

# Agenda

CMP337/338

Workgroup Meeting: 1

<b>Date:</b>	08/04/2020	<b>Location:</b>	WebEx
<b>Start:</b>	11:00	<b>End:</b>	15:00

	Topics to be discussed	Lead
1.	<b>Introductions and meeting objectives</b>	SA
2.	<b>Overview modification process/review timelines on urgency</b>	SA
3.	<b>Proposer presentation and questions</b> <i>Proposer to talk through the issue they have identified</i>	RK
4.	<b>Review Terms of Reference (TOR)</b> <i>Do we need to add any further Terms of Reference?</i>	SA/Workgroup
5.	<b>Initial workgroup discussions</b>	Workgroup
6.	<b>Lunch</b>	
7.	<b>Further workgroup discussions</b>	Workgroup
8.	<b>Actions</b>	SA
9.	<b>Next steps</b>	SA

## Participants

Attendees	Company	Position
Shazia Akhtar	Code Administrator, National Grid ESO	Chair
Kirsten Shilling	Code Administrator, National Grid ESO	Technical Secretary
Rachel Kettles	SHEPD	Workgroup Member (Proposer)
Eleanor Horn	National Grid ESO	Workgroup Member
Paul Mott	EDF Energy	Workgroup Member
John Tindall	SSE Renewables Developments UK Ltd	Workgroup Member
Dennis Gowland	Neven Point Wind Ltd	Workgroup Member
Sharron Gordon	SSE - Transmission Operator	Workgroup Member
Richard Woodward	NGET	Observer
Tim Aldridge	Ofgem	Observer