

## JOINT SPAA & UNC MDD MIGRATION WORKING GROUP TERMS OF REFERENCE

### 1. Formation and Scope

The Joint SPAA & UNC MDD Migration Working Group has been established as a sub-committee of the Supply Point Administration Agreement (SPAA) Executive Committee (EC) pursuant to Clause 6.2.18 of the SPAA Main Body v13.0.

The aim of this Working Group is to give effect to Ofgem's policy intent with regard to the migration of Market Participant Market Domain Data (MDD) from SPAA governance to Uniform Network Code (UNC) governance arrangements, thereby making the Central Data Service Provider (CDSP) responsible for the creation and management of gas Market Participant data. The scope of this Working Group will be to agree the changes required to both the SPAA and UNC to enable the migration to occur and to agree the implementation timescales.

### 2. Objectives

The objectives of the Joint SPAA & UNC MDD Working Group are to:

1. Agree the changes required to existing SPAA Schedules to remove processes relating to Market Participant MDD;
2. Develop a strawman process for insertion into the UNC; and,
3. Agree the implementation approach and timescales.

### 3. Outputs

The Working Group shall provide updates to the EC following each meeting in the form of a 'headline report', which shall include:

- Confirmation of the Working Group's members;
- Evidence of how each of the objectives have been, or will be, met;
- A summary of the assessment of issues and any conclusions drawn thus far; and
- Confirmation of further work to be undertaken.

The SPAA Secretariat shall develop the report with the input and support of the Working Group members.

### 4. Industry Consultation

Following the consideration of any joint issues and the identification of prospective changes, the Working Group will determine whether it should consult with SPAA and UNC Parties and other relevant industry participants to

gain additional views on any proposed governance and technical solutions. Any consultation will be discussed with Ofgem to ensure it does not duplicate activities to be delivered by the Switching Programme.

## 5. Membership and Representation

Membership will be open to the below parties:

- All SPAA Parties;
- All UNC Parties;
- MAMs;
- MAPs;
- Xoserve in their capacity as Central Data Service Provider (CDSP);
- Ofgem; and
- Interested parties (with prior agreement of the Chair).

Any SPAA or UNC Party may also invite an interested party to attend a meeting by prior agreement with the Chair.

Working Group Members shall be individuals who have knowledge of the SPAA and UNC and who understand the Market Participant MDD processes.

## 6. Chair

The Chair shall be provided by ElectraLink and will be required to:

- Chair the meeting;
- Ensure adherence to the agenda and workplan;
- Ensure discussion remains focused;
- Take a leading role in decision-making; and
- Be independent and represent the views of the industry as a whole.

## 7. Secretariat

Secretariat services shall be provided by ElectraLink and shall be responsible for:

- Circulating the agenda for the meeting and any related papers at least 5 Working Days in advance of meetings;
- Producing minutes following each meeting in a style and with a level of detail specified by the Chair, for approval by members of the Working Group;
- Circulating minutes and any post-meeting papers to attendees no later than 5 Working Days following each meeting; and,

- Providing a headline report to the EC following each meeting.

## **8. Decision-Making**

The Working Group will act in a co-operative manner to achieve consensus where possible. Where consensus cannot be reached, decisions and recommendations will be passed by simple majority of the members present eligible to vote. Members eligible to vote shall include all SPAA and UNC Parties. Where there are varying views, the relevant Secretariat will capture these in the minutes and / or the Working Group report.

Any solution or draft legal text recommended by this Working Group will be subject to the usual change control processes and decisions of the respective code decision making bodies, the SPAA Change Board and UNC Panel, and, where required, the Authority.

## **9. Meeting**

Meetings will be hosted by the SPAA Secretariat and web-conference or teleconference facilities will be provided as appropriate.

The Chair of the Working Group may convene an urgent or short-notice meeting of the Working Group if necessary, in order to meet any required timescales or deadlines.

The Chair of the Working Group will be entitled to cancel a scheduled meeting if, in their sole opinion, insufficient industry representatives are able to attend for all or part of the meeting.

## **10. Funding**

SPAA Ltd will be responsible for the costs of relevant Secretariat services, other meeting facility costs and ancillary charges such as teleconferencing charges.

Participants will be responsible for their own costs of attending Working Group meetings and are encouraged to offer meeting room facilities for the group's use.

The Working Group shall not incur any other costs unless approved by the SPAA EC.

## **11. Request for Legal Advice**

Where the Working Group determines that it requires legal advice in relation to its activities it may request it in accordance with the SPAA Legal Support Procurement Guideline.