

**UNC Workgroup 0676R Agenda**  
**Review of Gas Transporter Joint Office Arrangements**  
**10.30 Monday 09 March 2020**  
**at Radcliffe House, Blenheim Court, Warwick Road, Solihull B91**  
**2AA**

(Teleconference Number 0203 582 4515, Conference ID 401-706-701)  
screen sharing <https://join.me/JointOffice>

***Please Note: This meeting will be considered during the Governance Workgroup***

***The Workgroup Report is due to be presented to the UNC Modification Panel by 16 July 2020***

- 1.0 Introduction and Status Review**
  - 1.1 Approval of Minutes (22 January 2020)**
- 2.0 Review of Outstanding Actions**
- 3.0 Review of Request Workgroup Report**
- 4.0 Next Steps**
- 5.0 Any Other Business**
- 6.0 Diary Planning**

**Action Table (as at 22 January 2020)**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
<b>0703</b>	30/07/19	2.0	All parties to provide any additional feedback to the Joint Office in relation to what topics should be covered during the Joint Office Engagement Day and/or the Joint Office annual report	ALL	<b>Carried Forward</b>
<b>0704</b>	30/07/19	4.0	Joint Office (PG) to further enhance the Critical Friend process for use by the Joint Office and Proposers.	Joint Office (PG)	<b>Carried Forward</b>
<b>0705</b>	30/07/19	5.0	Transporters and GT's to consider what could be provided in relation to Legal Text consideration and costs; segregated by level of expertise; junior or senior Lawyer, Paralegal, etc.	Transporters/GT's	<b>Carried Forward</b>
<b>1101</b>	04/11/19	2.0	Joint Office to review the timeline; location and order of Panel and Workgroup Meetings and Committees	Joint Office PG; RH	<b>Carried Forward</b>
<b>1102</b>	04/11/19	2.0	Gas Transporters to consider an appropriate proposal for Option 1 – improvement to the current process for improved legal text provision	GTs	<b>Closed</b>
<b>1103</b>	04/11/19	2.0	All to review the Workgroup Report and provide suggested updates	All	<b>Closed</b>
<b>1104</b>	04/11/19	2.0	Joint Office to request an extension at UNC Panel to March 2020 for this Request Modification 0676R.	Joint Office RH	<b>Carried Forward</b>
<b>1105</b>	04/11/19	2.0	Joint Office to publish v2.3 of the Workgroup Report	Joint Office RH	<b>Closed</b>
<b>0101</b>	22/01/20	2.0	PG and AJ/PR to consider way forward to address current separation of administration arrangements and governance between UNC and IGT-UNC and to put forward short and long term solutions.	Joint Office PG and AJ/PR	<b>Pending</b>
<b>0102</b>	22/01/20	2.0	Joint Office (RH/MBJ) to broaden the scope of Modification 0676R and amend the ToR and SM to submit an updated Modification.	Joint Office (RH/MBJ)	<b>Pending</b>
<b>0103</b>	22/01/20	2.0	Joint Office (RH) to review rules around late paper submission and Workgroup Managers to review timelines for Management Information for each of them for later papers. Key differentiation could be in papers for information and papers for decision.	Joint Office (RH)	<b>Pending</b>
<b>0104</b>	22/01/20	2.0	Joint Office (RH) to review adding additional industry meetings to its events diary.	Joint Office (RH)	<b>Pending</b>

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<b>0105</b>	22/01/20	2.0	Joint Office (RH) will provide some suggestions for the Workgroup to review.	Joint Office (RH)	<b>Pending</b>
<b>0106</b>	22/01/20	2.0	Joint Office (RH) will review contents of Solutions section including sub heading for Business Rules.	Joint Office (RH)	<b>Pending</b>
<b>0107</b>	22/01/20	2.0	Joint Office (RH) to consider whether a change or new code service is required and how this can be reflected.	Joint Office (RH)	<b>Pending</b>
<b>0108</b>	22/01/20	2.0	Joint Office (MB) to review this option and options on how to implement this item.	Joint Office (MB)	<b>Pending</b>
<b>0109</b>	22/01/20	2.0	JGAC/other parties to bring proposal regarding the budget/cost of provision of legal text.	JGAC or any other parties	<b>Pending</b>
<b>0110</b>	22/01/20	2.0	Joint Office (RH) to liaise with Jon Dixon at Ofgem regarding the cost of operating the Joint Office compared with other Code Administrators or Code Managers.	Joint Office (RH)	<b>Pending</b>
<b>0111</b>	22/01/20	2.0	GTs to compare assumptions about Joint Office costs in GD1 allowances to actual cost incurred over price control period.	Gas Transporters	<b>Pending</b>