Uniform Network Code Committee

UK Link Committee Proposed Terms of Reference

1. Uniform Network Code Basis

The Transportation Principal Document Section U 1.1.7 defines the UK Link Committee as the "*Uniform Network Code Committee or any relevant Sub-committee*." The Uniform Network Code Committee has therefore set up a Sub-committee to meet monthly as the UK Link Committee to fulfil the functions set-out in Section U.

General Terms Section B 4.3.4 sets out the matters to be determined by a panel majority of the Network Code Committee:

a) Membership and manner of appointment of members

b) Basis of reporting to Network Code Committee, Users and Transporters

c) Procedures for the conduct of business

Recommendations for these three matters are as follows.

2. Members and Appointment

a) The members of the UK Link Committee are those nominated by shippers and transporters.

b) Each year, shippers on the Network Code Committee nominate up to nine members. The Gas Forum manages the process for nomination, on the shippers' behalf.

c) Whilst each Transporter has the right to make its own nominations, xoserve has currently been appointed as an alternate to represent NTS and all DNs.   xoserve is required to state, where appropriate, when it is speaking or acting on behalf of the Transporters in this capacity.

d) Attendance is open and xoserve, as the service provider, is invited to send one or more representative for information purposes.

e) All meetings shall be chaired by the Joint Office, which will also provide a secretary.

3. Basis for Reporting

The UK Link Committee shall report each month to the Uniform Network Code Committee, following the standard format used by the Uniform Network Code Workstreams except that:

a) The Topic Status format shall be used to record progress on items that may subsequently be resolved by the raising of a UK Link Modification.

b) The Modification Status format shall be used to record all UK Link Modifications discussed, and include agreement and updates to the implementation plans.

c) The Report shall include a summary of the consensus reached, plus an outline of the discussions on all matters where the UK Link Committee is required to reach a conclusion in accordance with Section U of the Network Code. In particular:

   i.   For Class 2, and where applicable Class 3 Modifications, approval of change plans (U8.4.4) (including associated file formats) plus any agreement to depart from the standard timescales (U8.6.2). Prior to approval, the Transporters will have circulated proposals to all shippers for comment.

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ii.   Reviews of the Monthly Report of Performance and of Transporters' proposals in respect of UK Link Performance Monitoring (U7.5.3).[1]

iii.   A summary of any issues arising from the statement of achievement of Performance Parameters (U7.1.4)

iv.   Reviews of Transporters' proposals to resolve doubt about software error or inaccuracy in the UK Link Manual (U8.2.7).

v.   Reviews of the UK Link Benchmark Configuration (U2.2.11)

Minutes of each committee meeting are circulated to UK Link Committee Members, all Users, members of the Network Code Committee and, at the Chairman's discretion, all other persons requesting copies.

4.   Procedures for the Conduct of Business

The Chairman's Guidelines shall apply to the conduct of the meeting.

In principle, meetings shall be open to all but the Chairman may exercise discretion to the extent permitted under the Chairman's Guidelines.

The quorum adopted is the same as that for the Uniform Network Code Committee. This is at least six voting Network Code Committee members or their alternates, of which at least two shall be shippers and two transporters.

Members are permitted to appoint alternates to attend on their behalf and a single alternate may represent more than one member.

The Appendix sets out the standard agenda to be used as a basis for discussion.

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[1] Whilst the Transporters have to seek agreement of the UK Link Committee to the appointment of a UK Link Performance Auditor, this appointment has not been made. This is on the basis that the UK Link Committee has determined that the processes for monitoring performance of UK Link, by monthly reporting, are adequate. The UK Link Committee review the need for a UK Link Performance Auditor annually and report on the outcome to the Uniform Network Code Committee.

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Appendix
UK Link Committee
Standard Agenda

1.0   Introduction

2.0   Confirmation of Membership and Apologies for Absence

3.0   Review of Minutes and Actions from Previous Meeting

4.0   Implementation Plan of Current Changes

5.0   Planned Outages

6.0   Performance Reporting

     6.1   IS Faults logged by Shippers Report

     6.2   UK-Link Business Support Agreement Report

     6.3   Liabilities Report

7.0   File Format and Urgent Communications

8.0   AOB

Additional Agenda Items – As Required

3.1   Review of Other Relevant Industry Fora

9.0   Changes to UK Link Benchmark Configuration

10.0   Software error or UK Link Manual Error Consultation

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