



BSL Advisory Panel 03

Decisions and Actions report

Time and date	11:00 – 15:00, Wednesday 5 th July 2017
Venue	Billington Bioenergy, Cunard Building, Liverpool L3 1EL
Date of issue	17 July 2017

1. Welcome and housekeeping

The Chair welcomed attendees to the third meeting of the BSL Advisory Panel and ran through the proposed objectives for the meeting and thanked Ed Billington for hosting 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** and **review guidance** on the waste wood following discussions in the previous meeting
- iv. **Discuss** options on quality and the BSL
- v. **Discuss credibility** of the BSL including compliance & audits, and **agree** how improvements could be progressed
- vi. **Discuss and agree** priorities for issues previously identified and determine actions to be taken forward

2. Review of minutes and actions from Panel 02

No comments were received on the draft meeting summary of Panel 02 and the summary was agreed to be an accurate representation of the meeting and was finalised.

The Chair ran through the actions taken at Panel 02 and provided updates and outcomes for each set out below:

Action Ref.	Action	Update
Panel 02-01	BSL Administrator to set up a webinar to show members how to use Huddle (BSL Administrator)	Members were invited to a webinar on 15/06/17. Status: Closed
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)	Sent to JT on 02/05/2017 Status: Closed
Panel 02-03	BSL Administrator to seek review from Panel on updated BSL waste wood guidance for publication by end May 2017 (BSL Administrator)	Draft guidance circulated on 08/06/17. Comments from EA outstanding but comments rec'd to be reviewed today. Status: Closed
Panel 02-04	Send WHA guidance to HBF for reference in updated BSL waste wood guidance (Chair)	Sent to HBF on 10/05/2017. Status: Closed
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)	Updated to be provided under agenda item 4. Status: Closed
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	Included under agenda item 3. Status: Closed
Panel 02-07	BSL Administrator to send members proposed scope of BSL Administrator independent audit and confirm objectives of the audit (BSL Administrator)	Agreed with BEIS that objectives and scope to be outlined and agreed in Q3. Status: Closed
Panel 02-08	Provide update at Panel 3 on progress of cross-government waste wood working group including site visits carried out by EA (BEIS)	To be provided under agenda item 5 Status: Closed

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)	Due to copyright, this cannot be circulated but contains max. expected values. Status: Closed
Panel 02-10	Circulate definitions of waste wood grades to Panel members (BSL Administrator)	Link included in email on 11/05/17. Status: Closed
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)	To be discussed under agenda item 5 Status: Open
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 IT (HBF, Ofgem w/ BSL Administrator)	To be discussed under agenda item 5 Status: Open
Panel 02-13	Update BSL definition of forest management plan and evidencing requirements (BSL Administrator w/ DMcK)	BSL portal help text updated. Reviewing guidance. Status: Open Update: Share provisional changes with members on Huddle.
Panel 02-14	Circulate key priority issue areas and ask members to volunteer availability to progress topics between meetings with other members (BSL Administrator)	Included in post-meeting email on 11/05/2017. Status: Closed

New actions:

Action Panel 03-01	BSL Administrator to archive old documents on Huddle such as draft agendas (BSL Administrator)
Action Panel 03-02	Circulate link for members to purchase International Standard 17225 (BSL Administrator)



3. BSL Administrator update

The BSL Administrator update paper was presented to members, which was summarised on slides 10 to 15 in the meeting slide pack.

Following a member query, it was clarified that no funding would be received from BEIS in the event of a shortfall in cost recovery, and that any gap would need to be filled by BSL Administrator efficiencies where possible and the cost recovery mechanism being adjusted.

Some questions were raised on the auditing of suppliers, specifically around audit assessment criteria, failure rates, overseas audit rate and follow up activities, in respect to overall credibility of the scheme and how joined up the approach is with Ofgem. The BSL Administrator confirmed an SLA is in place between the BSL Administrator and BEIS on auditing and this has been met to date. It was agreed that the audit overview sheet used would be shared on Huddle with members.

Action Panel 03-03	Include in next BSL update quarterly reporting data by supplier type and fuel type, and include breakdown for waste wood (BSL Administrator)
Action Panel 03-04	Develop proposal on data sharing and verification between BSL and RHI for auditing, and share on Huddle (BEIS / BSL Administrator incl. HETAS)
Action Panel 03-05	Provide audit overview sheet onto Huddle outlining risk factors assessed (BSL Administrator)

4. Ofgem update

Ofgem provided a high-level overview of Ofgem's activities in respect to Action 02-05 taken in Panel 02, specifically around the RHI auditing process, including checks on emissions certificate against fuels used and process for managing claims using invalid BSL numbers.

The Panel discussed the biomass boilers project currently being undertaken by BEIS, for which a further update will be provided at the workshop on 26th July 2017.

Action Panel 03-07	Communications to be issued by BSL on audits, compliance activities and removals, to inform RHI participants fraudulent activities are being addressed and to enhance scheme credibility (BSL Administrator and BEIS)
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5. Waste wood

An update was provided by AF on the cross-government waste wood working group consisting of BEIS, Defra, Forestry Commission and Environment Agency, and how the group is addressing reports that contaminated waste wood has entered the RHI market. It was confirmed that the following activities are taking place:

- a. The BSL Administrator is updating their guidance to make explicit the obligations on suppliers and users of waste wood
- b. Ofgem are also undertaking the following:
 - Guidance review
 - Reviewing their audit programme and will undertake more audits, which will be risk-based
 - Undertaking analysis of waste wood data and joining up data sets
- c. Looking at potential adoption of input standard / contaminant standard on the basis that changes to EA regulation can take up to 2 years
- d. Assessing viability of short-term and/or longer-term options within BSL and potential voluntary schemes for assuring quality on the BSL.

Panel members discussed options around progressing an input standard for waste wood and adopting a similar approach to the German standard and whether PAS111 could be adopted with specifications. WRA confirmed that PAS111 is now owned by WRA and due to the nature of WRA being a trade association, there is no resource available to police the Standard.

The Panel discussed possibilities around introducing an assurance scheme that could be developed, paid for, and administered by, industry.

Action Panel 03-08	Publish revised version of waste wood guidance to Panel members for final comments, seeking sign off by MS and WRA, prior to publication as consultation version, which will be finalised following receipt of EA and SEPA input (BSL Administrator)
Action Panel 03-09	Develop coordinated plan to issue communications to target audience about ensuring right quality of wood is burnt in appropriate boilers, including targeting MCS installers (BEIS, & BSL and Ofgem)



6. BSL and Quality – discussion on ways forward

The Chair presented slides on this topic (ref. slides 18 to 30), which were put together by the Chair on quality issues faced in the biomass market and how this relates to the BSL, for consideration by Panel members.

During this session, members raised some concerns around health and safety in biomass and the risks around the combustible nature of biomass fuel. The benefits to incorporating quality with sustainability and legality criteria into the BSL were recognised by some members, as were the challenges around the potential use of the BSL as the mechanism and whether this would be the best approach.

Action Panel 03-10	Discuss this issue at Panel 04 and invite members to comment on the slides via Huddle or email following Panel 03 (BSL Administrator)
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7. Credibility, compliance & audits

Discussions on credibility, compliance and audits were held briefly during the BSL Administrator update (agenda item 3, see slide 15), however due to time constraints this was not discussed further under this agenda item. The Chair confirmed this could be prioritised next month if deemed to be a key focus area for members, and would be agreed under agenda item 8.

8. Review of priority items and determination of actions for next 2 Panel meetings

Due to time constraints, the Chair agreed to circulate the list of issues so that members can vote on those they wish to prioritise.

Action Panel 03-11	Circulate list of issues raised by BSL members in Panel 01 for members to vote on those they want prioritised for progression (BSL Administrator)
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9. Any other business

No members raised any other business for discussion.

The Chair thanked members for their attendance and valuable participation and closed the meeting.



Date of next meeting:

- Wednesday 4 October 2017, 11:00 – 15:00 @ Gemserv, 8 Fenchurch Place, London EC3M 4AJ

DRAFT

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	In person
Bruno Prior	Forever Fuels	Supplier: Trader	In person
Edward Billington	UK Pellet Council	Fuel type: Pellets	In person
Mike Ingoldby	Bowland Bioenergy	Fuel type: Briquettes	In person
Lucy Clark	LC Energy	Raw materials: Arb arisings	In person
Nicola Hopkins	LC Energy	Raw materials: Arb arisings	In person
Malcolm Snowie	Scot Heating Company	Raw materials: Waste	In person
Andrew Heald	Confor	Industry body: Forestry	Via teleconference
Kirsty Rice	National Trust	Industry body: NGO	In person
Ian Tubby	Forestry Commission England	Industry body: Govt. forestry	Via teleconference
Julia Turner	Wood Recyclers Association	Industry body: Waste	In person
Richard Coulson	RWE	Non-member guest	In person

Non-member attendees

Name	Organisation	Position(s) represented	Attendance
Alex Forbes	BEIS	BEIS	In person
James Woods-Segura	Ofgem	Ofgem	Via teleconference
Bethany Chubbock	Gemserv	BSL Administrator	In person
Paul Witton-Dauris	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
Jason Hubert	Forestry Commission Scotland	Industry body: Govt. forestry
Frank Askov	Renewable Energy Association	Industry body: Renewables
Duncan MacKinnon	Tilhill Forestry	Supplier: Producer-Trader Fuel type: Chip
Peter Townson	A W Jenkinson	Raw materials: Sawmill residues

Stepped down from the Panel

Name	Organisation	Position(s) represented
Will Rolls	Will Rolls Consulting	Fuel type: Logs
Christopher Lambton	Chapelgill	Raw materials: Forestry