

Draft

Energy Community Distribution System Operators in Electricity (ECDSO-E) cooperation mechanism

1. SCOPE AND FIELD OF APPLICATION

This document describes the organizational structure, activities and the responsibilities of all parties concerned within the Coordination Group of distribution system operators in electricity from the Energy Community (ECDSO-E), acting as a sub-group within the Energy Community Security of Supply Coordination Group (SoS CG).

1.1. Participation

ECDSO-E is established as a group of experts from electricity distribution network operator (DSO) undertakings in the Energy Community Contracting Parties.

ECDSO-E shall be a sub-group and an integral part (special group) within the Energy Community Security of Supply Coordination Group (SoS CG).

It is open for participation of distribution system operators from Participant countries.

Participation of the DSOs from the Energy Community in the ECDSO-E is voluntary.

Accession of new participants outside the Energy Community shall be defined in accordance with the procedural rules, applicable for SoS CG.

1.2. The structure

The operational structure of the ECDSO-E consists of:

- a) The ECDSO-E Coordination Group
- b) ECDSO-E Task Forces, including the joint working teams within the SoS CG
- c) Technical Networking.

This document gives guidance to conveners and members of the ECDSO-E bodies, with the aim of harmonizing their activities, avoiding duplication of work and ensuring that their activities are carried out in the most efficient way in line with the Energy Community Treaty.

1.3. The format

ECDSO-E shall function in an open format with free access to events and main outputs of its activities.

ECDSO-E shall take part in the meetings of SoS CG Subgroup on Electricity and in its activities and activities of its working groups.

ECDSO-E structures shall maintain its activities in the form of meetings, and electronically or web based coordination and activities, facilitated by the ECS.

Access to specific data and files of ECDSO-E and its working bodies, in particular access to consultation papers and database may be limited only to the participating members or only to the members of dedicated task forces.

Restriction of access, including access to data on web based platform, shall be defined by ECDSO-E CG upon reasonable request of a participating DSO.

2. COORDINATION GROUP (ECDSO-E)

2.1. Task and competences

2.1.1. ECDSO-E provides the format for discussion of all questions pertinent to DSO operation and functioning related to implementation of provisions of the Energy Community Treaty.

In particular its tasks will be:

- a) to facilitate and harmonize the implementation of the Directive 2009/72/EC and Directive 2005/89/EC and to elaborate guidance documents where necessary;
- b) to follow up conformity of practices, processes and activities in the field relevant for DSO operation and issue assessments and official positions;
- c) to discuss and, where appropriate, to develop a common view on issues to be discussed and agreed upon in the ECDSO-E and to be presented to other stakeholders;
- d) to support individual DSOs in the implementation of their tasks and obligations agreed upon by ECDSO-E and to coordinate related activities where appropriate;
- e) to follow up development of new rules and regulations and issue recommendations for implementation;
- f) to support DSOs in the management of transitions (guidelines, recommendations of best practices, peer to peer consultations);
- g) to establish and maintain liaisons with other European and/or regional cooperation bodies by appointing a dedicated liaison person;
- h) to cooperate with relevant working parties and the recognised stakeholders of the Energy Community, especially as far as the implementation of the provisions pertinent to DSOs is concerned;
- i) to cooperate with the other institutions and bodies within SoS CG and EnC on a regular basis;
- j) to nominate the ECDSO-E representatives to joint working groups within SoS CG, with other Stakeholders in permanent or ad hoc joint working parties (such as the Smart-EnC), and to maintain liaison as required;
- k) to set up, develop and maintain the DSO electronic platform, by:
 - maintaining the annual questionnaire dataset for benchmarking database;
 - developing and making available other datasets in the content and format agreed upon by ECDSO-E, such as quality of service indicators, network costs and tariffs, investment dynamic and structure, connection of small installations.

2.2. Composition

2.2.1. The membership in the ECDSO-E Coordination Group is defined as follows:

- representatives of all interested DSO from the Energy Community, including Observers and Participants to the EnC Treaty, officially nominated to the Group;
- experts and officials of the Energy Community Secretariat, designated to the ECDSO-E;
- representatives of the recognised stakeholders officially nominated to liaise with the ECDSO-E or invited by the Chairperson, Vice Chairperson or by the ECS;

2.2.2. The Energy Community Secretariat (ECS) shall provide overall logistic support for ECDSO-E.

2.2.3. ECDSO-E Coordination Group may decide to establish special task force groups, with an appointed convenor, to study a precisely defined problem and to report back on it. The task force groups should automatically be disbanded after presenting their final results.

2.2.4. All the conveners of the task forces are nominated by the ECDSO-E for a defined period, not longer than two years. Candidates are proposed by the members of ECDSO-E to the Chairperson until the day when the elections are planned to take place.

2.2.5 ECDSO-E shall nominate members for the Joint Working Groups and upon request, to the Technical Networks task forces.

2.3. Governance

2.3.1 ECDSO-E shall nominate a Chairperson and [two] Co-chairpersons acting as Vice Chairs.

2.3.2 The Chairperson and the Vice Chairperson are elected by the ECDSO-E for a period of two years.

Candidates are proposed by members of ECDSO-E to the Chairperson before an election takes place.

2.3.3 ECS shall appoint two expert officials to assist to and liaise with the ECDSO-E structures, one of which in the role of a [Moderator] of ECDSO-E activities.

2.3.4. The work of the ECDSO-E is led by the team made of Chairperson, Co-Chairs and [Moderator]. They may for specific questions consult convenors of the Task Forces of ECDSO-E and/or Joint Working Groups of SoS CG and experts of ECS. With the agreement of the Chair, convenors may appoint a co-convenor or deputy to represent them and report on their behalf.

2.3.5 The Chairperson may invite the meeting upon consultations with Co-Chairs, Convenors of Task Forces or upon initiative of the Secretariat to discuss or to adopt a formal position on a specific matter relevant for DSOs.

2.3.6 The meetings of the governing team(s) shall be normally arranged as web-based meeting hosted by the EnC Secretariat. In addition the team shall meet regularly in conjunction with the ECDSO-E meetings.

2.4. Meetings of ECDSO-E

2.4.1. ECDSO-E will meet when considered necessary upon a motion of the Chairperson of ECDSO-E, the Chair person of SoS CG, the PHLG or at least one third of its members. ECDSO-E will routinely meet twice a year.

2.4.2 The Secretariat will provide logistic support and expert assistance for ECDSO-E meetings.

2.4.3. The Secretariat will prepare the workshops, when considered useful, following the conclusion of ECDSO-E.

2.4.4. A draft agenda will be distributed at least 4 weeks before each meeting. Draft minutes will be distributed within two months after the meeting.

2.4.5. The conclusions are considered and approved at the meeting and published immediately after the meeting.

2.4.6. It is accepted that conveners do not have to take part in the each task force or of ECDSO-E meetings, but they must provide a report for the ECDSO-E Coordination Group from each of their meetings;

3. TASK FORCES

3.1. Task Forces are established for well-defined tasks. Terms of Reference will be defined by the Coordination Group. They will report to ECDSO-E at each meeting. A clear time frame for the task shall be defined.

3.2. The convenors are nominated by ECDSO-E according to point 2.2.4. Members of the Working Groups are representatives of DSOs, representatives from interested parties and recognized stakeholders, mainly transmission system operators, generators and regulatory authorities. They are invited by their convenors.

3.3. The Task Forces will be disbanded as soon as their tasks are carried out.

3.4. The Task Forces will co-ordinate their activities with the activities of other working groups within the Energy Community framework, as well as other regional and European co-operation institutions and initiatives. They will exchange results with these groups whenever possible.

3.5. Task Forces will meet when considered necessary by their convenors or by the Secretariat or by ECDSO-E, but at least twice a year. Meetings can be web meetings, as considered appropriate by Convenors for the work to be done. Invitations to the meetings will be distributed among the members of the groups and sent to all DSOs being full or associate members of ECDSO-E at least 4 weeks before each meeting.

3.6. Task Forces will send copies of their minutes to the ECDSO-E Chair for distribution to ECDSO-E members within two months after the meeting and report to ECDSO-E at each meetings.

3.7. The ECDSO-E moderator will keep a list of the active task forces, their tasks and composition.

4. JOINT WORKING GROUPS

4.1. Joint Working Groups are expert teams working jointly with other organizations or bodies of the Energy Community under the work plan of the SoS CG. They will follow the same rules as Task Forces, unless otherwise agreed upon by the organizations concerned.

4.2. Each Joint Working Group will appoint a representative to be a member of ECDSO-E Convenors Group.

4.3. The ECDSO-E representatives in the Joint Working Groups are nominated by the ECDSO-E for a period determined in the decision of its establishment. The

ECDSO-E representatives are requested to report about the activity of the joint group at each ECDSO-E meetings.

5. TECHNICAL NETWORKS

5.1. Technical networks (TN) are established to stimulate discussion and harmonisation in selected technical fields. The TNs operate by suitable electronic means and are led by the EnC Secretariat.

5.2. The TNs offer to the ECDSO-E members an informal platform for discussion and exchange of experience and of technical expertise and assessors. TN can hold a formal meeting when necessary, with the logistics support of the Secretariat

5.3. The members of the TNs are the nominated persons actively engaged in the particular field of the TN. The Secretariat on the motion of the Task Force or on its own motion will interact with the Recognised Stakeholders as necessary for information sharing.

5.4. The convener of the TN is nominated by the members for a period of two years. The convener or co-convener reports on the activity of the TN at each ECDSO-E meetings.

5.5. The ECDSO-E evaluates the work of and the need for the TN biannually. New TNs are established based on the need and interest of the ECDSO-E members following the conclusion at the meeting.

4.4. The Secretariat will keep a list of the active networking groups, their tasks and composition.