

Terms of Reference

UK Link Programme Industry Engagement Forum

Purpose/Role

The UK Link Programme Industry Engagement Forum (UKLIEF) will support the UK Link Programme Mission:

Xoserve, its partners and the broader industry will work together to replace the critical UK Link systems which operate at the heart of the energy industry, to deliver a high-quality system that incorporates the Nexus requirements.

The Forum will work collaboratively to support the success of the Programme by:

- Receiving and reviewing updates on the UK Link Programme progress (both from an Xoserve and Stakeholder perspective)
- Sharing information on UK Link Programme deliverables which are relevant and valuable to the industry
- Actively contributing to dialogue about The Programme.
- Sharing output and information from the Forum with their own organisations.
- Sharing information from their organisations with the Forum as appropriate.

Out of Scope

- Discussion on requirements, which may impact the Project Nexus Business Requirements Documents, will take place at the Project Nexus Work Group
- Modification Development for modifications related to the UK Link Programme will take place at the Project Nexus Work Group.
- Deliverables for which existing governance routes exist, e.g. file formats.

Attendance

The UKLIEF is the principal industry engagement forum for the UK Link Programme. To this end, attendance is encouraged and the aim is that the meeting and its content will be inclusive.

- Attendance is open to Gas Shippers, Gas Transporters and other interested parties.
- Xoserve will arrange, attend, and chair all meetings.
- Each attending organisation is encouraged to field a reasonable number of representatives.
- It is anticipated that representatives may change depending on the prevailing agenda and may include delivery partners where appropriate.
- Participants should be able to represent their organisation during discussion and debate.

Review

Xoserve is committed to on-going engagement with the industry with regard to all phases of the UK Link Programme. Xoserve will regularly seek feedback from stakeholders about the effectiveness of The Forum and will act on this feedback.

Specifically, the value of the UKLIEF will be reviewed at least every 6 months

Logistics

- Meetings of the Forum will take place every month / as dictated by the Programme Plan and/or stakeholder demand.
- Xoserve will provide the Chair of the meetings and secretarial support.
- Organisations will advise Xoserve of who will be attending meetings in advance of the meeting. Xoserve will publish a list of attendees on www.xoserve.com when the meeting reading materials are circulated.
- The Chair will seek topics for the meeting at least 5 working days in advance of the meeting taking place – although late additions will be accommodated where time allows.
- Papers/presentations for the meeting will be published by Xoserve 5 working days in advance of the meeting.
- Minutes will be created by Xoserve and agreed by the attendees by exception.

Decisions

- The UKLIEF is not a decision-making forum. Matters arising that require formal industry governance will be directed as appropriate e.g. to UK Link Committee / PNUNC.
- There are likely to be actions assigned to Shippers, Gas Transporters and/or Xoserve from time to time. The assignment will be agreed by consensus of attendees.