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Uniform Network Code Committee UK Link Committee Terms of Reference

1. Introduction

The **Uniform Network Code Committee** (UNCC) agreed these terms of reference on ~~[11 December 2008]~~ and amendments shall only be made with the consent of the UNCC.

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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 UNCC has, therefore, set up a Sub-committee 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

- 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. ~~X~~oserve 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).¹ 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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¹Whilst 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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- 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 Workgroups to provide an early insight on changes to the UNC regime, which are likely to have implications for **UK Link Systems**. This shall include any User Pay elements within the UNC Proposal.
- g) **Class 1 UK Link Modifications** where the changes would be visible to Users.
- h) Proposed changes to the Network Code Operations Reporting Manual (NCORM), for the purpose of highlighting changes in operational data on National Grid's website to relevant system developers.
- i) Relevant Topics, in particular possible future UK Link Modifications, changes in UK Link System management processes or the processes of the Committee.

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

- a) Membership and manner of appointment of members
- b) Basis of reporting to the UNCC, Shippers and Transporters
- c) Procedures for the conduct of business

The following guidelines were adopted by the UNCC.

3. Members and Appointment

- a) The members of the UK Link Committee will be those nominated by Shippers and Transporters.
- b) Each year, Shippers on the UNCC will nominate up to nine members. The CEO of the Joint Office of Gas Transporters will manage the process for nomination, on the Shippers' behalf. Changes within year may be agreed by User members of the UNCC.
- c) Members will be permitted to appoint alternates to attend on their behalf and a single alternate may represent more than one member. Nominations of alternates, which may be for one meeting or more, should be made in writing, or by email, in advance of the meeting.
- d) Whilst each Transporter has the right to make its own nominations, Xpserve has currently been appointed as alternate to represent NTS and all DNs. Xpserve is required to state, where appropriate, when it is speaking or acting on behalf of the Transporters in this capacity.
- e) Attendance will be open and Xpserve, as the service provider, will be invited to send one or more representative for information purposes.
- f) All meetings will be chaired by the Joint Office, which will also provide a secretary.

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4. Basis for Reporting

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

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- 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 Implementation Plan Summary, issued by xoserve and placed on the Joint Office website, 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, additions and amendments to UK Link Code Communications, 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 above.
- d) Within five working days of each meeting, minutes 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.

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 Code Administrators Code of Practice.

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The quorum adopted shall be the same as that for the UNCC. This is at least six voting UK Link Committee members or their alternates, of which at least two shall be Shippers and two Transporters.

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 UNCC for consideration.

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

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Appendix 1

UK Link Committee

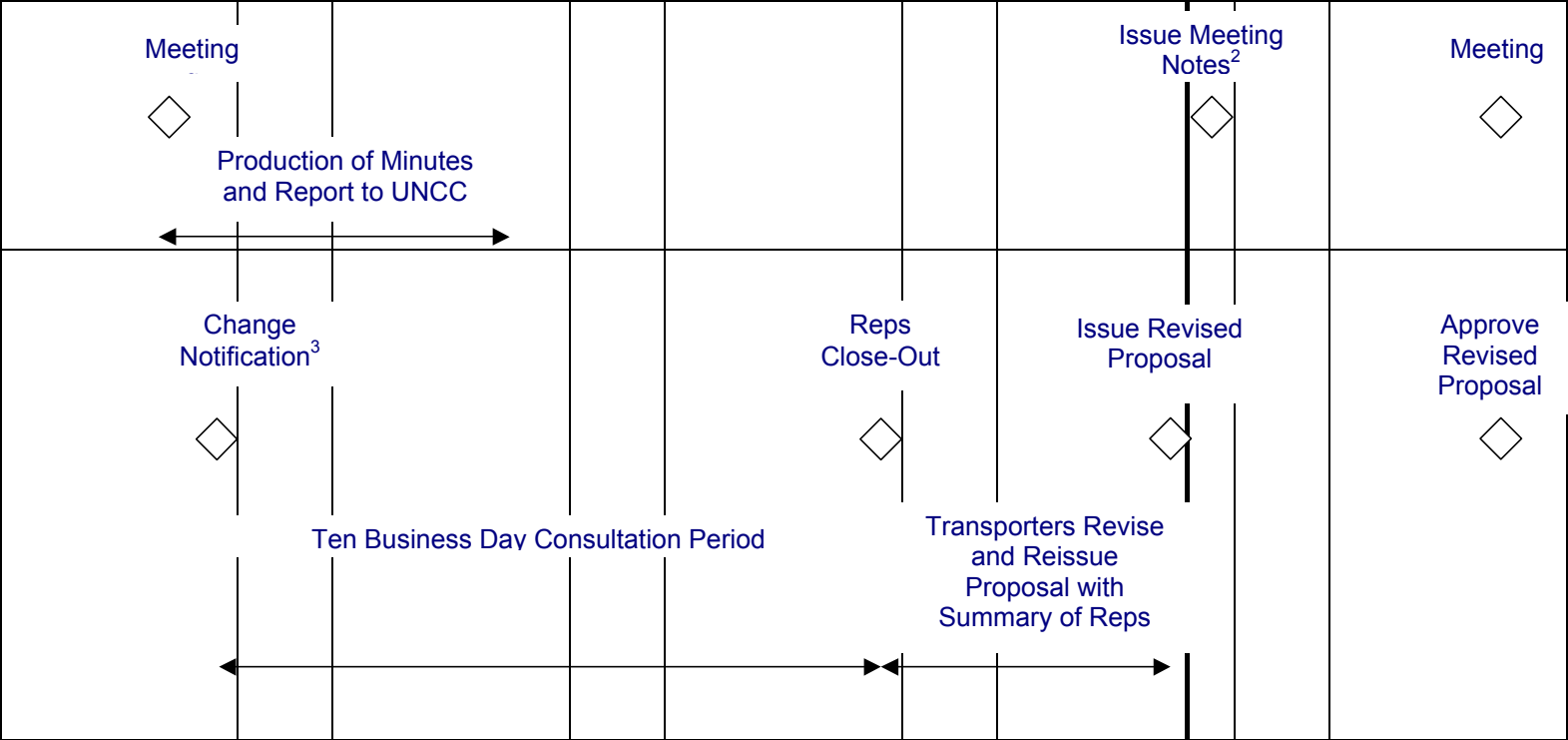
Standard Agenda

- 1.0 Review of Minutes and Actions not covered below**
- 2.0 Other Industry Fora**
- 3.0 UK Link Modifications Implementation Plan**
- 4.0 Review of Topics Status Report**
- 5.0 Performance Reporting**
- 6.0 File Format and Urgent Communications**
- 7.0 Planned Outages**
- 8.0 AOB**

Additional Agenda Items – As required may include:

- 9.0 Changes to UK Link Benchmark Configuration**
- 10.0 Software error or UK Link Manual Error Consultation**
- 11.0 Proposed Changes to NCORM**
- 12.0 Changes to Terms of Reference**

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



² 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.

³ In the event of a five week interval between UK Link Committee meetings, the Transporters have five further working days in which to issue these notifications.

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