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<b>Action:</b>	<b>For Information</b>

## TABASC Members Election Update

### 1. Purpose

The purpose of this paper is to inform the Technical Architecture and Business Architecture Sub-Committee (TABASC) of the process that will be followed to fill the vacant Large Supplier seat, follow the resignation of a TABASC Member.

### 2. Election of vacant Large Supplier TABASC Member seat

As a result of the resignation of a TABASC Member (Stacey Brentnall), the following vacancy has arisen:

- 1 seat for person elected by the Large Supplier Parties:

Table 1 below sets out the tasks and timescales to be undertaken for the election process to fill the vacant Large Supplier Party Category seat, having in mind the timescales within Section C4.2 and the election process:

Action	Date
SECAS to publish and send an invitation for nominations for candidates for the role of TABASC Member for vacant Large Supplier seat.	Tuesday 9 April 2019 (15 Working Days)
Deadline for nominations.	Thursday 2 May 2019
SECAS to publish candidate list and biography to Large Supplier Party Category with an invitation to each of the Voting Groups comprising the Large Supplier Category to vote (if required),	Friday 17 May 2019 (10 Working Days)
Deadline for receipt of votes (if voting required).	Monday 3 June 2019
Notification of successful candidate published.	As soon as is reasonably practicable following deadline
Candidate take office.	Monday 10 June 2019

**Table 1: Timetable for vacant Large Supplier TABASC Member seat Election**

### 3. Next Steps

As outlined in Table 1 above, SECAS issued an invitation for nominations (Appendix A) on 9 April 2019 for the vacant Large Supplier seat. A [Latest News](#) article has also been published on the SEC Website.

### 4. Recommendations

The TABASC is requested to **NOTE** the contents of this paper.

Rebecca Jones

SECAS Team

11 April 2019

## Appendix A: Nomination Invitation Form

### Invitation for TABASC Nominations

The Technical Architecture and Business Architecture Sub-Committee (TABASC) has been established in accordance with Section F1 of the Smart Energy Code (SEC).

The duties, powers and functions delegated by the Panel to the TABASC have been included in the Terms of Reference in Annex A.

#### Member Elections

As a result of the resignation of a Large Supplier Member, the below seat is up for nomination:

- 1 Large Supplier seat

Any person (does not have to be a SEC Party) may submit a nomination for an individual to become a Technical Architecture and Business Architecture Sub-Committee (TABASC) Member for each category. It is expected that the nominee will have to agree to the nomination.

Included in Annex A is the TABASC Member Nomination Form, which should be submitted to [SECAS@gemserv.com](mailto:SECAS@gemserv.com) by **2 May 2019**.

#### Nominee Requirements

As set out in the SEC, the person to be nominated (the nominee) should be a person who (at the time of their nomination) is capable of becoming and remaining a TABASC Member in accordance with Section C6.

Pursuant to Section C6.7, members of the TABASC are required to have suitable experience and qualifications, which members are expected to demonstrate as part of the nomination process. Specifically, the nominee should as part of their role be able to fulfil the requirements under Section F1.4 'Duties of the Technical Architecture and Business Architecture Sub-Committee.'

#### Relevant Experience

The TABASC will provide advice and guidance to the Panel regarding the Technical Code Specifications, the End-to-End Technical Architecture, and the Business Architecture, and will be supported by a Technical and Business Expert Community (TBEC). Given the breadth of potential technical and business issues pertaining to the Smart Metering Implementation Programme (SMIP), an equivalent breadth of relevant experience will be welcomed and assessed on a case-by-case basis.

It is considered that the composition of the TABASC will be limited to strategic decision makers with the more detailed operational individuals forming the TBEC.

#### Relevant Qualifications

No specific qualifications are mandatory. It is envisaged that individuals with relevant experience will inherently possess sufficient qualifications. Nominees may list candidates' qualifications at their own discretion.

#### Voting

In the event that there are more nominations than there are available seats in a particular Party Category, a vote will occur. Each Voting Group within a Party Category is entitled to cast one vote in the election of the TABASC to be elected by that Party Category.

Each Voting Group will be asked to complete an election voting form once the nomination window has closed and the eligible candidates will be advised.

### **Next Steps**

If you wish to make a nomination, please complete the TABASC Member nomination form provided in Annex B and submit it by **2 May 2019**.

## Annex A: TABASC Member Nomination Form

The nomination form below needs to be completed by **2 May 2019**. If there is any incomplete information, SECAS reserves the right to disregard a nomination and therefore, not allow the nomination to continue to the election stage of the process if required.

The completed form can be submitted in electronic form to [SECAS@gemserv.com](mailto:SECAS@gemserv.com) or in hard copy to Smart Energy Code Administrator and Secretariat, Genserv Limited, 8 Fenchurch Place, London, EC3M 4AJ.

Nominator's Full Name and Contact Details	
Name of Nominee	
Position of Nominee i.e. current employer	
Relevant Experience	
Relevant Qualifications	
Party Category	