

**Code Reform: BAU Readiness & Integration Workgroup**  
**Terms of Reference (ToR)**

### **Purpose**

The Workgroup is established to:

- Assess, understand and monitor the implications of Industry Code Reform on existing UNC governance (BAU) processes.
- Provide structured oversight and evidence-based recommendations to ensure BAU UNC governance processes remain compliant, resilient, and aligned with evolving regulatory expectations.
- Demonstrate consideration of the Cross Code impacts
- Develop a mitigation and awareness strategy for any risks identified as a result of the evolving regulatory framework changes.

### **Objectives**

The Workgroup will:

- Identify BAU processes impacted by Code Reform and map required changes.
- Conduct impact assessments, including operational, regulatory, and customer facing effects.
- Develop a prioritised action plan for process changes, ensuring alignment with the organisation's governance and risk frameworks.
- Periodically report to the UNC Panel on the strategic implications of reforms.
- Ensure BAU arrangements maintain compliance with updated regulatory requirements, ensuring transparency and effective stakeholder communication.
- Ensure cross-code collaboration to manage interdependencies.

### **Authority**

The Workgroup is authorised to:

- Request information and documentation as required to support the impact assessment.
- Escalate issues to the UNC Panel (and or JGAC) or other designated bodies as appropriate.

The Workgroup does not have the authority to approve final policy positions.

### **Responsibilities**

Standard Agenda Items to be considered:

- Modification Rules
- Introduction of SDS
- Modification Prioritisation

When considering the standard agenda items, the Workgroup should consider:

- Regulatory Impact Assessment
- Operational Readiness and BAU Alignment
- Governance & Reporting
- Stakeholder Engagement

## Meetings

- Meetings will be held monthly or more frequently if required during high-impact reform phases.
- Quorum: A Workgroup meeting will be quorate if at least two Transporter and two Shipper User representatives are present.
- Representatives from UNC signatories.
- Minutes will be formally recorded and retained in accordance with corporate governance policy.
- A Recommendation and Decision Log will be maintained

## Reporting and Escalation

The Workgroup will provide:

- Key messages will be agreed and cascaded to relevant working groups and/or committees

## Review of Terms of Reference

- The ToR will be reviewed annually or sooner if required.