

- Identification of key UK stakeholders from the National Team and others to provide additional input.

### **Operating agent for an annex**

In leading the Flexibility Annex (in ISGAN now referred to as “Working Group”), the ESC AD will ensure to consider benefits for the UK, including showcasing UK expertise / best practice, and capturing relevant learnings from other countries.

Key tasks for Working Group (WG) operation include (i) definition of WG tasks; (ii) administrative operation, including maintenance of WG documents and minutes; (iii) monitoring of activities and members’ needs; (iv) reporting to the ISGAN secretariat; and (v) alignment of the WG with other ISGAN and sectoral activities to ensure it is additive and impactful. The WG has a list of potential research topics, and these and WG member interests will be the driving force for future scope definition (which the AD will lead annually, to be finalised in line with spring ExCo timelines).

Key stakeholders include countries currently active in the WG; other ISGAN WGs and other relevant groups (e.g., Mission Innovation teams and the IEA’s Power Systems Flexibility Hub).

The objective of the combined impact of the WG activities is:

1. To enrich and disseminate participant’s understanding of flexibility market design,
2. To create and curate an evidence base all can draw upon to support decision making in the flexibility market space,
3. To further the debate on best practice in market design.

The type of information/output the WG will gather / produce includes briefings, fact sheets, survey reports and workshops.

#### Attending annex group meetings, including meeting prep

The ESC AD will plan, schedule, chair and document Annex meetings as required to ensure smooth operation of the Flexibility Markets working group. These are expected to be on a monthly basis at a time most viable for the majority of WG members.

#### Gathering information pertaining to the sub-task, e.g., costs, regulations, business models, technologies used

The ESC AD will actively participate in gathering information for WG sub-tasks, by, e.g;

- Sharing relevant information and reports from UK experience on, for example, costs, regulations, business models, technologies used,
- Reviewing of documents / outputs,
- Sharing and contribution to surveys, data analysis, fact sheet writing.

In conducting this task, the AD will also make use of other experts within ESC as appropriate.

#### Report writing

As required the ESC AD will produce reports related to the WG activities in line with required ISGAN formats. This will include both administrative (e.g., PPT reports for Inter-working group meetings, etc.), and technical (collation and overview of reports for specific Working Group tasks). Best practice in report production will be followed at all times, including peer review, quality control, etc. The ESC AD will also seek output approval from the ISGAN Secretariat, as required, and upload completed outputs to the ISGAN website.

#### Administrative tasks, such as invoicing, project management, sending minutes

The ESC AD will carry out all administrative tasks for WG operation to ensure best practices are followed and the WG operates smoothly, including maintenance of the ISGAN Teams channel.