

CUSC Modifications Panel – Panel Member and Panel Alternate Member Election Process for 2017

CONTENTS

1. Description of Election Process	2
2. Timings and stages	3
3. What to do on receipt of Your Voting Papers	4
4. Election Results	6
5. Election Report.....	6

CUSC Modifications Panel – Panel Members and Alternate Election

Guidance to Users

Background and purpose of this guidance

1. Elections for Members of the Connection and Use of System (CUSC) Modifications Panel and Alternate Members for the period 1 October 2017 to 30 September 2019 and will commence on 30 June 2017. Further information about the CUSC Modifications Panel and its current composition is contained on the National Grid CUSC website via the following link.
<http://www.nationalgrid.com/uk/Electricity/Codes/systemcode/Panel/>
2. The general arrangements to be followed for an election are set out in Section 8, Annex 8A of the CUSC. The Code Administrator administers each election. The purpose of this guidance is to:
 - provide a summary of the CUSC Panel election arrangements for 2017 in order to help CUSC Users to participate actively and effectively in the forthcoming election arrangements; and
 - clarify the approach that will be adopted for the election in a number of detailed areas of the voting arrangements.

For the purposes of the election arrangements, CUSC Users are defined as those persons who are a Party to the CUSC Framework Agreement (apart from National Grid) as at 20 June 2017.

3. These guidance notes have been prepared by the Code Administrator.
4. There are **seven (7)** places available on the Panel for Members nominated and elected by Users via the election process. Additionally, National Grid is entitled to appoint up to two (2) Members, the Citizen's Advice can appoint one Member and the Authority is entitled to send a Representative to Panel Meetings. There are **five (5) Alternate Members** who are elected via the same voting process as Panel Members. The Authority can appoint a particular person as a Panel Member if they decide that an interest is not reflected in the composition of Panel Members. Panel meetings are open meetings i.e. any interested party may attend if they wish as an observer. The role of the CUSC Panel Chair is independent of National Grid.

Alternate Member positions

Alternate Members will be assigned using the voting process which is outlined in Section 8A.3 of Section 8 of the CUSC.

Role of a Panel Member¹

5. The role of a Panel Member is the opportunity to act as an independent industry expert on the committee which is involved in setting the strategic direction of the future changes across the CUSC.

¹ Further information on the role of a Panel Member can be accessed here: <http://www2.nationalgrid.com/UK/Industry-information/Electricity-codes/CUSC/Panel-information/Panel-and-Alternate-Elections/>

6. At Panel meetings your voting preferences will be fed directly through to the Authority when they are making decisions on Modifications and the overall Panel vote impacts the scenarios for when Industry Parties can challenge decisions.
7. The vote you make will be one of the casting votes for decisions on Self Governance and Fast Track Changes.
8. CUSC Panel Members and Alternate Members must act impartially and not as a representative or in the interest of a Company or person they are employed by.

Non CUSC Schedule 1 Users

9. Only CUSC Schedule 1 Users can nominate a candidate to become a Panel Member; however the nominated person does not have to be a CUSC Schedule 1 User.

Timing and Steps in the Election Process

10. Key steps in the election process and the associated timings in 2017 are as follows:

Nominations:

- Code Administrator will send out invitations to CUSC Users (Schedule 1 of the CUSC) to nominate candidates **Friday 30 June 2017**.
- Each CUSC User (as defined by CUSC Schedule 1) may nominate one candidate for election by giving notice to the Code Administrator;
- The Code Administrator will request return of the nominations forms by **5.00pm Friday 28 July 2017**.
- Code Administrator will then circulate the list of candidates and voting papers or *announce the outcome of the Election* to CUSC Users no later than **Friday 7 August 2017**.
-

Voting:

Voting will only commence if more nominations are received than positions available.

- Each CUSC User may submit one voting paper which must be submitted to the Code Administrator no later than **5.00pm Friday 1 September 2017**.
- Code Administrator will make known the results of the election **no later than Friday 15 September 2017** and newly appointed members will take up their positions on the **1 October 2017**.

Description of Electorate

11. Attached in Appendix 1 is a list of current CUSC Users entitled to vote in the 2017 CUSC Panel Member and Alternative Panel Member Election. The list employed in the election is at the **20 June 2017**.

Voting Process

12. Voting Papers will be provided to CUSC Users by e-mail and voting forms can also be submitted electronically. Voting Papers will have a unique reference number which can be found in Appendix

1. Those CUSC Users who wish to vote utilising hard copies of the voting forms should contact the Code Administrator. If a CUSC User chooses to submit a hard copy, only original voting forms will be accepted - photocopies of hard copies of voting forms or faxes will be invalid.

13. Each CUSC User will have one voting paper each but can select up to three preferred candidates from the list on the voting paper, and rank them in order of preference (1, 2, 3). Voting papers all carry equal weight.

14. Voting Papers MUST be returned to the Code Administrator by the date AND TIME specified. LATE Voting Papers received after this date and time will be invalid.

15.

Description of Counting/Election Process

16. The Code Administrator will count up the first preference votes allocated to each candidate.

17. To qualify for the Panel in the first qualifying round the total needed for election is $(T/N) + 1$ (where T is the total number of first Preference Votes in all voting papers and N is the number of Users' Panel Members and Alternates to be elected - 6 in the first qualifying round).

18. If the number of first Preference Votes allocated to any candidate is equal to or greater than the first round qualifying total, they are elected.

19. A second qualifying round then begins. If a candidate has been elected in the first round the voting papers marked with the first preference of that elected candidate are set aside. The second round is open to all candidates not elected in the first round. In the second round the qualifying total is again $(T/N) + 1$ but here T is the total number of first and second preference votes allocated from the remaining voting papers, and N is the remaining number of Panel Members and Alternates that remain to be elected.

20. Candidates whose first and second preference votes allocated are equal to or greater than the second round qualifying total are then elected.

21. There is then a third voting round along the same lines – but the T factor includes 3rd preferences and obviously the N factor will also be adjusted depending on how many candidates were elected in the second round. After the second round the voting papers containing first and second preferences leading to the election of candidates in that round are discarded prior to the third round.

22. If after the third round there are still vacancies to be filled, the first preferences of the remaining candidates will be totalled and ranked, and those with the highest totals elected to the seats that remain to be filled. If there are still seats to be filled a similar process will be applied to second preferences.

Votes Cast in Error

23. If any CUSC User believes that their vote has been miscast and can quote the unique reference number which can be found in Appendix 1 of the incorrect voting paper, the Code Administrator will re-cast the vote as advised if notification is received in the specified timescale.

What to Do On Receipt of Your Voting Papers

24. The CUSC User contacts should check that they have the correct number of votes in the correct capacities for their company(s) indicated in Appendix 1.
25. All three votes could count, so filling in a full set of choices will ensure the optimum value for your voting preferences.
26. If you are confident that you have completed the forms correctly, submit them electronically to the Code Administrator. If submitting hard copies of the voting forms please sign and date the form. If you need to make any corrections please sign and date these separately and attach an explanatory cover note

Code Administrator Contact

27. The contact for the 2017 CUSC Panel and Alternate Elections is Heena Chauhan, Code Administrator, National Grid Electricity Transmission plc. All queries relating to the 2017 elections should be directed to her as detailed below:

Tel: 01926 654028

e-mail: cusc.team@nationalgrid.com

Election Results

28. The Code Administrator will announce the results of the election to CUSC Users as soon as is practicable after completion of the election timetable but no later than 15 September 2017. Voting totals for individual candidates will not be revealed to CUSC Users.

2017 Election Report

29. A Report prepared by Code Administrator describing the processes followed during the election and the results will be provided to Authority as soon as practicable after the election. The 2017 Report will enable the Authority to assess whether the Code Administrator administered the election in a fair and consistent manner. The Report will also help the Authority to respond should any claims or questions be raised with them by CUSC Users concerning Code Administrator's conduct in relation to the management of the election process.

Appendix 1: CUSC Schedule 1 Users as of 20 June 2017, including unique reference can be accessed using the using the following link:

<http://www2.nationalgrid.com/UK/Industry-information/Electricity-codes/CUSC/Panel-information/Panel-and-Alternate-Elections/>