**Invitation for Panel Member Nominations**

This document follows the arrangements set out in the Smart Energy Code (Section C4.2) regarding the scheduled elections for the SEC Panel Elected Members.

**Scheduled Election**

In accordance with Section C4.4 of the SEC, an election will now take place in order to fill the following Panel Member vacancies:

|  |  |
| --- | --- |
| Panel Member | Category |
| Ashley Pocock | Large Suppliers |
| Karen Lee | Small Suppliers |
| Leigh Page | Gas Networks |
| Gary Cottrell | Other SEC Parties |

Included in Annex A, is the Panel Member Nomination Form which should be completed and returned to the SECAS helpdesk.

Any person (does not have to be a SEC Party) may submit a nomination for an individual to become an Elected Panel Member for each category. The person may nominate themselves or a third party. It is expected that the nominee will have to agree to the nomination.

The nomination form should be submitted to [SECAS@gemserv.com](mailto:SECAS@gemserv.com) by **Friday 9 August 2019.**

**Nominee Requirements**

As set out in the SEC, the nominee should be a person who (at the time of their nomination) is capable of becoming and remaining a Panel Member in accordance with Sections C3.2 ‘Panel Composition’ and C4.6 ‘Removal of Elected Members’.

The nominee should as part of their role be able to fulfil the requirements under section C3.7 ‘Duties of Panel Members’.

**Voting**

If a vote is required (more nominations received than seats available for each category), each Voting Group within a Party Category is entitled to cast one vote in the election of the Panel Member 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 of the vote taking place.

**Next Steps**

If you wish to make a nomination, please complete the Panel Member nomination form provided in Annex A and submit to SECAS by **9 August 2019.**

**Annex A: Panel Member Nomination Form**

The nomination form below needs to be completed by **Friday, 9 August 2019**. This form needs to be completed in conjunction with the guidance set out above. 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.

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, Gemserv Limited, 8 Fenchurch Place, London, EC3M 4AJ.

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| Nominator’s Full Name and Contact Details |  |
| Name of Nominee (person to be nominated) |  |
| Position of Nominee i.e. current employer |  |
| Party Category |  |