

CUSC Role Descriptions

Prepared by National Grid (Plc)

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NOTES

This guidance note has been produced with the intention of providing all internal and external stakeholders with visibility of the requirements of: CUSC Workgroup Chairs, Technical Secretaries, Experts and members.

DOCUMENT CHANGE CONTROL DETAILS

ISSUE No.	PUBLISHED	CHANGES MADE	APPROVED	JOB TITLE
1	N/A	First Version	John Martin	Programme Manager

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Chair (x1)

Role

Lead the development and delivery of solutions to the CUSC Modification which the CUSC Panel has agreed for assessment by the Workgroup.

Responsibilities

- Host workgroups and facilitate discussion in meetings to ensure the understanding of the issue/defect, develop modifications sufficiently to form a coherent workgroup consultation;
- Set the objectives for each workgroup; work with Technical Secretary to set the meeting agenda;
- Control the meeting effectively, ensuring discussions focus on the matter at hand;
- Ensure all attendees have an opportunity to contribute;
- Assign actions to workgroup members as appropriate;
- Use chairmanship to ensure if a WACM occurs that a clear reason for this WACM is apparent and agreed on by the majority of workgroup members;
- Save WACM's where it is felt it better meets the CUSC objectives;
- Assist Technical Secretary where appropriate for delivering meetings and pre/post work;
- Ensures 'Affected Parties' are adequately represented at WG, and if not consult with Technical Secretary and other WG members to resolve the lack of representation;
- Oversee writing of any workgroup consultation papers by Technical Secretary/NGET rep;
- Ensure that voting follows the workgroup ToR;
- Ensure all items on ToR have been fully considered by the workgroup;
- Ensure voting is clear and reasoning is provided around voting choices in line with the CUSC objectives.

Behaviours

- Authoritative;
- Consultative;
- Mediator;
- Organised;
- Supportive;
- Questioning;
- Informed (*but not necessarily an expert*);
- Patient.

Technical Secretary (x1)

Role

Perform the administration which allows modification workgroups to function and achieve a successful outcome.

Responsibilities:

- Build agenda with WG chair, and chase meeting presenters (e.g. NGET rep) to deliver materials;
- Take WG meeting minutes, including request updates/changes post-meeting and track meeting attendance;
- Own a WG actions list; chase owners for updates;
- Booking meeting rooms; car parking; catering; wi-fi codes; arrange WG meeting materials to be uploaded to the NG website; all with the assistance of the Governance Team;
- Draft workgroup consultations and workgroup reports for comments from the Chair, NG Rep and workgroup;
- Manage workgroup consultations;
- Ensure all meeting papers are sent to workgroup members.

Behaviours

- Observant;
- Meticulous;
- Organised;
- Questioning;
- Patient.

NGET Representative (1 or more)

Role

Provide expert technical insight on behalf of National Grid Electricity Transmission, specifically the Transmission System Operator for modification workgroups and consultations.

Note: *When there is more than one NGET Representative, the lead representative will be made clear within the Workgroup Terms of Reference or as notified to the Workgroup from time to time.*

Responsibilities:

- Workgroup meeting attendee acting impartially;
- Support the Chair and Technical Secretary in forming the meeting agenda; creating and presenting materials as appropriate;
- Provide responses to technical queries raised by the workgroup; assume actions on behalf of NGET and respond accordingly;
- Verify the meeting minutes noted by the Technical Secretary.

Workgroup Member

Role

Provide a detailed assessment of the Modification proposal, and provide expertise in line with the CUSC objectives to provide to the CUSC Panel and Authority.

Responsibilities:

- Act as independent industry expert;
- Provide consistent attendance (at least 50% of meetings is required in order to maintain voting rights);
- Undertake work outside of meetings (such as reviewing documentation);
- Complete analysis where required;
- Consider responses to workgroup consultations in line with the CUSC objectives;
- Be prepared to vote within the final Workgroup meeting;
- Provide reasoning for voting choices.

Observer

Role

Observe Workgroup meeting and provide expertise where requested.

Note: *Any party may request to attend a Workgroup meeting as an observer or may be requested to attend due to their expertise. An observer will not input into the Workgroup discussions unless requested and does not possess any voting rights.*

Responsibilities:

- Observe Workgroup meetings;
- Input expertise when requested;