



BSL Advisory Panel – Decisions and Actions
Meeting 09

Time and date	11:00 – 15:00, Wednesday 16 th January 2019
Venue	8 Fenchurch Place, London, EC3M 4AJ
Date of issue	30/01/2019

1. Welcome and housekeeping

The Chair welcomed guests and introduced the agenda. All members introduced themselves. The Chair then clarified the purpose and long term aims of the BSL advisory Panel to new members.

2. Panel Election- Welcome new members

The Chair introduced the Panel voting process to new members. It was noted that using huddle for online discussions and communicating ideas would maximise the effectiveness of meetings.

The BSL Administrator ran through the results of the election and welcomed new members. The Panel viewed the new members list. The BSL Administrator went through the voting survey for priority items and provided an explanation to x

The Chair asked Panel members to engage in future priority voting and it was agreed that an option to add new ideas to the list would be added to future voting polls.

Panel Action 09-01	BSL Administrator to create and send a new priority item list and add an option of 'other' for Panel members to suggest new items.
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3. Review of minutes and actions from Panel 08

Ref	Action	Owner	Status	Updates
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	BSL and HBF	Ongoing	Remain open until agreement reached.
05-06	JMJ and FA to consider what kind of data would be useful for industry and why such as to determine fuel efficiencies, GHG savings, usage of fuels, drying, processing.	JMJ/FA	Ongoing	Re-opened at the previous meeting.
05-08	AF to produce an BSL waste wood options paper that BEIS directors can consider. Financial and political decisions need to be made from this.	BEIS	Ongoing	Remain open until agreement reached.
05-09	HBF to provide a revised form of wording for the Wood Fuel Advice Notes and submit this to BEIS. HBF to circulate the amendments via Huddle/email.	HBF	Ongoing	Update: The issue is on hold. It is subject to 05-08 waiting on a decision from BEIS on how BSL is able to respond to the waste wood issue.
06-02	BSL Administrator to rationalise the priority list and add descriptions against each item. Once this is completed, a re-vote can be carried out.	BSL	Propose to close	Seven members provided a response to the survey. The results have been used to form the agenda. The results are to be discussed at the meeting.

				<p>Update: Action now closed. New survey to be created based on same questions but with “other option”. See Panel Action 09-03</p>
06-10	BSL Administrator s to communicate to the market that audits are being undertaken/initiated and that non-compliance results in penalties.	BSL	Ongoing	<p>A communication was sent out in Ofgem’s RHI latest newsletter and BSL Administrator has circulated a specific one to its suppliers.</p>
06-12	BSL to think of ideas to help consumers and suppliers have a specific path for information and education on the website.	All	Ongoing	<p>BSL mock up website was circulated to all members at the last meeting. Content and layout is to be reviewed and agreed.</p> <p>Update: The Chair suggesting delaying Action 06-12 until feedback has been received on the new BSL website and further discussions have been undertaken by the communications sub-group. NC requested that if any website changes are to be made, they are GDS (Government Digital Service) compliant. This is a conversation that the BSL Administrator and BEIS can have when website alterations become clearer.</p>
07-01	BSL Administrator to consider and review Dropbox as an alternative	BSL	Propose to close	<p>Update provided as part of the BSL Administrator update.</p>

	to Huddle for sharing information with Panel.			Update: Action now closed. Panel have decided to remain with Huddle.
07-02	BSL Administrator to breakdown the approval time for the different Supplier types.	BSL	Propose to close	Update provided as part of the BSL Administrator update. Update: Closed
07-03	BSL Administrator to revise "Application & Audit" guidance document to ensure Suppliers follow the necessary steps in successfully submitting an application with the relevant evidence.	BSL	Propose to close	Update provided under agenda item 4. Update: Closed
07-04	MA to work alongside BSL Administrator to illustrate application issues.	MA	Ongoing	Update provided under agenda item 4. Update: Propose to close
07-05	BSL Administrator to provide a further breakdown of removals.	BSL	Propose to close	Update provided as part of the BSL Administrator update. Update: Closed
07-06	BSL Administrator to show the quarterly reporting (QR) figures are in tonnes and with a 10% moisture content.	BSL	Propose to close	Update provided as part of the BSL Administrator update. Update: Closed
07-07	BSL Administrator to create a subgroup (including MA, FA, BP, JMJ, IT and HBF) to better understand the data and how this can benefit industry.	BSL	Propose to close	Subgroup meeting took place on 06/09/18. Update provided under agenda item 5. Update: Closed

07-08	The BSL Administrator s present audit and non-compliance findings to Panel.	BSL	Propose to close	Update provided as part of the BSL Administrator update. Update: Closed
07-09	BSL Administrator to draft a proposal with two options: one 'quick' fix and one longer term portal change for adding a new fuel to the scheme.	BSL	Propose to close	Update provided under agenda item 8. Update: Closed
04-02	BSL Administrator to recirculate the recorded huddle webinar.	BSL	Closed	The BSL Administrator took a new action to consider and review Dropbox as an alternative to Huddle for sharing information with Panel. Update: Closed
06-01	BSL Administrator to carry out a Panel Election for fill the vacant positions.	BSL	Closed	6 Panel members have been selected to represent the vacant roles. A public announcement was made on 24/07/18. Update: Closed
06-03	BSL Administrator to provide a breakdown of costs incurred and % income stemming from application, membership and tonnage fees.	BSL	Closed	This was incorporated as part of the BSL Administrator update at the last meeting. Update: Closed
06-04	BSL Administrator to see what further information can be extracted from the application process regarding origins of wood fuel.	BSL	Closed	Further details extracted from the Portal (Country, Raw materials, Distance from source to processing site, Transportation type) was presented at the last meeting.

				Update: Closed
06-05	BSL Administrator to see if Self-Suppliers can use waste wood and establish what proportion are using waste wood. Provide the exact definition of a Self-Supplier and what they are permitted to do.	BSL	Closed	Results were presented at the last meeting. Here is the Self-Supplier Fact sheet that includes waste wood definition and evidence. Update: Closed
06-06	JMJ to provide an update on the waste wood discussions with Therese Coffey.	JMJ	Closed	JMJ explained that it is an on-going issue, but the action can be closed. Update: Closed
06-07	BSL to provide a breakdown of quality related complaints.	BSL	Closed	Results were presented at the last meeting. Update: Closed
06-08	The Chair, ML and AH to discuss ideas around education and what can be done that is cost effective yet satisfies the target audience.	JMJ, ML, AH	Closed	Results were presented at the previous meeting under agenda item 8. Update: Closed
06-09	BSL Administrator s to add an additional column to the communication plan to show the targeted audience.	BSL	Closed	This has been incorporated in to the BSL communications tracker. Update: Closed
06-11	AH to lead on an audit and enforcement strategy that can be used to communicate to the industry.	AH	Closed	Results were presented at the previous meeting under agenda item 7. Update: Closed
07-04	MA to work alongside BSL Administrator to illustrate application issues.	MA	Ongoing	Update: Ongoing
08-01	The BSL Administrator to circulate both the results	BSL	Propose to close	The survey was recirculated on 18/12/18 to

	and the original survey (for those that did not vote).			all members. BSL Administrators will circulate before each meeting. Update: Action 09-01
08-02	BSL Administrator to look at the possibility of creating a new communications subgroup including the Chair, AH, HBF, ML & BP.	BSL	Propose to close	Meeting took place on 26/11/18 and a follow up meeting took place on 14/12/18. Update to be provided under item 6. Update: Closed
08-03	BSL Administrator to include a cumulative figure of financial cost recovery and incurred.	BSL	Propose to close	Update to be provided as part of the Administrator update. Update: Action 09-03
08-04	BSL Administrator to include the minimum and maximum time taken to review and approve applications, using a sample set of data to show trends and what the key reasons are for delays.	BSL	Propose to close	Update to be provided as part of the Administrator update. Update: Closed
08-05	BSL Administrator to provide a detailed breakdown of non-compliances.	BSL	Propose to close	Update to be provided as part of the Administrator update.
08-06	BSL Administrator to provide a demonstration of SharePoint and look into the costs associated	BSL	Ongoing	SharePoint link: View here Update: Propose to close

08-07	BSL Administrator to progress the splitting of the quarterly reporting function to capture wholesale and retail figures.	BSL	Propose to close	Go live - 1st Jan 2019 - Communication plan in place.
08-08	BEIS and BSL Administrator to look at options for incorporating fuel quality in to the BSL.	BSL	Propose to close	Update to be provided as part of BEIS update
08-09	All Panel members to provide suggestions on the raw materials agenda item to the BSL Administrator.	All	Propose to close	Update to be provided as part of the Administrator update.

There were no objections to the minutes from the previous meeting and as a result they were approved.

The Chair introduced the actions and suggested accepting all actions that had a status of 'proposed to close.' It was also suggested that discussion around actions would be picked up throughout the meeting due to the late start. The BSL Administrator stated that Panel members could have the opportunity to discuss any actions individually - there were no objections from Panel.

Panel Action 09-02	BSL Administrator to ask for feedback from Panel on the existing mock up BSL website.
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Panel Action 09-03	BSL Administrator to produce a new survey with an option for "other". Survey to be circulated thereafter.
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4. Ofgem update

LB provided an update from Ofgem regarding emissions certificate requirements. LB stated that Ofgem and HETAS were currently working on a guidance document.

The Panel discussed the existing mechanisms for dealing with the burning of waste wood. The Chair described the current permit process. HBF and AH clarified Woodsure's permission process around the burning of waste wood. The Panel discussed the potential for inconsistencies in waste wood permits, particularly involving treated and post-consumer waste wood. NC clarified the position of BEIS on definitions. The Panel agreed that waste wood and clean air were the two big ongoing topics for the BSL. RC voiced concerns over the position of BEIS beyond 2021 and NC stated it was the intention of BEIS to work with the BSL on key issues beyond 2021.

JT noted to Panel that there were areas of confusion for consumers when burning waste wood. Particularly discrepancies in the WRA criteria and the potential that Grade A wood is burnt in boilers as untreated clean wood.

BP described some concerns by consumers over Ofgem guidance regarding emission certificates. The concerns were noted by LB who replied that he would keep Panel updated regarding the public reports section as this is still not available for download. The RHI team are considering the option to provide Excel spreadsheets to individuals once requested in the form of an FOI (Freedom of Information).

[Post meeting note: further to LB's update at the BSL panel the public report was restored on 23rd January, therefore no further action required]

5. BSL Administrator update

The BSL Administrator ran through slides showing a specific breakdown of the recent activity of BSL members, finances and trends. The Chair and BSL Administrator asked Panel to notify them if there were any questions.

MA asked if it was possible to receive a total net difference of cost incurred vs cost recovered. The BSL Administrator stated further breakdowns could be provided.

The Panel discussed the reasons for overall increases in total BSL costs. The BSL Administrator explained that investing into the scheme is the reason for this. The BSL administrator went on to explain that these are comprised of a new thermally modified fuel on the portal, the new quarterly reporting split as well as updating the authorisation letters that get sent out to suppliers once their fuel has been approved.

The Chair assured MA that if BSL profits were to go negative this would be covered for a quarter. The Panel discussed the potential for finance causing problems in the future. For example, LC noted that an increase in decommissioned boilers could reduce total fees recovered and therefore affect finances. The BSL Administrator stated that finance could be further investigated. NC stated that a discussion on finance specifics could be undertaken if needed.



TM asked if finances could be broken down into supplier category.

Panel Action 09-04	BSL Administrator to explore a breakdown of membership fee income in different supplier categories
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The BSL Administrator provided a detailed breakdown of application review timing and demonstrated that the type of applications largely determined the application time. It was noted that application times had decreased and that this was due to a new procedure which did not require every application to be referred to Woodsure. The BSL Administrator informed the Panel that they have increased the team's capacity/knowledge for dealing with applications during peak times.

The BSL Administrator agreed to provide updates for application times at further meetings.

The BSL Administrator assured JL that the data did include self-removals, that these accounts email in to request removal.

It was explained that suppliers who have not responded to application review emails, contribute to the increased review time which is not representative of the team.

KR expressed concerns over lack of warning or communication to consumers regarding changes to the quarterly reporting split. She followed onto say that she understood what needed to be done when presented with the new format but mentioned that consumers who lack the knowledge may get confused.

The Panel discussed the potential value of including data from Self-Suppliers in the quarterly reporting. It was noted that there would be value in understanding the whole market should this be possible. However, it was noted by the BSL Administrator and Chair that this data may be quite difficult to obtain as Ofgem have tried to obtain this data in the past but found that there were too many variables and it was not reliable.

TM noted that in his experience, Self-Suppliers should be logging information anyway, so it could get incorporated into quarterly reporting. HBF noted that obtaining information would place a further burden on Self-Suppliers which the Panel should take into consideration. BP noted to Panel that another example of areas for increased information was the large quantity of tonnage coming from the non RHI market.

Panel Action 09-05	BSL Administrator to investigate the possibility of obtaining data from self-suppliers and other data that the BSL does not currently hold.
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The BSL Administrator presented slides on carbon emissions. The Panel noted discrepancies in emissions outputs can be affected by moisture and travel distances.

The BSL Administrator presented the latest statistics on audits and compliance, as well as recent scheme updates. The recent scheme updates included thermally modified fuel, quarterly reporting split and invoice frequency. The



addition of Google Analytics was shown to the Panel and their feedback was requested on what information would be useful. The Chair suggested that the information could be included in the communications sub group to discuss the value of its use.

There was no further feedback from Panel.

6. Subgroup update

The Chair noted the importance of communications in supporting quality additions to the scheme. It was noted that this would be an ongoing issue and area of exploration for the sub group. Further substance can be added once BEIS have given their direction on BSL and how it can incorporate quality.

7. BEIS update- BSL next steps- Brexit

NC introduced himself to Panel and thanked members for attending. NC indicated that it was the intention of BEIS to support the UK biomass industry. It was highlighted that waste and quality were current areas of concern and that he sees the BSL (with the addition of quality) as a means to tackle poor air quality, would be vital to the longevity of the industry.

The Chair indicated the current scope of the scheme includes sustainability and legality, but that there is nothing that currently covers the quality of fuels.

NC stated that it was the intention of BEIS to look at the long-term organisational picture of the entire biomass industry. This would include intentions to improve communicating positive areas of the BSL and forestry management and to look at improving system design and supply chain management. It was also BEIS' intention to include the participation of DEFRA (Department for Environment, Food and Rural Affairs) and installers in meetings.

NC stated to Panel that BEIS would like the BSL to be involved in widespread policy additions to UK biomass and welcomed any suggestions, feedback or timelines. He noted that incorporating feedback from Panel into legislation was a challenging process.

The Chair suggested that a working group would be effective in providing ideas and that the Panel meeting could be an opportunity to raise concerns. MA raised concerns that the RHI was ending in 2021 and asked if biomass would continue to be supported after this date. NC stated that BEIS and DEFRA were aiming to work together to provide a framework that continues to support biomass being a positive form of UK energy, whilst also aiming to tackle clean air problems.



The Panel discussed the complexity of tackling the grading of waste wood in a coordinated approach between different bodies such as Woodsure and EN Plus.

JL noted that fuel in the biomass industry is likely to increasingly involve materials other than wood, so the BSL scheme would need to adapt to incorporate new fuel types and changing demands.

MA asked if BEIS was suggesting a larger scheme that incorporates the BSL and all forms of biomass.

BEIS' view is that the BSL forms an important part of a bigger picture regarding biomass fuels. Once feedback had been received, all options would be reviewed. NC suggested the option that Self-Suppliers could potentially report directly in to the BSL and not to Ofgem, which will lessen the burden on Ofgem.

The Panel discussed that ensuring quality is embedded through the entire industry would be challenging. BP supported this as some areas of the industry currently underperform in terms of quality. NC stated BEIS would want to see industry wide improvements and fluidity if it is to continue supporting biomass.

MA questioned whether the Advisory Panel could answer these questions alone and suggested the value of bringing other industry groups together. BP suggested that Panel members were in a strong position to contribute to the big challenges. TM highlighted the importance of land use and sustainable forestry to the value of biomass. LB suggested to Panel that setting industry targets around emissions and quality would allow flexibility and scheme adaptations without the need for constant legislation changes.

DM noted that Panel should be careful about overhauling the existing scheme and not to lose sight of the value of existing structures - get sustainability correct, then look at quality. NC agreed and stated BEIS was not looking to necessarily increase regulation and the scheme should remain fit for purpose. Any proposed changes would be long term.

JL highlighted that sustainability and quality should be looked at together and that even EN Plus, a high performing scheme showed a 16% difference between best and worst performing pellets. AM went on to highlight the importance of keeping the BSL commercially sustainable and that over-policing could negatively affect the entire industry.

JT mentioned the importance of focusing on current issues, not just long-term changes. For example, existing waste wood classification difficulties. NC responded that there is a current Government department working group looking at the grading under the Environment Agency.

The Chair stated that the BSL Panel will need to bring NC up to date on where the waste woos issue got to.

The Panel discussed the importance of including key industry stakeholders in the proposed discussions, including consumers and installers, as well as BSL Panel members. NC stated the BSL would be a key factor in dictating the



direction of the biomass industry and that the existing Government working group was already active in consulting relevant stakeholders.

AM highlighted the value in categorising numbers and emissions into simple criteria and the need to recognise changing technology needs in the industry. Looking at these options would help maintain commercial viability in the face of adding quality to the scheme.

The Chair asked which Panel members would be willing to be involved in a sub group. All Panel members in attendance indicated willingness to be involved. Following discussion, the Chair defined the role of the sub group as being; to define existing problem, who needs to be involved and what resources are needed to tackle them.

Following discussion, it was agreed that the Chair would identify members suitable for the working sub group.

The Chair agreed to given everyone's desire to be involved, is to look at breaking the issue into sub-areas for discussion that could each be addressed by sub-groups and then ask for representatives for each sub-group.

Panel Action 09-06	BSL Administrator and Chair to identify sub-areas for discussion and ask for representatives.
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8. Raw material definition

The Chair introduced the item.

The BSL Administrator described the details of discrepancies in raw material definitions which has been an on-going concern. Particularly the lack of consistency in both categories and definitions between BSL and Ofgem guidance documents which could have consequences for the defining of waste categories. The BSL Administrator went on to detail existing feedback received by DM.

LC agreed in that it is very important that these definitions be clarified correctly as they have a direct impact to consumers. The Chair asked whether any Panel members would be willing to look at creating a revised definitions list.

HBF, AC and DM agreed that they would. HBF stated that it would be useful for Ofgem to be involved in this too due to the link between the BSL and RHI.

Panel Action 09-07	HBF, AC, DM and Ofgem to contribute to creating a definitions list to present to Panel at the next meeting.
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9. AOB

- BSL data updates

The Chair suggested that the BSL Administrator should only include data updates if there had been significant changes, specifically to the quarterly reporting section. The old format will be excluded and the new split will be shown moving forward.

Panel Action 09-08	BSL Administrator to include new quarterly reporting split at the next meeting and to remove stats from update slides but to include in them separate paper for reference. Going forward administrator to only provide information on significant changes in stats during the meeting update.
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- Meeting locations

The Chair stated that meeting locations could continue to change throughout the year to improve opportunities for Panel members to experience other industry areas. This was supported by the Panel.

Panel Action 09-09	Panel members who can offer locations for Panel meetings to contact BSL Administrator
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- Proposed change from Huddle to SharePoint.

AC raised that editing uploaded documents on SharePoint was accessible to all members and that this could be a potential problem. DK noted that access levels could be changed between different people.

However, the Panel agreed that the platform should not be changed from Huddle unless there is a good reason beyond finances.

- New BSL website.

NC stated that if any BSL website updates were to occur, they would have to adhere to certain Government standards.

Future Meeting Dates:

17/04/19 – Location TBC

17/07/19 – Location TBC

16/10/19 – Location TBC

Appendix – List of meeting attendees

Member name	Organisation	Attendance
Julian Morgan-Jones (Chair)	SEWF	Y
Mark Appleton	Forest Fuels Ltd	Y
James Little	Arensis	Y
Andrew Mcfadzean	JM Envirofuels	Y
Amanda Calvert	Small Woodlands Owners' Group	Y
Nic Crowe	BEIS	Y
Luke Bailey	Ofgem	Y
Helen Bentley-Fox	Woodsure	Y
Andrew Hopton	HETAS	Y
Peter Speight	Gemserv (BSL)	Y
Darren Kampta	Gemserv (BSL)	Y
Neeraj Vasani	Gemserv (BSL)	Y
Mark Sommerfeld	REA	Y
Dan Kinash	New Forest Energy	Y
Lucy Clark	LC Energy	Y
Bruno Prior	Forever Fuels	Y
Julia Turner	WRA	Y
Ross Lowrie	Self-Supplier	Y (dial-in)
Duncan Mackinnon	Tilhill Forestry	Y
Richard Coulson	RWE	Y (dial-in)
Tim Mack	Elderslie Estate	Y
Malcolm Snowie	Scot Heating Company	Y
Kirsty Rice	National Trust	Y
Apologies		
Imogen Jamie	Gemserv (BSL)	
Jane Lumb	BEIS	
Ema Arvati	BEIS	
Ian Tubby	FC England	
Jason Hubert	FC Scotland	
Andrew Heald	Confor	
Howard Leberman	EA	
Paul Gibbon	Mistral Energy	