

## UNC Workgroup Standard Terms of Reference

### Introduction

This is the standard Terms of Reference that will apply to all UNC Workgroups.

In the event that particular matters are referred by the UNC Modification Panel for the Workgroup's consideration (or are subsequently identified within any initial representations received), then an individual (expanded) Terms of Reference will be published alongside the Modification.

### Purpose of the Modification and its Solution

Please refer to published Modifications at <http://www.gasgovernance.co.uk/livemods>.

### Standard 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.

### Standard Output

To produce a Workgroup Report for submission to the UNC Modification Panel, containing the assessment and recommendation(s) of the Workgroup.

### Standard Composition of Workgroup

A 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 Shipper User representatives are present.

### Standard Meeting Arrangements

Meetings will be administered by the Joint Office of Gas Transporters and conducted in accordance with the Code Administration Code of Practice (<http://www.gasgovernance.co.uk/cacop>)