

TERMS OF REFERENCE

Task Force Task Force Local Redistribution of Injections and Offtakes

This document describes the terms of reference for the Task Force Task Force Local Redistribution of Injections and Offtakes, that will focus on the methodologies used to distribute grid usage targets defined at national or regional level to local levels in grid studies.



Goal

Elia establishes the Task Force **Task Force Local Redistribution of Injections and Offtakes** (Task Force), as a consultative body for the co-development of methodologies used to distribute locally future penetration targets or additional capacities foreseen for generation, storage and consumption technologies defined at national or regional level. National or regional studies are indeed based on scenarios that describe future additional usages at aggregated level (national or regional), but do not consider where these additions will be located on the territory. This repartition step is an important step to develop the network at local level, and will be the focus of this Task Force.

The final deliverable is a report describing the methodologies to be used to distribute the nationally defined additional capacities, the criteria used to define the categories, the methodology used to define the granularity of the categorization and the geographical distribution, the repartition keys of the additional capacities by technology, by voltage and by region.

The task force will add value to the local repartition process by means of:

- *Increasing stakeholder participation*: stakeholders will be more involved in the methodology creation process. Stakeholders will be actively called upon to provide evidence-based data to feed the various discussions, or information that may be used to orient the local development of the network. Stakeholders will become more involved in providing insights in criteria that can help to improve methodologies for local grid development.
- *Increasing transparency*: the Task Force aims to improve the methodology of the local distribution of network usages, discuss openly about the criteria that are being used to assign certain usages to certain zones.
- *Improving coherence*: having a public and common approach, possibly differentiated by region, and a common platform in which the different stakeholders can communicate insights on criteria that can improve the consistency on the way the grid is developed to meet the expected future demand.
- *Improving data quality*: Different topics (demand, new usages, usages electrification, renewables ...) will be covered separately and in depth. The stakeholders will be able to invite experts to present additional insights to the topics that are at the agenda of the Task Force. Additional relevant data can also be submitted during the call for evidence.
- *Increasing efficiency*: by centralizing the methodology governance, this task force eliminates a part of the need for discussions at local level.

These Terms of Reference describe the organization and operation of the Task Force.

Scope

The task force will provide a forum for stakeholders to engage with Elia and each other in discussions. This section describes the scope of these discussions. The Task Force is also meant to be an incremental process.

The following topics are considered in scope of this task force:

- methodologies used to build repartition keys, to allocate the different nationally or regionally determined targets (such as penetration of PV, onshore wind, electric vehicles, heat pumps...) and values previously submitted by Elia in public consultations into the different network zones;
- discussions on evidence-based data, as provided by the stakeholders in the 'call for evidence', in the form of presentations given by stakeholders themselves, or ad hoc invitees;
- the relationship between the co-created methodologies and their application in the different Elia studies;
- closing discussions following the consultation of the Final Report.

The following topics are considered out of scope of this task force (non-exhaustive list):

- aggregated values of the national or regional targets and or the aggregated values that are meant to be distributed across regions. The Task Force will indeed be based on aggregated values that have been consulted upon and will focus on the repartition of the aggregated targets and values on the territory;
- discussions on study results, and how they compare to other studies. These are to be held in their respective task force.

Chairman & Secretariat of the Task Force

Chairman:

- The Task Force will be led by the Chairman, appointed by Elia
- The Chairman presides over the Task Force
- The Chairman will ensure that the guidelines regarding governance are respected.

Secretary:

- Elia will appoint a secretary.
- The secretary will provide administrative, logistical and technical support.
- The secretary will take responsibility for organizing the meetings, drafting the Minutes of Meeting (MoM) and is the general point of contact (SPOC) for the members of the Task Force.

Composition of the Task Force

The Task Force is composed as follows:

- The Elia delegation is composed of at least the Chairman and the Secretary. Based on the agenda of the meeting, additional experts from within Elia will be invited.
- Participation remains open to all stakeholders. Request for invitation to the Task Force can be sent by mail to the usersgroup@elia.be address.
- Topics for workshops will be announced during the kick-off meeting. Members are allowed to invite experts from within their organization.
- The participants should be present in the workshops, actively engage in the discussions and react to the public consultation of the Draft Report.

Iterative process

Although at the time of writing the process is still under construction, the following general principles will be upheld:

- The process for co-creating methodologies will be iterative, with iterations organized at most yearly. The scope and timing of the following iteration will be communicated to the Task Force participants and on Elia's website.
- The process will be split in two parts: an exploration and a consolidation phase.
 - In the exploration phase, a call for evidence will be held, topics for discussion will be prioritized, and one or more thematic workshops to discuss these topics will be organized.
 - In the consolidation phase, Elia will consolidate all input into a Draft Report, which is then consulted upon. The Draft Report will be made available on the Task Force webpage on Elia's website. Upon completing this consultation, Elia will integrate relevant feedback in the Final Report, . that will be made available on the Elia website. Elia will also publish on the Task Force webpage a Public Consultation Report, that will describe all non-confidential contributions of the different stakeholders and Elia's answer to the questions.

Meetings, agenda and governance

- The Task Force will meet at Elia's headquarters, unless a different venue is decided on by the Chairman, in consultation with the members of the Task Force.
- Participation to meetings through online platforms will be possible.
- Meetings will be conducted in English, although participation will be possible in Dutch or French
- Stakeholders will be offered the possibility to propose their own presentations, or propose guest speakers...
- Each year, a kick-off meeting will be organized where a high-level planning is communicated to the members. This kick-off meeting will be followed by 2 – 4 workshops during the rest of the year, depending on the topics to be discussed.
- Specific dates for meetings and workshops will be announced, at least 3 weeks in advance.
- The Chairman sends out the agenda to all members of the Task Force, at least two weeks in advance. The members have until two days before the meeting to send in possible remarks or additions.
- The meetings will begin and end in time.
- An atmosphere of trust, respect and confidentiality is asked of the participants.
- Participants will respect differences of opinion by acknowledging the other person's stance and not pushing the acceptance of theirs.
- The Chairman will ensure that these guidelines are respected.
- This final report will be published on the Elia website at the date announced during the kick-off.

Minutes of Meeting

- The secretary drafts the Minutes of the Meeting in English. This Minutes will be a representation of the main discussions held during the meeting and the actions that came as a result.
- Documents and presentations that have been discussed during the meeting will be in support of the Minutes. These documents and presentations can be in French, Dutch or English and will not be translated. They will be published on the ELIA website
- A draft version of the Minutes is sent to the members of the Task Force by e-mail within three weeks after the meeting.
- The members of the Task Force will have three weeks to send in comments by e-mail to the secretary.
- The Minutes will be formally approved during the next meeting of the Task Force.
- This final Minutes will be published on the Elia website.



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