

Draft Terms of Reference
for the
Gas Industry Change Overview Board

Purpose/Role

The Gas Industry Change Overview Board (“the Board”) will consider all industry legislative/market arrangement changes and seek to agree targets and priorities amongst stakeholders. The group will make recommendations to Ofgem and inform them of any conflicts of resources or material issues. Initially the Board will monitor delivery of current programmes:

- The UK LINK Programme
- Enhancements to gas settlement (Project Nexus)
- EU regulatory changes by Xoserve

The Board will also recognise and report to Ofgem on any delivery issues both with the central systems developed by Xoserve and the corresponding stakeholder systems development.

Membership

All Licenced Shippers, Suppliers and Gas Transporters (including iGT’s) can be members and Xoserve will attend all meetings. Ofgem will also be invited to attend all meetings.

[There shall be no restriction on the number of members, however each member shall only be entitled to end one representative, unless otherwise agreed by the Chairman in advance^[1]]

Accountability

Although the Board will be chaired and facilitated through the Joint Office of Gas Transporters (The Joint Office), there is no hierarchical structure envisaged. The Board will however report to Ofgem on concerns and issues identified in discussion and may take direction from Ofgem on areas that the Board should be looking at.

Review

The value of the Board will be reviewed on a 6-monthly basis through consultation and feedback of members. The members will then conclude whether there is agreement to continue with the Board meetings^[2].

Board Management

- Meetings of the group will take place [monthly]
- The Joint Office will provide the chair of the meetings and provide secretarial support
- Board members will advise the Joint Office of who will be attending meetings and the Joint Office will publish a list of attendees when they circulate the meeting papers
- Where there is a need for “subject matter” experts to attend meetings members will notify the Joint Office to ensure that they make all members aware that a particular topic/issue is being discussed and that it may be beneficial to invite subject matter experts
- The Joint Office will hold an up to date distribution list for the Board and circulate papers to all members, Xoserve and Ofgem
- The Chair will seek topics for the meeting at least 6 working days in advance of the meeting taking place
- Any papers/presentations for the meeting will be provided by members, Xoserve or Ofgem 5 working days in advance of the meeting and will be circulated by the Joint Office by e-mail
- Minutes will be created by the Joint Office and agreed by the members at the next meeting
- The Board may invite interested parties or other industry stakeholders to their meetings, where they believe there is merit in doing so^[3]

Decisions

- The Board will act in advisory capacity to Ofgem on issues in relation to the industry change landscape and the implications to process, data and systems
- The group will endeavor to reach consensus by majority on recommendations and decisions¹
- Where consensus cannot be achieved a split opinion will be noted with explanatory details provided to Ofgem for its consideration

¹ It is envisaged that over time constituency based representation and voting will be developed and a Memorandum of Understanding created