

**Terms of Reference**  
**for the**  
**Gas Industry Change Overview Board**

**Purpose/Role**

The primary purpose of the Gas Industry Change Overview Board (“the Board) is to provide strategic industry change portfolio planning and prioritisation.

The Board will consider all industry legislative/market arrangement changes and policy proposals, looking far enough in to the future to enable effective risk management and planning. In seeking to agree targets and priorities amongst stakeholders, the Board will make recommendations or, where consensus is not reached, provide a synthesis of cross-industry views to the Gas Industry and Ofgem.

The Board will also recognise and report to the Gas Industry and Ofgem on any delivery issues both with the central systems developed by Xoserve and the corresponding stakeholder systems development and will be mindful of impacts of strategic change across other industry codes.

**Membership**

All Licensed Shippers, Suppliers and Gas Transporters (including iGTs), or representatives of them, 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 send one representative, unless otherwise agreed by the Chairman in advance.

**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 the Gas Industry and 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.

## **Board Management**

- Meetings of the group will take place at least quarterly, or more frequently by agreement.
- 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 published no later than 5 working days in advance of the meeting (or sooner where items are complex in nature, perhaps requiring wider consultation in member organisations).
- 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.

## **Decisions**

- The Board will act in advisory capacity to the Gas Industry and 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 decisions.
- Where consensus cannot be achieved a split opinion will be noted with explanatory details provided.

## **Inputs**

As a basis for discussion, the Board will, as a minimum, consider the Strategic Change Plan and risk log developed by Xoserve. In addition, the Board will consider a range of relevant inputs from all member organisations including, but not limited to:

- Delivery Plan and Programme Manager Status Reports
- Delivery Risks and Issues.