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Action:	**For Decision**

SEC Party Engagement Day – Preparations

1. Purpose

As outlined in Section C2.3(k) of the SEC, the SEC Panel are required to hold an Annual General Meeting (AGM) during the month of July each year, with representatives of each SEC Party being entitled to attend.

The SEC Party Engagement Day is a chance for Panel Members to engage with SEC Parties, and to allow SEC Parties to ask any questions they may have, before the formal general meeting.

This paper provides the SEC Panel with the outline preparations for the SEC Panel Engagement Day in terms of the format of the day and the date for the meeting.

2. Date

In accordance with previous years, it is proposed that the SEC Panel Engagement Day should take place the day before the scheduled July AGM, on Thursday, 11 July 2018. This approach intends to allow SEC Panel Members to attend both meetings with reduced impact on diaries. Calendar invitations have been sent to Panel Members.

3. Format and Agenda

It is proposed that the Panel hold the SEC Party Engagement Day in the format of previous years. This format included the Question and Answer session, as required by the SEC, plus a further informal session with presentations.

This year SECAS would like to introduce an interactive tool in the form of an app. The app would allow attendees to ask questions anonymously and would also be used as an 'ice breaker' to begin the day with a quiz. SECAS have seen this used successfully at a DCC Event in March, and a recent Gemserv employee strategy day. It appeared to encourage attendees to raise questions, whilst providing the organiser with instant feedback. SECAS have been informed that this will cost approximately £250. If the Panel feel that this would be beneficial to the day SECAS will progress this.

It is proposed that the following agenda items be covered:

- An overview of Panel activities over the last year and a look forward to the next year, including input from the Sub-Committee Chairs;
- Smart Energy GB speaking slot;

- Citizens Advice;
- DCC Update;
- BEIS Update;
- Ofgem; and
- SECAS Update.

4. Venue and Cost

The SEC Panel Approved Budget includes a provision of £7,500 for the SEC Party Engagement Day. This is in line with the budget provision from last year. An external venue with capacity for 60 attendees has already been secured, at a cost of £4,182. The cost includes the use of a theatre where a screen can be used to project presentations, tea, coffee and pastries for breakfast and at the end, a hot lunch, and tea and coffee throughout the day. There were 50 delegates at the 2018 event, plus SEC Panel Members and SECAS employees.

5. Communication

Each SEC Party is entitled to attend and speak at the general meeting. Once the SEC Panel have approved the approach, SECAS will engage with all SEC Parties through targeted emails from the Party Support Analysts, the monthly SEC newsletter and the SEC Website.

6. Recommendations

The Panel is requested to **AGREE** the outlined approach for the SEC Party Engagement Day.

Fiona Chestnutt

SECAS Team

2 May 2019