ISG CHALLENGE LOG PRINCIPLES

- The ISG seeks to have a focused and relatively small challenge log. Not every meeting will necessarily result in a challenge.

- Challenges will reflect the Group's role, as set out in its terms of reference.

- At the end of each meeting, ISG members will confirm the challenges that they want to add to the challenge log. If there are differences in view, ISG members will vote on this.

- Recommendations to the business in ISG sessions will be captured in the meeting minutes. If these are not noted in future SSEND presentations in a timely way, these may become challenges.

- The challenge log will record: date challenge raised; status (open/closed); topic; details of the challenge; ISG owner; SSEND sponsoring director; and SSEN business lead.

- The business will produce a timely 'Challenge tracking form' in response to each challenge. This will set out: the background to the challenge; the personnel consulted; business acceptance and understanding; proposed resolutions plan and narrative; resultant outcome; decision from ISG; ISG comments; and business comments.

- The ISG team will also maintain a separate 'action log' for logistical issues and those that don't involve points of substance. If actions are not followed up in a timely way, these could potentially also become challenges.