



BSL Advisory Panel 02

Decisions and Actions report

Time and date	11:00 – 15:00, Wednesday 26 April 2017
Venue	Holiday Inn, 132 Corstorphine Road, Edinburgh, EH12 6UA
Date of issue	19 May 2017

1. Welcome and housekeeping

The Chair welcomed attendees to the second meeting of the BSL Advisory Panel and ran through the proposed objectives for the meeting:

- i. **Recap** on what was covered in the last meeting
- ii. **Provide updates** on the BSL service including general service review, contract, numbers, issues & progress
- iii. **Provide updates** on new developments since the previous meeting
- iv. **Provide updates** on the higher priority key focus areas agreed in December
- v. **Discuss** and **make progress** on these issues e.g. what actions to be taken and who will be taking them
- vi. **Agree priorities** for our next actions

The purpose and role of the BSL Advisory Panel was re-iterated including the role of the Advisory Panel as an advisory Panel to BEIS, which is the final decision making authority.

2. Review of minutes and actions from Panel 01

Members noted the minor amendments made to Panel 01 draft minutes issued following that meeting. No further amendments were suggested and the Chair confirmed the minutes as an accurate representation of the meeting.

The Chair ran through the actions taken at Panel 01 and provided updates and outcomes for each set out below:



Action Ref.	Action	Update
Panel 01-01	BSL Administrator to consider whether sharing platform Huddle could be used for BSL Advisory Panel members (BSL Administrator)	25 huddle licences secured for members to use. BSL Administrator agreed to set up a webinar to show members how to use the platform. Status: Closed (new action below)
Panel 01-02	Circulate members' email addresses to the Panel (BSL Administrator)	Email addresses circulated to members on 02/02/17. Status: Closed
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)	Updated provided and included on the agenda for Panel 02. Status: Closed (items for inclusion in next update captured as new actions)
Panel 01-04	Issue communications to the BSL clarifying payment process and how and when fees need to be paid (BSL Administrator)	Communications issued to all BSL registered users and suppliers on 23/12/16. Status: Closed
Panel 01-05	Circulate proposed dates and locations of Panel meetings for 2017 (BSL Administrator)	Proposed dates and locations circulated to members on 02/02/17. Status: Closed
Panel 01-06	Issue communications to BSL suppliers on quality of waste wood in RHI market once agreed by BEIS (BSL Administrator)	Email issued to all BSL registered users and suppliers on waste wood on 23/12/16. Status: Closed

New actions:

Action Panel 02-01	BSL Administrator to set up a webinar to show members how to use Huddle (BSL Administrator)
Action Panel 02-02	Send Julia Turner (WRA) the email on waste wood issued to BSL registered users and suppliers on 23/12/16 (BSL Administrator)

Post-meeting note: Waste wood email circulated 23/12/16 forwarded to Julia Turner (WRA) by BSL Administrator for information on 02/05/17.



3. BSL service update

An update on BSL Administrator activities was provided to meeting attendees (ref. slides 9-14).

Attendees discussed the updates that are being made on the BSL waste wood guidance and requested to be able to review and input into the guidance following a review by Environment Agency, Defra and Forestry Commission at a meeting on 17 May 2017.

The Chair agreed to send a version of WHA guidance to HBF for BSL to reference in updated waste wood guidance.

It was confirmed that the BSL Administrator provides Ofgem with regular updates on removed BSL numbers against which Ofgem performs checks for claimants. Following queries from members, it was agreed the BSL Administrator would outline the information shared between Ofgem and BSL in the next Panel update. NS agreed that Ofgem would provide an update at the next meeting including:

- A high-level overview of the Ofgem audit procedures
- The process for managing claims with invalid BSL numbers
- Instances where a fuel is being used that is not in line with the emissions certificate

Attendees also requested insight on cost recovery statistics, how this compared with initial projections, and reasons for variances.

Following agreement with members, the BSL Administrator agreed to continue to send emails to members to seek input into activities where relevant.

Action Panel 02-03	BSL Administrator to seek review from Panel on updated BSL waste wood guidance for publication by end May 2017 (BSL Administrator)
Action Panel 02-04	Send WHA guidance to HBF for reference in updated BSL waste wood guidance (Chair)
Action Panel 02-05	Ofgem to provide high level overview on RHI auditing process, including any checks on emissions certificate against fuels used and process for managing claims using invalid BSL numbers (Ofgem)
Action Panel 02-06	BSL Administrator update at Panel 03 to be provided as paper, and to include: information shared with Ofgem, cost recovery vs projections (noting that this can only be done for previous quarter), raw materials



	sources and volumes reported divided into supplier types, audit findings (BSL Administrator)
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Post meeting note: Action 02-04. The Chair forwarded the draft WHA guidance to HBF on 10/05/17.

4. BSL audit scope

The BSL Administrator informed the Panel of the contractual requirement for an annual audit of the BSL Administrator and that one of the Panel terms of reference is for the Panel to develop the scope of the audit.

Members queried the overarching objective of the audit, i.e. whether the BSL is:

- achieving its primary objective in terms of meeting the regulatory requirement
- achieving its contractual obligations under its contract with BEIS

Action Panel 02-07	BSL Administrator to send members proposed scope of BSL Administrator independent audit and confirm objectives of the audit (BSL Administrator)
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5. Key focus areas

The Chair recapped the key focus areas raised by members at the previous meeting and prioritised according to importance (ref. slides 19-28). The following urgent priorities were discussed and the following updates provided.

- 1) **Payment mechanism (Q1 priority)** – the BSL Administrator confirmed that an additional payment mechanism had been introduced (bank transfer). The Panel agreed to close the issue.
- 2) **Panel members' representation (Q1 priority)** – this was discussed in the previous meeting and members agreed to close the issue and to raise it in the future if it becomes an issue.
- 3) **Quality (Q1 priority)** – this formed the bulk of discussions in the meeting, including focusing on a letter circulated to members for discussion



Following discussions, the Panel agreed to make a recommendation to develop an input based standard for waste wood for non-WID boilers that NS agreed to take forward with HBF, and HBF agreed to create draft standard for Panel input and review by the Waste Wood working Group.

4) Clarity on management plans requirements (Q2)

This was in reference to forest management plans, noting that some BSL suppliers incorrectly select they have forest management plans for their raw materials when they should submit a Risk Based Regional Assessment (RBRA) with their application. Members agreed this issue should be addressed by:

- a. Updating definition of forest management plan
- b. Clarifying the evidence required for forest management plans when used by suppliers to demonstrate compliance with land criteria requirements

The BSL Administrator agreed to revise guidance alongside waste wood updates with input from DMcK.

5) Credibility, compliance and audits (Q2)

Members agreed this is an important issue to pursue and that visibility of auditing results and statistics would be useful (added to Action 02_06).

Due to time constraints, members were unable to discuss this issue and the Chair agreed to prioritise this for discussion at the next meeting. ML suggested pursuing sub-groups between meetings that are progressed by members with a specific interest and/or expertise in a priority issue topic area, e.g. compliance, waste etc.

Action Panel 02-08	Provide an update at Panel 03 on progress of cross-government waste wood working group including site visits carried out by the EA (BEIS w/ IT)
Action Panel 02-09	Try to locate international standard 17225 and issue to Panel members noting whether it defines typical values or max. values (BSL Administrator)
Action Panel 02-10	Circulate definitions of waste wood grades to Panel members (BSL Administrator)



Action Panel 02-11	Make recommendation that an input waste wood standard is developed possibly using international standard 17225 or PAS 111 standards (Ofgem w/ BEIS and HBF)
Action Panel 02-12	Draft input standard on waste wood for non-WID boilers development for review by Panel and propose methods of enforcements. Draft to be ready for EA waste wood working group and to be submitted by Alex Forbes and Ian Tubby (HBF, Ofgem w/ BSL Administrator)
Action Panel 02-13	Update BSL definition of forest management plan and evidencing requirements (BSL Administrator w/ DMcK)
Action Panel 02-14	Circulate key priority issue areas and ask members to volunteer availability to progress topics between meetings with other members (BSL Administrator)

6. Any other business

No members raised any other business for discussion.

The Chair noted issues with the teleconferencing facilities available and the limitations on phone participants to engage in discussions. It was agreed that at future meetings such facilities need to be more effective, including consideration of webinars as a future option.

Action Panel 02-15	Consider teleconferencing and/or webinar facilities at future venues to ensure remote participants can fully engage in meeting (BSL Administrator)
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Date of next meeting:

- Wednesday 5 July 2017, 11:00 – 15:00 @ Cunard Building, Liverpool L3 1EL.



Appendix – List of meeting attendees

Members

Name	Organisation	Position(s) represented	Attendance type
Julian Morgan-Jones	Wood Heat Association	Chair	In person
Tom Beeley	Country Land & Business Association (CLA)	Suppliers: Self-Supplier, Producer	Via teleconference
Duncan MacKinnon	Tilhill Forestry	Supplier: Producer-Trader Fuel type: Chip	In person
Tim Finlay	Forever Fuels	Supplier: Trader	In person
Mike Ingoldby	Bowland Bioenergy	Fuel type: Briquettes	In person
Mark Lebus	LC Energy	Raw materials: Arb arisings	In person
Christopher Lambton	Chapelgill	Raw materials: Forestry	In person
Peter Townson	A W Jenkinson	Raw materials: Sawmill residues	In person
Malcolm Snowie	Scot Heating Company	Raw materials: Waste	In person
Andrew Heald	Confor	Industry body: Forestry	In person (part)
Jason Hubert	Forestry Commission Scotland	Industry body: Govt. forestry	In person
Ian Tubby	Forestry Commission England	Industry body: Govt. forestry	In person
Julia Turner	Wood Recyclers Association	Industry body: Waste	Via teleconference (part)

Non-member attendees

Name	Organisation	Position(s) represented	Attendance
Alex Forbes	BEIS	BEIS	Via teleconference
Nigel Stokes	Ofgem	Ofgem	In person
Bethany Chubbock	Gemserv	BSL Administrator	In person
Helen Bentley-Fox	Woodsure	BSL Administrator	In person
Andrew Hopton	HETAS	BSL Administrator	In person



Apologies

Name	Organisation	Position(s) represented
Will Rolls	Will Rolls Consulting	Fuel type: Logs
Frank Askov	Renewable Energy Association	Industry body: Renewables
Edward Billington	UK Pellet Council	Fuel type: Pellets
Kirsty Rice	National Trust	Industry body: NGO