

<b>Meeting title</b>	<b>Notes of the meeting – User Group meeting (15)</b>
<b>Date / Time/ Location</b>	5 September 2019 – 8.30am – 4.00pm SSE, PERTH – The Board Room, Link Building

<b>Attendees User Group panel;</b>	
Tracey Matthews (TM)	User Group Chair
Wendy Barbour (WB)	User Group panel member - Supplier
Graeme Stewart (GS)	User Group panel member – DNO
Professor Gareth Harrison (GH)	User Group panel member - Innovation
Niall Stuart (NS)	User Group panel member – Generator
Doug McAdam (DM)	User Group panel member – Stakeholder and Environment
Julian Leslie (JL) - apologies	User Group panel member – ESO
Geoff Aitkenhead (GA)	User Group panel member – Asset Management
Robert Hackland (RH)	User Group – Technical Author
Jenna Black (JB)	User Group Secretariat
<b>Attendees to User Group;</b>	
Rob McDonald (RMc)	Managing Director - SHE Transmission
Aileen McLeod (AMc)	Director of Business Planning and Commercial

<b>Agenda</b>	
8.30am - 10.30am	
<ul style="list-style-type: none"> <li>• Welcome</li> <li>• Housekeeping</li> <li>• Re-cap</li> <li>• Agenda</li> <li>• Walk through of Ofgem Business Plan Guidance</li> </ul>	Tracey Matthews –
<b>10.30am – 10.45am</b>	<b>BREAK</b>
10.45am – 12.30pm	
<ul style="list-style-type: none"> <li>• <b>October BP submission</b></li> <li>• <b>Lessons learned</b></li> <li>• <b>Stakeholder feedback</b></li> <li>• <b>Ofgem Guidance</b></li> <li>• <b>Review of BP</b></li> <li>• <b>Stakeholder Feedback</b></li> <li>• <b>Additional requirements from the Challenge Group</b></li> <li>• <b>ENA Lower case</b></li> <li>• <b>Asset Management</b></li> <li>• <b>People Strategy</b></li> </ul>	Rob McDonald Aileen McLeod
<b>12.30pm – 1.00pm</b>	<b>LUNCH</b>
1.00pm – 3.00pm	
<ul style="list-style-type: none"> <li>• Timeline from September – October</li> <li>• SHE Transmission October submission</li> <li>• Appetite for “deep-dive” session(s)</li> <li>• Report Structure</li> <li>• Reflecting Ofgem Guidance</li> <li>• SharePoint folder structure</li> <li>• Business Buddy’s</li> </ul>	USER GROUP ONLY
<b>3.00pm – 3.15pm</b>	<b>BREAK</b>
3.15pm – 4.00pm	
<b>User Group closed discussion</b> <ul style="list-style-type: none"> <li>• Re-cap</li> <li>• Minutes of the last meeting</li> <li>• Actions</li> <li>• AOB</li> <li>• Close</li> </ul> <p>Date of next meeting – 8 October, SSE - GLASGOW</p>	Tracey Matthews  Minutes from 4 and 5 June approved.