



DECC EMR Programme Industry Implementation Forum

Ways of Working

Introduction

To support the Collaborative Development process which ran from August to December 2013, an Implementation Steering Group was established, with representation from across the EMR stakeholder community. Following the conclusion of the Collaborative Development activities, the EMR programme has recognised the importance of continuing senior engagement between the programme and industry as the EMR programme enters the Implementation Phase.

Objectives of Industry Implementation Forum (IIF)

The scope of the IIF will include the implementation of the Capacity Mechanism and Contracts for Difference.

The objectives of the IIF will be:

- For DECC to keep industry updated on the overall implementation of EMR and progress towards delivery
- For Implementation coordinators to report back on their engagement with industry and on progress against the respective Implementation Plans
- For industry to escalate significant implementation issues that cut across the Programme and to identify implementation matters to be brought to the IIF
- For industry to advise DECC on any cross-industry processes that need to be established to support implementation.

The IIF is not designed to provide an opportunity for the industry to discuss emerging or agreed policy. Policy discussions will take place through other stakeholder engagement mechanisms.

Meetings

The frequency of IIF meetings will be kept under review. Initially, the IIF will meet every six-eight weeks. The first IIF meeting will be held in January 2014. *Ad hoc* meetings can be requested if urgent issues arise that need to be dealt with before the next scheduled meeting.

The duration of an IIF meeting will depend on the number of issues that DECC and other members wish to raise. It is envisaged that the meetings will usually last approximately 2 hours.

Secretariat

The DECC EMR Programme Office will provide the secretariat to the IIF with support from the project teams, as required. Meetings will be chaired by the EMR SRO, Jonathan Mills.

Meeting papers will be circulated as soon as is practical and no later than 48 hours before each meeting. Minutes and any additional notes arising from each meeting will be issued to attendees and published. Non-confidential papers will be put up onto a webpage to ensure open access.

Membership

It is proposed that the IIF be comprised of members from industry at Director of Operations level (or similar, as identified through agreement with each organisation) or those responsible for implementation changes through participating changes in EMR. Industry attendees are likely to have budget and staff at their disposal for EMR participation, and experience of implementing change on a similar scale.

The intention is to keep IIF membership at a manageable size but to ensure a balance across companies and to enable a wider audience to attend as observers. Individual companies should avoid raising partisan issues and should aim to resolve cross-industry issues.

Appendix A Standard Agenda

A standard agenda, set out below, is proposed for each of the IIF meetings. Additional items may be added as required.

Agenda Item	Who
1. Welcome and Introductions	Chair
2. Programme Update	DECC
3. Capacity Market Implementation Update	CM Implementation Co-ordinator
4. Contracts for Difference Implementation Update	CfD Implementation Co-ordinator
5. Implementation Risks and Issues	All
6. AOB	Chair