

## Open Networks CEM and Tool User Forum: Process for inviting participation

### Invitation to Participate

- 1.1 We invite representatives from the areas below to express their interest in joining the WS1A P1 User Forum.
- 1.2 The draft ToR and the sections below provide further details on the requirements and the process that will be followed.
- 1.3 The User Forum will undertake wider engagement through the Open Networks Advisory Group forums and will identify public consultations, requests for information and other mechanisms for wider engagement where required.

### How to apply

- 2.1 Please send in your request to join the User Forum by COB **Friday 11th June**. As part of your request, please provide the following information using the [Google form](#) to help us assess the request and form the User Group with appropriate representation.
  - Confirm which sector of the industry you represent? [drop down with options above, if others, please specify]
  - Outline your interest in this product, relevant expertise in this area and how you would like to contribute to deliver the scope set out in the draft ToR:
    - On a scale of 1-10, how familiar are you with the CEM outputs that were published in Dec 20?
    - How does the CEM and tool impact your organisation and stakeholder group?
    - Do you have any relevant experience of working with CBA models and/or tools? [Yes/No, if yes, please outline relevant experience and expertise in this area]
    - What relevant experience and perspectives could you bring that would be beneficial to the User Forum and the development of the CEM and tool?
    - What contributions would you like to make to the CEM and tool as part of the User Forum?
  - Confirm availability and commitment required to deliver this work, as set out in the draft ToR.

### Timetable

- 3.1 We will follow the timetable shown below.

Activity/Milestone	Duration	Date
Publish invitation to participate		21 May
Open for expression of interest to join user forum	3 weeks	21 May – 11 Jun
Review all requests	1 week	14 Jun – 18 Jun
Notify all parties	1 week	18 Jun - 25 Jun

## Selection process

- 4.1 Our intention is to setup this User Forum with up to 25 non-network industry reps. We are limiting this to ensure that we can keep the User Forum productive.
- 4.2 We will review all the requests to join and will shortlist representatives based on the information submitted. If there are more candidates than places we will select the candidate based on the information submitted, preferring candidates with relevant experience of financial assessment of engineering solutions using CBA modelling and candidates with wide experience offering perspectives on how the CEM and Tool could be developed for assessing engineering solutions.
- 4.3 We will notify all parties who have applied as per the timelines above.