complete the basic information requested in the template below for the issue to be discussed at the User Forum. The completed form must be submitted to the ENA Secretariat, at least 7 working days prior to the next User Forum for it to be included on the agenda.

Issue description	
Summary (Mandatory)	<i>Please provide a summary of the issue – i.e. what is the identified issue/ defect in the existing methodology and tool that needs to be rectified/modified, why this change needs to be made, and how.</i>
Why address this issue? (Mandatory)	<i>Please concisely set out why a change to the methodology and tool is proposed – i.e. why the identified issue/ defect in the existing methodology and tool needs to be rectified, what happens if the issues isn't addressed, what is driving the issue, what parties are affected? Proposers should also consider whether additional context and/or background should be included here that will assist wider understanding.</i>
Recommendation (Optional)	<i>Please explain your recommendation to amend the methodology – i.e. what is your proposed solution to the issue you have raised.</i>
Proposer details:	
Name:	
Telephone:	
e-mail address:	

Annex 4: Draft agenda for User Forum and Meeting Dates

A4.1 Each agenda will be agreed by the Chair and ENA Secretariat based on the standing items included below in the draft agenda and issued 5 working days before the User Forum meeting.

Draft agenda

Item	Timings	By
1. Welcome and introductions		
2. Review of actions from last meeting		
3. Discuss issues raised and make recommendations		
4. Updates on development work: A. Change 1, B. Change 2 etc		
5. Review of Issues and Change Log		
6. Agree actions from meeting		
7. Any other business		