

## Workgroup Terms of Reference

### 0522 (formerly 0479A) - Inclusion of email as a valid UNC communication

**Date referred from Panel:** 18 December 2014

#### Background – Why Change?

Please refer to [www.gasgovernance.co.uk/0522](http://www.gasgovernance.co.uk/0522)

#### Solution

It is proposed to amend the UNC to allow e-mail as a valid form of communication; that e-mail only be allowed where there is prior election/agreement by both parties to email communication for specific communications, with the inclusion of appropriate business rules to ensure that appropriate assurance is in place to be satisfied that communication between parties has been successfully achieved.

#### Topics for Discussion

- Understanding the objective
- Assessment of alternative means to achieve objective
- Development of Solution (including business rules if appropriate)
- Assessment of potential impacts of the modification
- Assessment of implementation costs
- Assessment of legal text.

#### Outputs

Produce a Workgroup Report for submission to the Modification Panel, containing the assessment and recommendations of the Workgroup.

#### Composition of Workgroup

The Workgroup is open to any party that wishes to attend or participate.

A Workgroup meeting will be quorate provided at least two Transporter and two User representatives are present.

#### Meeting Arrangements

Meetings will be administered by the Joint Office and conducted in accordance with the Code Administration Code of Practice.