

Meeting title	Notes of the meeting - User Group meeting (16) Walk through of second draft Business Plan
Date / Time/ Location	8 October 2019 – 8.30am – 5.00pm SSE, Glasgow – The Cutty Sark

Attendees User Group panel;	
Tracey Matthews (TM)	User Group Chair
Wendy Barbour (WB)	User Group panel member - Supplier
Graeme Stewart (GS) - apologies	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)	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
Attendees to User Group;	
Colin Nicol (CN)	Managing Director - SSEN
Rob McDonald (RMc)	Managing Director - SHE Transmission
Aileen McLeod (AMc)	Director of Business Planning and Commercial
Christianna Logan (CL)	Director of Customers and Stakeholders

Agenda	
8.30am - 8.45am	
<ul style="list-style-type: none"> • Welcome • Housekeeping • Re-cap • Agenda • Walk through of Ofgem Business Plan Guidance • Availability for 1 day deep-dive 23 or 24 October – Perth or Glasgow 	Tracey Matthews
8.45am – 10.00am	
<ul style="list-style-type: none"> • Introduction to walk through of October draft Business Plan • Material changes - October draft Business Plan 	Colin Nicol Rob McDonald Christianna Logan
10.00am – 12noon	BREAK at 10.45am
<ul style="list-style-type: none"> • User Group closed discussion - Q&A development 	Annex to minutes
12noon – 2.00pm	WORKING LUNCH at 12noon
<ul style="list-style-type: none"> • Q&A based on October draft Business Plan 	Rob McDonald Aileen McLeod Christianna Logan <i>Subject matter experts will be on hand to address topic specific concerns</i> <i>Tony Scott</i> <i>Maz Alkirwi</i> <i>Dave McKay</i> <i>Michael Ferguson</i>
2.00pm – 5.00pm	BREAK at 3.00pm
User Group closed discussion <ul style="list-style-type: none"> • Re-cap • User Group “1-pager” • Report writing and Business Buddy re-cap • Sharepoint • Minutes of the last meeting • Actions • AOB • Close • Tony and Tracey – 10 minute catch up re deep-dive <p>Date of next meeting – 26 November, SSE - GLASGOW</p>	Tracey Matthews Challenge Log – UPDATE