

Guidelines for the Non-Domestic Consumer Representatives Nomination Process for Uniform Network Code Modification Panel and Uniform Network Code Committee (UNCC)

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1. Definitions

In this document the following words and expressions shall have the following meanings unless the context otherwise requires:

“**Designated Person**” - as defined in the UNC Modification Rules, section 2.1 (defined terms)

“**Joint Office**” - the Joint Office of Gas Transporters.

“**Nomination Process**” – refers to the overall process for nominating a Non-Domestic Consumer Representatives for the Uniform Network Code (UNC) Modification Panel and UNC Committee.

“**Non-Domestic Consumer Representative**” – a Consumer Representative for the UNC Modification Panel and UNCC, appointed by the Authority.

[“**SPoC**” - Single Point of Contact for each UNC Party comprising Shipper Users, Transporters and AIGT/IGTs.]

2. Background and purpose of document

The UNC Modification Rules detail the processes by which the UNC and each Individual Network Code may be modified and/or reviewed. They also govern how the UNC Modification Panel will be established and operated, including the need for a “Designated Person” responsible for appointing User representatives to the UNC Modification Panel and UNC Committee.

In addition, the Modification Rules allow the Authority (Ofgem) to appoint a Consumer Representative in addition to the Consumer Representative nominated by Citizens Advice.

The additional Consumer Representative is considered to be a Non-Domestic Consumer Representative.

Effective from May 2019, the Joint Office is to be the Designated Person nominating parties to the Authority for consideration and appointment.

Purpose of this document

This document sets out the high-level procedure and timeline that is followed during the Nomination Process. The detailed rules governing the nomination process are contained in the Appendix.

This document has been produced by the Joint Office to aid parties understanding of the Nomination Process and is for guidance only. In the event of dispute, the Chief Executive of the Joint Office will have absolute discretion to resolve matters.

UNC Panel (including UNCC) appointments are for a 2-year period commencing on the 01 October 2019. Where mid-term processes are conducted, appointments will be for the remainder of the 2-year Appointment Period.

This document is available on the Joint Office website (<http://www.gasgovernance.co.uk/elections>).

3. Change Process

Any [UNC] Party that is eligible to nominate a Non-Domestic Consumer Representative can propose changes to the processes described in this document by submitting the proposed changes to the Joint Office (uncelections@gasgovernance.co.uk), along with supporting information if required.

In the first instance, the change will be circulated to industry subscribers via the Joint Office UNC distribution list for information.

Comments will then be taken back to the Modification Panel for ratification. This decision will be published all parties and any amendments adopted in time for the next Nomination Process.

4. Nomination and Appointment Process

4.1. Single Point of Contact (SPoC) Nomination Process

Background

To ensure that all communication between the Joint Office and UNC Parties in respect of the Nomination Process is duly authorised, such communication will be with one named individual (or their nominated alternate) within each relevant organisation. This mitigates the possibility of errors resulting from the use of multiple points of contact within the same organisation. Please note correspondence from organisations will only be accepted from an individual's personal company email address and NOT from a generic or group email account. A dedicated email address will be used to support this process: uncelections@gasgovernance.co.uk

Please note that SPoCs can be registered between 01 September and 30 June, and any new registrations or required changes should be advised during this period. The ability to nominate new SPoCs or change existing SPoCs will be closed during the annual appointment process, between 01 July and 31 August, unless otherwise agreed by the Joint Office.

Process

In order to maintain a list of SPoCs, an email will be sent by the Joint Office to its' UNC distribution list no later than **the first working day of June**, to remind organisations to maintain an appropriate SPoC. Note: the Joint Office UNC distribution list is checked to confirm that all registered Gas Shipper and Transporter Licencees are represented.

This email will remind each applicable UNC Parties to provide the Joint Office (uncelections@gasgovernance.co.uk) with a named "Single Point of Contact" (SPoC), plus an optional named alternate, including their company email address, which will be used for all future communication relating to the Nomination Process.. The SPoC/alternate will remain in place until the Joint Office are advised of a change.

In the event that a UNC Party submits more than one SPoC and / or alternate, the applications will be referred back to those SPoCs for resolution.

In the interests of transparency, a full list of SPoCs and their alternates will be published on the Joint Office website. Registered SPoCs and their alternates are deemed to have agreed to their inclusion on this list.

4.2. Nomination Process

Commencing with Gas Year 01 October 2019, Registered SPoCs will be invited, by email no later than the **01 July**¹, to provide nominations for Shipper User Representatives for the UNC Modification Panel (i.e. a single nomination for both Panel and UNCC noting that the role is non voting for UNCC) to represent Non-Domestic Consumers for two years.

The nomination window will be open for a minimum of 3 weeks (15 business days) and closes at 17.00hrs on the last day of this period. Nominations received by the Joint Office after the closure of the window will not be accepted.

SPoCs will need to complete and return a Nomination Form, which will only be accepted from the email address of the registered SPoC or their alternative.

Completed forms are to be returned to the Joint Office of Gas Transporters

¹ Where specific dates are stated and the date in question falls on either a weekend of public holiday then the first following working day will be used

unselections@gasgovernance.co.uk

Each nominee will need to indicate his or her willingness to serve on behalf of all Non-Domestic Consumers by sending an email to the Joint Office of Gas Transporters (unselections@gasgovernance.co.uk). Unconfirmed nominations will be deemed to have lapsed.

4.3. Confirmation of Nomination Process

Following closure of the nomination window, the Joint Office will present the list of candidates to the next UNC Modification Panel meeting and seek permission to submit the list of Nominated candidates to the Authority for selection and appointment.

If after 3 weeks no nominations have been received, the Joint Office will seek a view from the UNC Modification Panel on whether to extend the Nomination window and seek further Nominations or advise the Authority that no Nominations were received.

5. Mid-Term Vacancies

Should a vacancy arise during the 2-year Appointment Period for UNC Modification Panel, nominations for a replacement(s) Non-Domestic Consumer Representative will be sought from the registered SPoCs in that year.

The timescale in these circumstances (only) will be determined at the discretion of the Joint Office and will take into account the specific circumstances at the time (such as having a replacement appointed for the next meeting).

6. Publication of results to the industry

- The names of Appointed candidate will be published at <http://www.gasgovernance.co.uk/elections> – and will be circulated by email

7. Determination

Any queries or disputes arising from these Rules will be determined by the Chief Executive of the Joint Office.