



<b>Meeting title</b>	<b>Agenda – User Group meeting (10)</b> Target Operating Model for T2 Emerging Thinking Ofgem Workstream update Contracting Model for T2 Follow up to Asset Management
<b>Date / Time/ Location</b>	2 April 2019 – 8.30am – 4.30pm SSE, GLASGOW– The Cutty Sark

<b>Attendees User Group panel;</b>	
Tracey Barlow (TB)	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) – apologies AM	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
Jenna Black (JB)	User Group Secretariat
<b>Attendees to User Group;</b>	
Rob McDonald (RMc) – apologies	Managing Director of SHE Transmission
Tony Scott (TS)	RIIO-T2 Project Director
Aileen McLeod (AMc)	Head of Business Planning and Performance
Dave McKay (DMc)	Director of Operations – SHE Transmission
Peter McKessick (PMc)	Head of Project Development
Heather Bain (HB)	RIIO-T2 Asset Manager
Paul Leddie (PL)	Lead Procurement and Commercial Manager
Jennifer King (JK)	Lead Category Manager
Sara McGonigle (SMc)	Senior Manager for RIIO-T2
Greg Clarke (GC)	Head of External Relations (Corporate Affairs)

Zoe Dick (ZD)	Business Development Manager – Competition Policy
Euan Phillips (EP)	Assistant Engineering Manager
Michael Blake (MB)	RIO-T2 Project Management Office - Lead
Danny McMillan (DMcM)	Transmission Portfolio Manager

<b>Agenda</b>	
08.30am – 9.30am	
<ul style="list-style-type: none"> <li>Welcome</li> <li>Housekeeping</li> <li>Agenda</li> <li>Report Structure – User Group</li> </ul>	<p>Tracey Barlow</p> <p>The User Group had a closed discussion regarding Tracey’s proposal for the User Group reporting process.</p> <p>It was recognised that the User Group Sharepoint site should be realigned to suit the reporting structure – JB</p>
9.30am – 10.00am	
<ul style="list-style-type: none"> <li>Target Operating Model</li> </ul>	<p>Michael Blake and Tony Scott presented the Governance agenda item. Michael walked the User Group through the Organisational, Assurance and Approval Structure. The User Group were satisfied with the response given although the User Group wish to understand the feedback loop from the Steering Group back down to the workstreams.</p>
10.00 – 11.00am	
<ul style="list-style-type: none"> <li>Emerging Thinking feedback</li> </ul>	<p>Greg Clarke presented to the User Group the consultation period, engagement and research informing the Emerging Thinking paper. Greg presented to the User Group the media coverage, written and targeted feedback and covered next steps. The User Group wish to see how the business propose to engage with GB wide stakeholders in T2 within the business plan in June.</p>
<b>11.00am – 11.15am</b>	<b>BREAK</b>
11.15am – 12noon	
<ul style="list-style-type: none"> <li>Ofgem Workstream update</li> </ul>	<p>Sara McGonigle Danny McMillan Zoe Dick</p> <p>Sara Business Plan policy development update.</p> <p>Sara to give update on ofgem determination at June User Group session.</p>
12noon – 1.00pm	
<ul style="list-style-type: none"> <li>Contracting Model</li> </ul>	<p>Tony Scott Paul Leddie Jennifer King</p>

	Paul Leddie explained the Operating Structure, Approach and Governance, the Contracting Model during T1 and the development and refinement of the model for T2 including efficiencies and innovation.
<b>1.00pm – 1.30pm</b>	<b>LUNCH</b>
1.30pm – 3.30pm	
<ul style="list-style-type: none"> <li>Asset Management follow up</li> </ul>	<p>Dave McKay Heather Bain Brian Addison</p> <p>Heather Bain gave a thorough update on “The future operation of our network” paper, Stakeholder engagement, development and justification, risks to delivery and asset management capability.</p> <p>Dave McKay discussed the target operating model for Transmission and the SSE Group Operating Model including the refined 7 business Unit’s.</p>
<b>3.30pm – 3.45pm</b>	<b>BREAK</b>
3.45pm – 4.30pm	
<p><b>User Group closed discussion</b></p> <ul style="list-style-type: none"> <li>Re-cap</li> <li>Approve February Minutes</li> <li>Actions</li> <li>AOB</li> <li>Close</li> <li>Date of next meeting – 8/9 May 2019 – SSE, PERTH</li> </ul>	