This document is classified as **White** in accordance with the Panel Information Policy. Information can be shared with the public, and any members may publish the information, subject to copyright.

Paper Reference:	**SECP_65_1502_10**
Action:	**For Decision**

Interested Parties Distribution List

1. Purpose

This paper sets out a SECAS proposal to create and utilise an Interested Party distribution list to allow companies, organisations and individuals who are not obliged to be a SEC Party but would like to receive information and keep up to date with SEC developments.

2. Requirement for an Interested Parties distribution list

Currently organisations must accede to the Smart Energy Code (SEC) in order to receive SEC related communication from SECAS. In order to improve the services currently offered by SECAS, and in response to feedback that was received in the 2018 Cross Code Survey, we are proposing that an Interested Party Distribution list be developed and maintained by SECAS, to keep those who are not SEC Parties up to date with SEC developments.

The 2018 Code Administrators' Performance survey highlighted the potential requirement, with one respondent suggesting that not all Manufacturers are SEC Parties, and therefore do not receive any updates or information from SECAS. The respondent noted that this can impact their ability to follow SEC processes when they are not kept up to date with SEC developments.

In addition to Manufacturers, other Interested Parties may include companies who are thinking about becoming a SEC Party, or third parties who provide services to SEC Parties.

Subject to approval, SECAS will create the Interested Parties distribution list, and will obtain contact information for each interested party. SECAS will maintain the list and ensure it is kept up to date, as per any other SECAS distribution list. SECAS will ensure that only white (public) classified information is issued to the Interested Parties. By introducing this distribution list, it will enable Interested Parties to receive information directly rather than have to search the SEC Website on an ad hoc basis. SECAS will also update the SEC Website to offer a platform where Interested Parties could subscribe to this service, which would ensure that only relevant information is issued and would be cost effective to manage.

Should the Panel wish to proceed with this proposal, SECAS will obtain costs to update the website, and will present these for Panel approval at the next meeting.

3. Recommendations

The Panel is requested to:

- **CONSIDER** the proposal to create, maintain and utilise an Interested Parties distribution list; and
- **APPROVE** that SECAS will maintain this, subject to the approval of website update costs, to be provided at the March Panel meeting.

Fiona Chestnutt

SECAS Team

8 February 2019