

SECAS Guidance Notes: Working Group Guidance

Contents

1. What is the Working Group?	1
2. Can the Working Group propose a solution?.....	2
3. Working Group meetings	2

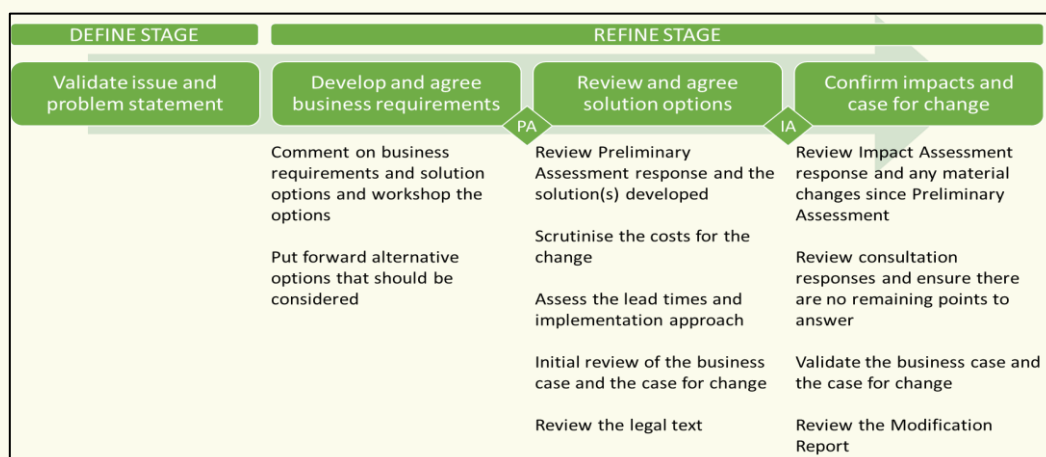
1. What is the Working Group?

The Working Group helps to develop the best solution for a Modification Proposal. It is a regular forum where industry members meet to provide input on the solutions to Modification Proposals during the Refinement Process.

Attendees act as a sounding board and provide input and challenge on the solution design or make suggested improvements. Working Group meetings are open to all industry members – you do not need to be a SEC Party to attend.

Working Group meetings are held during the Refinement Process:

- to consult on the business requirements and potential solution options for a modification prior to requesting a DCC Preliminary Assessment;
- to review the proposed changes, including the business case and implementation approach, following a DCC Preliminary Assessment; and
- to review any material changes to the solution and its implementation since the Preliminary Assessment, the consultation responses and the case for change following a DCC Impact Assessment.



If the modification is non-DCC System impacting, the second Working Group meeting may not be required. However, the same areas for input will be covered.

2. Can the Working Group propose a solution?

The Proposer of a modification **owns** the Proposed Solution to their proposal. However, Working Group discussions are important as they can help shape the design, providing feedback for the Proposer to consider. We encourage the Proposer and the Working Group to come to a consensus on a single solution.

Any other Party (that is entitled to raise a Draft Proposal) may feel that there is an alternative solution to what the Proposer intends to take forward. If this is the case, that Party may raise an Alternative Solution for consideration by the [Change Sub-Committee](#) (CSC). Alternative Solutions are progressed, developed and assessed alongside the Proposed Solution under the same modification.

3. Working Group meetings

Sessions are held on the first Wednesday of each month. Ad-hoc sessions may need to be scheduled for specific modifications, though these are rare. The sessions are held as 'hybrid' meetings; teleconferencing is available, and any members wishing to attend in person should contact sec.change@gemserv.com to arrange.

Meeting preparation

SECAS publishes the draft agenda ten Working Days before each meeting, so you can determine whether you want to attend. It is possible to attend the whole session or for specific items. All materials will be published on our website no later than five Working Days before the meeting.

To make the meeting as effective as possible, we will:

- work with the DCC and Proposer to ensure the business requirements have been developed and a suitable 'strawman' solution is available;
- ensure that any 'strawman' solution has been discussed with the relevant Sub-Committees before it goes to the Working Group; and
- clearly state the intended outcomes sought from the meeting in the Working Group agenda.

We publish all relevant paperwork in the lead up to Working Group meetings, which may include several questions that need to be answered. Attendees must have considered these questions and had relevant discussions within their businesses before the meeting to develop a solution in an efficient manner.

Our SEC Change Management team is always on hand to help answer any questions before a Working Group meeting and to help attendees prepare.

How can I take part?

It's simple to take part, and we encourage you to do so. There's no formal membership – you can attend whichever sessions you wish, depending on what Modification Proposals you want to contribute to. Please email us at sec.change@gemserv.com to let us know if you plan to attend a particular Working Group meeting. We will then send you a meeting invite five Working Days before the session takes place.

In summary, the Working Group is integral to shaping and determining the best solution for a Modification Proposal. Industry representation is key to ensuring the solution designed is the best it can be for all Parties, and so we encourage you to take part.