

Uniform Network Code Committee

Demand Estimation Sub-Committee Terms of Reference

1. Introduction

The Transportation Principal Document Section H provides for the “*Uniform Network Code Committee or any relevant Sub-committee*” to consider a number of matters relating to demand estimation. The Uniform Network Code Committee has established the Demand Estimation Sub-Committee (DESC) to meet as necessary to fulfil the functions set-out in Section H.

2. Scope of Committee

The following scope for the Committee is set-out in Section H:

- i. Composite Weather Variable determination taking account of new weather experience (H1.4.2).
- ii. Demand model smoothing to derive the seasonal normal values of the Composite Weather Variable (H1.5.2).
- iii. Report and review of NDM Sampling (H1.6).
- iv. Annual and any interim evaluation of End User Category definitions and Demand Model performance. (H1.8.1)
- v. Proposed revision of End User Category definitions and Demand Models, and discussion of User representations (H1.8.1 and H1.8.4).
- vi. Any other particular issue that may arise in the development or revision of End User Categories and Demand Models (H1.8.6) such as matters arising from the source of weather data arising from changes in weather stations.

General Terms Section B 4.3.4 sets out the matters to be determined by a panel majority of the Uniform Network Code Committee to which the Demand Estimation Sub-Committee reports:

- a) Membership and manner of appointment of members
- b) Basis of reporting to Uniform Network Code Committee, Users and Transporters
- c) Procedures for the conduct of business

These three matters are implemented for DESC as follows.

3. Members and Appointment

- a) DESC members are those nominated by shippers and transporters.
- b) Each year, shippers nominate members and the Gas Forum manages the process for this on shippers' behalf before the start of each Gas Year. Changes within year may be agreed by shipper members of the Uniform Network Code Committee.
- c) Whilst each Transporter has the right to nominate members, xoserve has currently been appointed as an alternate to represent National Grid NTS and all Distribution Networks. xoserve is required to state, where appropriate, when it is speaking or acting on behalf of the Transporters in this capacity.

- d) Attendance is open and xoserve, as the service provider, is invited to send one or more representatives for information purposes.
- e) All meetings are chaired by the Joint Office, which also provides a secretary.

4. Basis for Reporting

The Joint Office, on behalf of DESC, reports each month to the Uniform Network Code Committee, following the standard format used by the Uniform Network Code Workstreams except that:

- a) The Topic Status format is used to record progress on any specific issues that do not form part of the typical annual work plan (see Appendix).
- b) The Modification Status format is not used other than to highlight UNC Modification Proposals that might impact the work of DESC.
- c) The matters covered in DESC minutes. The latter shall include a summary of the outcome of discussion of results from the work plan, and the outcome of Transporter consultation with the Demand Estimation Sub-Committee and shippers in accordance with the scope set within Section H of the Uniform Network Code which is summarised in Section 2 above.
- d) Minutes of each meeting are made available to DESC Members, all shippers, members of the Uniform Network Code Committee and all other persons requesting copies.

5. Procedures for the Conduct of Business

The Chairman's Guidelines apply to the conduct of the meeting.

In principle, meetings shall be open to all, but the Chairman may exercise discretion to the extent permitted under the Chairman's Guidelines.

The quorum adopted is the same as that for the Uniform Network Code Committee. This is at least six members or their alternates, of which at least two shall be shippers and two transporters.

Members are permitted to appoint alternates to attend on their behalf and a single alternate may represent more than one member. Nominations of alternates should be made in writing, or by e-mail, in advance of the meeting.

Where the meeting is quorate, all decisions shall be by consensus. Consensus is defined within the Chairman's Guidelines as "a general agreement and does not require that unanimity be reached." Where such agreement is not obtained, the Chairman shall submit the matter to the Uniform Network Code Committee for consideration.

The Appendix sets out the typical work plan for each year and the standard agenda for committee meetings.

Appendix

Demand Estimation Sub-Committee

Typical Work Plan for a year

- a) Re-evaluation of model smoothing [September]
- b) Re-evaluation of NDM Sampling [September and January]
- c) Re-evaluation of End User Category definitions and Demand Model performance [November/December, June]
- d) Development of approach for Spring analysis [December/January]
- e) Consultation on proposed revision of End User Category definitions and Demand Models in June.
- f) Response to representations on End User Category definitions and Demand Models, and finalisation of proposed revisions in July/early August.
- g) Matters arising from the source of weather data such as changes in weather stations. [As necessary, in conjunction with other work plan items].

Standard Agenda

- 1.0 Introduction**
- 2.0 Confirmation of Membership and Apologies for Absence**
- 3.0 Review of Minutes and Actions from Previous Meeting**
- 4.0 Relevant UNC Modifications**
- 5.0 Progress of Work Plan**
- 6.0 Review of Work Plan**
- 7.0 AOB**
- 8.0 Date of Next Meeting / Diary Planning**