

## CURRENT CRITERIA AND GUIDELINES

### CRITERIA FOR ALLOCATING FUNDS OF THE ADVOCACY PANEL AND GUIDELINES FOR APPLICATIONS

Developed by the panel pursuant to cl 8.10.3(d) and (e) of the National Electricity Code, and published pursuant to cl 8.9 of the code.

#### 1. Eligible projects

The funds of the Advocacy Panel are available for advocacy of the interests of domestic and/or business consumers of electricity traded in the national electricity market (end users):

- a. as they are affected by the National Electricity Code;
- b. in relation to the development, design or policy behind the code;
- c. in relation to the responsibilities of the National Electricity Code Administrator and/or the National Electricity Market Management Company under the National Electricity Law and the code; or
- d. in relation to matters which have implications for the national electricity market as a whole.

#### 2. Eligible applicants

An applicant for such funds must represent the interests of a reasonable number of end users, whether as a representative of an organisation of end users or because the advocacy is in the interests of a reasonable number of end users.

#### 3. Requirements of an application

3.1 An application must include:

- a. the name of the applicant and state how it is eligible under criterion 2;
- b. a description of the project for which funds are sought and state how it is eligible under criterion 1;
- c. the purpose to be achieved by the advocacy comprised in the project, including a statement of how criterion 1 would be satisfied if the advocacy were carried out, and of the benefits to end users, quantified where applicable;
- d. the budget (costs and related income) and timetable for the whole project including for each key element of the project: the name of the consultant or staff who will carry out that element; his or her rate or cost; and the time required for the element to be completed (usually in days or part of a day);
- e. the relevant qualifications of consultants or professional staff carrying out the project and if relevant the role of administrative staff;
- f. the amount of funds sought and the milestones in the budget and timetable against which funds are sought to be paid. Applications are to be limited to 70% or less of the budgeted costs or are to give reasons why the panel should meet a percentage greater than 70%. The costs of advocacy not met by the panel must be met by the applicant from its own or contributed funds or by a non-financial contribution such as unpaid staff time. The panel may, in its discretion, on the request of the applicant, waive or reduce the requirement to fund a share of the budgeted costs.

3.2 An application is to be in writing, on paper and in electronic form. The application should include headings corresponding to matters a to f in criterion 3.1 and deal with the matters under the headings, as well as address any other relevant criteria. Applications, apart from qualifications (item 3 e), should comprise no more than three pages where practicable.

3.3 The panel may seek additional details of an application.

#### 4. Determination of an application

4.1 The panel will determine an application having regard to these criteria, including the timetable for the advocacy, and the principle that there should be diversity in the allocation of funds with respect to the number of end-users represented, the nature of the interests represented and the issues which are the subject of the application for funding. An application may be granted in whole or as to part only and on conditions, including that the project be modified.

4.2 The panel will prepare an agreement between the applicant and the panel to give effect to its granting an application. The panel will in due course publish on its website a pro forma agreement.

**5. Carrying out a project**

A project must be completed in accordance with the time and other terms agreed between the applicant and the panel. The applicant must keep appropriate records of the project. A copy of the report or study comprising the advocacy in the project must be given to the panel on completion. For advocacy comprising oral submissions, the speaking notes or a transcript of the submissions must be given to the panel as soon as practicable. The panel will be entitled to publish these reports, studies and submissions. In due course the results of the advocacy should be advised to the panel.

**6. Panel may call for applications or may commission**

The panel may also call for applications for projects falling within criterion 1 and grant funding for one or more of the applications (in accordance with the above criteria) or commission a project having regard to the applications or otherwise. Proposals to the panel for commissioned work, which if awarded would generally be preceded by competitive selection, are welcome at any time.

Adopted by the panel on 3 June 2003 and finalised by the chairman on behalf of the panel on 24 July 2003.