

Ljubljana, 20 January 2025

Subject: Establishment of a consultative expert group on EU-wide flexibility needs assessment

Dear Sir or Madam,

The European Union Agency for the Cooperation of Energy Regulators (hereafter “ACER”) is interested in setting up a consultative expert group on matters related to the modelling of energy system flexibility.

The recently adopted Regulation (EU) 2024/1747 of the European Parliament and of the Council of 13 June 2024 amending Regulations (EU) 2019/942 as regards improving the Union’s electricity market design¹ (Electricity Market Design (EMD) reforms) has tasked ACER with undertaking an EU-wide flexibility needs assessment.

The primary focus of the expert group is to provide valuable insights and recommendations to ACER on an ad-hoc basis on the following topics:

- the modelling techniques to be adopted and their implementation considering best modelling practices; and
- questions related to system flexibility to be answered through the model, as well as its further development in the future.

The aim is to support ACER in and contribute to the development of the best possible analytical tool to deliver its EU-wide flexibility needs assessment.

ACER expects that the group will initially focus on more technical and modelling related subjects, for then moving onto broader topics related to system flexibility. If needed, ACER may create smaller, dedicated working groups to optimise the experts’ contributions and the functioning of the expert group. More information is provided in Annex I of this document.

The expert group will be established for the duration of two years. Please note that this an estimate based on the current work plan. This period may vary, and any change will be discussed in advance.

The terms of reference for the expert group, details on the application and specific criteria for the experts are provided in Terms of Reference (ToR) described in Annex 1 of this letter. Only experts meeting the criteria identified in Annex 1 are invited to apply.

¹ OJ L, 2024/1747, 26.6.2024; [Regulation \(EU\) 2024/1747 of the European Parliament and of the Council of 13 June 2024 amending Regulations \(EU\) 2019/942 and \(EU\) 2019/943 as regards improving the Union’s electricity market design. Text with EEA relevance. \(europa.eu\)](#)

Please apply by **10 February 2025**, i.e., 3 weeks after the publication of this “Open Letter” on ACER’s website. Applications received after this deadline will not be considered.

Applications should be sent to: **euflexibility.expertgroup@acer.europa.eu**

Following the receipt of applications, a list of the members of the expert group will be drawn up according to a selection procedure conducted by ACER. According to the ToR and the “Rules of Procedure for the establishment of ad hoc expert groups” (Annex 2 of this letter), the expert group shall aim to have a broad range of relevant expertise and guarantee a balanced diversity.

In order to ensure transparency and openness, the organisation to which the applicant belongs should be registered in the EU Transparency Register at the following link: <https://ec.europa.eu/transparencyregister/public/ri/registering.do?locale=en>.

For information on how your personal data may be handled by ACER in connection with applications, please refer to ACER’s Interactions with Stakeholders Data Protection Notice, available at: <https://acer.europa.eu/the-agency/about-acer/data-protection>.

In case you have any questions, please do not hesitate to contact us at the same email address.

Yours sincerely,



Rafael MURUAIS Garcia

*Head of the Energy System
Needs Department*

Annex 1

Terms of reference for the ad hoc expert group on EU-wide flexibility needs assessment

Deliverable

The ad hoc expert group (hereafter “the expert group”) should deliver expert advice on the specific questions requested by ACER. The form of the advice to be submitted by the expert group to ACER will be determined by the Chairpersons of the expert group.

ACER expects that the focus of the expert group will vary as the EU-wide flexibility assessment is developed. For example, we expect that the focus will initially be on technical modelling related topics as ACER develops its analytical tool. Once these are finalised, ACER intends to explore other relevant questions related to system flexibility to be answered through the model.

To discuss specific and/or technical topics, ACER may form a dedicated working group(s) (hereafter “the working group”) consisting of members from the established expert group. This will allow for more targeted engagement by working directly with the relevant experts on their knowledge domain. It will also help optimising the experts’ commitment, as some may not be interested in or may not be able to contribute to a specific topic.

ACER does not see the working group to be exclusive. Members of the expert group who do not have expertise on a specific topic will be allowed to participate to the meetings of a working group, if they wish.

The material and meeting notes related to the working group will be shared with all members of the expert group.

Schedule

The expert group shall meet at least three times throughout 2025. Depending on the need for input and recommendations from the experts, additional meetings might be required. In this case, ACER will provide ample notice.

The invitations and agendas will be communicated in accordance with the Rules of Procedures of the expert group described in Annex II.

The expert group will be established for the duration of 2 years. Whilst it is difficult to predict with precision for how long the expert group will be called upon, this is to ensure that ACER can still rely on the expert’s contribution if the need arises.

Qualifications and application process

Members of the expert group will be qualified individuals selected by ACER based on their expertise, taking account of the different nature of the stakeholders affected by the work of ACER.

The application should set out briefly:

- A list of relevant qualifications in power market modelling, power markets, energy policy, energy law.
- A list of relevant professional experiences in industry and/or academia related to power market modelling, energy markets, energy systems, energy economics, energy policy and regulations.
- Minimum 4 years of relevant professional experience in the above-mentioned fields.
- Experience in modelling energy system flexibility will be considered a strong plus. The EU-wide flexibility assessment Platform (EU-Flex Platform) will be based on an open-source solution for simulating and optimising modern energy systems - PyPSA².
- Familiarity with the recently adopted Regulation (EU) 2024/1747 of the European Parliament and of the Council of 13 June 2024 amending Regulations (EU) 2019/942 as regards improving the Union's electricity market design (Electricity Market Design (EMD) reforms) constitutes a strong advantage.
- The person's current involvement in the electricity industry and/or academia, including the company or organisation (including EU stakeholder organisation) he or she is a member of. For association members, please indicate current and past participation/contribution in task forces or working groups and the subject(s) dealt with.
- Experience in working on flexibility-related topics will be considered a strong plus.
- List of relevant publications, if applicable.
- Contact details.

ACER will be seeking to ensure representation of the following types of stakeholders:

- market participants;
- sector associations, including those representing:
 - flexibility providers (e.g., storage, demand-side response, electric vehicles, etc.)
 - renewable energy generators
 - thermal energy generators
 - domestic and industrial consumers
- non-governmental organisations;

² PyPSA stands for **Python for Power System Analysis**, which provides an open-source python environment for state-of-the-art energy system modelling.

- academia;
- researchers.

ACER will draw up a list of candidates who meet the relevant criteria. Once the list is constituted, ACER will select up to 30 applicants, and up to 5 applicants to be put on the reserve list. The selection will focus on forming a diverse group of experts, from a different professional and academic background as well as from geographically diverse locations in the EU. For the selection of potential experts with similar profiles, criteria such as the number of years of experience will be considered.

Annex 2

Rules of Procedure for the ad hoc consultative Expert Group on EU-wide flexibility needs assessment

Article 1 – Purpose

The role of the expert group is to provide, on an ad hoc basis, expert views to ACER in the development of its modelling tool to run the EU-wide flexibility needs assessment as mandated by Regulation (EU) 2024/1747.

The status of the input provided by the expert group is that of **advice** to ACER. **Whether the recommendations and feedback received will be implemented is for ACER alone to determine.**

Article 2 – Application procedure

An Open Letter (this document) for the establishment of an ad hoc expert group will be published on the ACER website.

Those interested in becoming members will be invited to contact ACER within the deadline specified in the Open Letter. To be valid, the application of the expert must contain the information described in Annex 1.

Applications will be assessed by a selection committee established by ACER based on the information submitted by candidates.

Selected candidates will be contacted individually by ACER to confirm their appointment as members of the expert group. This communication will take place within 3 weeks after the closing of the period for applications which is made public on the ACER website together with the Open Letter for the establishment of an expert group.

Article 3 – Membership

The expert group is composed of members appointed by ACER.

The expert group shall aim at having a broad range of relevant expertise and diversity among its members. Specific criteria (depending on the relevant area of expertise) may be defined for the appointment of the experts.

Members are appointed **ad personam** and primarily for their competences and shall therefore not have alternates.

Members are required to abide by the terms of ACER's Rules of Procedure for ad hoc expert groups and shall sign them for acceptance upon joining the expert group.

The number of experts in an expert group will not exceed 30.

Article 4 – Chairs

Meetings shall be chaired by ACER representatives.

Article 5 – Responsibilities of the Chairs

The Chairs are responsible for the efficient conduct of the business of the ad hoc expert group and shall in particular:

- Plan the work of the expert group by defining its tasks.
- Draw up the agenda for the meetings of the expert group and ensure minutes are taken.
- Chair the meetings of the expert group.
- Monitor the application of these Rules of Procedure.
- Present the work of the expert group to ACER on a regular basis; and

Article 6 – Independence of the experts

Members shall make a declaration of commitment in their application to fulfil their duties and a declaration of interests which could be prejudicial to their independence.

Article 7 – Confidentiality of information

Members of the expert group are bound by confidentiality requirements in relation to all non-public information they are provided with. Experts shall not disclose to any persons, or company, including the one they might be linked to, any information acquired because of their work in the expert group.

The obligation to maintain confidentiality shall continue to apply even after participation of members in the expert group has ceased.

Chatham house rules will be applied during the meetings of the expert group.

Article 8 – Transparency

The organisations to which the members of the expert group belong shall be registered in the EU Transparency Register.

The list of members of the expert group shall be made public.

The expert group shall operate in accordance with the need for a high level of transparency.

The following documents of the expert group shall be published on the ACER website, subject to the respect of confidentiality requirements:

- Open Letter for the establishment of an ad hoc expert group.
- Rules of Procedure for ad hoc expert groups.
- Privacy notice.
- Minutes in a summary form.
- Any other relevant material.

Article 9 – Meetings

Any meeting of an expert group shall be convened at the invitation of the expert group Chair(s).

The date of the first meeting will be communicated in due course after the establishment of the ad hoc expert group.

Invitations shall be issued not later than 14 calendar days before the meeting.

Meetings will take place in virtual form.

Article 10 – Agenda

A draft agenda shall be drawn up by the Chairs and circulated to the members of the ad hoc expert group no later than 7 calendar days before the meeting. The agenda shall be adopted at the beginning of each meeting.

Article 11 – Documentation

Documents that are necessary for the meetings shall be normally circulated to the members of the ad hoc expert group at least 7 calendar days before the meeting.

Article 12 – Minutes

It is the responsibility of the Chairs to take the minutes of the meeting of the expert group. The minutes shall include a summary record of the proceedings and action points.

Views, whether expressed orally or in writing by members in the context of an expert group shall not be ascribed to a particular individual.

Article 13 – Reimbursement

Experts should bear their own costs.

Article 14 – General provisions

Amendments to these Rules of Procedure shall be approved by ACER.

Annex 3**DECLARATION OF COMMITMENT AND CONFIDENTIALITY**

I, the undersigned in my function as [alternate] member of the ACER Expert Group on EU-wide flexibility needs assessment.

hereby undertake to make all reasonable efforts to fulfil my duties as [alternate] member of the of the ACER Expert Group on EU-wide flexibility needs assessment. In particular, I am aware of my responsibility to declare at each meeting of the Group any interest which might be considered prejudicial to the treatment of items on the agenda.

hereby declare that I am aware of my obligation to respect confidentiality, even after my duties have ceased, if the information is subject to a request for confidentiality or for reasons of professional secrecy. I shall also respect the confidential nature of the opinions expressed by other members during discussions in meetings or provided in written form.

I understand that this declaration will be entered in a register held by ACER, which is accessible to the public.

Date.....

Place.....

Signature.....

Annex 4

**DECLARATION REGARDING CONFIDENTIALITY AND PERSONAL DATA
PROTECTION**

I, the undersigned,, formally
declare that:

- (1) I will treat confidentially any information and documents, in any form (i.e. paper or electronic), disclosed in writing or orally in relation to my participation and/or the performance of my tasks as a member of the ACER Expert Group on EU-wide flexibility needs assessment ('the Group'), and process any personal data in accordance with [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.
- (2) I am fully aware of my obligations, *inter alia* in terms of confidentiality and personal data protection arising from my participation to the Group.
- (3) I will undertake to observe strict confidentiality in relation to my work as follows:
 - I will not use or disclose, directly or indirectly, confidential information or documents for any purpose other than fulfilling the tasks relating to my participation to the Group, without prior written approval from ACER.
 - I will not discuss the work of the Group with others, including other experts or relevant service staff not directly involved.
 - I will not communicate outside the relevant ACER team any confidential information that is revealed to me or that I have discovered. I will not make any adverse use of information given to me.

I shall continue to be bound by these undertakings after completion of my work unless this disclosure of confidential information is required by law.

If materials/ documents/ reports/ deliverables are made available to me either on paper or electronically, I agree to be held personally responsible for maintaining the confidentiality of the documents or electronic files sent and for returning, erasing, or destroying all confidential documents or files on completing my work as instructed.

- (4) When my work takes place on premises ACER, I:
 - must not remove from the premises any copies or notes, either on paper or in electronic form.
 - will be held personally responsible for maintaining the confidentiality of any documents or electronic files sent, and for returning, erasing, or destroying all confidential documents or files on completing my work as instructed.

- (5) If I seek further information (e.g., from the internet, specialised databases, etc.) to complete my work, I:
- must respect the overall rules for confidentiality for obtaining such information.
 - must not contact third parties without prior written approval from ACER.

Date.....

Place.....

Signature.....

Annex 5

CONSENT FORM

In accordance with ACER’s Interactions with Stakeholders Data Protection Notice, available at <https://acer.europa.eu/the-agency/about-acer/data-protection> (the “**Notice**”), ACER would be interested, subject to your consent, in retaining some of the personal data you submit in connection with the qualifications and application processes for this Expert Group – in particular, your name and professional contact details.

In this case, these data would be retained by ACER for up to 5 years after the termination of the qualification and application process or, if your application is accepted, the termination of the Group’s activities. This would allow ACER to further consider, engage and invite you as an applicant in future Expert or Working Groups which may be of relevance to you.

If you consent to this, you can later withdraw your consent at any time, by writing to info@acer.europa.eu or dpo@acer.europa.eu. You can also withdraw your consent by contacting the indicated points of contact for this Expert Group.

You are free to refuse to provide your consent, or later withdraw it – in particular, you will not be prevented from participating in this Expert Group, or suffer any negative consequence (other than needing to reapply manually in the future), as a result of this decision. If you withdraw your consent, any personal data retained by ACER with your consent will be deleted, unless ACER is authorised by law to retain it further.

By signing this Form, you expressly consent to the above.

Date.....

Place.....

Signature.....