

## **User Pays User Group**

### **Terms of Reference**

**DRAFT**

## **1. Objectives**

- 1.1 The User Pays User Group (UPUG) is a forum to enable xoserve and User Pays users to discuss the operation and development of the User Pays arrangements, and in particular to:
- (a) provide feedback on the operation of the User Pays arrangements;
  - (b) provide and discuss performance information against standards contained in the Schedules to the Conditions for the Provision of Non-Code User Pays Services (the Conditions);
  - (c) provide information as required regarding Code User Pays Services;
  - (d) for xoserve to provide information and progress updates on proposed modifications to the Agency Charging Statement;
  - (e) to consider and decide upon proposed amendments to the Conditions;
  - (f) consider the best way to implement Ofgem approved change (eg approved Modifications) which impact on User Pays;
  - (g) consider new Non-Code User Pays services proposed either by xoserve or users.

## **2. Scope**

- 2.1 All matters related to, or proposed to be related to, User Pays services as described in the Agency Charging Statement and associated contractual documentation, including performance delivery and contractual matters.

## **3. Membership & Meetings**

- 3.1 The User Pays User Group (UPUG) shall be composed of:
- (a) A Chairman for the meeting;
  - (b) A secretary for the meeting;
  - (c) The Contract Manager (or their representative) for each customer of the Framework Contract for the Provision of Non-Code User Pays Services;
  - (d) Representatives from Transporters who are a party to the Agency Services Agreement;
  - (e) xoserve;
  - (f) Ofgem;
  - (g) Others as may be required.

- 3.2 An organisation can appoint an alternative or additional representative(s) to a meeting so long as the Chairman or Secretary have been informed prior to the commencement of the meeting.
- 3.3 The Chairman and Secretary of the UPUG will be as agreed by the UPUG.
- 3.4 The Secretary will provide agendas and minutes of meetings in a timely fashion.[]
- 3.5 Agendas, minutes and other information provided to UPUG members will be published on the xoserve website.

**4. Decisions on Amendments to Conditions**

- 4.1 To be confirmed

**5. Maintenance of the Terms of Reference**

- 5.1 The Terms of Reference will be maintained at the UPUG meetings.