

Data Services Contract Governance Review Group Terms of Reference

1. Introduction

The UNC General Section D allows DSC Committees to establish sub committees. *“4.4.1 A DSC Committee may establish a sub-committee for such purposes (within the scope of its functions, powers and duties) and comprising such members and on such terms as it decides; and references to a DSC Committee include any such sub-committee”.*

However, the DSC Change Management Committee decided that this review should be open to all DSC parties and that to encourage participation, formal, membership, functions, powers and duties would not be devolved from the DSC Change Management Committee.

This Terms of Reference establishes:

- a) Attendees;
- b) Basis of reporting to the DSC Change Management Committee;
- c) Procedures for the conduct of business.

2. Scope of DSC Governance Review Group

The following identifies the scope of activities related to the Governance Review:

- i. Funding, Governance, Ownership (FGO) and DSC arrangements – background
- ii. DSC Change Management Committee (ChMC) arrangement and observations
- iii. DSC Change Management and Contract Management Committee roles and responsibilities
- iv. DSC ChMC arrangements – Conclusion
- v. DSC ChMC arrangements – Information hierarchy
- vi. DSC ChMC arrangements – Documentation and DSC change process
- vii. DSC ChMC arrangements – UNC and DSC change process
- viii. DSC ChMC arrangements – Development considerations
- ix. DSC ChMC arrangements – Solution activity strawman
- x. CDSP Resources and Stranded Costs
- xi. Industry impacts and Resources
- xii. DSC Change Management Committee – Communications
- xiii. DSC Change Proposal Register

3. Attendance

- a) Attendance is open to DSC Parties initially and attendance by non DSC parties might be considered applicable where the content of the meeting would benefit from their participation;
- b) All meetings are chaired by the Joint Office of Gas Transporters, which also provides a secretary.

4. Procedures for the Conduct of Business

- a) The Code Administration Code of Practice shall apply to the conduct of the meetings wherever possible;
- b) In principle, meetings shall be open to all, but the Chairman may exercise discretion to the extent permitted under the Code Administration Code of Practice;
- c) The quorum adopted is at least six (6) participants attending, of which at least two (2) shall be Shippers Users and two (2) Transporters;
- d) A CDSP representative must be present at each meeting;
- e) The Workgroup has no power or authority to bind any participant of the Workgroup;
- f) Minutes of meeting are to be published on the Joint Office of Gas Transporters website;
- g) It is anticipated that the Review Group will provide a report to the DSC Change Management Committee with recommendations on any changes required to the DSC procedures.

4.0 Frequency of Meetings

- a) The minutes of each meeting sets out the current workplan and topics for discussion at each meeting.