

Terms of Reference

Shrinkage Forum

Author	Version	Date
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Terms of Reference

Attendees

Distribution Networks – National Grid, NGN, SGN, WWU

Gas Shippers

Independent Gas Transporters

Joint Office of Gas Transporters

Ofgem

Plus other members, by invitation.

Forum Chair

Joint Office of Gas Transporters

Objectives

The purpose of these meetings is to provide an opportunity for Distribution Networks and Gas Shippers to meet on a regular basis to review and discuss matters directly relevant to the evaluation of shrinkage to include :-

- Review of annual shrinkage forecasts
- Review of actual shrinkage performance against forecasts
- Review and recommend any projects which will improve the accuracy of the evaluation of shrinkage
- Review the output of the annual Shrinkage and Leakage Model report which is a Licence Condition for DNs
- Review the output of the biennial Shrinkage and Leakage Smart Metering report which is a Licence Condition for DNs
- Only consider those issues which have a direct impact on the evaluation of shrinkage

Administration

The format of the Shrinkage Forum should be as follows :-

- The Joint Office of Gas Transporters will administer all Shrinkage Forum meetings, arranging locations, rooms and teleconference facilities and publish details of agendas, minutes/actions on the Joint Office of Gas Transporters website. They will also chair each Shrinkage Forum meeting and take appropriate minutes which will be published on their website.
- Any documents, consultations, presentations relevant to the Shrinkage Forum will be published on the Joint Office of Gas Transporters website.
- Four Shrinkage Forum meetings should normally be held over the course of each calendar year, however, there will be flexibility to hold more meetings if necessary.

- A minimum of two meetings during each calendar year should be face to face meetings, the remainder being teleconferences. At the start of each calendar year, it should be agreed by all parties the dates/locations of all meetings and which will be teleconferences and which will be face to face.
- Other than by exception, all four Distribution Networks and at least two of the Gas Shippers should be represented at all Shrinkage Forum meetings. Where this minimum attendance is not possible then the meeting should be re-arranged to an alternative date.
- Although teleconference facilities will be made available for all Shrinkage Forum meetings, it is expected that members should attend face to face meetings in person, other than by exception.
- Attendance at Shrinkage Forum meetings should be confirmed to the Joint Office of Gas Transporters at least one week prior to the meeting.
- Any presentations, documents, papers which are to be presented at shrinkage Forum meetings should be submitted to the Joint Office of Gas Transporters at least one week prior to the meeting. The Joint Office of Gas Transporters will publish these document on their website prior to the Shrinkage Forum meeting.

Agenda

A standard agenda will be created and prior to each meeting and all parties will have the opportunity to add any discussion points.

Standard Agenda

1. Introduction and Status Review
 - a. Minutes
 - b. Actions
2. Specific Topics/Projects for review/discussion
3. AOB
4. Diary Planning