



SINGLE ELECTRICITY MARKET COMMITTEE

System Services Future Arrangements

Project Panel

Terms Of Reference

Information Paper

SEM-24-005

29 January 2024

Overview

On 8 December 2023 the SEM Committee published its decision on Phase III of the System Services Future Arrangements project (SEM-23-103). This document set out a number of decisions including the introduction of a Phased Implementation Roadmap, to be reviewed and finalised by the Transmission System Operators ahead of SEM Committee approval, and the establishment of a Project Panel which will meet periodically to monitor progress of project deliverables.

Details of the project panel were consulted on through the Phase III consultation (SEM-23-043) held during June and July of 2023, and the SEM Committee's decision indicated that a Terms of Reference would be subsequently published. Following on from this, the SEM Committee now publishes the Terms of Reference as detailed below.

The SEM Committee will now engage with the relevant groups listed for membership nominations in the Terms of Reference, and aims to confirm representation of group members and a 2024 schedule of meetings in the coming weeks.

Terms of Reference of the SSFA Project Panel

Objective of the System Services Future Arrangements Project Panel

1. The objective of the SSFA Project Panel (“the Panel”) is to provide a regular forum to track progress and allow stakeholder input on the System Services Future Arrangements Project (“the SSFA”) by reference to the Phased Implementation Roadmap (“the PIR”) and any other issues or areas directly relating to development of the SSFA¹.

Scope of the Panel

1. The Panel shall function as a consultative group which will monitor and engage on progression of the various workstreams and deliverables of the SSFA, to facilitate informed discussion and timely progression of the deliverables.
2. Ultimately, approval of all deliverables per the Phased Implementation Roadmap will be the responsibility of the SEM Committee, and the relevant parties referred to under each deliverable in the PIR will be responsible for progression of that particular deliverable.

Membership:

3. The Panel shall consist of:
 - A chairperson to be appointed by the SEM Committee
 - A representative from the CRU
 - A representative from the UR
 - A representative from EirGrid
 - A representative from SONI
 - A representative from ESBN DSO
 - A representative from NIEN DSO
 - A representative from the Electricity Association of Ireland
 - A representative from Renewable NI
 - A representative from Wind Energy Ireland
 - A representative from Energy Storage Ireland
 - A representative from the Irish Energy Storage Association
 - A representative from the Demand Response Association of Ireland
 - A representative from the Federation of Energy Response Aggregators
 - A representative from the interconnector owners
 - A representative from suppliers in Ireland
 - A representative from suppliers in Northern Ireland
4. Representation may be extended to include additional seats, including, but not limited to, Consumer Representative Groups, Large Energy Users, Energy Communities, and any

¹ For example, DSO-TSO interactions are not explicitly called out as a workstream under the PIR however the SEM Committee’s decision SEM-23-103 calls out progress on TSO-DSO coordination as a standing agenda item for the Project Panel.

new technology which successfully proves capability through the Qualification Trial Process and establishes an industry representative group.

5. Representatives will be nominated on a biennial basis to sit for two calendar years.
6. Ahead of the end of the membership term, the SEM Committee will invite nominations from the relevant representative groups, and will hold a public consultation seeking expressions of interest for additional seats on the Panel.
7. Secretariat functions will be carried out by the contracted RA Programme Management Office.
8. The chairperson shall be nominated for a two year term by the SEM Committee.
9. Each representative shall be allowed to appoint an alternate.

Meetings

10. Meetings will be scheduled to take place every two months.
11. At a minimum, four meetings should occur within a calendar year.
12. Meeting dates shall be scheduled at the start of the calendar year, and confirmed with at least 10 business days' notice of each meeting by the secretariat.
13. A quorum will be required for a meeting to proceed. A quorum will be defined as attendance of at least eight members including, a chairperson, a representative from at least one RA, and a representative from at least one TSO.
14. Attendance must be confirmed, or an alternate appointed at least three business days ahead of the meeting.

Role of the Chairperson

15. The Chairperson will be responsible for:
 - a. ensuring the efficient running of all meetings, ensuring that all agenda items run in a timely manner;
 - b. appointing any actions appropriately to members.

Role of the Secretariat

16. The secretariat will be responsible for:
 - a. ensuring the agenda and all relevant documentation is circulated ahead of time, with at least five business days' notice, to all members;
 - b. taking meeting minutes and circulating to all members within 10 business days after each meeting;
 - c. Tracking and updating the status of each deliverable by reference to the PIR ahead of preparation of documentation for each meeting;

- d. Following up with relevant members on the status of actions ahead of preparation of documentation for each meeting.