

## BSL Advisory Panel – Approved Minutes Meeting 28

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|----------------------|---|
| <b>Time and date</b> | 10:00 – 14:00, 07 <sup>th</sup> December 2023 |
| <b>Venue</b>         | Online  |
| <b>Date of issue</b> | 14 <sup>th</sup> March 2024                   |

### 1) Introductions to BSL AP and housekeeping

DESNZ welcomed the new Panel members. Introductions were carried out led by TO. Roles discussed and allocated to everyone present. An overview given of the relationships between BSL, Woodsure, and DESNZ. A brief explanation given for what the advisory panel is and its role with the Biomass Suppliers List.

### 2) Terms of reference and confirmation (proposed Self-Supplier network)

A Self-Supplier network has been proposed where those that nominated themselves for the AP role of SS would be encouraged to form a group of representatives to meet, discuss various issues and thoughts on behalf of the self-suppliers to enable and support the official AP Self supplier representative to feed that back to the panel. The BSL to work with Julian Power the SS AP representative to set up this network. Julian Morgan-Jones will serve as an advisory role within the panel.

| Action Number | Description  | Responsible Person |
|---------------|--|--------------------|
| AP 28-01      | BSL to approach those that nominated to represent SS to form a group | BSL admin          |

### 3) Nominations for Chair and Vice Chair

Amy Fielding was appointed Chair and Lucy Clark appointed as Vice Chair.

### 4) Subgroup memberships, Finance, Fuel Legality and sustainability and Communications

- **Finance:** AF, LC, and MS
- **Legality and Sustainability:** CS, DM, PT and WC.
- **Fuel Quality:** CL, DM, MG and MC.
- **Communications:** DM, PT and MS.

As part of the discussions around the subgroups, it was determined that Fuel Quality, Legality, and Sustainability were large topics with many nuances enough to split these into two further subgroups. This will allow for more focused discussion. These subgroups need their own independent Terms of Reference which will be written and issued by the BSL.

Post edit: TOR to remain the same and subgroups will not be split. Confirmation of subgroups are:

- Communications.
- Finance.

- Fuel Quality (suspended currently, being reviewed to reintroduce – to be discussed further).

| Action Number | Description   | Responsible Person |
|---------------|---|--------------------|
| AP 28-02      | BSL to review TOR to see if the breaking down of the FQ subgroup into the 3 elements needs another revision of the TOR. | BSL admin          |

### 5) Session on AP topics to be covered

Next Advisory Panel meeting to arranged for March. Discussion on whether to be face to face or online via TEAMS and the typical process of four meetings a year, two in person, two online was overviewed. Subgroups confirmed and further topics noted to discuss in the future. These topics included legality and sustainability which will be covered under the subgroups.

| Action Number | Description  | Responsible Person |
|---------------|--|--------------------|
| AP 28-03      | DESNZ to ask about updated RHI statistics with Ofgem. After closure of the RHI to new applicants, Ofgem adjusted their reporting to annual reporting. TO to confirm. | DESNZ              |

### 6) Approval of previous meeting minutes Approved by new AP.

### 7) Review of Actions Tracker

All existing actions reviewed by the Advisory Panel, lead by AJ and TO. All actions approved by the Advisory Panel.

| Action Number | Description   | Responsible Person | Notes  | Status |
|---------------|---|--------------------|--|--------|
| AP 23-03      | DESNZ to provide someone from the strategy team to come and give a talk on Biomass Strategy. 08/06/2023 – Will be invested once publication has gone out. The publication is expected to go out before summer recess. | HBF                | 28/9/23 Invited to 27 <sup>th</sup> panel meeting but last minute cancellation to AP means this remained open. | Closed |
| AP 26-05      | Discuss with OFGEM, to see if there is a way to consolidate figures of pellets between BSL/ENplus/Ofgem going forward.  | PB/BSL             | Meeting between UKPC, Ofgem and BSL to discuss. Discrepancy on Self Reporters explained.                       | Closed |
| AP 26-12      | Could the Woodsure Fuel information (numbers) and the Self-reporter information (numbers) be collated?  | PB                 | Meeting between UKPC, Ofgem and BSL discussed but unlikely to be able to compare and time consuming (kWh,      | Closed |

|           |   |               |  |                |
|-----------|---|---------------|--|----------------|
|           |   |               | efficiency, tonnage, fuel quality for eg)                                  |                |
| AP 27-01  | Last 5 quarters tonnage reporting very variable. BSL to investigate   | BSL           | Covered in slides 10/11/12   | Closed-slide 5 |
| AP 27-02  | Helpdesk calls to be investigated due to high average in call duration for Q1 2023.                                       | BSL           | Slide 16 updated   | Closed         |
| Ap 27-03  | Offline discussion to be held next panel meeting regarding PBN and due diligence for demonstrating sustainability on BSL. | BSL           | Meeting held 22/11/2023. Brought to the panel meeting and shared with OPSS | Closed         |
| AP 27- 04 | TO and IT to take this feedback back to their departmental colleagues.  | DESNZ & DEFRA | Notes shared with TO and IT to share with DEFRA & DESNZ                    | Closed         |
| AP 27- 05 | Add fuel quality and paper traders to next meeting agenda   | BSL           | To be covered in this meeting  | Closed         |
| AP 27- 06 | Meeting to be arranged to discuss BSL novation before the next panel meeting (late Oct).                                  | BSL           | Novation currently paused.   | Paused         |

### 8) BSL admin update

BSL Admin presented slides regarding updates, including legality and sustainability. This included an overview for what these aspects mean and what the Advisory Panel will be reviewing.

For future meetings BSL admin will share slides at least one week prior to an Advisory Panel meeting to allow members to prepare and share any comments. Note this was not possible in this meeting due to the elections being held and finalised shortly before the meeting and Terms of Reference had not been signed by all representatives.

### 9) DESNZ update

DESNZ has met with various stakeholders (individually and collectively) to discuss issues relating to NDRHI Policy. DESNZ will continue to consult various stakeholders in the new year to discuss the policy intent and if changes to Fuel Quality requirements in the regulations and how they are written. The panel agreed that the fuel quality subgroup should treat this as a priority and that any points for discussion can be taken to those meetings.

A description of the process of how a governmental consultation of stakeholders was given and that DESNZ will be following this procedure in the usual way.

### 10) OFGEM update

Ofgem had sent their apologies as they were unable to attend.

### 11) Fuel legality & sustainability meeting (sub group meeting) recommendations

Following a subgroup meeting, the BSL sent information to OPSS and are awaiting a response regarding due-diligence processes. Once this response has been received, the BSL will advise DESNZ as of the importing of woodfuel from at risk countries and update BSL guidance.

### 12) Fuel quality and paper traders

A paper that had been deferred from the last Advisory Panel meeting was brought to this meeting by JMJ regarding Paper Traders and their treatment under the fuel quality legislation. A Paper Trader is a trader of woodfuel, often pellets, that doesn't handle the product itself but acts as a broker, subcontracting handling and any delivery to another supplier who may or may not be fuel quality certified. The legislation as written requires that the Paper Trader be registered with the relevant fuel quality scheme in one form or another and doesn't currently have further consideration for Paper Traders.

Discussion was had regarding the processes which could make this process easier for Paper Traders specifically with the ENplus scheme but was at the discretion of the ENplus certified company being subcontracted by the paper trader.

The paper will be considered, and the topic discussed by the Fuel Quality Subgroup, any key discussion points to be brought up in the next Advisory Panel Meeting.

| Action Number | Description  | Responsible Person |
|---------------|--|--------------------|
| AP 28-04      | Fuel quality subgroup to have this in mind when reviewing any amendments to legislation. | FQ subgroup        |

### 13) Biomass Strategy update

Discussion regarding the Biomass Strategy and the role biomass may play in reaching the 2050 "Net Zero" target. Question raised regarding the National Audit Office's review of the Biomass Strategy plan. A report regarding this is expected to be published in January 2024.

### 14) AOB and discussion

Discussion brought up by CL regarding members of the advisory panel being emailed with view of all email addresses prior to Terms of Reference being signed.

| Action Number | Description   | Responsible Person |
|---------------|---|--------------------|
| AP 28-05      | BSL admin to follow GDPR breach procedure regarding this. | BSL admin          |

No further points for discussion were raised.

### 15) Closing Remarks, location of next meeting to be set

Closing remarks by Amy Fielding and the next meeting date currently to be determined. Placeholder date is the 7<sup>th</sup> of March however there are conflicts which may require this to be moved.

| Action Number | Description   | Responsible Person |
|---------------|---|--------------------|
| AP 28-06      | BSL admin, Chair, vice Chair and DESNZ to meet and agree date. Date and location to be sent out following this meeting. | BSL admin          |

Appendix A

| Member Name                      | Organisation                            |
|----------------------------------|---|
| Julian Morgan-Jones (JMJ)        | South East Wood Fuels Ltd               |
| Bruce Allen (BA)                 | Woodsure/ BSL                           |
| Avril Jones (AJ)                 | Woodsure/BSL                            |
| Gill Alker (GA)                  | AMP Clean Energy                        |
| Helen Bentley-Fox (HBF)          | Woodsure/ BSL                           |
| Lucy Clark (LC)                  | LC Energy Ltd                           |
| Charles Lacey (CL)               | Lacewood Biomass                        |
| Tunde Ojetola (TO)               | DESNZ                                   |
| Poppy Airey (PA)                 | REA                                     |
| Malcolm Snowie (MS)              | Scot Heating Company Limited            |
| Duncan Mackinnon (DM)            | DSHwood                                 |
| Simon Whatmore (SW)              | Grascott Farm                           |
| Peter Townson (PT)               | A.W. Jenkinson Forest Products          |
| Matt Goodwin (MG)                | UKPC                                    |
| Mike Coles (MC)                  | RTS Forestry                            |
| William Clark (WC)               | Forestry Gov Scotland                   |
| Leon Baah (LB)                   | LLB Capital                             |
| Callum Stone (CS)                | Forestry Gov Wales                      |
| Louise Munro (LM)                | Mossend consulting - S Munro & L Joiner |
| Apologies                        | Organisation                            |
| Julian Power (JP)                | J Power                                 |
| Dave Marchant (DEM)              | DEM Logs                                |
| Steve Fowkes (SF)                | Forestry Govt England                   |
| Julia Turner (JT)                | Wood Recyclers' Association (WRA)       |
| Neil Welsh (NW) / Paul Bass (PB) | Ofgem                                   |