

Electric Vehicle Charging Forum

Terms of Reference – September 2018

Competition Policy

All meetings shall take place in accordance with applicable competition laws and, in taking part in any such meeting, participants are confirming that they have undergone relevant training to raise their awareness of, and ensure compliance with, applicable Competition Law, including the Competition Act 1998 and Articles 101 and 102 EC, and that they will not discuss any matters that would or might lead to any breaches of competition law.

1. Purpose

The Electric Vehicle (EV) Charging Forum has been established to give charge point operators an open forum to discuss areas of common interest. There is a specific opportunity of feeding any resulting positions into Government and regulatory workstreams through Energy UK's representation on the Electric Vehicle Energy Taskforce (EVET) steering group.

2. Scope

The specific objectives of the EV Charging Forum will be as follows:

- Provide a mechanism for charge point operators to input into the work of the EVET through Energy UK's existing seat on the Taskforce steering group and for charge point operators to be updated on the Taskforce work;
- Provide a forum for discussions on the opportunities for, and barriers facing, charge point operators in the British market;
- Promote guidance to Government on the development of a regulatory and policy framework that ensures an open and competitive market for charge point operators;
- Enable strategic engagement through Energy UK with the Office for Low Emission Vehicles, the Department of Transport, the Department for Business Energy and Industrial Strategy, the National Infrastructure Commission, Ofgem and other key stakeholders, including but not limited to fleet operators, delivery companies and local/combined authorities.

The Forum will achieve its objectives by:

- Energy UK inputting agreed positions into the EVET on behalf of the Forum;
- Identifying and discussing changes in the UK and EU regulatory framework and agreeing common positions where appropriate;
- Publishing position papers, consultation responses and other outputs as agreed and signed off by members of the Forum and circulating them to relevant stakeholders;
- Liaising with key stakeholders, industry trade bodies and non-members as appropriate.

3. Meeting frequency

The EV Charging Forum will meet quarterly unless otherwise agreed by the group in advance. Ad-hoc meetings may also be organized as appropriate to discuss issues of particular relevance to Forum participants. The EV Charging Forum is established for one year, in line with the duration of EVET, it may be extended at the discretion of Forum members and Energy UK.

4. Composition

The Forum is open to any charge point operator that is active in the UK market. Charge point operators are to be defined as:

An organisation that operates a network of public, domestic, or otherwise private charge points, including holding responsibility for customer interactions, maintenance, service and supply.

Organisations that install and manage charge points on their own property that are not open to the public are not included in this definition, this includes but is not restricted to an office building offering charging semi-publicly to its employees or a commercial building offering charging semi-publicly to its clients. Organisations installing or manufacturing charge points but holding no further customer interactions are also not included in this definition.

The composition for the Forum is as follows:

- Representatives shall be relevant department leads and will have the following competences:
 - An understanding of competition law and the specific risks associated with trade association meetings and disclosing / exchanging information with competitors;
 - Regulatory understanding and influence;
 - The appropriate level of authority to represent the views of their respective business;
 - Appreciation of the political arena;
 - A desire to be involved - commitment and flexibility.
- Energy UK will act as a neutral facilitator for the EV Charging Forum, including chairing Forum meetings and providing secretariat support.
- Depending on the agenda, external guests will be invited where appropriate.

5. Governance

The Forum does not represent Energy UK members' views. Energy UK will make explicit in communications whether it is acting on behalf of the Forum or its members.

The EV Charging Forum and Energy UK will seek to agree positions which are proactive, constructive and beyond lowest common denominator. Where there are strong differences in views between companies, it may be appropriate to explain why these differences occur to policy makers.

A quorum for the EV Charging Forum shall be no fewer than four members, or agreed alternates.

The group secretariat will aim to circulate an agenda no later than one week in advance of the meeting.

The group secretariat will aim to circulate minutes of the meeting no later than five working days after the meeting.