












UNC Request	At what stage is this document in the process?
<p><b>UNC 0XXX:</b></p> <p><i>(Code Administrator to issue reference)</i></p> <p><b>Review of governance processes within the Data Service Contract (DSC)</b></p>	<div style="display: flex; flex-direction: column; align-items: flex-start;"> <div style="border: 1px solid #800040; border-radius: 5px; padding: 5px; margin-bottom: 5px; width: 100%;"> <span style="background-color: #800040; color: white; border-radius: 50%; padding: 2px 5px; font-weight: bold;">01</span> Request         </div> <div style="border: 1px solid #0070C0; border-radius: 5px; padding: 5px; margin-bottom: 5px; width: 100%;"> <span style="background-color: #0070C0; color: white; border-radius: 50%; padding: 2px 5px; font-weight: bold;">02</span> Workgroup Report         </div> <div style="border: 1px solid #FF8C00; border-radius: 5px; padding: 5px; width: 100%;"> <span style="background-color: #FF8C00; color: white; border-radius: 50%; padding: 2px 5px; font-weight: bold;">03</span> Final Modification Report         </div> </div>
<p><b>Purpose of Request:</b> <i>(Proposer to provide a short description)</i></p> <p>To review the governance procedures and processes for change under the Data Services Contract (DSC).</p>	
<p><b>Next Steps:</b></p> <p>The Proposer recommends that this Request should be assessed by a Workgroup.</p> <p>This Request will be presented by the Proposer to the Panel on <b>dd Month 202y</b> <i>(Code Administrator to provide date)</i>.</p> <p><i>Please consider providing a presentation to introduce the Request to the UNC Modification Panel which should be sent with your Modification to the Joint Office (a suggested template is available at: <a href="https://www.gasgovernance.co.uk/unc/templates">https://www.gasgovernance.co.uk/unc/templates</a>)</i></p>	
<p><b>Impacted Parties:</b> <i>(delete as appropriate)</i></p> <p><i>Proposer to identify impacted parties e.g. Suppliers, Shippers, Distribution Network Operators, Independent Gas Transporters, Consumers)</i></p> <p>High: CDSP, Shippers, Distribution Network Operators, Independent Gas Transporters</p> <p>Low:</p> <p>None:</p>	
<p><b>Impacted Codes:</b> <i>(delete as appropriate)</i></p> <p><i>Proposer to identify any other impacted energy code e.g. Supply Point Administration Agreement, Independent Gas Transporters UNC, Balancing and Settlement Code. Please refer to the <a href="#">Code Administration Code of Practice (CACoP)</a> for energy Code Administrators.</i></p> <p>UNC</p>	

<b>Contents</b>		 <b>Any questions?</b>
<b>1 Request</b>	<b>3</b>	Contact: <b>Joint Office of Gas Transporters</b>
<b>2 Impacts and Costs</b>	<b>4</b>	 <a href="mailto:enquiries@gasgovernance.co.uk">enquiries@gasgovernance.co.uk</a>
<b>3 Terms of Reference</b>	<b>7</b>	 <b>0121 288 2107</b>
<b>4 Recommendation</b>	<b>8</b>	Proposer: <b>Insert name</b>
<b>About this document:</b>		 <b>email address</b>
<i>Please provide proposer contacts. The Code Administrator will update the contents and provide any additional Specific Code Contacts.</i>		 <b>telephone</b>
This document is a Request, which will be presented by the Proposer to the Panel on dd Month 202y.		Transporter: <b>Insert name</b>
The Panel will consider the Proposer's recommendation and agree whether this Request should be referred to a Workgroup for review.		 <b>email address.</b>
<b>Guidance on the use of this Template:</b>		 <b>telephone</b>
<i>Please complete all sections unless specifically marked for the Code Administrator.</i>		Systems Provider: <b>Xoserve</b>
<i>Green italic text is provided as guidance and should be removed before submission.</i>		 <a href="mailto:UKLink@xoserve.com">UKLink@xoserve.com</a>
<i>The Code Administrator is available to help and support the drafting of any Requests, including guidance on completion of this template and the wider modification process.</i>		 <b>telephone</b>
<i>Contact: <a href="mailto:enquiries@gasgovernance.co.uk">enquiries@gasgovernance.co.uk</a> or 0121 288 2107.</i>		Additional contacts: <b>Insert name</b>
<i>Proposers may also wish to refer to the Modification Proposal Guidelines Document available at: <a href="https://www.gasgovernance.co.uk/unc/templates">https://www.gasgovernance.co.uk/unc/templates</a></i>		 <b>email address.</b>
		 <b>telephone</b>

## 1 Request

*The following paragraphs should be completed by the Proposer, be brief and in plain English using the standard styles for body text, bullets and numbered paragraphs as required.*

*Please provide a high level executive summary of the Request including drivers and benefits i.e. **why** this change needs to be made.*

### Why is the Request being made?

This request is being raised to review and discuss options around reforming the DSC governance processes and procedures.

The procedures for changing the Central Data Service Provider (CDSP) Service Documents (such as the Budget and Charging Methodology) are defined in the Change Management Procedures (CMP).

A review is suggested for the end-to-end process of raising and approval of Change to ensure the most appropriate Committee is responsible for reviewing and approving each Change.

The Change Management Committee (ChMC) was designed to focus primarily on assessing technical changes to CDSP Services. However, the ChMC is also responsible for assessing changes to CDSP Service Documents. This means that the ChMC is responsible for assessing contract/finance related changes even though the Contract Management Committee is better placed to do so. Through the development of Modification 0841 Introduction of cost efficiency and transparency requirements for the CDSP Budget, and revisions to DSC change processes, the workgroup identified further changes in addition to what was initially proposed under the draft modification. These changes included:

*Workgroup agreed that the items in UNC – General Terms Section D – CDSP and UK Link, 3 Data Services Contract, 3.1.4 The CDSP Service Documents, clause c) CDSP Service Description and Third Party and Additional Services should move to clause b) to align with the current process. [Workgroup Minutes \(gasgovernance.co.uk\)](http://gasgovernance.co.uk).*

To allow Modification 0841 to continue with the original objective it is recommended the review of suggested amendments to CDSP Service Documents should be progressed as a stand alone review to allow for Industry led debate and discussion.

### Scope

*The Proposer should concisely provide the scope of the Request.*

1. Review the current change processes, how do these currently work in practice?
2. Do the current arrangements meet the requirements for how the change processes and procedure are current drafted?
3. Are there additional procedure changes that would be beneficial? I.e: moving responsibility for amending the CDSP Services Description from the Change Management Procedures to the Contract Management Arrangements

## Impacts & Costs

*The Proposer should concisely state the key or potential impacts and costs to be considered in the Request. The Proposer should provide more information in section 2 if required.*

One option is to amend the Terms of reference for the Change Management Committee (ChMC) and Contract Management Committee (CoMC). Changes may also be required to CDSP service documents.

No system changes are anticipated.

## Recommendations

*The Proposer should state whether the objectives of the Request and the reasons why it should be issued to a Workgroup for consideration.*

The Request should be issued to workgroup for six months with the expectation that an appropriate Modification will be developed during this period.

## Additional Information

*The proposer is to provide any additional information, which may support their Request.*

Insert text here

# 2 Impacts and Costs

## Consideration of Wider Industry Impacts

*Will the Request be impacted by or have an impact upon wider industry developments? If an impact is identified the Workgroup should justify why the benefit of the modification outweighs the potential impact.*

### Insert subheading here

Insert text here

## Impacts

Impact on Central Systems and Process	
Central System/Process	Potential impact
UK Link	<ul style="list-style-type: none"> <li>None identified</li> </ul>
Operational Processes	<ul style="list-style-type: none"> <li>May reduce, or processes may need aligning to current working practices</li> <li>This review may lead to reconsideration of DSC Committees</li> </ul>

Impact on Users	
Area of Users' business	Potential impact
Administrative and operational	<ul style="list-style-type: none"> <li>None identified</li> </ul>

Impact on Users	
Development, capital and operating costs	<ul style="list-style-type: none"> <li>None Identified</li> </ul>
Contractual risks	<ul style="list-style-type: none"> <li>Changes may be required to contracts</li> </ul>
Legislative, regulatory and contractual obligations and relationships	<ul style="list-style-type: none"> <li>No additional obligations are envisaged</li> </ul>

Impact on Transporters	
Area of Transporters' business	Potential impact
System operation	<ul style="list-style-type: none"> <li>None identified</li> </ul>
Development, capital and operating costs	<ul style="list-style-type: none"> <li>None identified</li> </ul>
Recovery of costs	<ul style="list-style-type: none"> <li>None identified</li> </ul>
Price regulation	<ul style="list-style-type: none"> <li>None identified</li> </ul>
Contractual risks	<ul style="list-style-type: none"> <li>None identified</li> </ul>
Legislative, regulatory and contractual obligations and relationships	<ul style="list-style-type: none"> <li>No additional obligations are envisaged</li> </ul>
Standards of service	<ul style="list-style-type: none"> <li>None identified</li> </ul>

Impact on Code Administration	
Area of Code Administration	Potential impact
Modification Rules	<ul style="list-style-type: none"> <li>Amendments may be required</li> </ul>
UNC Committees	<ul style="list-style-type: none"> <li>No changes are anticipated</li> </ul>
General administration	<ul style="list-style-type: none"> <li>Amendments may be required</li> </ul>
DSC Committees	<ul style="list-style-type: none"> <li>Amendments may be required</li> </ul>

Impact on Code	
Code section	Potential impact
<i>UNC – General Terms Section D – CDSP and UK Link, 3 Data Services Contract</i>	<ul style="list-style-type: none"> <li>Amendments may be required</li> </ul>

Impact on UNC Related Documents and Other Referenced Documents	
Related Document	Potential impact
Network Entry Agreement (TPD I1.3)	<ul style="list-style-type: none"> <li>None</li> </ul>
General	Potential Impact
Legal Text Guidance Document	<ul style="list-style-type: none"> <li>None</li> </ul>

Impact on UNC Related Documents and Other Referenced Documents	
UNC Modification Proposals – Guidance for Proposers	<ul style="list-style-type: none"> <li>None</li> </ul>
Self Governance Guidance	<ul style="list-style-type: none"> <li>None</li> </ul>
	<ul style="list-style-type: none"> <li></li> </ul>
TPD	Potential Impact
Network Code Operations Reporting Manual (TPD V12)	<ul style="list-style-type: none"> <li>None</li> </ul>
UNC Data Dictionary	<ul style="list-style-type: none"> <li>None</li> </ul>
AQ Validation Rules (TPD V12)	<ul style="list-style-type: none"> <li>None</li> </ul>
AUGE Framework Document	<ul style="list-style-type: none"> <li>None</li> </ul>
Customer Settlement Error Claims Process	<ul style="list-style-type: none"> <li>None</li> </ul>
Demand Estimation Methodology	<ul style="list-style-type: none"> <li>None</li> </ul>
Energy Balancing Credit Rules (TPD X2.1)	<ul style="list-style-type: none"> <li>None</li> </ul>
Energy Settlement Performance Assurance Regime	<ul style="list-style-type: none"> <li>None</li> </ul>
Guidelines to optimise the use of AQ amendment system capacity	<ul style="list-style-type: none"> <li>None</li> </ul>
Guidelines for Sub-Deduct Arrangements (Prime and Sub-deduct Meter Points)	<ul style="list-style-type: none"> <li>None</li> </ul>
LDZ Shrinkage Adjustment Methodology	<ul style="list-style-type: none"> <li>None</li> </ul>
Performance Assurance Report Register	<ul style="list-style-type: none"> <li>None</li> </ul>
Shares Supply Meter Points Guide and Procedures	<ul style="list-style-type: none"> <li>None</li> </ul>
Shipper Communications in Incidents of CO Poisoning, Gas Fire/Explosions and Local Gas Supply Emergency	<ul style="list-style-type: none"> <li>None</li> </ul>
Standards of Service Query Management Operational Guidelines	<ul style="list-style-type: none"> <li>None</li> </ul>
Network Code Validation Rules	<ul style="list-style-type: none"> <li>None</li> </ul>
	<ul style="list-style-type: none"> <li></li> </ul>
OAD	Potential Impact
Measurement Error Notification Guidelines (TPD V12)	<ul style="list-style-type: none"> <li>None</li> </ul>

Impact on UNC Related Documents and Other Referenced Documents	
	<ul style="list-style-type: none"> <li></li> </ul>
EID	Potential Impact
Moffat Designated Arrangements	<ul style="list-style-type: none"> <li>None</li> </ul>
IGTAD	Potential Impact
	<ul style="list-style-type: none"> <li>None</li> </ul>
DSC / CDSP	Potential Impact
Change Management Procedures	<ul style="list-style-type: none"> <li>Amendments may be required</li> </ul>
Contract Management Procedures	<ul style="list-style-type: none"> <li>Amendments may be required</li> </ul>
Credit Policy	<ul style="list-style-type: none"> <li>Amendments may be required</li> </ul>
Credit Rules	<ul style="list-style-type: none"> <li>Amendments may be required</li> </ul>
UK Link Manual	<ul style="list-style-type: none"> <li>Amendments may be required</li> </ul>

Impact on Core Industry Documents and other documents	
Document	Potential impact
Safety Case or other document under Gas Safety (Management) Regulations	<ul style="list-style-type: none"> <li>None</li> </ul>
Gas Transporter Licence	<ul style="list-style-type: none"> <li>None</li> </ul>

Other Impacts	
Item impacted	Potential impact
Security of Supply	<ul style="list-style-type: none"> <li>None</li> </ul>
Operation of the Total System	<ul style="list-style-type: none"> <li>None</li> </ul>
Industry fragmentation	<ul style="list-style-type: none"> <li>None</li> </ul>
Terminal operators, consumers, connected system operators, suppliers, producers and other non code parties	<ul style="list-style-type: none"> <li>None</li> </ul>

### 3 Terms of Reference

*Suggested Terms of Reference may be provided by the Proposer for consideration by the Panel*

## Background

Insert text here

## Topics for Discussion

- Understanding the objective (Why Change?)
- Assessment of alternative means to achieve objective
- Development of Solution (including business rules if appropriate)
- Assessment of Code Specific Matters
- Assessment of the Solution (including business rules if appropriate)
- Assessment of impacts of the Request, including but not limited to Consumer and System Impacts
- Identification of potential impacts on other energy codes
- Consideration of potential performance assurance impacts
- Assessment of implementation costs of any solution identified during the Request

## Outputs

Produce a Workgroup Report for submission to the UNC Modification Panel, containing the assessment and recommendations of the Workgroup including a draft Modification where appropriate.

## Composition of Workgroup

The 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 User representatives are present.

## Meeting Arrangements

Meetings will be administered by the Joint Office and conducted in accordance with the Code Administration Code of Practice (<https://www.gasgovernance.co.uk/cacop>)

# 4 Recommendations

## Proposer's Recommendation to Panel

The Proposer invites the Panel to:

- Determine that Request 0XXX progress to Workgroup for review with a report back to Panel on dd Month 202Y.

## Document Control Sheet

Document ID TBC	Title Request Template	Publication Date TBC
Version 7.0	Prepared by: Helen Cuin	Date Prepared 12 May 2022
Effective Date	Reviewed by: Helen Cuin	Date Reviewed 12 May 2022
	Approved by: Helen Cuin	Date Approved 19 October 2022



## Revision History

Version	Date	Review frequency	Reason for update
1.0	15 December 2015	Annual	Initial Version
2.0	18 January 2017	Annual	Page 1 Table Update
3.0	05 October 2020	Annual	Document Control Sheet added to Current Version of template.
4.0	04 September 2021	Annual	Update to guidance notes on page 1 (contact for Xoserve)
5.0	12 September 2021	Annual	Version number and footer reconciled
6.0	TBC	Annual	Additional standard text added to section 4.
7.0	12 May 2022	Annual	Review of Template following changes to the standard Workgroup Terms of Reference and to update Template's front page in line with Modification Template. Update to styles.