

Terms of Reference – Common End-to-End Process Market Facilitator Working Group

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1. Statement of Purpose

- 1.1 Right now, industry participants use overlapping or inconsistent language when referring to different aspects flexibility service delivery. The jargon landscape is varied and muddled and introduces ambiguity and friction. The ADE has raised this as a concern, particularly in relation to the consumer journey¹, but this equally applies to the technical market terms employed to support the accessibility and coordination of flexibility markets.
- 1.2 We believe now is the right time to focus industry efforts on improving semantic interoperability by introducing a Common End-to-End Process workstream. Internally, it will help document the scope for business process alignment and ensure our Flexibility Market Rules are defined with precision. Externally, by way of the Working Group and open-source artefacts, it will help market participants understand what is required from them at different steps in the user journey and why.
- 1.3 The Common End-to-End Process Market Facilitator Working Group has therefore been established to provide stakeholder input to this workstream and build consensus around the shared terms and conceptual models.

2. Objectives and Scope

- 2.1 The objective of the Common End-to-End Process Market Facilitator Working Group is to provide input, share views, and offer challenge on the associated workstream.
- 2.2 Depending on the success of bilateral subject matter expert engagements, the intention is for artefacts of the workstream to feed into the structure of the Flexibility Market Catalogue and interaction with the two key underlying components of Sub-market definitions and Market Coordination Rules.
- 2.3 All workstream artefacts will be delivered by Elexon, published under open-source license, produced in collaboration with relevant subject matter experts.
- 2.4 The key Scope of this Working Group is:
 - Provide feedback on the workstream's canonical vocabulary and conceptual model used to describe business processes that make up a common end-to-end process for flexibility service delivery and facilitate stakeholder consensus on contested or ambiguous terms.
 - Provide continuous validation and feedback on how the end-to-end process differs across sub-markets (e.g., DNO Scheduled Utilisation vs. NESO Slow Reserve), based on experience and content produced from structured bilateral engagement undertaken by the workstream.
 - Provide input to improve the accessibility of workstream artefacts (e.g. glossaries, concept maps) intended for Industry re-use, and the desired end state of such artefacts.

3. Membership

Members

¹ [ADE - Demystifying Flex](#)

- 3.1 Membership is open to volunteers from relevant market participants. We particularly encourage participation from: Industry process experts, Market design specialists, Standards specialists and policymakers from Ofgem and DESNZ.
- 3.2 To maintain balance across market participants, and ensure efficiency of workshops, Elexon retains the right to limit membership to the working group.

Role of Members

- 3.3 Members are expected to draw on their expertise to represent the views of their organisation and their sector. While members may not represent all organisations within their sector, their views should be informed by their sector experience.
- 3.4 Each session will be a value loop – we don't want to just extract input – we want to give members a reason to care, return and advocate for this initiative in their respective organisations.

Attendance and Alternates

- 3.5 Members are expected to attend all meetings. If a member is unable to attend, they may appoint an alternate but must inform the Chair and Elexon in advance.

Chair

- 3.6 The group will be chaired by a member of Elexon staff.
- 3.7 The Chair will provide leadership and facilitate the group to ensure that all members can share their views openly and transparently, while ensuring that the group's objectives are met

Secretariat

- 3.8 Elexon will provide secretariat support to this group. This will include the following:
 - Working with the Chair to prepare agendas, circulate supporting materials in advance of the meetings, and clearly communicate the key asks of the group and the timescales for this.
- 3.9 Taking meeting minutes and maintaining a Feedback Log to capture feedback on material presented for review. This Feedback Log will also note subsequent actions to address this feedback.

4. Ways of Working

Meetings

- 4.1 The group will meet on a monthly basis, starting in May 2025.
- 4.2 Meetings will be held virtually via MS Teams. These will be recorded to aid note taking. Recordings will not be published.
- 4.3 Working Group members are expected to attend all meetings, as participation is crucial to gathering diverse industry views and factoring them into the work in a timely manner.

Agenda

- 4.4 The agenda for each meeting will clearly outline the required outcomes for each agenda item and set review expectations.
- 4.5 Elexon will aim to share the agenda and supporting materials one week before each meeting. However, if timelines do not allow this, the group will be given adequate time to review content and provide feedback after the meeting.
- 4.6 Market Facilitator Working Group members may request additional items to be included on the agenda. Elexon will review and facilitate where this supports the delivery of the objectives and scope.
- 4.7 The Chair will ensure that discussions remain focused on the agenda, and members are expected to actively participate and contribute constructively.
- 4.8 Elexon will take the meeting minutes, ensuring that the key discussions are captured. Elexon will share the meeting minutes within one week of the meeting date. The Working Group will have the opportunity to review and comment on them prior to them being published.

Transparency

- 4.9 All agendas, accompanying materials, meeting minutes and the Feedback Log will be sent via email to members.

5. Conflict of Interest

- 5.1 It shall be each Member's responsibility to disclose to the Chair from time to time any interests of such Member which constitute, in such Member's reasonable opinion, an actual or perceived conflict of interest with their functions as a Member.