

Uniform Network Code Committee

Demand Estimation Sub-committee Terms of Reference

1. Introduction

The Transportation Principal Document (TPD) Section H – [Demand Estimation and Demand Forecasting](#) provides for the “*Uniform Network Code Committee or any relevant Sub-committee*” to consider a number of matters relating to demand estimation. The Uniform Network Code Committee has established the Demand Estimation Sub-committee (DESC) to meet as necessary to fulfil the functions set out in TPD Section H.

[UNC General Terms Section B 4.3.4](#) sets out the matters to be determined by a panel majority of the Uniform Network Code when establishing a Sub-committee:

- a) [Membership and manner of appointment of members;](#)
- b) [Basis of reporting to Uniform Network Code Committee, Users and Transporters;](#)
- c) [Procedures for the conduct of business.](#)

2. Scope of Sub-committee

The following scope for the Sub-committee is set-out in TPD Section H:

- i. [Demand Model – Determination of the variables used. \(H1.3.1\)](#)
- ii. Composite Weather Variable determination taking account of new weather experience [including the derivation of formula, derivation of daily values and frequency of review. \(H1.4.1, H1.4.2 and H1.4.3\)](#)
- iii. [Determination of the seasonal normal values of the Composite Weather Variable, including making revised values available to Users and determination of frequency of review. \(H1.5.2, H1.5.3 and H1.5.4\)](#)
- iv. [Determination of the minimum NDM Sample population and composition. \(H1.6.5\)](#)
- v. [Development or revision of the End User Category \(EUC\) definitions and Demand Models. \(H1.7.1 & H1.7.2\)](#)
- vi. Annual and any interim evaluation of EUC definitions and Demand Model performance [including consultation with industry and the reviewing of representations made. \(H1.8\)](#)
- vii. Proposed revision of EUC definitions and Demand Models, and discussion of User [and Transporter](#) representations. (H1.8.1 and H1.8.4)
- viii. [Any other particular issue that may arise in the development or revision of EUCs and Demand Models. \(H1.8.6\)](#)
- ix. [Ensure that publication and consultation of proposed changes is carried out in a timely manner \(H1.9.1 and H1.9.2\).](#)
- x. [Determine the 1in20 peak day demand. \(H4.3.1\)](#)
- xi. [Establish technical working groups which may be attended by the DESC Voting Members and their specific experts to undertake the](#)

detailed analysis and matters relating to the underlying methodology. Such groups will be responsible for:

- i. Defining statistical techniques used for the relevant analysis;
- ii. Defining decision making criteria through the technical analysis process and the position to be taken if change is not statistically significant;
- iii. Ensuring that transparency relating to all analysis is maintained, including access to relevant data; and
- iv. Undertaking any other relevant ad-hoc analysis required.

3. Members and Appointment

- a) DESC Voting Members are those nominated by Users and Transporters.
- b) Each year, Users nominate up to five (5) Voting Members and the [Gas Forum/Joint Office of Gas Transporters]¹ manages the process for this on Users' behalf before the start of each Gas Year. Changes within year may be agreed by User members of the Uniform Network Code Committee.
- c) The Transporters will nominate five (5) Voting Members to represent National Grid NTS, National Grid Distribution, Northern Gas Networks, Scotia Gas Networks and Wales & West Utilities. Whilst each Transporter has the right to nominate individual Voting Members, Xoserve has currently been appointed as an alternate to represent National Grid NTS and all Distribution Networks. 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 representatives for information purposes.
- e) All meetings are chaired by the Joint Office of Gas Transporters, which also provides a secretary.
- f) Technical working groups, requiring specific expert knowledge, can be attended by relevant User and Transporter experts. These attendees are not required to be the Voting Members of the DESC. Consistency of membership for technical subject matter is preferred to ensure continuity of analysis.
- g) Any nominated alternate may hold the voting rights of the Voting Member they represent following formal written notification to the Joint Office of Gas Transporters of their alternate.

4. Basis for Reporting

The Joint Office of Gas Transporters, on behalf of the DESC, will report each month to the Uniform Network Code Committee, following the standard format used by the Uniform Network Code Workgroups except that:

- a) The Topic Status format is used to record progress on any specific issues that do not form part of the typical annual work plan (see Appendix).

¹ Details of the nomination process for the gas year commencing October 2012 have yet to be finalised by DESC. In the absence of a specific proposal to change, the existing arrangements with the Gas Forum will prevail.

- b) The Modification Status format is not used other than to highlight UNC Modifications that might impact the work of the DESC.
- c) The matters covered in the DESC minutes. The latter shall include a summary of the outcome of discussion of results from the work plan in accordance with the scope set out within TPD Section H of the Uniform Network Code, which is summarised in Section 2 above.
- d) Minutes of each meeting are made available to DESC Voting Members, all Users, members of the Uniform Network Code Committee and all other persons requesting copies.

5. Procedures for the Conduct of Business

The [Code Administration Code of Practice](#) shall apply to the conduct of the meetings wherever possible.

In principle, meetings shall be open to all, but the Chairman may exercise discretion to the extent permitted under the [Code Administration Code of Practice](#).

The quorum adopted is at least [four \(4\) Voting Members](#) or their alternates, of which at least two [\(2\)](#) shall be [Users](#) and two [\(2\) Transporters](#).

[Voting Members](#) are permitted to appoint alternates to attend on their behalf and a single alternate may represent more than one [\(1\) Voting Member](#). Nominations of alternates should be made [to the Joint Office of Gas Transporters](#) in writing, or by e-mail, in advance of the meeting [and may be on an enduring basis](#).

Where the meeting is quorate, all decisions shall be by [simple majority of Voting Members or their nominated alternate](#). Where such agreement is not obtained, the Chairman shall submit the matter to the Uniform Network Code Committee for consideration.

[Technical working groups requiring expert input may be expected to convene at short notice to assess analysis and make recommendation to the DESC Voting Members on progress or alternative investigations that may be required. Such meetings will be by necessity informal and may be conducted over email or by teleconference. In these cases all Representatives should be invited with a quorum of three \(3\) Voting Members or their alternates, of which two \(2\) shall be Users and one \(1\) a Transporter. A summary will be expected to be presented to the next scheduled DESC meeting for the record.](#)

The Appendix sets out the typical work plan for each year and the standard agenda for [Sub-committee](#) meetings.

Appendix

Demand Estimation Sub-committee

Typical Work Plan for a year

- a) Re-evaluation of model smoothing [September]
- b) Re-evaluation of NDM Sampling [September and January]
- c) Re-evaluation of End User Category definitions and Demand Model performance [November/December, June]
- d) Development of approach for Spring analysis [December/January]
- e) Consultation on proposed revision of End User Category definitions and Demand Models [June]
- f) Response to representations on End User Category definitions and Demand Models, and finalisation of proposed revisions [July/early August]
- g) Matters arising from the source of weather data such as changes in weather stations [As necessary, in conjunction with other work plan items]

Standard Agenda

1.0 Introduction

2.0 Confirmation of Membership/[Alternates](#) and Apologies for Absence

3.0 Review of Minutes and Actions from Previous Meeting(s)

4.0 Relevant UNC Modifications

5.0 Progress of Work Plan

6.0 Review of Work Plan

7.0 [Any Other Business](#)

8.0 Date of Next Meeting/Diary Planning