

## Workgroup Terms of Reference

### 0484S - Guidance for the production of legal text

**Date referred from Panel:** 20 February 2014

#### Background – Why Change?

Please refer to [www.gasgovernance.co.uk/0484](http://www.gasgovernance.co.uk/0484)

#### Solution

To begin to address the range of concerns that have been identified, it is proposed that the Modification Rules are modified to introduce a new guidance document, the “Legal Text Guidance Document”. This does not represent a comprehensive change to the current process, but seeks to codify expectations and document the approach which parties are expected to take to ensure that consistent, high quality text is produced in a timely and efficient fashion. Creating a guidance document that can be modified allows for the industry to learn from experience and to develop and improve the guidance over time if and when concerns arise in future, or when alternative approaches are identified that are expected to lead to a more economic and efficient process for the production of legal text – the proposed document specifically provides for an annual review in order to encourage continual improvement.

UNC modification proposals vary. While a consistent basic framework can be followed, the effort and resources involved in legal text production also vary greatly from modification to modification. A guidance document rather than specific rules has been proposed in recognition of this variance, providing clear expectations but also flexibility. A light governance process for amending the document is proposed, under the control of the Modification Panel, enabling change to be made efficiently.

It is proposed that:

1. The Transporters be required to publish a Legal Text Guidance Document.
2. The initial content of the Legal Text Guidance Document be that which is provided as an Appendix to this modification proposal.
3. Parties have regard to the Legal Text Guidance Document when text is produced in support of modification proposals.
4. The Legal Text Guidance Document may be modified if the Modification Panel votes in favour of a proposed change

#### Topics for Discussion

- Understanding the objective
- Assessment of alternative means to achieve objective
- Development of Solution (including business rules if appropriate)
- Assessment of potential impacts of the modification
- Assessment of implementation costs
- Assessment of legal text.

## Outputs

Produce a Workgroup Report for submission to the Modification Panel, containing the assessment and recommendations of the Workgroup.

## Composition of Workgroup

The Workgroup is open to any party that wishes to attend or participate.

A Workgroup meeting will be quorate provided at least two Transporter and two User representatives are present.

## Meeting Arrangements

Meetings will be administered by the Joint Office and conducted in accordance with the Code Administration Code of Practice