
Terms of Reference for the Harmonised Allocation Rules Stakeholder Advisory Group

–Version 1.0–

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Content

1. Introduction	3
2. Objective of the HAR SAG	3
3. Membership	3
4. Role of participants	4
5. Publication of information	4
6. Records of meetings	4
7. Frequency of meetings.....	4
8. Termination of HAR SAG	5

1. Introduction

ENTSO-E takes the initiative to develop the harmonised allocation rules in line with the resubmitted [Network Code on Forward Capacity Allocation](#) (version of 2 April 2014). Stakeholders' expertise and views are essential for the preparation of such a document. In order to organise discussions, ENTSO-E establishes the Harmonised Allocation Rules Stakeholder Advisory Group (HAR SAG) which will serve as a platform for relevant stakeholders to assist ENTSO-E and its members. The objectives and the organisation of this group are described below.

2. Objective of the HAR SAG

The objectives of the HAR SAG are:

- to create awareness of the HAR amongst stakeholders
- to provide information to stakeholders and receive constructive feedback (solely related to HAR);
- to provide assistance to ENTSO-E on matters solely related to the HAR;
- to identify and overcome barriers during implementation; and
- to gain experience for the implementation of other early implementation projects of NC FCA

For this purpose, ENTSO-E may organise workshops on specific issues when needed and/or have bilateral contacts/meetings with individual stakeholders. The HAR SAG will be informed about the timing and conclusions of these communications/meetings.

3. Membership

The HAR SAG consists of representatives from key European stakeholder organisations interested in participating therein. The European Commission, ACER and CEER may upon their request attend as observers.

The HAR SAG will be composed of maximum 14 stakeholder representatives.

Number	Surname	Name	Company
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If more candidatures than places are submitted, a selection process by ENTSO-E will be carried out based on:

- representation of European stakeholder organisations (maximum 2 representatives per organisation); and
- geographical and business background of the concrete candidate organisation.

ENTSO-E's initial goal will be to involve candidates that represent European associations and with specific HAR knowledge related to different regions to assure broad geographical coverage by the group. Individual positions from local organisations which are not represented in the HAR SAG could be forwarded via their European associations to the HAR SAG.

4. Role of participants

All representatives to the HAR SAG commit to:

- consistently attend meetings (with a stable membership);
- actively participate in meetings;
- liaise with their members and stakeholders to update on the development and represent their views and concerns; and
- highlight issues and concerns as early as practicable.

ENTSO-E commits to:

- act in an open and transparent manner to update on the progression of the HAR development ; and
- provide information in a non-discriminatory manner to facilitate the representatives' understanding and advice on aspects of the HAR .

5. Publication of information

It is recognised that all information shall be treated as work in progress and shall be provided without prejudice to the right of ENTSO-E to update or amend its positions and representatives to update or amend their positions and to respond to formal consultations as they see fit.

6. Records of meetings

- ENTSO-E shall produce and publish minutes of each meeting which accurately reflects discussions.
- Participants shall be provided with two weeks' time to comment on the minutes.
- In the event that no comments are received the minutes shall be deemed to be approved.
- In the event comments are received, they shall be incorporated when justified, into a final version of the minutes.

7. Frequency of meetings

The group will meet on an as needed basis. As a general rule, the group will meet 3 to 4 times per year. All traveling, accommodation and personnel participation expenses to the HAR SAG meetings and their associated activities, together with the working hours expenditure in examining distributed documents for

comments will be covered by the respective organisations of the attendees and shall not be charged to ENTSO-E.

8. Termination of HAR SAG

ENTSO-E may cease the HAR SAG and/or merge it with other stakeholder advisory groups if the objectives of the HAR are met or for efficiency reasons. The HAR SAG shall be informed on the reasons and timing for such ceasing of its activities or its merger with other groups.