



Urgent Panel Meeting Contact Guidance

1. Overview

This document is created pursuant to the Market Arrangement Codes section 5.8.4. The purpose of this document is to set out the process the Panel Chairman should follow when contacting Panel Members to convene an Urgent Panel Meeting.

An Urgent Panel Meeting may be convened under two circumstances:

- Where a Proposer raises a Change Proposal, Charging Change Proposal or Market Arrangements Code Change Proposal and indicates that it should be given urgent status, an Urgent Panel Meeting may be convened for the Panel to discuss and determine, using the Urgent Change Criteria, whether the change proposal should be granted urgent status;
- Where a Change Proposal, Charging Change Proposal or Market Arrangements Code Change Proposal has been granted urgent status, either by the Panel or Authority, an Urgent Panel Meeting may be convened to discuss, vote or make a recommendation in relation to that Urgent Change Proposal.

2. Contact Methods

When endeavouring to contact Panel Members pursuant to MAC 5.8.4, the Panel Chairman, Independent Director of the Market Operator or nominated Panel Member shall take the following steps using the Panel Members contact details:

- A minimum of two phone calls, with voicemail left where possible and;
- Email.

The Panel Secretariat will maintain a record of each contact attempt along with whether it was successful or not. These records will be included in the Final Report that is provided to the Authority.