

Contestability Working Group – Terms of Reference

1 The purpose of the Group is:

- a) To discuss and facilitate delivery in the introduction of contestability in connections in Northern Ireland.
- b) To help ensure effective communication and progress on introduction of contestable connection activities and related policy implementation will include consideration of issues of interest to parties wishing to deliver new connections, stakeholders wishing for competition in connections and other stakeholders impacted by these new processes. Specific examples include:
 - I. Documentation – Specification review and Guidelines
 - II. Safety Risk Management
 - III. Permissions and Wayleaves
 - IV. New Procedures
 - V. Stakeholder Engagement
 - VI. Accreditation
 - VII. Contestable activities

The above list reflects particular issues that require to be considered at the time of the establishment of the group. Whilst they therefore represent priorities at that time the purpose of the Group is also to identify and act upon other issues that the Group considers merit consideration and prioritise as appropriate.

- c) To share relevant information and provide updates on progress in respect of all matters relating to the issues under consideration
- d) To communicate, as required, with other stakeholders and stakeholders groups where this is required to address the issues under consideration by the Group.
- e) The Group is not a forum for resolving matters which relate to specific connections projects albeit individual projects may inevitably be referred to for illustrative purposes only.

2 What will success for this group look like?

Whilst at an overall level the group will be successful if it can contribute to the successful introduction of contestable connections in Northern Ireland, success will be measured by progress on those areas that are under the control of the group. Specific measures of success will be:-

- Successful delivery of contestability in Northern Ireland
- Successful delivery of the contestable connection
- Agreement of contestable activities
- Availability of specifications and guidelines for use by independent connection providers
- Accreditation for independent connection providers
- Safety Risk Management
- Customer engagement

3 Meeting Structure

In addition to consideration of issues agreed in section 1b above, each meeting will be supported by the following reports:

- Regular updates on overall progress towards established targets by relevant parties;
- Other items relating to the above as participants deem relevant.

Depending on the focus and agenda of individual meetings, additional participants may attend, subject to the prior agreement of the Group.

4 Membership

The Group membership includes representatives from NIAUR, from the TSO, NIE, and from the new connections sector.

The new connections sector will be represented by an appropriate range of interests. That range of interests and the individual participants may vary as required subject to the agreement of the group.

5 Operating Principles

- a) The Group will nominally meet on a monthly basis or as required. NIAUR will chair the Group. NIE will provide the secretariat. Ad-hoc meetings may also be held as required. The meetings will be held at the NIAUR Offices Belfast;
- b) The Secretariat will send a proposed meeting agenda to the group members at least ten business days before each meeting. Each member has until five business days prior to the meeting to suggest additional/other items for the agenda. The Secretariat will then circulate the final agenda to all members at least three business days prior to the meeting;
- c) Subsequent to the meeting, and within five business days, the Secretariat will circulate draft minutes and an action list of the meeting to all group members by e-mail. The group members have until 10 business days after the meeting to respond with any comments or clarifications;
- d) The Secretariat will consider all comments received and will finalise the minutes and action list. If no comments are received from the group within the aforementioned 10 day period the draft minutes and action list are deemed to be the final;
- e) The Secretariat will distribute to the group the final minutes and action list within 15 days of the meeting; and,
- f) Final minutes will be published for public access by NIAUR within 20 business days of the meeting.
- g) Minutes of Working Group meetings and presentations will be published by NIAUR on their website. Detailed discussions during the development stage would not necessarily be made available in the public domain.