

## SECTION B: GOVERNANCE

### 1. INTRODUCTION

#### 1.1 This Section B sets out:

1.1.1 arrangements for admission of Transmission Licensees and Offshore Transmission Owners as Parties to the Code;

1.1.2 arrangements for withdrawal of Parties from the Code;

1.1.3 arrangements for the establishment and operation of the Committee;

~~1.1.4 arrangements for the appointment of Party Representatives; and~~

~~1.1.5 procedures for making amendments to the Code.~~

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### 2. PARTIES AND PARTY REPRESENTATIVE

2.1 For the purposes of this Code, a "Party" is a person who is, for the time being, bound by the Code by virtue of being a Party to the Framework Agreement;

~~2.2 For the purposes of this Code, a 'Party Representative' is a representative of the Parties, appointed in accordance with paragraph 6.1.2 to act on behalf of them for the purposes of this Section B.~~

~~2.3 For the purposes of this Code, a 'Relevant Party' is as defined in Section J of this Code.~~

~~2.4 For the purposes of the Code, a 'Relevant Party Representative' is a representative of the Relevant Parties~~

### 3. ADMISSION OF NEW PARTIES

#### 3.1 Accession Procedure for Party Applicants

3.1.1 Only a Party Applicant which is obliged from time to time to enter into the Framework Agreement shall have the right to enter into and be a Party to the Framework Agreement subject to, and in accordance with, the provisions of this paragraph 3.

3.1.2 A Party Applicant shall submit to the Committee Secretary:

- 3.1.2.1 an application form which is in such form as the **Party Representatives** may from time to time prescribe, giving its Party Details as at the time of its application, together with any supporting documentation so prescribed; and
- 3.1.2.2 a written undertaking from the Party Applicant (in the form prescribed in the application form) that the Party Details of such Party Applicant are complete and accurate in all material respects.
- 3.1.3 Upon receipt of the items referred to in sub-paragraph 3.1.2, the Committee Secretary shall promptly:
- 3.1.3.1 check that the application form has been duly completed by the Party Applicant and the relevant supporting documentation has been provided and, where necessary, liaise with the Party Applicant in order to ensure that the Party Applicant completes the application form and provides any such supporting documentation required;
  - 3.1.3.2 notify the Authority of the name of the Party Applicant;
  - 3.1.3.3 prepare an Accession Agreement for execution by the Party Applicant;
  - 3.1.3.4 execute and deliver such Accession Agreement on behalf of all **Parties** to the Party Applicant for execution;
  - 3.1.3.5 send a certified copy of such Accession Agreement, duly executed by the Party Applicant, to the Party Applicant and other **Parties**; and
  - 3.1.3.6 give notice of the accession of such Party Applicant to the Authority.
- 3.1.4 Subject to and in accordance with the provisions of this paragraph 3.1, each **Party** hereby irrevocably and unconditionally authorises the Committee Secretary to execute and deliver an Accession Agreement to a Party Applicant on its behalf and to admit the Party Applicant as a **Party**.
- 3.1.5 Accession of a Party Applicant to the Framework Agreement shall be effective on and from the date of the Accession Agreement.

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## 3.2 Party Entry Processes

- 3.2.1 Following accession to the Framework Agreement under sub-paragraph 3.1.5, a Party Applicant shall be a **Party** save that the rights and obligations of such **Party** and the rights and obligations of the other **Parties** in respect of such **Party** under Sections C, D and paragraphs 2.2 and 3 of Section G of this Code shall not take effect, unless and to the extent otherwise agreed between the **Party Representatives**, until the date of notification of completion of the Party Entry Processes (as defined in sub-paragraph 3.2.3 below) for that **Party** under sub-paragraph 3.2.4.

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- 3.2.2 For the avoidance of doubt, where this Code provides for agreement to be made between the **Party Representatives**, on acceding to the Framework Agreement, a **Party** shall be deemed to agree with any and all decisions that have been reached by the other **Party Representatives** prior to the date of the relevant Accession Agreement until such time as the **Party Representatives** shall otherwise agree.
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- 3.2.3 As soon as reasonably practicable, but in any event not more than 30 days following the accession of a **Party** to the Framework Agreement under sub-paragraph 3.1.5, each **Party and Party Representative** shall use **their** reasonable endeavours to agree the procedures, processes and steps required to be taken by each of the **Parties** (such agreement not to be unreasonably withheld) such that each **Party** can comply and continue to comply with its obligations under this Code including any obligations or rights referred to in sub-paragraph 3.2.1 (here referred to as the “**Party Entry Processes**”) on and from the date of notification of completion of such Party Entry Processes under sub-paragraph 3.2.4. The Party Entry Processes shall include, without limitation, the establishment and testing of communications arrangements, exchange of data, development and amendment of, creation or accession to (as appropriate) Services Capability Specification, Interface Agreements, TO Construction Agreements, Outages Proposals, Transmission Investment Plans and Code Procedures and such Party Entry Processes may be amended as required from time to time upon agreement by the **Party Representatives** (such agreement not to be unreasonably withheld). In the case of an Offshore Transmission Owner, the Party Entry Processes shall also include the submission and acceptance of a TO Construction Offer in accordance with Paragraphs 4 and 5 of Section D Part Two of this Code.
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- 3.2.4 Each **Party** shall expeditiously undertake such actions as are required of it under and pursuant to the Party Entry Processes in order to give effect to the timely completion of the Party Entry Processes. Completion of the Party Entry Processes shall be deemed to take effect from the date of notification of such completion by the Committee Secretary to the Authority on behalf of the **Parties** following agreement by the **Party Representatives** as to such notice. For the avoidance of doubt, to the extent that any obligations or rights did not take effect under sub-paragraph 3.2.1 prior to and for the duration of the Party Entry Processes, such obligations or rights shall, from the date of notification of completion of the Party Entry Processes under this sub-paragraph 3.2.4, take effect and thereby apply to the relevant **Party**, or **Parties** as relevant, in their entirety.
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- 3.2.5 A **Party or Party Representative** may refer a failure to agree pursuant to sub-paragraphs 3.2.1 to 3.2.4 or any other dispute in relation to the scope, content or performance of the Party Entry Processes, to the Authority as a Dispute in accordance with Section H, paragraph 4.1.
- 3.2.6 Prior to a person becoming a **Party**, the **Party Representatives** shall, if requested to do so by the Authority, take all reasonable steps to develop (in consultation with that person) the Party Entry Processes that could apply were that person to
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accede to the Framework Agreement, including, the identification of any proposals for the amendment of the Code in accordance with Section B, paragraph 7 that the **Party Representatives**, may consider to be necessary for the purpose of the Party Entry Processes that might apply were that person to accede.

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#### 4. PARTY DETAILS

4.1 For the purposes of this Code, the "Party Details" of a **Party**, which shall include for the purposes of this paragraph 4, a Party Applicant, are the following details and documentation of the **Party**:

- 4.1.1 its full name and contact details;
- 4.1.2 the name, address, and facsimile number of the person for whose attention notices issued in accordance with Section G, paragraph 12 should be marked;
- 4.1.3 details for service of process;
- 4.1.4 a copy of its current Transmission Licence (in the case of an Offshore Transmission Owner a copy of the notice from the Authority shall be provided and following this a copy of its Transmission Licence shall be provided five Business Days after the grant of its Transmission Licence);
- 4.1.5 the **Party's** VAT registration number; and
- 4.1.6 its Party Category.

4.2 Each **Party** shall:

- 4.2.1 provide its Party Details to the Committee Secretary; and
- 4.2.2 ensure that its Party Details for the time being provided to the Committee Secretary remain accurate and complete in all material respects.

4.3 Without prejudice to the generality of paragraph 4.2, if at any time:

- 4.3.1 a **Party** wishes to change any of its contact details forming part of such Party Details; or
- 4.3.2 the Party Details of a **Party** otherwise cease for whatever reason to be accurate and complete in all material respects,

then such **Party** shall notify the Committee Secretary as soon as reasonably practicable (and, wherever possible, in advance of such change) and shall provide such further information and supporting documentation as the Committee Secretary may reasonably require to evidence such change.

4.4 The Committee Secretary shall:

- 4.4.1 maintain an up-to-date list of the contact details forming a part of the Party Details in respect of each of the Parties and ensure that such list is available on the Code Website;
- 4.4.2 upon receipt of Party Details from a Party pursuant to paragraph 4.2, make available such Party Details to each of the other Parties and the Authority. The Committee Secretary shall update Schedule A of this STC accordingly.
- 4.4.3 promptly update the Party Details pursuant to paragraph 4.3 and notify the Parties and the Authority of any such changes.

## 5. WITHDRAWAL

### 5.1 Procedure

- 5.1.1 Each Party (the "Withdrawing Party") shall be entitled to withdraw from the Framework Agreement (including pursuant to an assignment or transfer under Section G paragraph 6) and thereby cease to be a Party from the Withdrawal Date under sub-paragraph 5.1.4.
- 5.1.2 A Withdrawing Party shall give notice to the Committee Secretary, each of the other Parties and the Authority of its intention to withdraw from the Framework Agreement (a "Withdrawal Notice"), which Withdrawal Notice shall include a Proposed Withdrawal Date. In any case where a Party is notified that its Transmission Licence will be revoked, that Party shall be deemed to have issued a Withdrawal Notice on the date of such notice of revocation.
- 5.1.3 As soon as reasonably practicable following the date of issue of a Withdrawal Notice under sub-paragraph 5.1.2, each Party Representative shall use its reasonable endeavours to agree the procedures, processes and steps required to be taken by each of the Parties (such agreement not to be unreasonably withheld) such that a remaining Party would not be caused to be in breach of its obligations under the Code as a consequence of the withdrawal of the Withdrawing Party ("Decommissioning Actions") after the Withdrawal Date (as defined at sub-paragraph 5.1.4) and such Decommissioning Actions may be amended as required from time to time upon agreement by the Party Representatives (such agreement not to be unreasonably withheld).
- 5.1.4 Each Party shall expeditiously undertake such actions as are required of it under and pursuant to the Decommissioning Actions to give effect to their timely completion, following which, the Committee Secretary shall give notice to the Authority of the completion of such Decommissioning Actions on behalf of the Parties following agreement by the Party Representatives of such notice. Such notification shall specify the date upon which the Withdrawing Party shall withdraw from the Framework Agreement which date (subject to sub-paragraph 5.1.5) shall be referred to herein as the "Withdrawal Date".
- 5.1.5 A Withdrawing Party cannot withdraw from the Framework Agreement and thereby cease to be a Party to the Code until the Withdrawal Date or, if at such

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Withdrawal Date, the Withdrawing Party is subject to a Transmission Licence Condition by virtue of which it is required to be a **Party** and/or to comply with the Code or which would otherwise be infringed if the Withdrawing Party withdrew from the Framework Agreement. In such event, the Withdrawal Date shall be postponed to such date as it no longer applies. The Withdrawing Party shall notify the Authority of the date from which the Transmission Licence Condition no longer applies and copy such notice to each of the other **Parties**.

5.1.6 A **Party** may refer a failure to agree the Decommissioning Actions pursuant to sub-paragraph 5.1.3 or other dispute in relation to the scope, content or performance of the Decommissioning Actions as a Dispute to the Authority in accordance with Section H, paragraph 4.1.

5.1.7 Prior to the issue of a Withdrawal Notice, the **Party Representatives** shall, if requested to do so by the Authority, take all reasonable steps to develop the Decommissioning Actions that could apply upon issue of a Withdrawal Notice under sub-paragraph 5.1.2.

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## 5.2 Consequential Provisions

5.2.1 Where a Withdrawing Party withdraws from the Framework Agreement and thereby ceases to be a **Party** pursuant to paragraph 5.1, the provisions of this paragraph 5.2 shall apply.

5.2.2 With effect from the Withdrawal Date (as amended under sub-paragraph 5.1.5 as appropriate):

5.2.2.1 the Withdrawing Party shall, subject to the provisions of sub-paragraph 5.2.3, be automatically released and discharged from all of its obligations and liabilities under the Code (including, for the avoidance of doubt, relevant Code Procedures to which they are a **Party** and the Framework Agreement); and

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5.2.2.2 each other **Party** shall, subject to the provisions of sub-paragraph 5.2.3, be automatically released and discharged from all of its obligations and liabilities to the Withdrawing Party under the Code (including, for the avoidance of doubt, relevant Code Procedures to which they are a **Party** and the Framework Agreement).

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5.2.3 Any release and discharge referred to in sub-paragraph 5.2.2 shall not extend to the rights and liabilities (whether actual, contingent, accrued or otherwise) of a **Party** as at the Withdrawal Date (whether or not the other **Parties** are aware of such rights and liabilities at the Withdrawal Date).

5.2.4 Save as provided in sub-paragraph 5.2.2, the Framework Agreement and Code shall, upon withdrawal of any **Party**, remain in full force and effect and binding on each of the other **Parties**.

5.2.5 Withdrawal of a Withdrawing Party from the Framework Agreement shall not affect and shall be without prejudice to any accrued rights or liabilities that such Withdrawing Party may have under the Code, which rights or liabilities shall continue to be governed by the terms of this Code and the provisions of Section A, paragraph 3 and Section F, paragraph 2 and this paragraph 5.2 shall survive the withdrawal of the Withdrawing Party from the Framework Agreement.

## 6. THE COMMITTEE

### 6.1 Establishment and composition

6.1.1 The Parties shall establish a committee ("**Committee**") which shall be constituted in accordance with the further provisions of this paragraph 6.

6.1.2 ~~The Committee shall comprise of Party Representatives appointed as follows:~~

- NGET may appoint not more than two persons by giving notice of such appointment to the Committee Secretary, and may remove and re-appoint by notice.
- Each Onshore Transmission Owner may appoint not more than two persons by giving notice of such appointment to the Committee Secretary, and may remove and re-appoint by notice.
- Prior to 31<sup>st</sup> March 2011, Offshore Transmission Owners may appoint not more than two persons for the period up to 31<sup>st</sup> March 2011 by jointly giving notice of such appointment to the Committee Secretary. Effective from 1<sup>st</sup> April 2011 and there after, Offshore Transmission Owners may appoint not more than two persons in accordance with Annex B1.

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6.1.3 The Committee shall be assisted by a secretary ("**Committee Secretary**") who shall be a person appointed and provided by NGET. The Committee Secretary shall carry out such activities as are specified in this Code and as are otherwise agreed between the ~~Party Representatives~~ from time to time but shall not have a right to vote at any Committee Meeting.

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6.1.4 In addition to the ~~Party Representatives~~ and Committee Secretary, there shall be a chair of the Committee who shall be appointed annually (or as otherwise agreed by the ~~Party Representatives~~) by and with the agreement of the ~~Party Representatives~~ and who shall, taking into account the functions set out in subparagraph 6.3.2, carry out such activities as may be agreed between the ~~Party Representatives~~ from time to time but shall not have a right to vote at any Committee Meeting ("**Chair**").

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6.1.5 The Authority shall be entitled to receive notice of, and to appoint one or more representatives to attend and speak at, any Committee Meeting but, for the avoidance of doubt, such representatives shall not have a right to vote at any such Committee Meeting.

6.1.6 Any person designated by the Authority under sub-paragraph 7.2.2.1(b) below shall be entitled to receive notice of, and to appoint up to two representatives to attend and speak at, any Committee Meeting but, for the avoidance of doubt, such representative(s) shall not have a right to vote at any such Committee Meeting and shall not be deemed to be **Party Representatives**.

#### **6.1A Alternate Representatives**

6.1A.1 At the same time that **Party Representatives** are appointed under paragraph 6.1.2, no more than 2 Alternate Representatives representing Offshore Transmission Owners may be appointed in accordance with the procedure set out in Annex B1.

6.1A.2 Such **Alternate Representatives** will form a group from which Party Representatives representing Offshore Transmission Owners may select a person to act as their alternate under this Paragraph 6.1A.

6.1A.3 A **Party Representative** representing Offshore Transmission Owners may appoint such an **Alternate Representative** to be his alternate for any one Committee meeting, and may remove a person so appointed as alternate, by giving notice of such appointment or removal to the Committee Secretary. A **Party Representative** must choose an **Alternate Representative** who has not been already chosen by another **Party Representative** for that Committee Meeting. If there are no **Alternate Representatives** left who have not already been so chosen by another **Party Representative**, the **Party Representative** may choose as his alternate any **Alternate Representative** or other **Party Representative** who is not already acting as alternate for more than one **Party Representative**.

6.1A.4 All information to be sent by the Committee Secretary to **Party Representatives** pursuant to this Section B shall also be sent by the Committee Secretary to each **Alternate Representative** (whether or not currently selected as an alternate for a **Party Representative**) by electronic mail (where relevant details shall have been provided by each Alternate Representative).

#### **6.1A.5 Alternates: General Provisions**

6.1A.5.1 The appointment or removal by a **Party Representative** of an alternate shall be effective from the time when such notice is given to the Committee Secretary or (if later) the time specified in such notice.

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6.1A.5.2 The Committee Secretary shall promptly notify all **Party Representatives** and **Parties** of appointment or removal by any **Party Representative** of any alternate and (where relevant details have been provided to the Committee Secretary) despatch by electronic mail shall fulfil this obligation.

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6.1A.5.3 In accordance with paragraph 6.1A, an alternate may act as alternate for more than one Party Representative.

#### **6.1A.6 Alternates: Rights, Cessation and References**



6.1A.6.1 Where a Party Representative has appointed an alternate:

6.1.6.1.1 the alternate shall be entitled to receive notices of meetings of the Committee unless the appointing Party Representative shall otherwise notify the Committee Secretary; and,

6.1.6.1.2 the alternate shall be entitled to attend, speak and vote at any meeting of the Committee at which the Party Representative by whom he was appointed is not present, and at such meeting to exercise and discharge all of the functions, duties and powers of such Party Representative;

6.1.6.1.3 the alternate shall cast one vote for each Party Representative by whom he was appointed, in addition (where he is a Party Representative himself) to his own vote;

6.1A.6.2 Paragraphs 6.3, 6.4 and 6.6 shall apply to the alternate as if he were the appointing Party Representative and a reference to a Party Representative elsewhere in this Code shall, unless the context otherwise requires, include his duly appointed alternate.

6.1A.6.3 For the avoidance of doubt, the appointing Party Representative shall not enjoy any of the rights transferred to the alternate at any meeting at which, or in relation to any matter on which, the alternate acts on his behalf.

6.1A.7 A person appointed as an alternate shall automatically cease to be such alternate:

6.1A.7.1 if the appointing Party Representative ceases to be a Party Representative;

6.1A.7.2 if any of the circumstances in Paragraph 6.1C.1(b) applies in relation to such person,

but, in the case of an Alternate Representative, shall continue to be an Alternate Representative available for appointment under paragraph 8.6.2

#### 6.1B Term of Office

6.1B.1 The term of office of a Party Representative and Alternate Representatives in each case representing Offshore Transmission Owners shall be a period expiring on 31 March every year following the Offshore Go-Live Date. A Party Representative and Alternate Representative shall be eligible for reappointment on expiry of his term of office.

#### 6.1C Removal from Office

6.1C.1 A person shall cease to hold office as a Party Representative or an Alternate Representative.

- (a) upon expiry of his term of office unless re-appointed;
- (b) if he:
  - (i) resigns from office by notice delivered to the Panel Secretary;
  - (ii) becomes bankrupt or makes any arrangement or composition with his creditors generally;
  - (iii) is or may be suffering from mental disorder and either is admitted to hospital in pursuance of an application under the Mental Health Act 1983 or the Mental Health (Scotland) Act 1960 or an order is made by a court having jurisdiction in matters concerning mental disorder for his detention or for the appointment of a receiver, *curator bonis* or other person with respect to his property or affairs;
  - (iv) becomes prohibited by law from being a director of a company under the Companies Act 1985;
  - (v) dies; or
  - (vi) is convicted on an indictable offence; or
- (c) if the Committee resolves (and the Authority does not veto such resolution by notice in writing to the Panel Secretary within 15 Business Days) that he should cease to hold office on grounds of his serious misconduct;

6.1C.2 A Committee resolution under Paragraph 6.1C.1(c) shall, notwithstanding any other paragraph, require the vote in favour of at least all Party Representatives less one (other than the Party Representative or Alternate Representative who is the subject of such resolution) and for these purposes an abstention shall count as a vote cast in favour of the resolution. A copy of any such resolution shall forthwith be sent to the Authority by the Panel Secretary.

6.1C.3 A person shall not qualify for appointment as a Party Representative or Alternate Representative if at the time of the proposed appointment he would be required by the above paragraph to cease to hold that office.

6.1C.4 The Panel Secretary shall give prompt notice to all Party Representatives, all CUSC Parties and the Authority of the appointment or re-appointment of any Party Representative or Alternate Representative or of any Party Representative or Alternate Representative ceasing to hold office and publication on the Code Website and (where relevant details are supplied to the Panel Secretary) despatch by electronic mail shall fulfil this obligation

## 6.2 Functions of the Committee

6.2.1 The functions of the Committee shall be the:

- 6.2.1.1 evaluation and administration of amendments to the Code in accordance with the procedures set out in this Section B;
  - 6.2.1.2 review of the consequences of amendments to the Code;
  - 6.2.1.3 administration of the Code as specified in this Section B; and
  - 6.2.1.4 establishment of joint working arrangements pursuant to sub-paragraph 7.2.9.1 below.
- 6.2.2 The Committee shall endeavour at all times to perform its functions:
- 6.2.2.1 in an efficient, economical and expeditious manner, taking account of the complexity, importance and urgency of particular Proposed Amendments; and
  - 6.2.2.2 with a view to ensuring that the Code facilitates achievement of the Applicable STC Objectives.

### 6.3 Structure of Committee Meetings

- 6.3.1 Committee Meetings shall be held on a monthly basis unless otherwise requested by a Party Representative and with the agreement of the other Party Representatives, or as otherwise specifically provided for in this Section B, at such time, at such place in Great Britain and in such form including, without limitation, by way of teleconference as the Party Representatives shall decide.
- 6.3.2 In the event that the Chair is not present within fifteen minutes of the scheduled start of any Committee Meeting and has not nominated another person to take the position of chair pursuant to sub-paragraph 6.4.2, those Party Representatives present shall appoint one of their number to act as Chair for that Committee Meeting. Subject to paragraph 6.4, the functions of the Chair include:
- 6.3.2.1 to ensure that Committee Meetings are conducted in a proper, impartial and efficient manner;
  - 6.3.2.2 to ensure that each Party Representative, any person invited to speak pursuant to sub-paragraph 6.5.1, any representatives of any person designated by the Authority under sub-paragraph 6.1.6 and any representative of the Authority have been given a reasonable opportunity to speak on any matter raised in a notice issued to each Party Representative pursuant to sub-paragraph 6.3.5; and
  - 6.3.2.3 to ensure that any relevant matter is put to a vote pursuant to paragraph 6.4 during the Committee Meeting.
- 6.3.3 In the event that the Committee Secretary is not present within fifteen minutes of the scheduled start of any Committee Meeting, those Party Representatives present shall appoint one of their number to act as Committee Secretary for that Committee Meeting.

6.3.4 A **Party** or other person designated under sub-paragraph 7.2.2.1(b) may submit matters and any supporting papers for consideration at a Committee Meeting to be received by the Committee Secretary not less than five Business Days before the date of that Committee Meeting or such shorter period as the **Party Representatives** may agree.

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6.3.5 In accordance with this paragraph 6.3, a Committee Meeting shall be convened by the Committee Secretary, by notice to each **Party Representative**:

6.3.5.1 setting out the date, time and place of the Committee Meeting and (unless the **Party Representatives** decide otherwise) giving at least ten Business Days' notice before the date of the Committee Meeting;

6.3.5.2 accompanied by an agenda of the matters for consideration at the Committee Meeting and any supporting papers at the time the notice is given,

and subsequently send to the **Party Representatives** any supporting papers received not less than five Business Days before the date of the Committee Meeting or such shorter period as the **Party Representatives** may agree.

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6.3.6 The Committee Secretary shall send a copy of the notice convening a Committee Meeting, and the agenda and papers accompanying the notice to the following persons at the same time as the notice under sub-paragraph 6.3.5 is given to the **Party Representatives**:

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6.3.6.1 the appointed representative(s) of the Authority; and

6.3.6.2 any other person designated by the Authority under sub-paragraph 7.2.2.1(b),

and subsequently send to such persons any supporting papers received not less than five Business Days or on such earlier date as the **Party Representatives** receive such supporting papers under sub-paragraph 6.3.5.

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6.3.7 With the consent of all **Party Representatives** the requirements of this paragraph 6.3 as to the date of, manner in and notice on which a Committee Meeting is convened, may be waived or modified including, without limitation, pursuant to sub-paragraph 6.3.8 (save that the Party Representatives may not exercise this right to waive or detrimentally modify the rights held by Authority representatives or persons designated by the Authority under sub-paragraph 7.2.2.1(b)).

6.3.8 Where:

6.3.8.1 any matter not contained in the agenda for a Committee Meeting is put before a Committee Meeting; and

6.3.8.2 in the opinion of the Party Representatives it is necessary (in view of the urgency of the matter) that the Committee should resolve upon such matter at the Committee Meeting,

(subject always to the provisions of paragraph 6.4), the Party Representatives may so resolve upon such matter at the Committee Meeting.

#### 6.4 Proceedings at Committee Meetings

6.4.1 Subject as expressly provided in the Code, the Party Representatives may regulate the conduct of and adjourn and convene Committee Meetings as they deem fit.

6.4.2 The Chair shall preside as chairman of every Committee Meeting unless the Chair is unable to attend in which case such other person shall take the position of chair as the Chair shall nominate to act in his place.

6.4.3 Subject to sub-paragraph 6.4.6, no business shall be transacted at any Committee Meeting unless a Quorum (as defined in sub-paragraph 6.4.5) is present.

6.4.4 Each (and only each) Party Representative shall be entitled to exercise one vote at a Committee Meeting. A matter before the Committee must be agreed in accordance with sub-paragraph 6.6 in order to be passed.

6.4.5 For the purposes of this paragraph 6, a "Quorum" shall be constituted where each Party Category is represented by at least one Party Representative unless

(a) all of the Party Representatives representing a Party Category notify the Committee Secretary and the other Party Representatives that the matters to be discussed at such Committee Meeting do not materially affect the Party Category, in which case such Party Representatives (with the consent of the other Party Representatives) may waive their right to attend and vote, or

(b) no Party Representatives have been appointed in accordance with paragraph 6.1.2 by a Party Category.

For the avoidance of doubt, in the circumstances where Party Representatives representing a Party Category have waived their right to attend a meeting matters may only to be voted upon that are contained within the agenda or papers circulated pursuant to paragraph 6.3.5 or 6.3.6.

6.4.6 Where a Quorum is not present, the Committee Secretary shall seek to adjourn such Committee Meeting to a later date unless it is the third consecutive Committee Meeting that has been required to be adjourned as a consequence of the failure to attend by a particular Party Representative, in which case, such Committee Meeting shall nonetheless proceed and subsequent ratification of decisions taken at the Committee Meeting by such non-attending Party

**Representative** shall not be required unless the lack of attendance by such **Party Representative** (on any of the three occasions) was as a consequence of an omission to send such **Party Representative** the details of the Committee Meeting required pursuant to sub-paragraph 6.3.5 (unless otherwise agreed pursuant to sub-paragraph 6.3.7), in which case such ratification must be obtained.

6.4.7 An omission to send Committee Meeting documents to a person entitled to receive them under sub-paragraph 6.3.6.2 shall not prevent a Committee Meeting from proceeding unless otherwise directed by the Authority.

6.4.8 As soon as is practicable after each Committee Meeting, the Committee Secretary shall prepare and send to the **Party Representatives** and the Authority the minutes of such Committee Meeting, which shall be approved (or amended and approved) by the Committee at the next Committee Meeting after they were so sent and, when approved, the Committee Secretary shall publish the approved minutes (excluding any matter which it was agreed at such Committee Meeting was not appropriate for such publication) on the Code Website.

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## 6.5 Attendance by other persons

6.5.1 A **Party Representative** may, with the agreement of the other **Party Representatives**, invite any person other than a person already entitled to attend under paragraph 6.1 to attend all of, or any part of, a Committee Meeting and to speak at such Committee Meeting or part thereof, where that person so attends. For the avoidance of doubt, a person invited under this paragraph 6.5 shall not have a right to vote at any such Committee Meeting or part thereof.

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## 6.6 Agreement of the **Party Representatives**

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6.6.1 Where any provision of this Section B refers to or requires the agreement of the **Party Representatives** or the **Relevant Parties**, such agreement must be sought in accordance with the provisions of this paragraph 6.6:

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6.6.2 The agreement of the **Party Representatives** shall be considered to be reached where:

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6.6.2.1 There is the unanimous agreement among the **Party Representatives**, or

6.6.2.2 The number of votes cast in favour of a matter considered in accordance with the Code Voting Procedure is not less than 65%.

6.6.3 Where any provision of this Section B refers to or requires the agreement of the **Relevant Party Representatives**, then such agreement shall be considered to be reached where:

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6.6.3.1 There is unanimous agreement amongst the **Party Representatives** representing the Relevant Party Categories; or,

6.6.3.2 The number of votes cast in favour of a matter considered in accordance with the Code Voting Procedure is not less than 65%.

## 6.7 Code Voting Procedure

6.7.1 The purpose of this paragraph 6.7 is to make provision for the **Party Representatives** to vote on behalf of the Parties they are representing as to whether any proposal should be accepted or rejected (the “**Code Voting Procedure**”).

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6.7.2 Each proposal shall be put to a vote of the **Party Representatives** only in accordance with paragraph 6.6.

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### Groups

6.7.3 The **Party Representatives** for the Offshore Transmission Owner Parties shall have one collective vote to cast.

NGET, SPT and SHETL shall each have one vote to cast.

With respect to paragraphs 6.7 and 6.8. NGET, SPT, SHETL shall each be referred to as a ‘Group’. All Offshore Transmission Owner **Party Representative** combined shall be considered as one ‘Group’.

**Deleted:** The Offshore Transmission Owner Parties, shall cast their votes on a corporate group basis, so that all of the Parties in such Party Category that fall within a single Group shall collectively have only one vote. NGET, SPT and SHETL shall cast their votes individually, so that each such Party has one vote. References in this paragraph 6.7 and in paragraph 6.8 to a “Group” shall, therefore, in the case of NGET, SPT and SHETL, be taken as references to a “Party”.

6.7.4 The Committee shall procure the design, establishment and maintenance of a system by which:

6.7.4.1 a report on each proposal to be voted upon is sent to all **Party Representatives** eligible to vote, specifying the matters to be voted upon, the **Party Representatives** eligible to vote and the time period within which votes must be cast;

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6.7.4.2 each Group within each Party Category that is eligible to vote may cast one (and not more than one) vote on each of the questions comprising each vote;

6.7.4.3 each Group that votes is given the opportunity (but is not obliged) to comment on the reasons for its vote;

6.7.4.4 the vote of each Group is cast by means of a standard form;

6.7.4.5 the vote of each Group is cast in such a way as to permit its authentication as the valid and properly authorised vote of that Group;

6.7.4.6 the vote of each Group may be transmitted in such a manner as (so far as is reasonably practicable) ensures that it is secure and will not be interfered with; and

6.7.4.7 the votes of all of the Groups are received and collated for the purposes of Paragraph 6.8.

- 6.7.5 The Committee shall ensure that all **Party Representatives** are informed of the means by which they may have access to and use the system established under Paragraph 6.7.4 for the purposes of the Code Voting Procedure, and of any changes made to that system from time to time which are likely to affect the way in which it may be accessed and used.

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## The Vote

- 6.7.6 In respect of each proposal and the report relating to that proposal, the Groups within the Party Categories specified in that report as eligible to vote shall be entitled to cast a vote to accept or to reject each of the questions comprising each vote

- 6.7.7 Each Group which casts a vote on whether to accept or reject the proposal:

6.7.7.1 vote on the basis of its judgment, made by it in good faith, as to whether or not, if the proposal were made, the proposal would better facilitate the achievement of the Applicable STC Objectives than if that proposal were not made; and

6.7.7.2 where it wishes to do so, provide a statement in accordance with the system established under Paragraph 6.7.4 of the reasons, by reference to the Applicable STC Objectives, for its vote.

- 6.7.8 Where, in respect of a proposal and a Party Category that is specified in the relevant **Amendment** Report as being eligible to vote, no Group in that Party Category casts a vote, such Party Category shall, for the purposes of Paragraph 6.8, be treated as if it were not eligible to vote.

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## 6.8 Decision

- 6.8.1 An **Amendment** Proposal shall be accepted where, in respect of each Party Category that was eligible to vote, the number of Groups in that Party Category which voted to accept the proposal is greater than 65% of the total number of Groups in that Party Category which voted

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- 6.8.2 In all other cases an **Amendment** Proposal shall be rejected.

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- 6.8.3 The Secretariat shall, as soon as is reasonably practicable after **the acceptance or rejection of an Amendment Proposal**, give notice of that **decision** to:

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6.8.3.1 each **Party Representative**;

6.8.3.2 any person or body that is designated in writing by the Authority for the purpose of paragraph 7.2.2.1 (b); and

6.8.3.3 the Authority,



## 7. AMENDMENT OF THE CODE AND CODE PROCEDURES

### 7.1 General

7.1.1 For the purposes of this paragraph 7 only, references to the "Code" shall be deemed not to include reference to the Code Procedures or to Schedule Two.

7.1.2 The process for amending Code Procedures and Schedule Two is set out in paragraph 7.3.

7.1.3 The Code and Code Procedures may (and may only) be amended from time to time pursuant to the Transmission Licence.

7.1.4 An amendment to the Code or to a Code Procedure may necessitate amendment to the contents of a relevant TO Construction Agreement (as opposed to the form of the terms which are set out in a Schedule to the Code and therefore a part of the Code) and, in those circumstances, those agreements contain provisions for such alterations to be effected.

7.1.5 Each Party shall keep under review whether any possible change to this Code or any Code Procedure would better facilitate achievement of the Applicable STC Objectives and shall, in accordance with this paragraph 7 and, to the extent that such matter is not covered by a Proposed Amendment or a proposed amendment to a Code Procedure, propose such change which, in the Party's opinion, would do so.

7.1.6 The Party Representatives, shall endeavour at all times to act pursuant to this Section B, paragraph 7:

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7.1.6.1 in an efficient, economical and expeditious manner taking account of the complexity, importance and urgency of a particular amendment; and

7.1.6.2 with a view to ensuring that the Code, Schedule Two and the Code Procedures facilitate achievement of the Applicable STC Objectives.

### 7.2 Amendment of the Code

7.2.1 The remainder of this paragraph 7.2 is subject to the Urgent Proposed Amendment procedures under sub-paragraph 7.2.6.

#### 7.2.2 Proposed Amendments

7.2.2.1 A proposal to amend the Code may be made by any of the following:

- (a) a Party; or
- (b) such person or persons having a relevant interest as may be designated in writing for this purpose by the Authority from time to time; or,

(c) a Party Representative

(referred to in this Section B as the "**Proposer**").

7.2.2.2 A proposal made pursuant to sub-paragraph 7.2.2.1 shall be submitted in writing to the Committee Secretary and shall contain the following information in relation to such proposal:

- (a) the name of the Proposer;
- (b) a description (in reasonable but not excessive detail) of the issue or defect which the proposal seeks to address;
- (c) a description (in reasonable but not excessive detail) of the proposal and of its nature and purpose;
- (d) where possible, an indication of those parts of the Code and Code Procedures which, in the opinion of the Proposer, would be likely to require amendment in order to give effect to (or would otherwise be affected by) the proposal and an indication of the nature and contents of those amendments or effects (including, where relevant, any need for the establishment of new Code Procedures or removal of existing Code Procedures);
- (e) the reasons why the Proposer believes that the proposal would better facilitate achievement of the Applicable STC Objectives as compared with the then current version of the Code, together with background information in support thereof;
- (f) where possible, an indication of the potential impact of the proposal on the BSC, CUSC or any Core Industry Document;
- (g) the reasoned opinion of the Proposer as to whether the Proposed Amendment would have a quantifiable effect on greenhouse gas emissions, where the impact is likely to be material, assessed in accordance with such current guidance on the treatment of carbon costs and evaluation of the greenhouse gas emissions as may be issued by the Authority from time to time;
- (h) where possible, an indication of the potential impact of the proposal on relevant computer systems and processes used by the Parties and on any Proposed Amendment; and
- (i) where a Proposer is a person falling under sub-paragraph 7.2.2.1(b), a statement to the effect that the Proposer acknowledges that, on acceptance of the proposal as a

Proposed Amendment for consideration by the Committee (pursuant to sub-paragraph 7.2.2.3) and, notwithstanding that the Proposer is not a Party, the Proposer shall grant a licence and provide a warranty in the same terms as set out in sub-paragraph 7.2.2.5.

If a proposal fails to contain any information required under this sub-paragraph 7.2.2.2, the Committee Secretary shall notify the Proposer, who may submit a revised proposal in compliance with this sub-paragraph 7.2.2.

7.2.2.3 A proposal made pursuant to and in compliance with sub-paragraph 7.2.2.2 shall be processed as a “**Proposed Amendment**” as further provided in this paragraph 7.2.

7.2.2.4 Upon receipt of a Proposed Amendment, the Committee Secretary shall as soon as reasonably practicable:

(a) send a copy of the Proposed Amendment (including the information set out in sub-paragraphs 7.2.2.2(a) to (h)) to the Party Representatives, the Authority and any other person designated by the Authority under sub-paragraph 7.2.2.1(b);

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(b) subject to the provisions of paragraph 6.3, put the Proposed Amendment on the agenda for the next Committee Meeting; and

(c) post the Proposed Amendment on the Code Website or, failing that, publish the Proposed Amendment in such other manner as the Party Representatives deem appropriate to bring it to the attention of interested third parties.

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7.2.2.5 It shall be a condition to the right to make a proposal to amend the Code under this paragraph 7.2 that the Proposer:

(a) grants a non-exclusive royalty-free licence to all Parties who request the same covering all present and future rights, Intellectual Property Rights and moral rights it may have in such proposal (as regards use or application in Great Britain and Offshore); and

(b) warrants that, to the best of its knowledge, information and belief, no other person has asserted to the Proposer that such person has any Intellectual Property Rights or moral rights or rights of confidence in such proposal inconsistent with the Parties' rights to make, publish or use such proposal,

and, in making a proposal, a **Party** shall be deemed to have granted the licence and given the warranty contained in sub-paragraphs (a) and (b) above respectively.

7.2.2.6 The Proposer may withdraw its Proposed Amendment on notice to the Committee Secretary at any time, in which case, the Committee Secretary shall promptly notify the **Party Representatives**, the Authority and any other person designated by the Authority under sub-paragraph 7.2.2.1(b) and then, six Business Days after issue of such notice by the Committee Secretary, shall (unless a notice is received pursuant to sub-paragraph 7.2.2.7):

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- (a) revise the Amendment Register;
- (b) remove the Proposed Amendment from the agenda of the next Committee Meeting (as relevant); and
- (c) remove the Proposed Amendment from the Code Website.

7.2.2.7 Each **Party**, or any other person designated by the Authority under sub-paragraph 7.2.2.1(b), may within five Business Days of the date of a notice from the Committee Secretary under sub-paragraph 7.2.2.6, notify the Committee Secretary that it is prepared to support the Proposed Amendment in place of the original Proposer. If such notice is received, the name of such **Party** or other person designated by the Authority under sub-paragraph 7.2.2.1(b) shall replace that of the original Proposer and such **Party** or other person shall be treated as the Proposer of the Proposed Amendment and, subject to the provisions of paragraph 6.3 the Proposed Amendment shall otherwise continue in accordance with this paragraph 7.2. If more than one notice is received under this sub-paragraph 7.2.2.7, the first received notice shall have effect.

7.2.2.8 Each **Party**, or any other person designated by the Authority under sub-paragraph 7.2.2.1(b), may propose one or more alternatives to a Proposed Amendment. Such alternative proposal(s) may be so submitted to the Committee Secretary at any time up until the point at which a Proposed Amendment is referred to the Assessment and Report Phase under sub-paragraphs 7.2.3.3 or 7.2.4.4 and shall be submitted in the same form as a proposal pursuant to sub-paragraph 7.2.2.2 and, upon compliance with which, such proposal shall be referred to as an **"Alternative Amendment"**. An Alternative Amendment may be withdrawn and supported in the same manner as a Proposed Amendment pursuant to sub-paragraphs 7.2.2.6 and 7.2.2.7. The Proposer of an Alternative Amendment shall be deemed to be a Proposer for the purposes of this paragraph 7.2.

### 7.2.3 Committee Amendment Meetings

7.2.3.1 Pursuant to sub-paragraph 7.2.2.4, the Committee shall consider a Proposed Amendment or any Alternative Amendment (unless it or they have been withdrawn under sub-paragraph 7.2.2.6) at the next Committee Meeting, in accordance with and subject to the provisions of paragraph 6.3, and at such Committee Meeting shall use all reasonable endeavours to decide (as and where relevant) whether:

- (a) the **Party Representatives** require additional information in order to assess whether the Proposed Amendment or any Alternative Amendment would better facilitate achievement of the Applicable STC Objectives;
- (b) pursuant to a recommendation under sub-paragraph 7.2.6.1(a) to recommend to the Authority that the Proposed Amendment or any Alternative Amendment should be treated as an Urgent Proposed Amendment;
- (c) pursuant to sub-paragraph 7.2.3.4, to amalgamate the Proposed Amendment with any other Proposed Amendment.

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7.2.3.2 Where, pursuant to sub-paragraph 7.2.3.1(a) above, the Committee decides that any of the **Party Representatives** requires additional information or the Committee cannot reach a decision on such matter, the Committee shall refer the Proposed Amendment or any Alternative Amendment for evaluation under sub-paragraph 7.2.4.

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7.2.3.3 Where, pursuant to sub-paragraph 7.2.3.1(a) above, the Committee decides that the **Party Representatives** do not require additional information, the Committee shall refer the Proposed Amendment or any Alternative Amendment directly to the Assessment and Report Phase under sub-paragraph 7.2.5.

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7.2.3.4 The Committee may decide to amalgamate a Proposed Amendment with one or more other Proposed Amendment(s) where the subject matter of such Proposed Amendment is sufficiently proximate to justify amalgamation on the grounds of efficiency and/or where such Proposed Amendment(s) are logically dependent on each other.

7.2.3.5 Where Proposed Amendments are amalgamated pursuant to sub-paragraph 7.2.3.4:

- (a) such Proposed Amendments shall be treated as a single Proposed Amendment;
- (b) references in this Section B to a Proposed Amendment shall include and apply to a group of two or more Proposed Amendments so amalgamated; and

- (c) the Proposers of each such amalgamated Proposed Amendment shall co-operate in deciding which of them shall constitute the Proposer of such amalgamated Proposed Amendment, failing which agreement, the Proposed Amendments shall continue separately as before.

#### 7.2.4 Evaluation Phase

7.2.4.1 The Committee shall use its reasonable endeavours in order to ensure that the Evaluation Phase as set out in this sub-paragraph 7.2.4 shall take no longer than two months from its referral under sub-paragraph 7.2.3.2 up to the referral to the Assessment and Report Phase under sub-paragraph 7.2.4.4 unless otherwise agreed by the Authority.

7.2.4.2 Following referral of a Proposed Amendment or any Alternative Amendment pursuant to sub-paragraph 7.2.3.2, the Committee shall invite representations or commission such studies, working groups and other evaluation as it deems appropriate in order that each **Party Representative** is provided with sufficient information such that it can assess whether the Proposed Amendment or any Alternative Amendment would better facilitate achievement of the Applicable STC Objectives.

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7.2.4.3 Following receipt of any representations, study, working group report or other evaluation pursuant to sub-paragraph 7.2.4.2, the Committee shall consider whether the information provided is sufficient for each **Party Representative** to form a view as to whether the Proposed Amendment or any Alternative Amendment better facilitate achievement of the Applicable STC Objectives and may invite such further representations, studies, working groups and other evaluation as it deems appropriate until the Committee considers that the information provided is sufficient.

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7.2.4.4 Following completion of this Evaluation Phase under this sub-paragraph 7.2.4, the Committee shall refer the Proposed Amendment or any Alternative Amendment directly to the Assessment and Report Phase under sub-paragraph 7.2.5.

#### 7.2.5 Assessment and Report Phase

7.2.5.1 The Committee together with the Proposer shall use their reasonable endeavours in order to ensure that the Assessment and Report Phase as set out in this sub-paragraph 7.2.5 shall take no longer than six months from its initiation by referral under sub-paragraphs 7.2.3.2 or 7.2.4.4 up to submission of the Amendment Report to the Authority under sub-paragraph 7.2.5.11(a) unless otherwise agreed by the Authority.

- 7.2.5.2 Following referral to the Assessment and Report Phase under sub-paragraphs 7.2.3.3 or 7.2.4.4, the Committee together with the Proposer shall prepare an analysis and impact assessment (to the extent that such assessment has not already been provided as part of the Evaluation Phase) ("**Assessment**"). Such Assessment shall include to the extent reasonably practicable an assessment by the Committee and the Proposer of the likely effect of the Proposed Amendment and any Alternative Amendment on each **Party's** Transmission System and other systems including a description of any works necessary to implement the change and an estimate of the development, capital and operating costs associated with implementing the changes to the Code and Code Procedures in such manner as the Committee feels fit, provided that, so far as any such Assessment requires information which is not generally available concerning the National Electricity Transmission System, such Assessment shall be made on the basis of the Committee's and the Proposer's proper assessment (which the Committee and the Proposer shall make available for these purposes) of the impact of the Proposed Amendment or any Alternative Amendment on the National Electricity Transmission System. Such assessment, shall also include, where the impact is likely to be material, an assessment of the quantifiable impact of the Proposed Amendment or any Alternative Amendment on greenhouse gas emissions, to be conducted in accordance with such guidance (on the treatment of carbon costs and evaluation of the greenhouse gas emissions) as may be issued by the Authority from time to time.
- 7.2.5.3 Following completion of the Assessment under sub-paragraph 7.2.5.2 the Committee together with the Proposer shall prepare a report and initial recommendation as to whether the Proposed Amendment and any Alternative Amendment better facilitate achievement of the Applicable STC Objectives. In so doing, the Committee and the Proposer shall use all reasonable endeavours to decide whether the Proposed Amendment or any Alternative Amendment would better facilitate achievement of the Applicable STC Objectives and therefore whether or not to recommend to the Authority that a Proposed Amendment or any Alternative Amendment should or should not be made.
- 7.2.5.4 Where the Committee together with the Proposer cannot reach a decision pursuant to sub-paragraph 7.2.5.3, the Committee shall prepare a written statement reflecting the Committee's and the Proposer's discussions as to whether the Proposed Amendment or any Alternative Amendment would better meet the Applicable STC Objectives and whether or not each **Party Representative** and/or the Proposer recommends to the Authority that a Proposed Amendment

or any Alternative Amendment should or should not be made and such written statement shall be incorporated into the report.

7.2.5.5 Where the Committee and the Proposer are jointly proposing to recommend to the Authority that a Proposed Amendment or any Alternative Amendment should not be made, the Committee and the Proposer shall consult with the Authority as to whether the Authority would like the Amendment Report to include the proposed text to amend the Code. If the Authority does not wish the Amendment Report to include the proposed text to amend the Code, no text need be included. If the Authority does want the Amendment Report to include the proposed text to amend the Code and no detailed text has yet been prepared, unless otherwise agreed by the Committee or directed by the Authority, the Proposer shall prepare such text to amend the Code and shall seek the views of the Committee and take such views into account in preparing such text.

7.2.5.6 Where the Committee, Proposer or any Party is intending to recommend to the Authority that a Proposed Amendment or any Alternative Amendment should be made, such text to amend the Code shall be prepared by the Proposer, unless the Committee otherwise agrees that such text should be prepared by another Party or person and the Proposer (or other such person, as appropriate) shall seek the views of the Committee and take such views into account in preparing such text.

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7.2.5.7 Where proposed text to amend the Code has been produced pursuant to sub-paragraphs 7.2.5.5 or 7.2.5.6 (or otherwise) the Committee (and any Proposer whose Proposed Amendment or Alternative Amendment is the subject of the text) shall decide whether to approve (or amend and then approve) the proposed text, failing which decision, the text shall stand but each Party Representative (and any Proposer of such Proposed Amendment or Alternative Amendment that is the subject of the text) shall prepare written representations giving its own opinion on such text.

7.2.5.8 Following completion of the steps set out in sub-paragraphs 7.2.5.2 to 7.2.5.7 above (where relevant), the Committee Secretary shall prepare an initial version of the Amendment Report setting out:

- (a) the Proposed Amendment and any Alternative Amendments;
- (b) the recommendation of the Committee (or, where the Committee and/or the Proposer are not in agreement, the separate statement prepared pursuant to sub-paragraph 7.2.5.4) as to whether or not such Proposed Amendment or any Alternative Amendment should be made, including the Committee's and Proposer's analysis of whether (and, if so, to



what extent) the Proposed Amendment or any Alternative Amendment would better facilitate achievement of the Applicable STC Objectives and the views and rationale in respect thereof;

- (c) draft text prepared pursuant to sub-paragraph 7.2.5.7 and any representations on such text where relevant;
- (d) a summary of the Committee's and Proposer's Assessment(s) provided pursuant to sub-paragraph 7.2.5.2;
- (e) the proposed Implementation Date of the Proposed Amendment or any Alternative Amendments as agreed by the Committee, failing which, as shall be proposed by the Proposer and, in the latter case, accompanied by the written representation of the Committee and any Proposer giving their own opinion as to what the Implementation Date should be; and
- (f) (to the extent that such matters are not included pursuant to sub-paragraph (d)), an analysis of:
  - (i) the impact of the Proposed Amendment and any Alternative Amendment on the BSC, CUSC and Core Industry Documents, Code Procedures and contents of any Interface Agreement or TO Construction Agreement;
  - (ii) the changes which would be required to give effect to the Proposed Amendment and any Alternative Amendment in relation to the BSC, CUSC and Core Industry Documents, Code Procedures and contents of any Interface Agreement or TO Construction Agreement;
  - (iii) the mechanism and likely timescale for making the changes referred to in sub-paragraph (ii);
  - (iv) the changes or developments which would be required to central computer systems and, if practicable, processes used in connection with the operation of arrangements established under the BSC, CUSC and Core Industry Documents;
  - (v) the mechanism and likely timescale for making the changes referred to in sub-paragraph (iv);
  - (vi) an estimate of the costs associated with making and delivering the changes referred to in sub-paragraphs (ii)

and (iv), such costs being expected to relate to: for (ii), the costs of implementing amendments to the BSC, CUSC and Core Industry Document(s), Code Procedures, Interface Agreement and TO Construction Agreement, and for (iv), the costs of changes to computer systems and possibly processes which are established for the operation of the BSC, CUSC and Core Industry Documents,

together with a summary of representations of the Committee and the Proposer in relation to such matters,

(here referred to as the **"Initial Amendment Report"**) which Initial Amendment Report shall be approved and amended as appropriate by the Committee (save for the contents of those sections where representations are to be provided by each **Party Representative** in its own capacity as specified above).

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7.2.5.9 Pursuant to sub-paragraph 7.2.5.8, the Committee Secretary shall circulate the Initial Amendment Report to each of the **Party Representatives** and invite each of the **Party Representatives** to provide its Assessment, such Assessment to be provided in a consistent manner and including such information as is contained within the Committee's Assessment provided in accordance with sub-paragraph 7.2.5.2. Should a **Party Representative** decide to provide an Assessment in accordance with this sub-paragraph 7.2.5.9 the **Party Representative** shall provide such assessment in accordance with the timescales specified by the Committee Secretary when circulating the Initial Amendment Report.

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7.2.5.10 Pursuant to sub-paragraph 7.2.5.9, the Committee Secretary shall:

(a) Incorporate any Assessments provided by **Party Representatives** pursuant to 7.2.5.9 into the Initial Assessment Report in so doing forming a proposed Amendment Report (here referred to as the **"Proposed Amendment Report"**)

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(b) circulate the Proposed Amendment Report to each of the **Party Representatives**, any persons designated by the Authority under sub-paragraph 7.2.2.1(b) and such persons or bodies as have responsibility for progressing changes to the BSC, CUSC and Core Industry Documents and publish it on the Code Website or otherwise in such manner as may be deemed appropriate by the **Party Representatives** to bring it to the attention of other persons who may have a relevant interest in the Proposed Amendment or any Alternative Amendment;

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- (c) invite representations in relation to the Proposed Amendment Report within such period as the Committee shall determine (and, in any event, not more than one month); and
- (d) on receipt of representations pursuant to sub-paragraph (b), prepare a summary of such representations.

7.2.5.11 Pursuant to sub-paragraph 7.2.5.10, the Committee shall consider the representations made in response to the Proposed Amendment Report and shall instruct the Committee Secretary to make such changes to the Proposed Amendment Report as may be agreed by the Committee (save for the contents of those sections where representations are to be provided by each **Party Representative**, the Proposer or other person designated by the Authority under sub-paragraph 7.2.2.1(b) (where appropriate) in its own capacity, as specified above, in which case such **Party Representative** may, after notifying the Committee, direct the Committee Secretary to make reasonable changes to its representations).

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7.2.5.12 Following the process referred to in sub-paragraph 7.2.5.11, the Proposed Amendment Report shall be referred to as the **"Amendment Report"**. The Committee Secretary shall finalise the Amendment Report and attach the summary of representations prepared pursuant to sub-paragraph 7.2.5.10(d) (together with the actual representations received), to the Amendment Report and shall promptly:

- (a) submit such Amendment Report to the Authority; and
- (b) copy such Amendment Report to each of the **Party Representative**, the Proposer, persons designated by the Authority under sub-paragraph 7.2.2.1(b) and each owner of the BSC, CUSC and Core Industry Documents and post it on the Code Website.

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7.2.5.13 Each Amendment Report shall be addressed and furnished to the Authority and none of the facts, opinions or statements contained in such Amendment Report may be relied upon by any other person.

7.2.5.14 NGET shall copy any notice received by it from the Authority following submission of the Amendment Report in relation to the approval (or otherwise) of a Proposed Amendment or any Alternative Amendment to each of the **Party Representatives** and persons designated by the Authority under sub-paragraph 7.2.2.1(b) and the Committee Secretary shall publish such notice on the Code Website.

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## 7.2.6 Urgent Proposed Amendments

7.2.6.1 Any **Party** or the Proposer (where the Proposer is not a **Party**) may:

- (a) recommend to the Committee that a proposal to amend the Code be treated as an Urgent Proposed Amendment and provide a suggested timetable in relation to same; or
- (b) request that the Committee Secretary convenes a Committee Meeting by such means as are reasonably practicable to obtain the agreement of the Committee (or otherwise) that the proposal be treated as an Urgent Proposed Amendment; or
- (c) where a Committee Meeting cannot be arranged pursuant to sub-paragraph (b) above due to lack of agreement on the part of the Party Representatives, itself refer the proposal to the Authority for determination as to whether such proposal may be treated as an Urgent Proposed Amendment and, if so, as to the procedure and timetable which should apply in respect thereof and, in doing so, shall state that the Committee has not considered the matter.

7.2.6.2 If the Committee decides that such proposal should be treated as an Urgent Proposed Amendment pursuant to sub-paragraph 7.2.6.1, the Committee shall promptly consult with the Authority as to whether such proposal should be treated as an Urgent Proposed Amendment and, if so, as to the procedure and timetable which should apply in respect thereof.

7.2.6.3 If the Committee is not in agreement pursuant to sub-paragraph 7.2.6.1 that a proposal be treated as an Urgent Proposed Amendment, any Party may itself refer the matter to the Authority but, in doing so, shall state that the Committee do not recommend that the proposal be treated as an Urgent Proposed Amendment.

7.2.6.4 The Committee shall:

- (a) not treat any proposal as an Urgent Proposed Amendment except with the prior consent of the Authority;
- (b) comply with the procedure and timetable in respect of any Urgent Proposed Amendment approved by the Authority; and
- (c) comply with any instruction of the Authority issued in respect of such Urgent Proposed Amendment.

7.2.6.5 For the purposes of this sub-paragraph 7.2.6, the procedure and timetable in respect of an Urgent Proposed Amendment may (with the approval of the Authority pursuant to sub-paragraphs 7.2.6.2 or 7.2.6.3) deviate from all or part of the Amendment Procedures (save for this sub-paragraph 7.2.6) or follow any other procedure or timetable approved by the Authority.

- 7.2.6.6 Any Amendment Report (unless the Authority states that this is not required pursuant to sub-paragraphs 7.2.6.2 or 7.2.6.3) in respect of an Urgent Proposed Amendment (as relevant pursuant to sub-paragraph 7.2.6.5) shall include a statement as to why the Committee or the Proposer (as relevant) believes that such proposal should be treated as an Urgent Proposed Amendment and the extent to which the procedure followed deviated from the other Amendment Procedures that would apply to a Proposed Amendment.
- 7.2.6.7 The Committee shall respectively take all reasonable steps to ensure that an Urgent Proposed Amendment is considered, evaluated and (subject to the approval of the Authority) implemented as soon as reasonably practicable, having regard to the urgency of the matter and, for the avoidance of doubt, an Urgent Proposed Amendment may (subject to the approval of the Authority) result in an amendment to the Code being made on the day on which such proposal is submitted.

## 7.2.7 Amendment Register

- 7.2.7.1 The Committee Secretary shall establish and maintain a register (the "**Amendment Register**") which shall record, in such form as the Committee may determine, the matters set out in sub-paragraph 7.2.7.3.
- 7.2.7.2 The purpose of the Amendment Register shall be to assist the Committee in the operation of the Amendment Procedures under this Code and to enable the Parties and other interested third parties (including any person designated by the Authority under sub-paragraph 7.2.2.1(b)) to be reasonably informed of the progress of Proposed Amendments including any Alternative Amendments, Urgent Proposed Amendments and Approved Amendments from time to time.
- 7.2.7.3 The Amendment Register shall record:
- (a) details of each Proposed Amendment and any Alternative Amendment or Urgent Proposed Amendment (including the name of the Proposer, the date of the Proposed Amendment or any Alternative Amendment or Urgent Proposed Amendment and a brief description of the Proposed Amendment or any Alternative Amendment) or Urgent Proposed Amendment;
  - (b) the current status and progress of each Proposed Amendment or any Alternative Amendment or Urgent Proposed Amendment and the anticipated date for reporting to the Authority in respect thereof;

- (c) the current status and progress of each Approved Amendment; and
- (d) such other matters as the Committee may consider appropriate from time to time in order to achieve the purposes set out in sub-paragraph 7.2.7.2.

7.2.7.4 The Amendment Register shall, in addition to those matters set out in sub-paragraphs 7.2.7.3, also include details of:

- (a) each Proposed Amendment or any Alternative Amendment which has been withdrawn pursuant to sub-paragraph 7.2.2.6 or rejected by the Authority; and
- (b) each Approved Amendment which has been implemented pursuant to sub-paragraph 7.2.10,

for a period of six months after such withdrawal, rejection or implementation, or such longer period as the Committee may determine.

7.2.7.5 The Committee Secretary shall publish the Amendment Register (as updated from time to time and indicating the revisions since the previous issue) on the Code Website or (in the absence, for whatever reason, of the Code Website) in such other manner and with such frequency (being not less than once per month) as the Committee may agree, in order to bring it to the attention of interested third parties and send a copy of same to each of the **Party Representatives** and any person designated by the Authority under sub-paragraph 7.2.2.1(b).

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## 7.2.8 Monthly Progress Report

7.2.8.1 The Committee shall prepare and submit to the Authority each month (or such less frequent period as shall be agreed with the Authority if there is no material matter arising to report) a report (to be known as the "**Progress Report**") setting out the matters referred to in sub-paragraph 7.2.8.2 in respect of the preceding month (or such longer period, as applicable) and the Committee Secretary shall then send a copy of the Progress Report to each **Party Representative** and persons designated by the Authority under sub-paragraph 7.2.2.1(b).

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7.2.8.2 The Progress Report shall contain:

- (a) the current version of the Amendment Register;
- (b) details of the scheduling and timetable for consideration of each Proposed Amendment or any Alternative Amendment or Urgent Proposed Amendment and completion of the

Amendment Report in respect thereof in the context of all other current Proposed Amendments or any Alternative Amendment or Urgent Proposed Amendment (including an indication of the priority that the Committee affords to and between such proposals);

- (c) details of any decision to amalgamate Proposed Amendments under sub-paragraph 7.2.3.4;
- (d) details of any circumstances which lead the Committee or any Party to believe that the Implementation Date for an Approved Amendment is unlikely to be met and, if so, why;
- (e) such other matters as the Authority may request to be included from time to time; and
- (f) the basis for each of the decisions referred to above.

7.2.8.3 In the event that the Authority at any time submits a written request to the Committee to provide to it any information with respect to consideration or progress of any Proposed Amendment, Alternative Amendment or Urgent Proposed Amendment, the Committee shall promptly comply with such request.

7.2.8.4 If, following discussion with the Committee, the Authority issues a notice to the Committee Secretary requesting the Committee:

- (a) not to amalgamate Proposed Amendments as set out in the Progress Report; or
- (b) to amend the timetable for a Proposed Amendment or any Alternative Amendment or Urgent Proposed Amendment (including the priority afforded to and between such proposals),

the Committee Secretary shall send a copy of the notice to each Party, Party Representative and any person designated by the Authority under sub-paragraph 7.2.2.1(b)). The Committee shall comply with such notice.

7.2.8.5 The Committee Secretary shall publish each Progress Report on the Code Website within seven Business Days after it is sent to the Authority, provided that the Committee Secretary shall exclude therefrom any notice issued by the Authority pursuant to this paragraph 7.

## 7.2.9 Change Co-ordination

- 7.2.9.1 The Committee shall establish (and, where appropriate, revise from time to time) joint working arrangements with each panel or other body responsible for proposing change to the BSC, CUSC or Core Industry Document, to facilitate the identification, co-ordination, making and implementation of change to the BSC, CUSC or Core Industry Document or such other designated documents consequent on an amendment to the Code, in a full and timely manner. Such working arrangements shall include, without limitation, inviting representatives from panels and bodies referred to in this sub-paragraph 7.2.9.1 to participate in any working groups established or discussions with the Committee or any Party pursuant to this paragraph 7, when the Committee or a Party or Parties otherwise identify the likelihood of an impact of a Proposed Amendment and any Alternative Amendment, on the BSC, CUSC, Core Industry Document or such other designated document.
- 7.2.9.2 The working arrangements referred to in sub-paragraph 7.2.9.1 shall be such as enable the consideration, development and evaluation of Proposed Amendments and Alternative Amendments, and the implementation of Approved Amendments, to proceed in a full and timely manner and enable changes to the BSC, CUSC or Core Industry Document or other designated documents consequent on an Approved Amendment to be made and given effect wherever possible (subject to any necessary consent of the Authority) at the same time as such Approved Amendment is made and given effect.

#### **7.2.10 Implementation**

- 7.2.10.1 Upon service by NGET to the Parties and any person designated by the Authority under sub-paragraph 7.2.2.1(b), of a signed notice of amendment in accordance with a direction of the Authority issued pursuant to NGET's Transmission Licence, the Code shall be amended in accordance with the terms of such notice.
- 7.2.10.2 An amendment to the Code shall take effect from the date and time as specified in the notice referred to in sub-paragraph 7.2.10.1 or, in the absence of any such specified time and date, 00:00 hours on the day next following the date of service of such notice.
- 7.2.10.3 The Parties shall be responsible for implementing any Approved Amendment in accordance with this sub-paragraph 7.2.10.
- 7.2.10.4 The Relevant Parties to Code Procedures shall as soon as reasonably practicable make such amendments to Code Procedures or adopt such new Code Procedures as are necessary to give full and timely effect to an Approved Amendment by the Implementation Date.
- 7.2.10.5 In relation to Approved Amendments:



- (a) each **Party** shall use its reasonable endeavours to progress changes made to the BSC, CUSC and Core Industry Documents (to the extent that it is a party to them) in order to give full and timely effect to an amendment to the Code by the Implementation Date;
- (b) each **Party** shall do what is required to those of its systems and processes which support the operation of the Code as may be necessary in order to give full and timely effect to an amendment to the Code by the Implementation Date; and
- (c) each **Party** must keep the Committee informed of any matter that may affect the ability for the Implementation Date to be met.

7.2.10.6 Without prejudice to the obligations of the **Parties** under this sub-paragraph 7.2.10, the Implementation Date may be extended or shortened with the prior approval of, or at the direction of, the Authority.

7.2.10.7 The Committee or any **Party** shall apply to the Authority for an extension of the Implementation Date if it becomes aware of any circumstances that are likely to cause a delay in the implementation of an Approved Amendment.

7.2.10.8 An amendment made pursuant to and in accordance with this paragraph 7.2 shall not be impaired or invalidated in any way by any inadvertent failure to comply with or give effect to this sub-paragraph 7.2.10.

### 7.3 Amendment and Creation of Code Procedures

7.3.1 The **Relevant Party Representatives** may amend (whether by way of modification, deletion, addition, replacement or otherwise) existing Code Procedures or create additional Code Procedures subject to and in accordance with the procedures set out in this paragraph 7.3.

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7.3.2 The **Relevant Party Representatives** may only make amendments to existing Code Procedures or create additional Code Procedures if and to the extent that:

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7.3.2.1 the amendment or addition falls within the terms and arrangements set out in Standard Condition B12; and

7.3.2.2 the amendment or addition does not impair, frustrate or invalidate the provisions of the Code; and

7.3.2.3 the amendment or addition does not impose new obligations or liabilities or restrictions of a material nature on **Relevant Parties** which are not

subsidiary to the rights and obligations of the **Relevant Parties** under the Code; and

7.3.2.4 the amendment or addition is not inconsistent or in conflict with the Code, Transmission Licence Conditions or other relevant statutory requirements; and

7.3.2.5 the **Relevant Party Representatives** deem that the amendment or addition is appropriate to support compliance with the Code.

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7.3.3 All **Relevant Party Representatives** shall use reasonable endeavours to agree between themselves any amendment to an existing Code Procedure or creation of a new Code Procedure that is proposed by a **Relevant Party**.

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7.3.4 The **Relevant Party Representatives** may agree an amendment to an existing Code Procedure or creation of a new Code Procedure under this paragraph 7.3 despite the prohibition in sub-paragraph 7.3.2.3 only where the Authority has notified the **Relevant Party Representatives** in writing that they may do so. The **Relevant Party Representatives** shall provide the Authority with such information as it may direct in order to inform its decision under this sub-paragraph 7.3.4.

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7.3.5 Where the **Relevant Party Representatives** are unable to reach agreement pursuant to sub-paragraph 7.3.3, any such **Relevant Party Representatives** may promptly forward the matter as a Dispute to the Authority under Section H, paragraph 4.1 whereupon the **Relevant Parties** shall comply with such determination and direction as the Authority may make after taking such steps as the Authority may deem fit in order to make such direction (including, without limitation, seeking representations from the **Relevant Parties** and any other person and consulting on any potential amendment to an existing Code Procedure or creation of a new Code Procedure). The **Relevant Parties** shall be bound by such direction as the Authority shall make in relation to an amendment to a Code Procedure or creation of a new Code Procedure until such time as the **Relevant Party Representatives** can agree between themselves any changes pursuant to this paragraph 7.3.

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7.3.6 For the avoidance of doubt, any direction made by the Authority pursuant to sub-paragraph 7.3.5 shall not constitute approval of any such amendment to a Code Procedure or creation of a new Code Procedure and any notice issued by the Authority pursuant to sub-paragraph 7.3.4 shall only constitute a waiver of such prohibition for the purpose of this Code and shall not constitute approval of the amendment to a Code Procedure or creation of a new Code Procedure in any other respect.

7.3.7 Where an amendment to a Code Procedure or the creation of a new Code Procedure is agreed pursuant to sub-paragraph 7.3.3 or directed pursuant to sub-paragraph 7.3.5 then the **Relevant Party Representatives** shall co-ordinate the sending of the text of the amended Code Procedure or new Code Procedure (and including the proposed effective date for such amendment or new Code

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Procedure), signed and dated by all **Relevant Party Representatives**, to the Committee Secretary (for and on behalf of all **Relevant Parties**).

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7.3.8 Upon receipt of a signed amended Code Procedure or new Code Procedure pursuant to sub-paragraph 7.3.7, the Committee Secretary shall immediately (and in any event prior to the effective date specified by the **Relevant Parties** in such amended Code Procedure or new Code Procedure):

7.3.8.1 send a copy of the amended Code Procedure or new Code Procedure to each of the **Relevant Party Representatives** and to the Authority;

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7.3.8.2 update Schedule Two to include the relevant details of the amended Code Procedure or new Code Procedure;

7.3.8.3 send a notice containing a copy of the amended Schedule Two to the Authority, each of the **Party Representatives** and to such other person as the Authority may designate from time to time, upon the date of which notice, such amended Schedule shall be deemed to be an amendment to the Code for the purposes of this Section B;

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7.3.8.4 post a copy of the amended Schedule Two on the Code Website; and

7.3.8.5 update the library of Code Procedures pursuant to Section A, paragraph 3.

7.3.9 An amendment to a Code Procedure or the addition of a new Code Procedure pursuant to this paragraph 7.3 shall take effect on the date specified in any notice issued pursuant to Section B, sub-paragraph 7.3.8.3.

7.3.10 Unless otherwise directed by the Authority, only the Committee Secretary shall be entitled to amend Schedule Two, and shall only be entitled to do so in accordance with and pursuant to sub-paragraph 7.3.8.

#### 7.4 Publication

7.4.1 Subject to this Section B, any representations submitted by a **Party** or other person pursuant to the Amendment Procedures (including, without limitation, any Proposed Amendment, Alternative Amendment, Urgent Proposed Amendment, Assessment or representation or text in relation to any of these) may be made publicly available or disclosed to another **Party** or **Parties** or other persons pursuant to this Section B except as expressly requested by such **Party** or other person by notice in writing to the Committee Secretary (of which notice, the Committee Secretary shall then notify the other **Parties** and any persons designated under sub-paragraph 7.2.2.1(b)).

7.4.2 The **Parties** or, for the avoidance of doubt, the Committee Secretary, shall not be liable for any accidental publication of a representation made pursuant to sub-paragraph 7.2.5.

- 7.4.3 For the avoidance of doubt, all representations made pursuant to this paragraph 7 (whether or not marked confidential) may be sent to the Authority.
- 7.4.4 In addition to sub-paragraph 7.4.1, where any provision of this Section B provides for data, information or reports to be published or made available to Parties and/or other persons, the Committee shall exclude therefrom any matters in respect of which the Authority issues a notice to the Committee Secretary or Parties for the purposes of this paragraph 7.

## **Annex B1 – Election of Offshore Transmission Owner Party Representatives**

### **B1.1 General**

#### **B1.1.1 Introduction**

B1.1.1.1 This Annex B1 sets out the basis for election of Offshore Transmission Owner Party Representatives and Offshore Transmission Owner Alternate Representatives for the purpose of Paragraphs 6.1.2 and 6.1A.1.

B1.1.1.2 This Annex B1 shall apply:

- (a) in relation to each year (the “Election Year”) in which the term of office of Offshore Transmission Owner Party Representatives and Offshore Transmission Owner Alternate Representatives expires, for the purposes of electing Offshore Transmission Owner Party Representatives and Offshore Transmission Owner Alternate Representatives to hold office with effect from 1<sup>st</sup> April in that year;
- (b) subject to and in accordance with Paragraph B1.4, upon a Offshore Transmission Owner Party Representative and/or Offshore Transmission Owner Alternate Representatives ceasing to hold office before the expiry of his term of office.

B1.1.1.3 For the purposes of an election under Paragraph B1.1.2(a) references to Offshore Transmission Owner are to persons who are Offshore Transmission Owner as at 20th December in the previous year.

B1.1.1.4 The Committee Secretary shall administer each election of Offshore Transmission Owner Party Representatives and Offshore Transmission Owner Alternate Representatives pursuant to this Annex B1.

#### **B1.1.2 Election timetable**

B1.1.2.1 The Committee Secretary shall not later than 7<sup>th</sup> January in the election year prepare and circulate to all Offshore Transmission Owners (by publication on the Committee Secretary Website and, where relevant details are supplied, by electronic mail), with a copy to the Authority, an invitation to nominate candidates who must be willing to be either a Offshore Transmission Owner Party Representative or an Alternate Representative and a timetable for the election (the “Election Timetable”), setting out:

- (a) the date by which nominations of candidates are to be received, which shall not be less than three (3) weeks after the timetable is circulated;
- (b) the date by which the Committee Secretary shall circulate a list of candidates and voting papers;
- (c) the date by which voting papers are to be submitted, which shall not be less than three (3) weeks after the date for circulating voting papers;
- (d) the date by which the results of the election will be made known, which shall not be later than 15th March in the Election Year.

B1.1.2.2 If for any reason it is not practicable to establish an election timetable in accordance with Paragraph B1.2.1.1 or to proceed on the basis of an election timetable which has been established, the Committee Secretary may establish a different timetable, or revise the election timetable, by notice to all Parties, the Committee and the Authority, provided that such timetable or revised timetable shall provide for the election to be completed before 1<sup>st</sup> April in the Election Year.

B1.1.2.3 A nomination or voting paper received by the Committee Secretary later than the respective required date under the election timetable (subject to any revision under Paragraph B1.1.2.2) shall be disregarded in the election.

## **B1.2. CANDIDATES**

### **B1.2.1 Nominations**

B1.2.1.1 Nominations for candidates shall be made in accordance with the Election Timetable.

B1.2.1.2 Subject to Paragraph B1.1.1.3, each Offshore Transmission Owner may nominate one candidate for election by giving notice to the Committee Secretary.

### **B1.2.2 List of candidates**

B1.2.2.1 The Committee Secretary shall draw up a list of the nominated candidates and circulate the list to all Offshore Transmission Owners by the date specified in the Election Timetable.

B1.2.2.2 The list shall specify the Offshore Transmission Owner by whom each candidate was nominated and any affiliations which the

candidate may wish to have drawn to the attention of Offshore Transmission Owners.

- B1.2.2.3 Except where Paragraphs B1.4.3 or B1.4.4 apply, if two (2) or fewer candidates are nominated no further steps in the election shall take place and such candidate(s) shall be treated as elected as Offshore Transmission Owner **Party Representatives** and Paragraph B1.3.2.4 shall apply in relation to such candidate(s).
- B1.2.2.4 Where Paragraph B1.4.3 applies, if only one (1) candidate is nominated, no further steps in the election shall take place and such candidate shall be treated as elected as a **Party Representative** and Paragraph B1.3.2.4 shall apply in relation to such candidate.
- B1.2.2.5 Where Paragraph B1.4.4 applies, if two (2) or fewer candidates are nominated, no further steps in the election shall take place and such candidate(s) shall be treated as elected as **Alternate Representatives** and Paragraph B1.3.2.4 shall apply in relation to such candidate(s).

### B1.3 VOTING

#### B1.3.1 Voting papers

- B1.3.1.1 Voting papers shall be submitted in accordance with the election timetable.
- B1.3.1.2 Each Offshore Transmission Owner may submit one voting paper.

#### B1.3.2 Preference votes and voting rounds

- B1.3.2.1 Each Offshore Transmission Owner submitting a voting paper shall vote by indicating on the voting paper a first, second and third preference ("Preference Votes") among the candidates.
- B1.3.2.2 A voting paper need not indicate a second, or a third, preference, but the same candidate may not receive more than one Preference Vote in a voting paper.
- B1.3.2.3 Candidates shall be elected in three voting rounds (together where necessary with a further round under Paragraph B1.3.6) in accordance with the further provisions of this Paragraph B1.3.
- B1.3.2.4 The Committee Secretary shall determine which candidates are elected and announce (to the Authority and all Offshore Transmission Owners) the results of the election in accordance with the election timetable.

B1.3.2.5 The Committee Secretary shall not disclose the Preference Votes cast by Offshore Transmission Owners or received by candidates; but a Offshore Transmission Owner may by notice to the Authority require that the Authority scrutinise the conduct of the election, provided that such Offshore Transmission Owner shall bear the costs incurred by the Authority in doing so unless the Authority recommends that the election results should be annulled.

B1.3.2.6 Further references to voting papers in this Paragraph B1.3 do not include voting papers which are invalid or are to be disregarded (i.e. voting papers not made or submitted in accordance with the STC).

### B1.3.3 **First voting round**

B1.3.3.1 In the first voting round:

(a) the number of first Preference Votes allocated under all voting papers to each candidate shall be determined.

(b) the first round qualifying total shall be:

$$(T / N) + 1$$

Where

T is the total number of first Preference Votes in all voting papers;

N is the number of Offshore Transmission Owners' Party Representatives and/or Alternate Representatives to be elected.

B1.3.3.2 If the number of first Preference Votes allocated to any candidate is equal to or greater than the first round qualifying total, that candidate shall be elected.

### B1.3.4 **Second voting round**

B1.3.4.1 In the second voting round:

(a) the remaining candidates are those which were not elected in the first voting round;

(b) the remaining voting papers are voting papers other than those under which the first Preference Votes were for candidates elected in the first voting round;



(c) the number of first and second Preference Votes allocated under all remaining voting papers to each remaining candidate shall be determined;

(d) the second round qualifying total shall be

$$(T' / N') + 1$$

where T' is the total number of first Preference Votes and second Preference Votes allocated under all remaining voting papers; N' is the number of Party Representatives and/or Alternate Representatives remaining to be elected after the first voting round.

B1.3.4.2 If the number of first and second Preference Votes allocated to any remaining candidate is equal to or greater than the second round qualifying total, that candidate shall be elected.

### B1.3.5 Third voting round

B1.3.5.1 In the third voting round:

(a) the remaining candidates are those which were not elected in the first or second voting rounds;

(b) the remaining voting papers are voting papers other than those under which the first or second Preference Votes were for candidates elected in the first or second voting rounds;

(c) the number of first, second and third Preference Votes allocated under all remaining voting papers to each remaining candidate shall be determined;

(d) the third round qualifying total shall be

$$(T'' / N'') + 1$$

where T'' is the total number of first Preference Votes, second Preference Votes and third Preference Votes allocated under all remaining voting papers;

N'' is the number of Party Representatives remaining to be elected after the first and second voting rounds.

B1.3.5.2 If the number of first, second and third Preference Votes allocated to any remaining candidate is equal to or greater than the third round qualifying total, that candidate shall be elected.

#### B1.3.6 Further provisions

B1.3.6.1 If after any voting round the number of candidates achieving the required Preference Votes threshold exceeds the number of persons remaining to be elected, the following tie-break provisions shall apply between the tied candidates. In addition, if after the third voting round any **Party Representative(s)** or **Alternate Representative(s)** remain to be elected the following tie-break provisions shall apply between the remaining candidates:

- (a) the tied or remaining candidates (as applicable) shall be ranked in order of the number of first Preference Votes allocated to them, and the candidate(s) with the greatest number of such votes shall be elected;
- (b) in the event of a tie between two or more candidates within Paragraph (a), the candidate(s) (among those tied) with the greatest number of second Preference Votes shall be elected;
- (c) in the event of a tie between two or more candidates within Paragraph (b), the Committee Secretary shall select the candidate(s) (among those tied) to be elected by drawing lots.

#### B1.3.7 Alternate Representatives and Party Representatives

B1.3.7.1 Except where Paragraphs B1.4.3 or B1.4.4 apply, the two (2) candidates receiving the greatest number of votes shall be elected as Offshore Transmission Owners' **Party Representatives** and the next two (2) shall be elected as Offshore Transmission Owners' **Alternate Representatives**.

B1.3.7.2 Where Paragraph B1.4.3 applies the number of candidate(s) up to and including the number of **Party Representative** Interim Vacancies receiving the greatest number of votes pursuant to the Interim Committee and Alternate Election Process shall be elected as Offshore Transmission Owners' **Party Representative(s)** and the remaining candidates up to and including the number of Alternate Representative Interim Vacancies receiving the greatest number of votes shall be elected as **Alternate Representative(s)**.

B1.3.7.3 Where Paragraph B1.4.4 applies the two (2) candidates receiving the greatest number of votes pursuant to the Alternate Election Process shall be elected as **Alternate Representatives**.

## B1.4 VACANCIES

### B1.4.1 General

- B1.4.1.1 If a **Party Representative** ceases to hold office pursuant to Paragraph 6.1C.1 (b) (i) then Paragraph B1.4.2 shall apply.
- B1.4.1.2 If a **Party Representative** ceases to hold office pursuant to Paragraph 6.1C.1 (a), 6.1C.1 (b) (ii) to (vi) (inclusive) or 6.1C.1 (c) to (e) (inclusive) then Paragraph B1.4.3 shall apply.
- B1.4.1.3 If an **Alternate Representative** ceases to hold office pursuant to Paragraph 6.1C (the "Resigning" Alternate Representative) then Paragraph B1.4.4 shall apply.
- B1.4.1.4 The provisions of Paragraph B1.2.1.2 shall apply, mutatis mutandis, to any replacement **Party Representative** or any replacement **Alternate Representative** under this Paragraph B1.4.

### B1.4.2 Replacement of a Party Representative who ceases to hold office pursuant to Paragraph 6.1C.1 (b) (i)

- B1.4.2.1 Where this Paragraph B1.4.2 applies, and in accordance with the duties set out in Paragraph 6.2, such **Party Representative** may appoint a replacement **Party Representative** (subject to Paragraph B1.4.2.2) for the remainder of the term of office of such **Party Representative** and shall notify the Panel Secretary of a replacement **Party Representative** at the same time as they resign. If such **Party Representative** does not appoint a replacement at the time of notifying the Panel Secretary of their resignation then such **Party Representative** will be replaced in accordance with Paragraph B1.4.3 and this Paragraph B1.4.2.1 shall no longer apply.
- B1.4.2.2 A **Party Representative** shall only appoint an **Alternate Representative** to be his replacement pursuant to Paragraph B1.4.2.1 and such **Alternate Representative** chosen to be a **Party Representative** shall then become a Resigning Alternate Representative and be replaced in accordance with Paragraph B1.4.4.

### B1.4.3 Replacement of a Party Representative who ceases to hold office pursuant to Paragraph 6.1C.1 (a), 6.1C.1 (b) (ii) to (vi) (inclusive) or 6.1C.1 (c) to (e) inclusive)

- B1.4.3.1 Subject to Paragraph B1.4.3.2, such **Party Representative** shall, where one or more **Alternate Representative(s)** hold office, be replaced by the **Alternate Representative** who previously received the highest number of cumulative Preference Votes but

if there were a tie-break in relation to such Preference Votes then the tie-break provisions set out in Paragraph B1.3.6.1 shall apply, in either circumstance such **Alternate Representative** selected to be a **Party Representative** shall then become a Resigning Alternate Representative and be replaced in accordance with Paragraph B1.4.4.

B1.4.3.2 If there are no **Alternate Representatives** in office upon a **Party Representative** ceasing to hold office then:

(a) Where there are not less than six (6) months remaining until the next full election further **Party Representatives** shall be elected in accordance with Paragraphs B1.2, B1.3 and subject to the following Paragraphs B1.4.3.3 to B1.4.3.5 (inclusive) (the "Interim Committee and Alternate Election Process").

(b) Where there are less than six (6) months remaining until the next full election no further **Party Representatives** or **Alternate Representatives** shall be elected pursuant to this Paragraph B1.4.3 and the positions shall remain vacant until the next full election.

B1.4.3.3 Where this Paragraph B1.4.3.3 applies the Committee Secretary shall indicate in the invitation referred to at Paragraph B1.1.2.1 the number of vacancies for both **Party Representative(s)** ("Party Representative Interim Vacancies") and **Alternate Representative(s)** ("Alternate Representative Interim Vacancies") for which the Interim Committee and Alternate Election Process is being held.

B1.4.3.4 Any **Party Representative(s)** or **Alternate Representative(s)** elected pursuant to the Interim Committee and Alternate Election Process shall cease to hold office at the next full election.

B1.4.3.5 The timetable for the Interim Committee and Alternate Election Process shall be expedited and the Committee Secretary shall prepare a timetable accordingly.

#### **B1.4.4 Replacement of a Resigning Alternate Representative**

B1.4.4.1 Subject to Paragraph B1.4.4.2 a Resigning Alternate Representative shall not be replaced.

B1.4.4.2 If there are no **Alternate Representatives** remaining in office following the resignation of an **Alternate Representative** or their appointment as **Party Representative** in accordance with B1.4.2 or B1.4.3 then

- (a) Where there are not less than six (6) months remaining until the next full election further **Alternate Representatives** shall be elected in accordance with Paragraphs B1.2, B1.3 and subject to the following paragraphs B1.4.4.3 to B1.4.4.5 (inclusive) (the "Alternate Election Process").
- (b) Where there are less than six (6) months remaining until the next full election no further **Alternate Representatives** shall be elected and the positions shall remain vacant until the next full election.

B1.4.4.3 Where this paragraph B1.4.4.3 applies, a reference in Paragraphs B1.2 and B1.3 to an Offshore Transmission Owners' **Party Representative** or **Party Representative** shall not apply except in the case of Paragraph B1.3.5.1 (d) where the reference to "Party Representatives" shall be read and construed as a reference to "Alternate Representatives".

B1.4.4.4 Any **Alternate Representative(s)** elected pursuant to the Alternate Election Process shall cease to hold office at the next full election.

B1.4.4.5 The timetable for the Alternate Election Process shall be expedited and the Committee Secretary shall prepare a timetable accordingly.