

## Uniform Network Code Committee

### UK Link Committee Proposed Terms of Reference

#### 1. Uniform Network Code Basis Introduction

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

The Committee normally meets on the second Thursday of each month and has an associated approval cycle for UK Link Modifications. A typical timeline for the meeting and approval cycle is attached (Appendix 2)

#### 2. Scope of Committee

The following scope for the Committee is set-out in Section U:

a) For **Class 2**, and where applicable **Class 3 Modifications**, approve 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. xoserve publish, on behalf of the Transporters, a monthly Implementation Plan Summary which provides the basis for Committee discussion on all UK Link Modifications.

b) Review the Monthly Report of Performance and of Transporters’ proposals in respect of **UK Link Performance Monitoring Procedures** (U7.5.3).<sup>1</sup> This is included in the xoserve report pack which currently has the following five sections:

Report A - IS Faults Logged by Shippers

Report B - UK Link Business Support Agreement Report Summary

Report C - Mod 565 Monthly Liabilities Report

Report D - File Format and Urgent Communications Issued since last UK Link Committee Meeting

Report E - Forthcoming Outage Notifications

c) Review any issues arising from the statement of achievement of **Performance Parameters** (U7.1.4)

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<sup>1</sup>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.

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

e) Review any changes proposed to the UK Link Benchmark Configuration (U2.2.11)

In addition, the Committee includes, within its normal business, reviews of:

f) Relevant operational fora and UNC Workstreams to provide an early insight on changes to the UNC regime which are likely to have implications for UK Link Systems.

g) Class 1 UK Link Modifications where the changes would be visible to Users.

h) Relevant Topics, in particular possible future UK Link Modifications, changes in UK Link System management processes or the processes of the Committee.

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

- 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.

### **2.3. 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.

### **3.4. 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 the scope set within Section U of the Network Code, -which is summarised in Section 2 aboveIn 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.~~
  - ~~ii. Reviews of the Monthly Report of Performance and of Transporters' proposals in respect of UK Link Performance Monitoring (U7.5.3).~~
  - ~~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.i. Reviews of the UK Link Benchmark Configuration (U2.2.11)~~
- d) 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.

#### **4.5. 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 ~~UK Link 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. Nominations of alternates should be made in writing, or by email, in advance of the meeting.

Where the meeting is quorate, all decisions shall be by consensus. Consensus is defined within the Chairman's Guidelines as "a general agreement and does not require that unanimity be reached." Where such agreement is not obtained, the Chairman shall submit the matter to the Uniform Network Code Committee for consideration.

~~The Appendix 1~~ sets out the standard agenda to be used as a basis for discussion.

**Appendix 1**  
**UK Link Committee**  
**Standard Agenda**

**1.0 Introduction**

**~~2.0 Confirmation of Membership and Apologies for Absence~~**

**~~3.01.0 Review of Minutes and Actions not covered below from Previous Meeting~~**

**2.0 Other Industry Fora**

**~~4.03.0 UK Link Modifications Implementation Plan of Current Changes~~**

**~~5.04.0 Review of Topics Status Report Planned Outages~~**

**6.05.0 Performance Reporting**

**~~6.1 IS Faults logged by Shippers Report~~**

**~~6.2 UK-Link Business Support Agreement Report~~**

**~~6.3 Liabilities Report~~**

**7.06.0 File Format and Urgent Communications**

**7.0 Planned Outages**

**8.0 AOB**

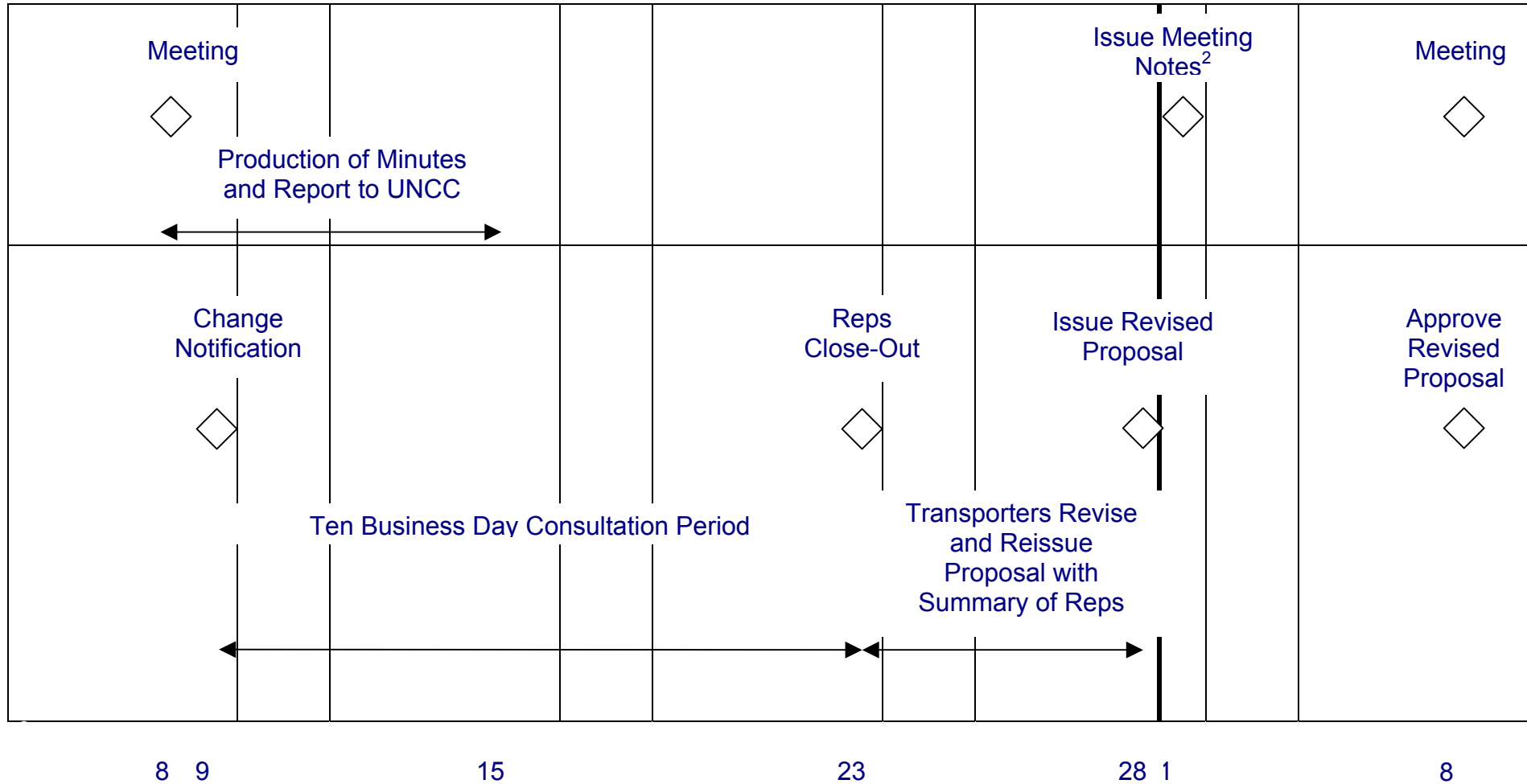
**Additional Agenda Items – As Required**

**~~3.1 Review of Other Relevant Industry Fora~~**

**9.0 Changes to UK Link Benchmark Configuration**

**9.0 ~~10.0~~ Software error or UK Link Manual Error Consultation**

**Appendix 2 – Typical Monthly Timeline (based on February to March 2007)**



<sup>2</sup> This will include the Agenda, the Topics Report and the Monthly Implementation Plan Summary Document. The Monthly Report of Performance is published on that date or as soon as possible thereafter.