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**The Modification Panel (Panel)****Membership:**

The Panel consists of:

- The Chairman (non-voting, except where a casting vote is required)
- Five User representatives (voting members)
- Five Transporter representatives (voting members)
- Up to two (currently one) Consumer representatives (voting members)
- One Ofgem representative (non-voting member)
- One Terminal Operators' representative (non-voting member)
- Secretary (provided by the Code Administrator)

Provision also exists for an Independent Suppliers' representative and an Independent Transporters' representative, both being non-voting members, neither of whom are currently appointed. It should also be noted that there is a UNC modification under Consultation that would add a further User representative (voting) and make the Independent Transporters' representative a voting member. These changes could be effective from October 2015. In addition to this, other industry representatives are entitled to attend Panel meetings as an observer, by agreement with the Panel Chair.

Panel members have a term of office, from 1 October annually. User representatives are appointed by a Designated Person, currently the Gas Forum, whilst Transporters directly appoint their own representatives. Consumer representatives are either employees of the National Consumer Council (soon to be amended to reflect the change to Consumer Focus) or other persons appointed by the Authority.

**Role:**

The role of the Panel is to oversee the process by which UNC modifications are progressed, in accordance with a complex set of rules (the "Modification Rules"), in order to better facilitate the achievement of the relevant objectives defined in Standard Special Condition A11 of the Transporters' Licences.

**Uniform Network Code Committee (UNCC):**

Operating separately, and in addition to, Panel is the UNCC, which has a remit to review matters relating to the implementation of the code and other matters referenced within code. Membership of the UNCC is the same as Panel and voting rights are identical, with the exception that Consumer representatives have no vote at UNCC. The Panel Chair will chair the UNCC and all references to Panel from this point forward shall also apply to UNCC.

**Chair:**

Accordingly, priorities for the Chair are to understand the nature of modifications, to steer the Panel through the modifications process, to introduce an appropriate level of discipline and formality, and to ensure constructive and impartial dialogue and debate between all Panel members. Strong chairmanship skills are therefore of paramount importance.

**Code Administrator:**

In common with other Codes, a Code Administrator, the Joint Office of Gas Transporters (JO)<sup>1</sup>, manages and facilitates the governance processes on a day-to-day basis. The JO, led by a Chief Executive, Les Jenkins, is resourced and funded by Transporters with a specific remit to promote efficiency in the implementation and administration of the UNC. This includes activities including the provision of assistance (a ‘critical friend’) to parties, managing and facilitating Panel meetings and workgroup assessment processes/meetings, conducting Consultations and the production of modification reports. The JO website is the primary medium for communicating UNC-related business and email is used to issue notifications.

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<sup>1</sup> <http://www.gasgovernance.co.uk>

## THE REQUIREMENT

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The Chair of the Panel is – and always has been – the JO Chief Executive, however Ofgem’s 2010 Code Governance Review<sup>2</sup> determined it was in consumers’ best interests that Panel Chairs should be independent. A recent change of the JO Chief Executive has triggered the requirement to recruit an independent Chair at this time.

Against this background, the Transporters are seeking to identify a new independent Chair for the Panel, with a view to making a formal appointment on 1 December 2014 so that he/she can shadow the chair at the following Panel meeting on Thursday 18 December 2014 and assume the full Chair role in January 2015.

- **Initial term:** two years, subject to possible renewal for a further term, following industry consultation and recommendation to the Panel and Ofgem. It is anticipated that the successful candidate would be appointed on some form of ‘specialist contractor’ terms by one of the Transporters on behalf of the JO, although it should be noted that any proposed appointment to the Chair must be approved by Ofgem.
- **Estimated time commitment:** approximately 2 - 2½ days per month, comprising 1 day’s attendance at Panel meetings and 1½ days to read the Panel papers, liaise with the Code Administrator and review/approve the minutes. In addition to this, the Chairman will need to be available to deal with urgent/short notice and/or non-standard modifications and ad-hoc meetings. Based on recent experience, this could amount to an additional 5 days per annum, but could be more, depending on the quantum and nature of modifications and other business.
- **Meeting dates:** Panel meetings are normally held on the third Thursday of every month. They normally begin at 10.30 am and last approximately 3 - 4 hours.
- **Venue:** Panel meetings are held in London, normally at the Energy Networks Association. Urgent meetings may be face-to-face or by teleconference.
- **Deputy Chair:** In the event of absence or unavailability of the Panel Chair, the responsibilities assigned to him/her will automatically pass to the Deputy Chair. The JO Chief Executive will assume the enduring role of Deputy Chair.

## KEY RESPONSIBILITIES

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The Chair is responsible for leading the Panel. As such, he/she will play a pivotal role in creating the right conditions for overall Panel and individual effectiveness. Supported by the Code Administrator (JO), the Chair will be responsible for:

- developing sufficient knowledge and understanding of UNC provisions and processes to undertake the role of Panel Chair
- agreeing meeting agendas with the JO
- chairing monthly and additional ad hoc meetings of Panel

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<sup>2</sup> [Ofgem Code Governance Review](#)

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- ensuring the right level of formality at Panel meetings
  - encouraging active engagement by all Panel members
  - ensuring that Panel meeting minutes are accurate
  - monitoring performance of the JO in supporting and facilitating Panel
  - ad hoc liaison with OFGEM and the JO

## **KEY CHARACTERISTICS AND EXPERIENCE**

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- The Chair must exhibit qualities of objectivity, impartiality and fairness. It is essential that he/she should be demonstrably independent. Accordingly, he/she should not have been employed by, and/or be sufficiently independent of, a Transporter, Ofgem, or any other gas industry party with a material interest in the UNC.
- Strong chairmanship skills and experience are a key requirement for this role. A strong track record of chairing decision making committees and creating consensus through balanced discussion between multiple and diverse stakeholders is vital.
- Experience of working with - or in - the energy industry or another regulated industry would be an advantage, but the ability to quickly “get to the nub of the issue”, without being clouded by preconceived ideas is more important.
- Strength of character and gravitas to provide exceptional leadership and discipline amongst Panel members.
- A clear outlook, consistently sound judgement, and a proven track record of handling difficult issues with authority and confidence.
- A fluent communicator.