

BSL Advisory Panel – Approved Minutes

Meeting 20

Time and date	11:00 – 15:00, Wednesday 8 th December 2021
Venue	Remote via MS Teams
Date of issue	24/03/2022

1) Welcome and housekeeping

The outgoing Chair welcomed the Panel members. For the benefit of the new and existing panel members each member introduced themselves.

See appendix A for attendees and apologies

2) Elections

HBF from the BSL administrator provided information regarding the role of the advisory panel and the role of the members and advised that two late nominations had been received that could be considered for the outstanding categories for non-governmental organisation and sawmill residues. HBF proposed these vacant positions could be filled by co-opting the members in.

JMJ considered the proposal but withdrew his thoughts saying such a proposal should be considered by the new chair.

Post meeting comment: this consideration wasn't raised again during the meeting. The BSL Administrator suggests the proposal is raised again to the panel members.

HBF led a presentation [slides 4 to 11 of the 20-06 Activity Report], regarding the role of the chair, the vice-chair and the sub-group committees.

RL nominated JMJ for the position of chair and this was seconded by TO. JMJ suggested that the position of chairman should be held for one year to allow new members to acclimatise and understand what the role entails. A vote was taken and JMJ was voted in as chair with no objections. The proposal to re-vote for the role of chair in 12 months time was accepted.

LC nominated RL as vice chair and this was seconded by DM. This was also suggested as a one year position. A vote was taken and RL was voted in as vice chair with no objections.

JMJ suggested to postpone election to sub-committees until later on in the panel meeting, so that new panel members could experience their first meeting and understand the sub-committee roles better.

Due to time constraints these elections were not carried out and a call for volunteers will be sent via email post meeting.

New Panel action 20-01	BSL Administrator to organise a call for volunteers to join the sub-committee members
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3) Approval of previous meeting minutes

Comments were received from BEIS and JMJ from the draft minutes and these were added to the minutes. RL requested his action re Ofgem to be amended [see 19-07 below]. The minutes were agreed and approved with no further comments as an accurate record of the meeting.

4) Review of actions outstanding

The BSL administrator presented the following outstanding actions [20-02 BSL Advisory Panel Action Log]:

19-01	LC to feedback to BEIS regarding any examples they are aware of switching from biomass back to fossil fuel.	LC questioned whether the information she had was commercially sensitive and had not yet fed back, TO commented that BEIS would receive any information in confidence.	Action closed.
19-02	MS offered to take on the role of collating any other known instances of people switching from biomass back to fossil fuel from REA / WHF members. MS to then feedback to BEIS / BSL panel.	PJ has taken over from MS,	Action to remain open with PJ to feedback.
19-03	BSL Administrator to update Terms of Reference with new member categories and clarification of responsibilities. and remove BEIS appointing a new Chair.	The BSL Administrator had updated the Terms of Reference and circulated these to the panel members.	Action closed
19-04	BSL Administrator to arrange and implement election of new panel October/November and new panel appointed before December Advisory Panel meeting.	Nomination of panel members completed, and elections held.	Action closed
19-05	December panel meeting agenda to include: election of chair by the new members, to appoint finance subcommittee and schedule 1 hour extra after the meeting for the finance subcommittee to meet.	Agenda includes election of chair and subgroups. However due to time constraints the election of the subgroups was unable to take place. In addition, the finance sub-	New Action to seek volunteers by email. Finance committee to be arranged for January 2021 is

		committee meeting is to be scheduled for January.	possible. BSL administrators
19-06	Woodsure to provide demonstration of the customer journey for understanding the requirements of a QMS, joining the scheme and maintaining the scheme requirements. Woodsure to present to the fuel quality subgroup meeting in mid-October. Meeting to be arranged.	Presented at fuel quality sub group meeting on 3rd November.	Action closed
19-07	RL to contact Ofgem with request for information regarding number of installations/kW as a proportion of the number on the scheme to see how many on Domestic RHI have stopped claiming.	Action amended to RL to have conversation with Ofgem.	Action to remain open: RL
19-08	BEIS representative to check regulations to confirm what is allowed on BSL with reference to waste fuels.	Action open regarding waste wood.	Action to remain open: BSL Administrators. Post meeting note: BSL administrators to provide paper on options for BEIS.
19-09	HBF to arrange meeting: Further discussions required with Advisory Panel sub-group for waste wood and whether the new WRA guidance can be adopted by BSL to help categorise waste wood fuel– sub group meeting to be arranged by BSL administrator in October.	Fuel quality sub- group meeting held 3 rd November, follow up reported under agenda 5.	Action closed.
19-10	Imported wood pellets - To be further discussed at December Advisory Panel meeting. Panel members to contact HBF with any issues or concerns.	On agenda item 6 for this panel meeting	Action closed.
19-11	BSL activity update: BSL administrator to circulate presentation to Advisory Panel members.	Circulated by email following meeting 19 and also available on Advisory Panel SharePoint.	Action closed. BSL administrator also circulated via BSL website guidance and notes page
19-12	Novation to be added to agenda for December panel meeting	Action removed as covered by BEIS update	Action removed

19-13	Issues regarding change to Teams from Huddle to be raised with BSL Administrator.	MS only query. Issue resolved. New panel members to advise if assistance is required.	Closed
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New Panel action 20-02	Woodsure to provide guidance of MS Teams group and SharePoint for all panel members who require it.
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5) Recommendations and actions from BSL waste wood and fuel quality sub group meeting 3rd November [paper 20-03 BSL Fuel Quality subgroup recommendations]

FQ 21-11-01	Action BSL administrator to circulate figures for 4 completed quarters of waste wood volume as a proportion of chip and all fuels on BSL. Presentation by HBF	See paper 20-03a	Action closed
FQ 21-11-03	BSL administrator to circulate figures for 4 completed quarters of tonnages of the 299 suppliers and percentage of the tonnage that is sold by ENplus certified pellet traders. Presentation by HBF	See paper 20-03a	Action closed
FQ 21-11-05	BEIS to confirm the BSL interpretation of supply chain includes delivery to the end customer which must be certified too.		Action for BEIS remains open
FQ 21-11-06	BSL administrator to contact the UKPC to clarify how paper traders, bagged pellet suppliers and loose pellet deliveries can be linked to BSL scheme and how this should be shown on the BSL portal and on their sales documentation.		Action closed and new action raised.

New Panel action 20-03	Meeting to be arranged with BEIS, BSL Administrator and UK Pellet Council
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FQ 21-11-07	BSL administrator to share the Woodsure Basic and Simple QMS template manuals as soon as they are close to final draft.		New action raised
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New Panel action 20-04	Volunteers to contact HBF to view Woodsure quality manuals
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Recommendation following Action FQ 21-11-02 and 21-11-088 quality subgroup recommends to the panel that the WRA guidance should be adopted by the BSL to describe the waste fuels listed in the BSL.

BSL AP agreed that the WRA guidance should be adopted by the BSL. As a minimum, they recommend that the supplier is asked to categorise the fuel quality a supplier produces using the WRA guidance to define the waste wood specification as a fuel i.e. Grade A to C. The supplier should then confirm that this fuel quality on their sales documentation as a minimum to allow the customer to make an informed decision on the fuel they are putting into their boiler. This would also allow Ofgem to clearly see that the fuel supplied is appropriate for the boiler.

DM queried how this can be enforced as outside of the remit of BSL. AH the intent is to require all suppliers on the BSL to provide accurate fuel specifications. The WRA guidance provides a clear method to identify waste wood fuels so the supplier can allocate a specification. GA queried whether Ofgem check for when a waste BSL number is used that the RHI application has a permit in place.

New Panel action 20-05	JWS to further investigate what Ofgem checks with regards to waste wood
New Panel action 20-06	BEIS to confirm that WRA guidance can be used for the continued approval of waste wood on the BSL

FQ 21-11-04	BSL subgroup recommendation is that 'or equivalents' to mean a quality management system plus a fuel specification.	TO covered this point under the BEIS update [paper 20-05 BEIS Update] and advised plans in place for equivalence.	Action closed
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6) Imported fuel supplies

The BSL administrator presented paper [20-04 Imported fuel suppliers] and additional slides provided by OPSS. GA suggested possibility of adding country of origin of fuel to the BSL portal so that consumer can view this. LC raised concerns regarding pellet shortages, and JMJ suggested that if the BSL administrator was to delist any applications, this would be from 1st April 2022 to mitigate impacts.

New Panel action 20-07	BEIS and BSL Administrator to meet with OPSS to review an aligned message from BEIS/OPSS/BSL on what is acceptable evidence for legally imported fuels
New Panel action 20-08	BSL administrator and BEIS to confirm if origin of fuel can be shared by the BSL portal

7) BEIS update

BEIS provided an update [presentation 20-05 BEIS Update] on the non-domestic RHI, annual maintenance checks, fuel quality and other changes including equivalent schemes, extension application, novation, the Biomass Strategy and the Boiler Upgrade Scheme

New Panel action 20-09	Panel members to provide views to BEIS regarding novation
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8) BSL activity update

The BSL activity was presented by the BSL Administrator [see presentation 20-06 BSL Activity, slides 20 to 28]

9) Ofgem Update

There was no update provided from Ofgem, however there will be further updates provided at the next panel meeting.

10) AOB

The BSL administrator to email panel members requesting for volunteers for subgroups and opinions on preferred location for next panel meeting

New Panel action 20-10	Panel members to be contacted regarding location of next panel meeting along with volunteers to join the sub-committees.
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Appendix A

Member Name	Organisation
Julian Morgan-Jones (Chair) (JMJ)	South East Woodfuels Ltd
Alan Davies (AD)	DJ Davies Fuels Ltd
Alan Webb (AW)	JM Envirofuels Ltd
Alex Wroot (AEW)	Woodsure
Andrew Hopton (AH)	Woodsure
Bruce Allen (BA)	HETAS
David Marchant (DEM)	DEM Logs
Duncan Mackinnon (DM)	Tilhill Forestry
Emanuela Arvati (EA)	BEIS
Gabriella Poli (GP)	Ofgem
Gill Alker (GA)	AMP Clean Energy
Helen Bentley-Fox (HBF)	Woodsure
James Wood-Segura (JWS)	Ofgem
Lucy Clark (LC)	LC Energy Ltd
Julia Turner (JT)	Wood Recyclers Association
Malcolm Snowie (MS)	Scot Heating Company Limited
Michael Barber-Starkey (MBS)	M W Barber-Starkey
Pablo John (PJ)	Wood Heat Association
Ross Lowrie (RL)	Self-supplier
Tunde Ojetola (TO)	BEIS
Apologies	Organisation
Amy Fielding (AF)	Environmental Compliance Solutions Ltd
Ian Tubby (IT)	Forestry Commission England
Jane Lumb (JL)	BEIS
Steve Arnold (SA)	Effipap Ltd