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| Document reference | 22.08.18UG |
| Revision | FINAL |
| Function | Transmission |

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| Meeting | User Group meeting 1. Day 1 The Ruthven Room, Perth DAY 2 – Ruthven Room, Tomatin Site Visit |
| Date | 22.08.18 & 23.08.18 |
| Time | 10.00am – 5.30pm |
| Topic | Introduction, scope agreement and site visit |

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| Attendees User Group panel; | |
| Tracey Barlow (TB) | User Group Chair |
| Wendy Barbour (WB) | User Group panel member - Supplier |
| Graeme Stewart (GS) | User Group panel member – Distribution Network Operator |
| Niall Stuart (NSt) | User Group panel member – Generator |
| Doug McAdam (DMca) | User Group panel member – Stakeholder Advisory Panel |
| Julian Leslie (JL) | User Group panel member – National Grid System Operator |
| Geoff Aitkenhead (GA) | User Group panel member – Asset Management |
| Karen McArthur (KMc) – apologies | User Group panel member – Sustainability |
| Jenna Black (JB) | User Group Secretariat |
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| Attendees to User Group; | |
| Alistair Phillips-Davies (APD) | Alistair Phillips-Davies (APD) Chief Executive Officer of SSE plc |
| Rachel McEwen (RMC) | Director of Sustainability and Non-Executive Director of SSEPD |
| David McKay (DMc) | Director of Transmission Operations |
| David Gardner (DG) – apologies | Director of Transmission |
| Aileen McLeod (AMc) | Head of Business Planning and Performance |
| Tony Scott (TS) – apologies | Project Director – Transmission East |
| Maz Alkirwi (MA) | Director of Finance for SSEN |
| Shirley Robertson (SR) | Head of Business Sustainability |
| Michael Ferguson (MF) | Head of Regulation |
| Matthew Seed (MS) – apologies | Head of Engineering and Investment |
| Bless Kuri (BK) | Acting Network Capability and Performance Manager |
| Emma Grant McColm (EGMc) | Citizens Advice Scotland |
| James Kerr (JK) | Citizens Advice |
| Rupika Madhura (RM) | Senior Advisor, RII02- policy, Ofgem |
| Geraldine Pearce (GP) | PMO Manager, Ofgem |
| Steve McMahon (SMc) | Deputy Director Electricity Distribution & Cross Sector Policy, Ofgem |

Minutes

| Agenda Item | Content |
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| <ul style="list-style-type: none"> • Welcome, Housekeeping and Agenda | <p>SR welcomed and thanked the group for attending the inaugural User Group meeting. SR and RMc provided a summary of who SHE Transmission is and what it stands for, SR advised we would send a copy of SHE Transmissions 4-year plan to all attendees.</p> |
| <ul style="list-style-type: none"> • Introduction to SHE Transmission • Ofgem Expectations • Citizens Advice Scotland and Citizens Advice • Overview of financing a regulated business • The electricity industry and current policy debates | <p>All User Group (UG) panel members and guests were introduced to each other and the SSEN team. SR explained panel member appointments based on Ofgem guidance and the enhanced engagement model as provided by Ofgem. The RIIO-T2 delivery programme was explained from SHE Transmission Business Plan Development at July 2017 – Business Plan Submission in Q4 2019. Proposed User Group (UG) Topics and dates were shown to the UG (topics subject to on-going discussions with Ofgem). TB asked all User Group panel members to review the draft Terms of Reference (ToR) throughout the meeting and we would revisit further into the agenda. UG to let JB know if proposed meeting dates suited.</p> <p>Meet and greet with APD and User Group.</p> <p>Ofgem guests presented to the UG the objective of their strategy for the next round of price controls.</p> <p>Citizens Advice Scotland and Citizens Advice gave a presentation on Consumer Priorities for RIIO-2.</p> <p>MA took the UG through an overview of financing a regulated business including the reasons why energy networks are regulated.</p> <p>AMc and MF talked us through economic regulation and the role of the regulator, Ofgem.</p> <p>The ToR was agreed with the UG.</p> <p>Colin Nicol, Managing Director of Networks met with the UG on 23/08/18. The UG and members of the SHE Transmission team visited Tomatin Substation thereafter.</p> |