



BSL Advisory Panel – Decisions and Actions

Meeting 04

Time and date	11:00 – 15:00, Wednesday 4 th October 2017
Venue	Gemserv, 8 Fenchurch Place, London, EC3M4AJ
Date of issue	18 October 2017

1. Welcome and housekeeping

The Chair welcomed attendees to the fourth meeting of the BSL Advisory Panel and suggested that introductions should be made to Imogen as the new BSL Delivery Manager. The Chair then 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** and **review and AGREE guidance** on the waste wood following discussions in the previous meeting
- iv. **Discuss** options on quality and the BSL and **AGREE** next steps
- v. **Discuss and AGREE** priorities for issues previously identified and determine actions to be taken forward

2. Review of minutes and actions from Panel 03

No comments were received on the draft meeting summary of Panel 03 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 03 and provided updates and outcomes for each set out below:



Action Ref.	Action	Update
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)	This is linked to the final content of the waste wood guidance (03-07) Status: Closed
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	This is linked to the final content of the waste wood guidance (03-07) Status: Closed
02-13	Update BSL definition of forest management plan and evidencing requirements (BSL Administrator w/ DMcK)	The Chair explained that the definition of a 'Forestry Management Plan' on the BSL portal had been updated. In addition to this, a management plan has been drafted. HBF informed the panel of the changes, which included why an RBRA may be required if the management plan is deemed insufficient. IT took an action; write to Richard Howe (UK Forestry Standard) about Forestry Commission Scotland, Forestry Commission England and Natural Resources Wales coming to an agreement. Status: Open
03-01	BSL Administrator to archive old documents on Huddle such as draft agendas	Completed. Some panel members expressed their concerns with the usability of Huddle. To ensure they are fully comfortable using this platform, the BSL Administrator suggested that the panel members review the first recorded webinar which has been saved and uploaded to Huddle. If the members feel that they require more training in this area, another live workshop can be set up. Status: Closed
03-02	Circulate link for members to purchase International Standard 17225	Included in post-meeting email sent 19/07/17 Status: Closed

03-03	Include in next BSL update quarterly reporting data by supplier type and fuel type, and include breakdown for waste wood	Included in BSL Administrator update Status: Closed
03-04	Develop proposal on data sharing and verification between BSL and RHI for auditing, and share on Huddle	Meeting took place on 21/09/2017 with Ofgem and BEIS. Verbal update to be provided at Panel Status: Closed
03-05	Provide audit overview sheet onto Huddle outlining risk factors assessed	Shared via Huddle 17/08/17 Status: Closed
03-06	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	Email issued to all BSL registered suppliers and self-suppliers 30/08/17 Status: Closed
03-07	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	Comments received from WRA & EA. This was discussed under Agenda item 6. Status: Closed
03-08	Develop coordinated plan to issue communications to target audience about ensuring right quality of wood is burnt in appropriate boilers, including targeting MCS installers	The BSL Administrator provided an update in which communications were issued to MCS installers w/c/ 26 th Sept via the MCS team at Gemserv as well as confirmation from REI that they will publish the article on their website and magazine. The Chair asked whether this is a one-off publication or the start of an on-going agreement/plan to keep boiler installers informed. He also added that it would be useful to see if the communications have an impact on the numbers of boilers burning waste wood. Focus on development and planning. Status: Open
03-09	Discuss issue of BSL and quality at Panel 04 and invite members to comment on the slides via Huddle or email following Panel 03	Completed 20/09/17; requested feedback in post-meeting email & in comments on slides Status: Closed



03-10	Circulate list of issues raised by BSL members in Panel 01 for members to vote on those they want prioritised for progression	Survey issued to members in July. Status: Closed
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New actions:

Action Panel 04-01	Ian Tubby and Andrew Heald to contact Richard Howe (UK Forestry Standard) about Forestry Commission Scotland, Forestry Commission England and Natural Resources Wales coming to an agreement.
Action Panel 04-02	BSL Administrator to recirculate the recorded huddle webinar.
Action Panel 04-03	BSL Administrator to report to Panel any feedback received regarding the installer communications.

3. Review ToR/ agree Chair “re-election” process/ vacant positions

The BSL Administrator explained that the Chairs tenure has come to a close and either the Panel can agree for this to continue or decide if a new election/nomination process is to be carried out. The election process has been included in Appendix C in the Terms of Reference.

The BSL Administrator asked the Panel whether they were happy for the current Chair to continue his post for another 12 months, explaining that if other members would like to put themselves forward then a formal election process can be carried out, should this be desired.

Panel agreed that the Chair will remain for another year.

A Panel Member highlighted that there should be a clear process in place should the Panel ever want an election in future. The BSL Administrator recorded this an action and to provide the Panel with an update at the next meeting.

Action Panel 04-04	BSL Administrator to review and update the Chair election process within the Terms of Reference.
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4. BSL Administrator update

The BSL Administrator stated that the updated Word Document has been circulated as well as the Power Point and wanted to find out if both documents are necessary. To make efficiencies, the BSL Administrator proposed that the Word Document is removed provided that the necessary information is captured in the Power Point presentation.



Questions were raised from Panel regarding the time taken to approve applications and the rates of removals. The BSL Administrator explained that there are many dormant applications that have started but not completed the process. The BSL Administrator are currently thinking of ways to reduce this queue of dormant applications which would then show a true reflection of application process times.

Action Panel 04-05	BSL Administrator to provide a break down of time taken to approve applications and the rates of removals.
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Action Panel 04-06	BSL Administrator to provide a breakdown of cost incurred in the next Administrator update.
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The Panel felt that it would be useful to understand the true figures of what is being sold. A Panel Member informed the Panel that this is an issue currently being considered by the UK Pellet Council.

A Panel Member mentioned that HMRC check the quantity of pellets sold and can obtain statistics on trading information by HMRC and Forestry Commission report.

Action Panel 04-07	IT to share the pellet statistics with the Panel via Huddle.
Action Panel 04-08	BSL Administrator to provide figures on what BSL numbers are being sold to other Suppliers.

Following this, the BSL Administrator presented information on the independent audit of the BSL. The scope of the audit and the budget was explained, clarifying that it may be more efficient to use an internal auditor that was independent from the BSL as the scope of the review is so specific. It was agreed that a further update will be provided at the next meeting and the results of the audit is to be shared with the Panel. There was a suggestion to use a BEIS auditor but the argument was that it is not independent.

Post meeting note: The BSL Administrator was provided with a suggested external auditor to investigate further.

5. Ofgem update



Ofgem provided a high-level overview of their current activities, summarising that there are two key focus areas:

- End-to-end process of the biomass supply chain
- Unpaid BSL members and the collaboration between Gemserv and Ofgem.

Ofgem moved on to unpaid BSL numbers claiming RHI. Some BSL members haven't paid the relevant fees but have remained on the scheme. It was clarified that a data cleansing exercise is currently being undertaken to remove unpaid members from the scheme resulting in RHI payments stopping. Ofgem newsletters will be including BSL articles to target domestic RHI participants and Suppliers to ensure the fee payment has been addressed.

The Chair added that it is vital for people know that these checks are happening to ensure compliance.

Action Panel 04-09	Ofgem to share with Panel the results of biomass project: eligible heat output vs tonnage input, when available.
Action Panel 04-10	BSL Administrator circulate a communication to BSL Suppliers to reinforce the importance of complying with scheme requirements and the consequences of not doing so.

6. Waste wood

A summary of the outstanding areas of development for the Waste Wood Guidance was presented to Panel.

A Panel Member mentioned that PAS 111 is not practical and that Grade A waste is being abused. The EA and WRA are looking to provide guidance/clarification on this in July 2018 which will hopefully help with enforcement. A Panel Member added that the EA are quite clear that they want all treated wood to end up in panel board factories or chapter 4 compliant boilers. A Panel Member pointed out that the RHI Ofgem review could result in poor quality wood being removed from the RHI which could help the issue.

The Panel agreed to approve the content in the guidance. The next question raised was whether the document would need to go out for consultation if it was just guidance and not a standard. The Panel felt that as a guidance document it would not require formal consultation.



The Panel consensus was that Option 1 is the most practical approach: 'Pre-consumer waste wood does not include packaging or pallets unless you are the manufacturer of the pallets and know that the material is untreated.' However, after consideration, Option 1 was the only feasible approach to the problem, so the other options were not even considered,

A Panel Member noted that she would expect to see an increase in BSL helpdesk enquires and is happy to work with the BSL Administrator to develop some general responses that can be provided to Suppliers.

It was also agreed that any new BSL guidance documents on waste wood needs to fall in line with the EA position statement to be issued later this year.

Action Panel 04-11	HBF to upload the waste wood guidance power point on to Huddle.
Action Panel 04-12	BSL Administrator to work with HBF to develop guidance for helpdesk regarding the waste wood guidance requirements. BSL Administrator to share this text with Ofgem.

7. Waste wood standards developments

This was mostly covered in the waste wood section. It was made clear that the issues are largely historical but this will hopefully be addressed in the new EA/WRA guidance by July 18.

It was also added that the changes in RHI legislation (20/09/2017) was a significant transformation regarding the type and size of boiler that will be permitted from now on. It is predicted that the boilers being implemented post 20/09/2017 will be larger systems and potentially WID compliant.

8. RHI consultation

Agenda items 8 and 9 were switched due to time constraints. The following consultation was introduced to the Panel:

- The Non-Domestic Renewable Heat Incentive: further proposed amendments

BEIS have provided additional information to the consultation which is mainly focussed on the policy intent. Details include participants claiming RHI payments for drying purposes. It was added that a question was asked around implementing the legislation retrospectively but this may be more complicated.



WHA volunteered their time to help Ofgem's RHI investigation regarding claiming RHI for drying purposes.

Action Panel 04-13	WHA and Ofgem to discuss the possibilities in solving the problem of claiming RHI for drying purposes.
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9. BSL & Quality

The Chair led on this agenda item, highlighting that the BSL has always been associated with quality yet it is a sustainability mark not a quality mark.

A Panel Member felt that compliance (and as an extension, safety) is a more pressing issue than quality.

The Chair posed the question – “What do we need for quality to be successful on the BSL?” The following suggestions were proposed:

- Improving EA legislation
- Change RHI legislation

The Chair felt that BSL is confused with quality and that some people believe that BSL means they have the right quality wood fuel whereas this is not the case.

BEIS informed the Panel that it was considering having a link between BSL, quality and safety and that there is opportunity to strengthen this connection.

The Chair noted another opportunity involving cost recovery within the BSL. This could potentially support standards and improve the level of education and training associated with the deployment of compliance and audits. He added that BEIS are considering a scheme which looks at the efficiency of boilers. If this scheme indicates a high proportion of systems are inefficient, education and training would be a useful input to dealing with any potential negative outcomes.

A Panel Member mentioned that HETAS and Woodsure's aim is to raise awareness of quality. A Panel Member added that he has always supported high quality but is unsure as to how enforcement will work due to the lack of policing. A Panel Member suggested targeting the consumers so that they know what to look out for.



A Panel Member proposed the option of a Code of Practice to increase quality of installation. A Panel Member added that high standards are required and that there is a high percentage of inefficient boilers.

Ofgem agreed that if BSL were to include quality, this would add value to RHI compliance, enforcement and auditing.

Action Panel 04-14	BSL Administrator to add LB to Huddle.
Action Pane 04-15	JMJ to bring forward proposals for how we could combine quality and Health & Safety together with the BSL. ML has volunteered to help with this.

It was agreed that it would be useful for the BSL Administrator to create a new folder for the quality amalgamation on Huddle:

Action Panel 04-16	BSL Administrator to create a BSL Quality folder on Huddle.
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10. Meeting dates, locations and Priorities in 2018

The Chair thanked the Panel for providing feedback regarding the next issues and topics to work through and for voting on what needs to be addressed via SurveyMonkey.

It was proposed that the categories addressed in this meeting can be removed from the options so that it highlights any focus areas or topics that are not on the list.

After removing topics that have already been discussed, the following categories were agreed to be incorporated in to the next agenda:

- Fuel categorisation
- Stakeholder Communications.

Action Panel 04-17	BSL Administrator to include a breakdown of fuel type (i.e virgin, waste). This should be included as well as the subtotals of the quantities of wood fuel for the next meeting.
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Action Panel 04-18	BSL administrator to meet with Ofgem to create a communications plan.
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11. AOB

A Panel Member raised an AOB regarding unannounced audits. It was explained that this would be more for quality and safety of waste wood. It should be more focused on the individual burning the fuel as opposed to the supplier.

Additionally, a Panel Member brought up the matter of overseas audits. It was agreed that this will be listed as an agenda item of the next Panel meeting. After the next meeting, the panel should know the significance, impact and budgets regarding this.

Action Panel 04-19	BSL Administrator to add overseas audits as an agenda item for the next Panel Meeting.
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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:

Action Panel 04-20	BSL Administrator to circulate potential panel meeting dates.
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Appendix – List of meeting attendees

Members

Name	Organisation	Position(s) represented	Attendance type
Julian Morgan-Jones	Wood Heat Association	Chair	In person
Duncan MacKinnon	Tilhill Forestry	Supplier: Producer-Trader Fuel type: Chip	In person
Bruno Prior	Forever Fuels	Supplier: Trader	In person
Edward Billington	UK Pellet Council	Fuel type: Pellets	Via teleconference
Mike Ingoldby	Bowland Bioenergy	Fuel type: Briquettes	In person
Mark Lebus	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
Frank Aaskov	Renewable Energy Association	Industry Body - Renewables	In person
Peter Townson	A W Jenkinson	Raw Materials – Sawmill Residues	In person

Non-member attendees

Name	Organisation	Position(s) represented	Attendance
Alex Forbes	BEIS	BEIS	In person
Imogen Jamie	Gemserv	BSL Administrator	In person
Neeraj Vasani	Gemserv	BSL Administrator	In person
Andrew Hopton	HETAS	BSL Administrator	In person
Helen Bentley-Fox	Woodsure	BSL Administrator	In person
Luke Bailey	Ofgem	Ofgem	In Person



Apologies

Name	Organisation	Position(s) represented
Jason Hubert	Forestry Commission Scotland	Industry body: Govt. forestry
Richard Coulson	RWE	Non-member guest

Stepped down from the Panel

Name	Organisation	Position(s) represented
Tom Beeley	Country Land and Business Association (CLA)	Supplier - Self-supplier, Producer