

# Pre-launch DSC Change Management / Contract Management Committee Minutes

Tuesday 21 March 2017

Via Teleconference

## Attendees

Rebecca Hailes (Chair)	(RH)	Joint Office	Non-Voting
Helen Bennett (Secretary)	(HB)	Joint Office	Non-Voting

## DSC Change Management Shipper User Representatives

Alison Nield	(AN)	Gazprom	Shipper Class B - Voting
Andrew Margan	(AM)	British Gas	Shipper Class A - Voting
Colette Baldwin	(CB)	E.ON	Shipper Class A - Voting
James Rigby	(JR)	Npower	Shipper Class A - Voting
Lorna Lewin	(LL)	DONG Energy	Shipper Class B - Voting

## DSC Change Management Transporter Representatives

Beverley Viney	(BV)	National Grid NTS	NTS Representative
Chris Warner	(CW)	NGGD	DNO Representative
Nicky Rozier	(NR)	GTC	iGT Representative
Richard Pomroy	(RP)	WWU	DNO Representative
Sean McGoldrick	(SM)	National Grid NTS	NTS Representative

## CDSP Change Management Representatives

Loraine Cave	(LC)	Xoserve	Non-Voting
Matt Smith	(MS)	Xoserve	Non-Voting

## DSC Contract Management Shipper User Representatives

Colette Baldwin	(CB)	E.ON	Shipper Class A - Voting
Graham Wood	(GW)	British Gas	Shipper Class A - Voting
Lorna Lewin	(LL)	DONG Energy	Shipper Class B - Voting

## DSC Contract Management Transporter Representatives

Beverley Viney	(BV)	National Grid NTS	NTS Representative
Joanna Ferguson	(JF)	NGN	DNO Representative
Kishan Nundloll	(KN)	ESP	iGT Representative
Sean McGoldrick	(SM)	National Grid NTS	NTS Representative
Sue Hilbourne	(SH)	SGN	DNO Representative

## CDSP Contract Management Representatives

Loraine Cave	(LC)	Xoserve	Non-Voting
Matt Smith	(MS)	Xoserve	Non-Voting

## Observers

Chris Shanley	(CS)	Joint Office	Non-Voting
Helen Cuin	(HC)	Joint Office	Non-Voting
Hilary Chapman	(HC)	Scotia Gas Networks	Non-Voting
Robert Wigginton	(RW)	Wales and West Utilities	Non-Voting
Shanna Key	(SK)	Northern Gas Networks	Non-Voting

## Apologies

Dave Turpin	(DT)	Xoserve	Non-Voting
Graham Wood	(GW)	British Gas	Shipper Class A - Voting (Contract)

Copies of all papers are available at: <http://www.gasgovernance.co.uk/DSC-Change>

## 1. Welcome and Introduction

### 1.1. Confirm attendees, clarify roles

RH welcomed all representatives to the meeting, noting that not all representatives had been able to join from the Contract Management Committee therefore this Committee was not quorate and may implicate any decisions required in respect of item 4.0.

RH clarified for quoracy to be achieved, the committees each required 3 Shipper representatives and 3 Transporter representatives with a total of 7 votes.

RH thanked all participants for attending the meeting at short notice and apologised for late papers being issued. She reminded the group that in normal circumstances any meeting material ought to be provided at least 5 business days before meeting date.

RH introduced the published presentation and clarified that Committee Representatives had initially been appointed for 18 months from 01 April 2017 until 30 September 2018.

CW believed that although the intention was to appoint representatives initially for 18 months, there had been discussions in other forums (UNCC) as to whether this was still appropriate in light of shortfall of representations for iGTs and Shipper Class C, and suggested that the Committees may wish to review enacting a re-appointment process after 6 months. He confirmed discussions have taken place on whether it would be more appropriate to reduce the 18 month period down to 6 months, however he recognised this would require a UNC Modification.

CW pointed out that there are no Class C shippers with voting rights on the Change Committee and believed the period of appointment should be changed to an initial 6 month period. RH suggested this is put on the agenda for the next meeting.

CB explained the original intent for an 18-month appointment process was to have a pragmatic solution as opposed to running two elections very close together. She emphasised that a lot of work had been undertaken to encourage participation. It was unclear whether having provided an additional opportunity for nominations from the industry, if a further appointment process would achieve the results desired.

CB believed that Paul Rogers (PR), National Grid Gas Distribution, may be considering raising a UNC Modification to change the length of time a Committee Representative is tied in for.

SH suggested the Committees should have a post-implementation review of the process and that any change might need to be post-implementation. She suggested the Committees could re-examine representations once Project Nexus has gone through (01 June 2017).

CB suggested the Committee could consider amending the current rules if under-represented constituents were to nominate representatives at any time within the appointment year to take up a seat where a class is only represented by another Class.

KN asked CW if he saw this change as a post-June change or a fast-track. CW confirmed he will liaise with PR regarding the raising of a modification.

RH confirmed that the amount of time a committee representative is tied in for will stay at 18 months, if this proves unworkable then an alternative approach may be sought.

### 1.2. Apologies for absence

No pre-notified apologies were received. However, it was noted that the following had not been able to attend: Dave Turpin, Xoserve; Graham Wood, British Gas; Nick Salter, Xoserve; Robert Cameron-Higgs, Flow Energy; Steve Mulinganie, Gazprom

### 1.3. Alternates

RH reminded the group that each member is able to nominate a voting Alternate. If, at any meeting, lack of attendance by Committee Members means that quoracy is not met, the committee may be reliant on alternates.

RH encouraged all established Committee Representatives to nominate a standing alternate from within their organisation. She highlighted that it would be preferable not to nominate an existing

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representative within the same Committee, so that as wide a representation is enabled as possible.

## 2. Expectations

The Committees continued to review the presentation to consider the expectations of the Committee.

## 3. Date Options

RH talked through the date options from the slides provided and the group entered in to discussion relating to the proposed dates.

CB expressed concern that the Joint Office had not engaged with the representatives about the potential issues surrounding meeting dates. She emphasised that there has been no transparency around date proposals and that requesting a decision based on a very short notice presentation was not ideal. CB therefore requested that the proposed dates are sent to the representatives of the Contract Committee for further consideration.

RH confirmed that a decision regarding the Contract Committee meeting dates cannot be agreed at this meeting as quoracy had not been reached.

CW challenged why the Joint Office are not able to support back to back meetings as this was something the smaller Shippers expressed would allow them to be better represented.

BV suggested that holding the April meetings in line with the previous agreed meeting schedule would be beneficial for all representatives and the committee could discuss and agree a different schedule moving forward.

JF confirmed that she was unable to routinely support Tuesday meetings.

AM advised that the Contract Committee meeting planned for Wednesday 19 April 2017 causes a clash for some participants due to the iGT meeting that is arranged on that day. KN advised that due to the iGT Panel, he would not be able to participate in a meeting on 19 April.

RH confirmed to the group that Joint Office could not support Committee Meetings a day before UNC Panel going forward due to resource constraints within the Joint Office.

RW challenged the Joint Office's inability to support industry meetings the day before the UNC Panel emphasising that all Panel documentation is published 5 days ahead of the meeting and that the Joint Office should be in a position to support meetings the day before Panel. Several members concurred and challenged when there is no other meeting in the diary why a meeting could not be supported.

RH explained that the Joint Office have not been provided with any extra resource to manage the DSC Committee meetings and explained that back-office preparations are required to support UNC Panel meetings that parties may not be aware of.

SH challenged that the Joint Office had recruited two additional members of staff and should be in a better position to support additional industry meetings.

RH explained that there are a number of conflicting constraints for meeting dates and all resource constraints are trying to be considered.

The committee representatives requested that the Joint Office take an action to provide an official response from the Chief Executive to the committee to explain in more detail why regular committee meetings cannot be held the day before UNC Panel.

**Action 0301: Joint Office to provide a formal response to explain why committee meetings cannot be resourced the day before UNC Panel meetings.**

**Action 0302: Date proposals to be communicated to both Committee members.**

**Action 0303: CB to provide matrix detailing all date options.**

## 4. Next Steps

### 4.1. Credit Committee Establishment

RH mentioned the Contract Committee part of the meeting is not quorate as not enough voting parties are present.

Deferred to an additional teleconference to carry through this motion of establishing the Credit Committee.

**Action 0304: RH to setup additional T-con for Contract Committee only**

### 4.2. Credit Committee Membership

Deferred until Credit Committee has been established.

## 5. Any Other Business

RH asked the Group to consider if separate Terms of Reference (ToR) for each Committee are required. CW mentioned that there is a potential risk of conflict if there are different ToRs and that what is documented already is adequate.

RH confirmed the constitution for the Credit Management Committee will be completed as a t-con which will be arranged by Joint Office as soon as possible.

RH reminded the group that the consultation on the Joint Office Website Refresh is due to close on 31 March 2017. The link to the Website Refresh Consultation can be found here:

<http://www.gasgovernance.co.uk/webconsultation>

## 6. Diary Planning

Further details of planned meetings are available at: [www.gasgovernance.co.uk/Diary](http://www.gasgovernance.co.uk/Diary)

**Dates for future meetings are yet to be agreed:**

Time / Date	Venue	Programme
TBC		

**Action Table**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0301	21/03/2017	3.0	Joint Office to provide a formal response to explain why committee meetings cannot be resourced the day before UNC Panel meetings.	Rebecca Hailes (RH)	Pending
0302	21/03/2017	3.0	Date proposal to be communicated to both Committee members	Rebecca Hailes (RH)	Pending
0303	21/03/2017	3.0	CB to provide matrix detailing all date options	Colette Baldwin (CB)	Pending
0304	21/03/2017	4.1	RH to setup additional T-con for Contract Committee only	Rebecca Hailes (RH)	Pending