

User Pays User Group

Terms of Reference

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1. Objectives

1.1 The User Pays User Group (UPUG) is a forum to enable xoserve and User Pays users to discuss the operation and development of the User Pays arrangements, and in particular to:

- (a) provide feedback on the operation of the User Pays arrangements;
- (b) provide and discuss performance information against standards contained in the Schedules to the Conditions for the Provision of Non-Code User Pays Services (the Conditions);
- (c) provide information as required regarding Code User Pays Services;
- (d) for xoserve to provide information and progress updates on proposed modifications to the Agency Charging Statement;
- (e) to consider and decide upon proposed amendments to the Conditions;
- (f) consider the best way to implement Ofgem approved change (eg approved Modifications) which impact on User Pays;
- (g) consider new Non-Code User Pays services proposed either by xoserve or users.

2. Scope

2.1 All matters related to, or proposed to be related to, User Pays services as described in the Agency Charging Statement and associated contractual documentation, including performance delivery and contractual matters.

3. Membership & Meetings

3.1 The User Pays User Group (UPUG) shall be composed of:

- (a) A Chairman for the meeting;
- (b) A secretary for the meeting;
- (c) The Contract Manager (or their representative) for each customer of the Framework Contract for the Provision of Non-Code User Pays Services;
- (d) Representatives from Transporters who are a party to the Agency Services Agreement;
- (e) xoserve;
- (f) Ofgem;
- (g) Others as may be required.

- 3.2 An organisation can appoint an alternative or additional representative(s) to a meeting so long as the Chairman or Secretary have been informed prior to the commencement of the meeting.
- 3.3 The Chairman and Secretary of the UPUG will be as agreed by the UPUG.
- 3.4 The Secretary will provide agendas and minutes of meetings in a timely fashion.[]
- 3.5 Agendas, minutes and other information provided to UPUG members will be published on the xoserve website.

4. Decisions on Amendments to Conditions

- 4.1 To be confirmed

5. Maintenance of the Terms of Reference

- 5.1 The Terms of Reference will be maintained at the UPUG meetings.