



BSL Advisory Panel 01 Decisions and Actions report

Time and date	11:00 – 15:00, Friday 16 December 2016
Venue	Gemserv Ltd, 8 Fenchurch Place, London, EC3M 4AJ
Date of issue	19 January 2017

1. Welcome and housekeeping

BEIS introduced the interim Chair, Julian Morgan-Jones and highlighted three key aspects of introducing an Advisory Panel for the BSL; to support the scheme's transition to being a user funded and user-driven scheme, enabling greater transparency, and to provide expertise to drive improvements.

The Chair confirmed that following an initial 12-month period an election for the Chair of the Advisory Panel would be held.



2. Introductions

Name	Organisation	Position(s) represented
Julian Morgan-Jones	Wood Heat Association	Chair
Tom Beeley	Country Land and Business Association (CLA)	Suppliers: Self-Supplier, Producer
Duncan MacKinnon	Tilhill Forestry	Supplier: Producer-Trader Fuel type: Chip
Tim Finlay	Forever Fuels	Supplier: Trader
Mike Ingoldby	Bowland Bioenergy	Fuel type: Briquettes
Will Rolls (Telecon)	Will Rolls Consulting	Fuel type: Logs
Mark Lebus	LC Energy	Raw materials: Arb arisings
Christopher Lambton	Chapelgill	Raw materials: Forestry
Peter Townson	A W Jenkinson	Raw materials: Sawmill residues
Malcolm Snowie	Scot Heating Company	Raw materials: Waste
Frank Aaskov	Renewable Energy Association	Industry body: Renewables
Andrew Heald	Confor	Industry body: Forestry
Ian Tubby	Forestry Commission England	Industry body: Govt. forestry

Non-voting attendees:

- Alex Forbes (BEIS): Works in the RHI team at BEIS and has general oversight of BSL contract. His role is to ensure the BSL provides a good service and continues to develop in line with needs of industry and works with feedback
- Sarah Driver (Ofgem): Works as the RHI manager representing RHI participants



- Andrew Hopton (HETAS): Works on the BSL, providing an overview of the BSL inspections and audits, and provides ad-hoc advice. Is Head of Certification at HETAS.
- Helen Bentley Fox (Woodsure): Works on the BSL, carrying out audits and is a technical adviser to the BSL
- Paul Witton-Dauris (Gemserv): Senior Delivery Manager, has oversight of the BSL and other environmental schemes at Gemserv.
- Bethany Chubbock (Gemserv): BSL Delivery Manager, manages the day to day delivery of the BSL scheme.



3. Role and scope of the Panel

A quick recap of the Panel's purpose and objectives were provided:

- BSL Advisory Panel operates in an advisory capacity to BEIS, and BEIS is the decision-making authority. Panel members represent the customers, which are funding the service, and therefore provides the Panel with the ability to influence.
- Gemserv, as the BSL Administrator, is the service provider for the BSL scheme, delivering the service on behalf of BEIS, with whom Gemserv is contracted.
- Ofgem manages the RHI scheme. There is no contractual relationship between Ofgem and the BSL Administrator, although there are regular interaction and reports.

It was agreed that Panel members' email addresses would be circulated to facilitate communications between Panel members. It was suggested that discussions via email are minimised and that as an alternative, platforms such as LinkedIn and Huddle are used.

Action Panel 01-01	BSL Administrator to consider whether sharing platform Huddle could be used for BSL Advisory Panel members (BSL Administrator)
Action Panel 01-02	Circulate members' email addresses to the Panel (BSL Administrator)

4. BSL service update and charging overview

An overview was provided on the BSL Administrator's role and the service, since the BSL was introduced, and the contract structure with BEIS.

The following points were raised:

- Recognition that there is an element of double counting of fuels / volumes across the supply chain due to the inclusion of Producer, Producer-Trader and Trader fuels in reporting, as end-user sales are not differentiated in the BSL
- The tonnage fee is applicable to Producers, Producer-Traders and Traders on the basis that there is no clear rationale for applying the fee on one supplier type only and that, if it was, the fee would need to be higher to counteract the lower number of suppliers to ensure the same minimum level of funds are recovered. The fee is charged on woodfuel sales only, sold to the RHI market, ensuring evidence is retained by suppliers to support this
- The Panel needs to have some visibility of BSL costs to provide a steer on the fee structure and potential future changes to the charges



Action Panel 01-03	Provide standing update that includes statistics and BSL costs as part of the BSL Administrator update to the Advisory Panel meetings (BSL Administrator)
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5. Key focus areas and objectives for the Panel – discussion

The Chair invited members to raise topics and concerns on the BSL in order that the Panel prioritise these for discussion in 2017.

To develop a 12-month plan for moving issues and improvements forward, members raised the following topics and the Panel rated their priority and importance levels, where:

- ‘Urgent’ issues to be considered in next three months, Q1 2017
- ‘Important’ issues are to be considered at Panel meeting 03, Q2 2017
- ‘In scope’ issues to be considered Panel meeting 03 / 04 / 05, 2017

Categorisation	Topic	Importance
BSL Core administration	Data reporting monthly / quarterly	In scope
	Communications	In scope
	Fuel categorisation	In scope
	BSL supplier categorisation	In scope
	Improvement of application process	In scope
	Complexity of BSL and how it works	In scope
	Raw material definition	In scope
	Update RBRA	In scope
	Clarity of management plan requirements	Important (Q2)
	Q1 priority issues	Urgent (Q1)
	Payment mechanism	Urgent (Q1)
How Panel members represent position(s)	Urgent (Q1)	
BSL Administrator contract	Over / under-recovery: what happens?	In scope
	Enhancements and use of over-recovery	In scope
	Added cost enhancements	In scope
	Determining value for money	In scope
Communications and awareness	Demonstrating BSL credibility	In scope
	Sustainability PR	In scope
	Stakeholder communications	In scope



	Confusion of quality	Urgent (Q1)
	Communications re quality	Urgent (Q1)
Compliance and audits	Fraud and deliberate misuse	In scope
	Fake BSL numbers	In scope
	Credibility and compliance	Important (Q2)
	Audits and reporting	Important (Q2)
Data and reporting	Commercially useful data	In scope
	Data sharing between organisations	In scope
	Volume figures	Important (Q2)
Policy and wider issues	Should BSL incorporate quality	In scope
	Objectives of BSL	In scope
	Requirement for BSL	In scope
	Air quality and human health from burning wrong fuels	Urgent (Q1)

In line with suggestions from Panel members, the BSL Administrator took an action to issue further communications on BSL charges, confirming when and how fees should be paid

Action Panel 01-04	Issue communications to the BSL clarifying payment process and how and when fees need to be paid (BSL Administrator)
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Post meeting note – Email issued to BSL suppliers on 23rd December 2016 reiterating previous communications on charges and providing guidance on the payment process and timings

6. Meeting schedule and locations for 2017

The Panel discussed potential dates and locations for Panel meetings in 2017. It was agreed that BSL Administrator would circulate proposed dates and locations based on:

- Avoiding month ends, preferring meetings to be held early / mid-month
- Next meeting to be held early April 2017
- Locations to be spread across UK and must be near good transport links, e.g. near Edinburgh airport

Action Panel 01-05	Circulate proposed dates and locations of Panel meetings for 2017 (BSL Administrator)
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7. Any other business

The Chair invited any members to raise any other business. The following topics were discussed:

- i. Waste wood communications

Action Panel 01-06	Issue communications to BSL suppliers on quality of waste wood in RHI market once agreed by BEIS (BSL Administrator)
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Post meeting note – An email notification on quality of waste wood in the RHI market was circulated to all BSL suppliers on 23rd December 2016.

- ii. How members represent their position – Panel members queried how they can best represent their position(s) on the Panel. Members agreed they being representative of their area should not require canvassing views across BSL suppliers in that area. In the short term, where feedback and input from suppliers is received, this should be managed centrally and feedback from BSL users sent to the BSL Administrator, which directs it appropriately.



Appendix – List of meeting attendees

Members

Name	Organisation	Position(s) represented
Julian Morgan-Jones	Wood Heat Association	Chair
Tom Beeley	Country Land and Business Association (CLA)	Suppliers: Self-Supplier, Producer
Duncan MacKinnon	Tilhill Forestry	Supplier: Producer-Trader Fuel type: Chip
Tim Finlay	Forever Fuels	Supplier: Trader
Mike Ingoldby	Bowland Bioenergy	Fuel type: Briquettes
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Frank Aaskov	Renewable Energy Association	Industry body: Renewables
Andrew Heald	Confor	Industry body: Forestry
Ian Tubby	Forestry Commission England	Industry body: Govt. forestry

Non-member attendees

Name	Organisation	Position(s) represented
Alex Forbes	Department for Business, Energy and Industrial Strategy (BEIS)	BEIS
Sarah Driver	Ofgem	Ofgem
Bethany Chubbock	Gemserv	BSL Administrator
Paul Witton-Dauris	Gemserv	BSL Administrator
Helen Bentley-Fox	Woodsure	BSL Administrator
Andrew Hopton	HETAS	BSL Administrator

Apologies

Name	Organisation	Position(s) represented
Julia Turner	Wood Recyclers Association	Industry body: Waste
Jason Hubert	Forestry Commission Scotland	Industry body: Govt. forestry