

## ENA Open Networks: Focus Group Terms of Reference

These Terms of Reference (ToR) sets out the terms of engagement for focus groups across the Open Networks programme.

### Open Networks

The Open Networks Programme, launched in 2017, is an initiative leading the transition to a smart and flexible energy system, getting networks ready for Net Zero. The focus of Open Networks is to increase participation and volume in the local flexibility market in line with the actions from [BEIS and Ofgem's Smart Systems and Flexibility Plan \(2021\)](#). Open networks aim to allow flexibility providers to easily engage with the market while having transparency of network planning and decision-making, making energy networks more coordinated and aligned. **Visit our website to find out more about [Open Networks](#).**

### Objective and scope of the group

The objective of focus groups is to convene technical experts from the non-network stakeholder group who are impacted by or have a detailed interest in Open Networks' work, and to collate their feedback for consideration. Focus group feedback is considered by the technical working groups and reported according to Open Networks governance.

Detailed scope will be determined for individual focus groups based on the relevant work area. Open Networks 2023 work is set out in our [detailed work plan](#) and [launch document](#).

### Engagement format

Focus groups will be held virtually over Microsoft Teams unless agreed otherwise to ensure that participation is accessible. Meetings will be minuted and/or recorded for note taking purposes, with any recordings automatically deleted after 30 days, these recordings will not be shared outside of ENA in any form.

Meetings will be facilitated by the ENA Open Networks team in collaboration with individual technical working group leads and network company representatives as needed.

The Microsoft Teams meeting invites will be sent to the attendees a week ahead of the focus group date. For those that register in the week leading up to the session, Microsoft Teams invites will be sent the day before the session.

### Focus group participants

Focus groups must include a minimum attendance of five non-network organisations/stakeholders. Focus groups are convened by ENA based on relevant programme milestones/needs. ENA team will renege with the group for further discussion if needed and with the group member's consent. We expect a minimum of one and a maximum of three sessions in the calendar year.

### Compensation

Participation in the Focus group sessions is purely voluntary. No monetary, travel or other compensation will be provided by ENA. Meetings will be held virtually unless agreed otherwise to ensure accessibility.

### Privacy

ENA will look to keep your personal details private wherever possible. Please note that your name and email address may be seen by other participants when joining a Teams meeting. Feedback received will not be attributed to individuals.