

## DSC Change Committee Standard Terms of Reference

### Introduction

This is the standard Terms of Reference that will apply to DSC Change Committee Meeting.

### Purpose of the Meeting

- The purpose of the DSC Change Management Committee “Committee” is to perform the functions and duties provided in UNC General Terms Section D and in the DSC in connection with changes to the DSC.
- The role of the Committee is to represent Customers in the management of change to the DSC.
- Amendment of the DSC Terms and Conditions is not within the scope of this Committee.
- The functions of the Committee are set out in the CDSP Service Document Change Management Procedures:

<https://www.gasgovernance.co.uk/DSC-Documents>

### Standard Topics for Discussion

- Change/New Service Requests
- Review CDSP Change Management Projects
- Horizon Scanning (Bubbling under reporting)
- Finance and General Change Budget Update.

### Standard Output and Communications

- UNIFORM NETWORK CODE – GENERAL TERMS SECTION D – CDSP AND UK LINK

<https://www.gasgovernance.co.uk/general>

Minutes of the meetings will be published on the Joint Office website against the relevant meeting date at: <https://www.gasgovernance.co.uk/DSC-Change>

### Standard Composition of the Committee

- The Committee membership nominations and selection process has been established in UNC General Terms Section D Annex D2 which is published on the Joint Office website at: <https://www.gasgovernance.co.uk/general>
- The initial membership term is from 01 April 2017 until 30 September 2018.

- Subsequent membership appointments will be annually from 01 October to 30 September the following year.

### **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>)

### **Standard Agenda**

- 1. Introduction**
- 2. UK Link Release Management Prioritisation**
- 3. Change/New Service Requests**
- 4. Review of CDSP Change Management Reports**
- 5. Horizon Scanning**
- 6. Finance and General Change Budget Update**
- 7. Review of Outstanding Actions**
- 8. Any Other Business**
- 9. Diary Planning**