

## Terms of Reference – Evolution of the Standard Agreement Market Facilitator Working Group

|                |                    |                  |               |
|----------------|--------------------|------------------|---------------|
| Date           | <b>April 2025</b>  | Classification   | <b>Public</b> |
| Document owner | <b>Ayo Bammeke</b> | Document version | <b>V1.0</b>   |

### 1. Purpose

- 1.1 The Evolution of the Standard Agreement Market Facilitator Working Group has been established to provide stakeholder input to the Change Process undertaken by Elexon following the handover of the Standard Agreement form the ENA's Open Networks groups.

### 2. Objectives and Scope

- 2.1 The objective of the Evolution of the Standard Agreement Market Facilitator Working Group is to provide input, share views, and offer challenge on the associated change process.
- 2.2 In Scope of the change process is:
- Clarifying the value of aligned legal agreements for the provision of flexibility services.
  - Developing the desired end state of such legal agreements
  - Identifying and finding resolutions (where required) to issues with the [current version of the Standard Agreement](#), as handed over by the ENA to be implemented as a Day 1 Flexibility Market Rule.
  - Supporting the consultation on the Day 1 Flexibility Market Rule, and the review of any feedback following consultations.

### 3. Membership

#### Members

- 3.1 Membership is open to volunteers from relevant market participants.
- 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 Members must actively participate and contribute meaningfully to discussions and ensure they are adequately prepared for meetings.

#### 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 notes to capture feedback on material presented for review. The notes will also cover subsequent actions to address this feedback.

### 4. Ways of Working

#### Meetings

- 4.1 The group will meet on a monthly basis, starting in April 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 notes and the Feedback Log will be sent via email to members and published on the Elexon website.
- 4.10 Feedback will not be attributed to individuals or organisations within the notes

### 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.