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), an individual (expanded) Terms of Reference will be published alongside the Modification.

Purpose of the Modification, its Solution and Modification Prioritisation

Please refer to published Modifications at https://www.gasgovernance.co.uk/livemods.

Standard Topics for Discussion

- Understanding the objective (Why Change?)
- Assessment of alternative means to achieve the objective
- Assessment of Governance and whether the Modification meets/continues to meet the Self-Governance criteria
- Consideration of Modification's prioritisation
- Assessment of Code Specific Matters
- Assessment of the Solution (including business rules if appropriate)
- Assessment of impacts, including but not limited to Consumer and System Impacts
- Identification of potential impacts on other energy codes
- Identification of potential impacts on Settlement
- Consideration of potential performance assurance impacts
- Assessment of how the Modification furthers the Relevant Objectives
- Consideration of a suitable Implementation Date
- Assessment of Implementation costs
- Consideration/Assessment of the Legal Text, to satisfy it meets the intent of the Solution.

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 (https://www.gasgovernance.co.uk/cacop

Document Control Sheet

Document ID	Title	Publication Date
TBC	UNC Workgroup Standard ToR Template	29 April 2026
Version	Prepared by:	Date Prepared
7.0	Helen Cuin	29 April 2026
Effective Date	Reviewed by:	Date Reviewed
29 April 2026	Kate Elleman	29 April 2026
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Revision History

Version	Date	Review frequency	Reason for update
1.0	20 March 2018	Annual	Initial Version
2.0	01 November 2019	Annual	Update to Standard Topics for Discussion
2.1 Draft	04 January 2021	Annual	Update to Standard Topics for Discussion to include: "*Consideration of potential performance assurance impacts."* Document Control Sheet added to Current Version of template.
3.0	21 January 2021	Annual	Update to Standard Topics for Discussion to include: "Consideration of potential performance assurance impacts."
3.1	31 March 2022	Annual	Additional standard topics for Workgroup consideration of all elements within the Workgroup Report.
4.0	11 May 2022	Annual	Changes approved.
	06 June 2023	Annual	Reviewed no changes
5.0	16 January 2023	Annual	Added potential impacts on Settlement
5.1	18 February 2026	Annual	Added Prioritisation Topic
6.0	11 March 2026	Annual	Logos updated
7.0	29 April 2026	Annual	Mod Prioritisation Approved Version