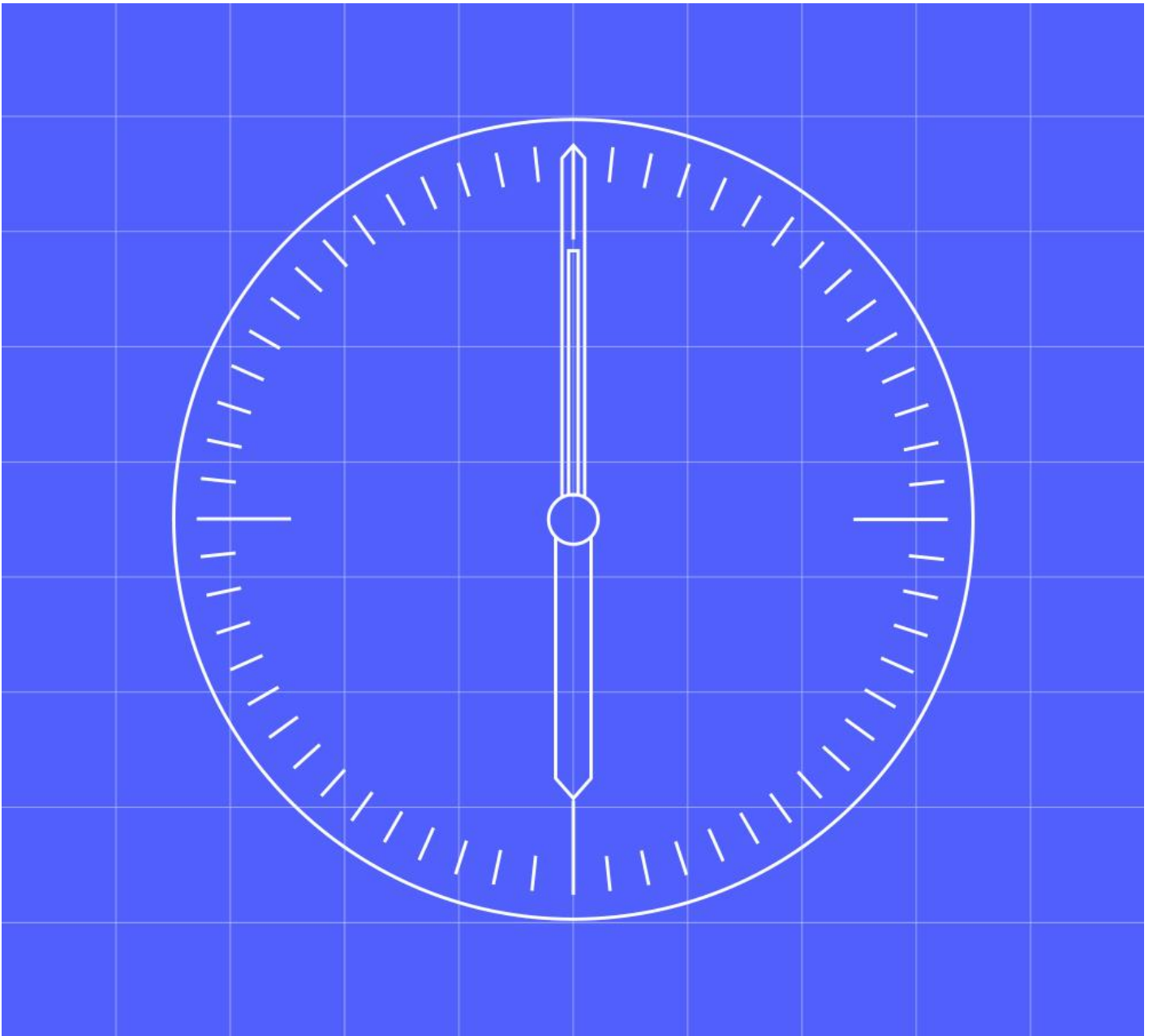


Nomination, Election and Appointment



Document owner
Andrew Margan

Document number
MHHS-DEL047

Version
1.1

Status:
Draft

Date
15 September 2021

Contents

Contents	1
Nomination, Election and Appointment Process	2
1.1 Introduction	2
1.2 Background	2
1.3 Nominations Process	2
1.4 Nomination Process Diagram	3
1.5 Election Process	3
1.6 Election Process Diagram	3
1.7 Role of the constituency representative	4
1.8 Application Form Guidance	4
Appendix 1 – Constituency Representative Nomination Form	5
Appendix 2 – Constituency Criteria Guidance	6
Appendix 3 – PSG Membership	8
Appendix 4 – Implementation Advisory Group (IAG) Membership	9
Appendix 5 – Design Advisory Group (DAG) Membership	10
Appendix 6 – Cross Code Advisory Group (CCAG) Membership	11

Change Record

Date	Author	Version	Change Detail
10/08/2021	Andrew Margan	0.1	Internal Draft
25/08/2021	Andrew Margan	1.0	Final Draft
15/09/2021	Andrew Margan	1.1	Supplier nomination criteria update

Nomination, Election and Appointment Process

1.1 Introduction

This paper sets out the MHHS Programme nomination, election and appointment process, which should be read in conjunction with the Market-wide Half Hourly Settlement (MHHS) Programme Governance Framework document¹. The MHHS Governance Framework sets out the proposed Programme governance groups (decision and working groups) and constituency representatives per decision group. Decision groups should have a constituency representative, who engage their constituency members and who are empowered to represent and make decisions on behalf of their constituency.

The Programme requests that each constituency group nominates a constituency representative. If there are multiple nominations for a constituency representative role, the MHHS Programme can support elections.

1.2 Background

The MHHS Programme is an industry led model. The Programme governance objectives are to ensure decision-making between the SRO, MHHS Implementation Manager (MHHS IM) and Programme Participants is appropriately balanced and all parties will have access to the correct and relevant Programme information and they all have an opportunity to participate and influence the Programme decision-making, without unnecessarily delaying the Programme.

To enable effective decision-making, decisions should be made within well-defined thresholds, at the most appropriate decision group, through consensus, rather than escalating all decisions to the Programme Steering Group (PSG). Decisions that cannot be resolved at the lower level, can be escalated to the decision making group above. If consensus cannot be reached at the decision group, the SRO will make the Programme decision based on the various views of the PSG and taking into account any advice from the IPA. The IPA will have a role in providing assurance that the Programme's or SRO's decision making is in line with the agreed process.

To support a transparent and open decision making process, all Programme decision making groups should have relevant constituency representation. Constituency representatives, must be able to engage and consult their constituency members and be empowered to make decisions on behalf of their constituency.

1.3 Nominations Process

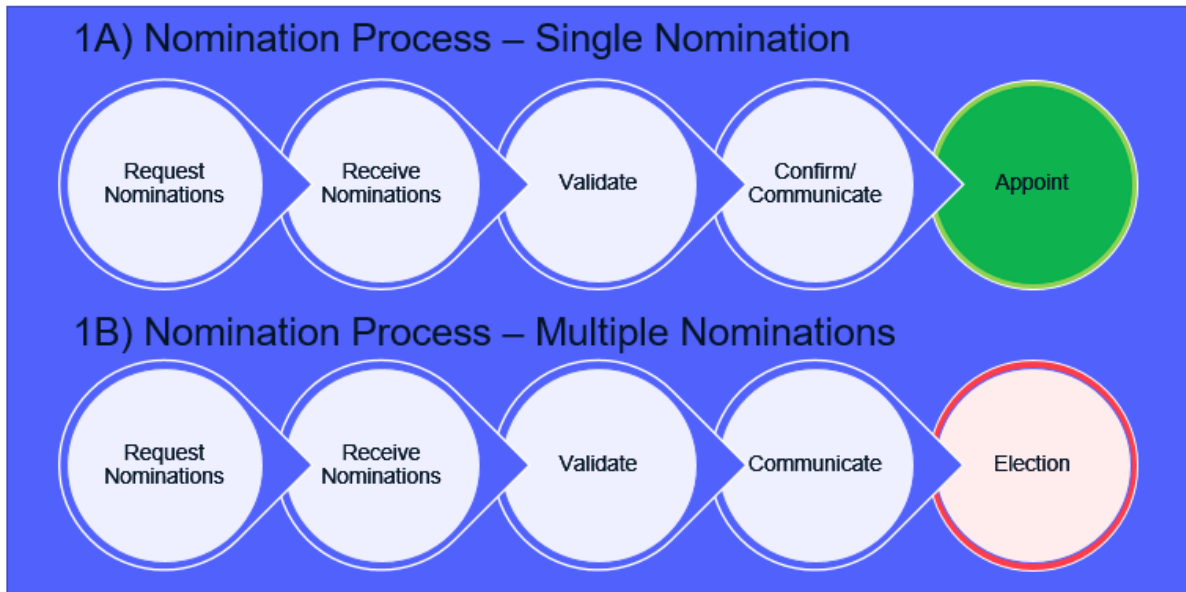
This section sets out the Programme nominations steps.

MHHS Nomination Steps

1. MHHS Programme requests nominations for nominees with the relevant skills for that role. (The Programme communication must detail how and when the nomination is to be submitted).
2. MHHS Programme makes publically available the Constituency Representative Nomination Form (Appendix 1)
3. MHHS Programme Participants with the consent of a suitably qualified person, submit the nomination form with their constituency representatives' nominations, on time and to the stated email address.
4. The MHHS Programme will manage the submitted nominations. (If forms are incomplete or incorrect, the MHHS Programme will return them to the sender, requesting they are resubmitted correctly).
5. If the nomination meets the role criteria the nomination will be registered.
6. If there is a single nomination per constituency group the nomination will be accepted, confirmed and publically communicated (Process 1A).
7. If there are multiple nominations per a constituency group, the nominated constituency representatives will be notified and an election process will be triggered (Process 1B).

¹ <https://www.mhhsprogramme.co.uk/files/MHHS-Programme-Governance-Framework-V1.0.pdf>

1.4 Nomination Process Diagram



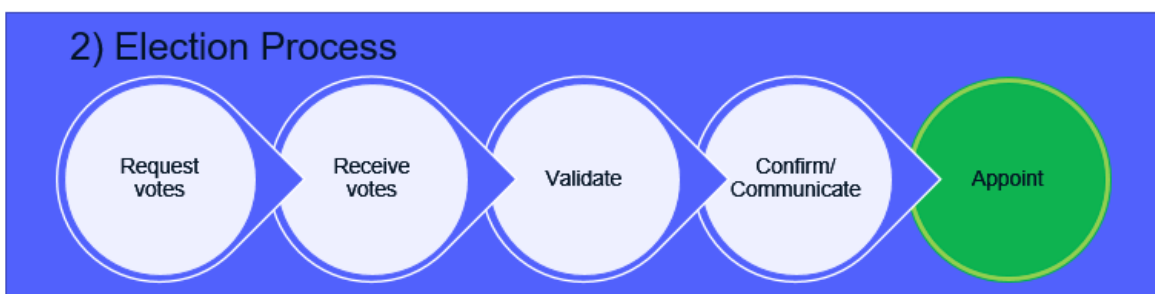
1.5 Election Process

This section sets out the Programme election steps. This process is triggered when there is more than one nomination per constituency.

MHHS Election Steps

1. The impacted nominated candidates will be informed there are multiple nominations, which meet the role criteria and an election process will commence.
(The candidates will have the opportunity to resolve the situation amongst themselves through withdrawing nominations until a single nomination if they wish).
2. The MHHS Programme communicates that nomination voting is required from the relevant constituency group and requests votes to be submitted by a stated date.
3. MHHS Programme makes publically available the Constituency Representative Voting Form (TBD).
4. MHHS Programme constituency representatives should submit their votes on time to the correct submission address.
5. The MHHS Programme will manage the vote submission process and total the votes per constituency. (Voting details will not be published).
6. The nominee with the most votes will be confirmed and appointed as the constituency representative. If there is a tie another rounding of voting involving the tied nominees will take place.

1.6 Election Process Diagram



1.7 Role of the constituency representative

To enable effective and timely decision making, constituency representatives must be able to engage and consult their constituency members within short timescales (e.g. within 5 working days of a meeting or publication).

Constituency representatives must be empowered to make decisions on behalf of their constituency.

Constituency representatives will be responsible for communicating and engaging their constituency members.

Constituency representatives must attend all relevant Programme meetings, including standing and ad hoc meetings.

In exceptional circumstances, constituency representatives should have a constituency approved alternative to cover the meeting. Approval from the constituency of the alternate will be the responsibility of the constituency representative.

Whenever possible, the constituency representative must represent the view of all constituency members.

Constituency representatives must proactively support the SRO and Programme make informed decisions.

Constituency representatives should be meeting ready, before meetings start, through having read the meeting papers in advance of the meeting.

Constituency representative experience/expertise

PSG Members should be a mix of programme delivery and governance experts.

IAG Members should be programme delivery experts.

DAG Members should be a mix of business, system, data, design, security and solution technical experts.

CCAG Members should be a mix of Code Body and regulatory experts.

1.8 Application Form Guidance

The Application Form (Appendix 1) is available on the MHHS Website <https://mhhsprogramme.co.uk/>.

Section 1, should be completed by Programme Participants with their details. This will allow the Programme to know who has made the nomination, their contact details and to enable the Programme to validate their constituency.

Section 1. Add your details below.

Sender's details
Name
Company
Constituency
Contact Number
Email

Section 2 should be completed by Programme Participants with the details of their nominated constituency representatives. This will allow the Programme to know who is nominated, their contact details, their constituency and their experience, so the Programme can validate the nomination.

Programme Participants can only nominate constituency representatives for their own constituency and can only nominate one person per role. The nominee does not need to be a person from the same company.

To reflect the different skills and experiences, Programme Participants may nominate the same or different constituency representatives for the different groups, providing they have the right skills set.

*Constituency criteria guidance can be found in Appendix 2.

** The membership of the Level 2 and Level 3 decision groups and the respective roles can be found in Appendix 3, 4, 5 and 6.

Constituency Representative Nomination Form

This form is for MHHS Programme Participants to nominate their MHHS constituency representatives.

Section 1. Add your details below.

Sender's details
Name
Company
Constituency
Contact Number
Email

Section 2. Add the constituency representative details for your nominations below.

PSG Nomination
Nominees' name
Nominees' company
Nominees' constituency
Nominees' contact number
Nominees' Email
Nominees' experience

IAG Nomination
Nominees' name
Nominees' company
Nominees' constituency
Nominees' contact number
Nominees' Email
Nominees' experience

DAG Nomination
Nominees' name
Nominees' company
Nominees' constituency
Nominees' contact number
Nominees' Email
Nominees' experience

CCAG Nomination
Nominees' name
Nominees' company
Nominees' constituency
Nominees' contact number
Nominees' Email
Nominees' experience

Appendix 2 – Constituency Criteria Guidance

Constituency	Criteria
Elxon Representative (as central systems provider)	Elxon nominated representative
DCC Representative (as smart meter central system provider)	DCC nominated representative
Supplier Agent Representative (Independent Supplier Agent)	Supplier Agent - Independent of 'in-house' supplier businesses
Supplier Agent Representative	Supplier Agent
DNO Representative	DNO nominated representative
IDNO Representative	IDNO nominated representative
National Grid ESO	National Grid ESO nominated representative
Consumer Representative	Represent of consumer views
Large Supplier Representative*	British Gas, E.ON Energy, EDF, Scottish Power, SSE/Ovo Energy Group
Medium Supplier Representative*	Bulb Energy, Co-Operative Energy, First Utility Ltd, Green Star Energy, Octopus Energy Ltd, Opus, Utilita Energy Ltd, Utility Warehouse
Small Supplier Representative*	Affect Energy Ltd, Ampoweruk Ltd, Arto.Energy Limited, Avro Commercial Energy Trading Ltd, Avro Energy Limited, AXPO UK Limited 06600942 Electricity Supply, Barbican Power Limited, Bluebell Energy Supply Limited, Bluegreen Energy Services Limited, Cilleni Energy Supply Limited, Colorado Energy Limited, Co-Operative Energy Limited, Coulomb Energy Supply Limited, Delta Gas and Power Limited, D-Energi Trading Limited, Donnington Energy Limited, E2M - Energy Trading Ltd, Ecotricity Limited, E (Gas and Electricity) Limited, Electraphase Ltd, Electricity Plus Supply Limited, Electroroute Energy Limited, Eneco Energy Trade BV, Energise Britain Gas & Electric Ltd 11042157 Electricity Supply, Enstroga Ltd, Entice Energy Supply Limited, ESB Energy limited, Euston Energy Limited, Exelon Generation Limited, Farmoor Energy Limited, Farringdon Energy Limited, Flow Energy Limited, Foxglove Energy Supply Limited, Gas and Power Limited, Good Energy Limited, Goto Energy (UK) Limited, Green Energy (UK) plc, Green Supplier Limited, Haven Power Limited, Holborn Energy Limited, Home Energy Trading Ltd, Igloo Energy Supply Limited, Labrador Ltd, Limejump Energy Limited, Logicor Energy Limited, Marble Power Limited, Maxen Power Supply Limited, Mississippi Energy Limited, MVV Environment Services Limited, Nabuh Energy Ltd, Neas Energy Limited, Neon Reef Limited, Omni Energy Ltd, Orbit Energy Limited, Paddington Power Limited, Pirranello Energy Supply Limited, Planet 9 Energy Limited, Pozitive Energy Ltd, Pure Planet Limited, Simply Your Energy Limited, Sinq Power Limited, Social Energy Supply Ltd, So Energy Trading Limited, SQUARE1 ENERGY LIMITED
I&C Supplier Representative*	AMRECS, BES Commercial Electricity Limited, Better Business Energy Limited, BGI Trading Limited, BP Gas Marketing Limited, CNG Electricity Limited, Brook Green Trading Limited, Bryt Energy Limited, Business Power and Gas Limited, Conrad Energy (Trading) Limited, Corona Energy Retail 4 Limited, Crown Gas and Power 2 Limited, Danske Commodities, Dyce Energy, Eco Green Management Limited, Edgware Energy Limited, Direct (UK) Limited, ENGIE Power Limited, EPG Energy Limited, Equinicity Ltd, ETUL Ltd, F & S Energy Limited,

Flexitricity Limited, Gazprom Marketing & Trading Retail Limited, GridBeyond Limited, Hartree Partners Supply (UK), I.A.Z.F.S. Limited, Idaho Energy Limited, IPM Energy Retail Limited, LCC Power Limited, Lourdes Associates Limited, MA Energy Limited, Mercuria Energy Europe Trading Limited, New Stream Renewables Limited, Opal Gas Limited, Orsted Sales (UK) Limited, P3P Energy Supply Limited, Palladium Energy Supply Limited, Power4All Limited, PX Supply Limited, Regent Power Limited, S. C. Isramart SRL RO, Shell Energy Europe Limited, Shell Energy Supply UK Ltd, SmartestEnergy Business Limited, SmartestEnergy Limited, Smart Pay Energy Ltd, Statkraft Markets GmbH, The Nuclear Decommissioning Authority Electricity Supply, Totalenergies Gas & Power Limited, Tradelink Solutions Limited, UK Power Reserve Limited, United Gas & Power Ltd, Vattenfall Energy Trading GmbH, Verastar Limited, Wilton Energy Limited, Xcel Power Limited, XLN Energy Limited

* If Programme Participants believe they are recorded against the incorrect constituency representative, please contact the MHHS Programme. SRO@mhhsprogramme.co.uk

Appendix 3 – PSG Membership

PSG constituency representative roles are below. PSG Members (or nominated alternatives) will attend every meeting. PSG Members will be fully meeting prepared before the meeting starts. PSG Members should be a mix of programme delivery and governance experts.

- a) SRO - Chair
- b) SRO Programme Director
- c) Lead Delivery Partner (LDP) Programme Manager
- d) Lead Delivery Partner SI Manager
- e) Lead Delivery Partner PPC Manager
- f) Independent Programme Assurance (IPA) Manager
- g) Exelon Representative (as central systems provider)
- h) DCC Representative (as smart meter central system provider)
- i) Any other provider of a central system required for MHHS implementation (e.g. communications provider)
- j) Large Supplier Representative
- k) Medium Supplier Representative
- l) Small Supplier Representative
- m) I&C Supplier Representative
- n) Supplier Agent Representative (Independent Supplier Agent)
- o) Supplier Agent Representative
- p) DNO Representative
- q) iDNO Representative
- r) National Grid ESO
- s) Consumer Representative
- t) Ofgem (Observer)
- u) The PMO will attend to act as meeting secretariat.

Appendix 4 – Implementation Advisory Group (IAG) Membership

The IAG constituency representative roles are below. IAG Members (or nominated alternatives) will attend every meeting. IAG Members will be fully meeting prepared before the meeting starts. IAG Members should be programme delivery experts.

- a) SRO - Chair
- b) SRO Programme Director
- c) Lead Delivery Partner (LDP) Programme Manager
- d) Lead Delivery Partner SI Manager
- e) Lead Delivery Partner PPC Manager
- f) Independent Programme Assurance (IPA) Manager
- g) Elexon Representative (as central systems provider)
- h) DCC Representative (as smart meter central system provider)
- i) Any other provider of a central system required for MHHS implementation (e.g. communications provider)
- j) Large Supplier Representative
- k) Medium Supplier Representative
- l) Small Supplier Representative
- m) I&C Supplier Representative
- n) Supplier Agent Representative (Independent Supplier Agent)
- o) Supplier Agent Representative
- p) DNO Representative
- q) iDNO Representative
- r) National Grid ESO
- s) Consumer Representative
- t) Ofgem (Observer, to attend as appropriate)
- u) The PMO will attend to act as meeting secretariat.

Appendix 5 – Design Advisory Group (DAG) Membership

The DAG constituency representatives are below. DAG Members (or nominated alternatives) will attend every meeting. DAG Members will be fully meeting prepared before the meeting starts. DAG Members should be a mix of business, system, data, design, security and solution technical experts.

- a) SRO Design Manager
- b) Lead Delivery Partner (LDP) Programme/Design Manager
- c) Lead Delivery Partner (SI) System Integrator Manager
- d) Independent Programme Assurance (IPA) Manager
- e) Elexon Representative (as central systems provider)
- f) DCC Representative (as smart meter central system provider)
- g) Any other provider of a central system required for MHHS implementation (e.g. communications provider)
- h) Large Supplier Representative
- i) Medium Supplier Representative
- j) Small Supplier Representative
- k) I&C Supplier Representative
- l) Supplier Agent Representative (Independent Supplier Agent)
- m) Supplier Agent Representative
- n) DNO Representative
- o) iDNO Representative
- p) National Grid ESO
- q) Consumer Representative
- r) Ofgem (Observer, to attend as appropriate)
- s) The PMO will attend to act as meeting secretariat.

Appendix 6 – Cross Code Advisory Group (CCAG) Membership

The CCAG constituency members are below. CCAG Members (or nominated alternatives) will attend every meeting. CCAG Members will be fully meeting prepared before the meeting starts. CCAG Members should be a mix of Code Body and regulatory experts.

- a) SRO - Chair
- b) SRO Governance Manager
- c) Lead Delivery Partner (LDP) Programme/Design Manager
- d) Independent Programme Assurance (IPA) Manager
- e) Elexon Representative (as central systems provider)
- f) Elexon Representative (as BSC/BSCCo Manager)
- g) DCC Representative (as smart meter central system provider)
- h) SEC Representative
- i) REC Representative
- j) CSUC Representative
- k) DCUSA Representative
- l) National Grid ESO
- m) Supplier Representative (Domestic Representative)
- n) Supplier Representative (I&C Representative)
- o) Supplier Agent Representative (Independent Supplier Agent)
- p) Supplier Agent Representative
- q) DNO/iDNO Representative
- r) Consumer Representative
- s) Ofgem (Observer, to attend as appropriate)
- t) The PMO will attend to act as meeting secretariat.