|  |  |
| --- | --- |
| UNC Request | At what stage is this document in the process? |
| UNC 0XXX:  *(Code Administrator to issue reference)*  Request Title *(Please provide a short informative title)* |  |
| **Purpose of Request:** *(Proposer to provide a short description)*  Insert Text Here | |
| **Next Steps:**  The Proposer recommends that this Request should be assessed by a Workgroup.  This Request will be presented by the Proposer to the Panel on dd Month 202y *(Code Administrator to provide date)*.  *Please consider providing a presentation to introduce the Request to the UNC Modification Panel which should be sent with your Modification to the Joint Office (**a suggested template is available at:* [*https://www.gasgovernance.co.uk/unc/templates*](https://www.gasgovernance.co.uk/unc/templates)*)* | |
| **Impacted Parties:** *(delete as appropriate)*  *Proposer to identify impacted parties e.g. Suppliers, Shippers, Distribution Network Operators, Independent Gas Transporters, Consumers)*  High:  Low:  None: | |
| **Impacted Codes:** *(delete as appropriate)*  *Proposer to identify any other impacted energy code e.g. Supply Point Administration Agreement, Independent Gas Transporters UNC, Balancing and Settlement Code. Please refer to the* [*Code Administration Code of Practice (CACoP)*](https://www.ofgem.gov.uk/licences-industry-codes-and-standards/industry-code-governance/code-administration-code-practice-cacop) *for energy Code Administrators.*  Insert Text Here | |

|  |  |
| --- | --- |
| Contents  1 Request 3  2 Impacts and Costs 3  3 Terms of Reference 7  4 Recommendation 7  About this document:  *Please provide proposer contacts. The Code Administrator will update the contents and provide any additional Specific Code Contacts.*  This document is a Request, which will be presented by the Proposer to the Panel on dd Month 202y.  The Panel will consider the Proposer’s recommendation and agree whether this Request should be referred to a Workgroup for review.  ***Guidance on the use of this Template****:*  *Please complete all sections unless specifically marked for the Code Administrator.*  *Green italic text is provided as guidance and should be removed before submission.*  *The Code Administrator is available to help and support the drafting of any Requests, including guidance on completion of this template and the wider modification process.*  *Contact:* [*enquiries@gasgovernance.co.uk*](mailto:enquiries@gasgovernance.co.uk) *or 0121 288 2107.*  *Proposers may also wish to refer to the Modification Proposal Guidelines Document available at:* [*https://www.gasgovernance.co.uk/unc/templates*](https://www.gasgovernance.co.uk/unc/templates) | **Any questions?** |
| Contact:  **Joint Office of Gas Transporters** |
| **Description: Description: email_us_go_online** [**enquiries@gasgovernance.co.uk**](mailto:enquiries@gasgovernance.co.uk) |
| **Description: Description: call_us0121 288 2107** |
| Proposer:  **Insert name** |
| **Description: email_us_go_online email address** |
| **Description: call_us telephone** |
| Transporter:  **Insert name** |
| **Description: email_us_go_online email address.** |
| **Description: call_us telephone** |
| Systems Provider:  **Xoserve** |
| **Description: Description: email_us_go_online** [**UKLink@xoserve.com**](mailto:UKLink@xoserve.com) |
| **Description: call_us telephone** |
| Additional contacts:  **Insert name** |
| **Description: email_us_go_online email address.** |
| **Description: call_us telephone** |

Request

*The following paragraphs should be completed by the Proposer, be brief and in plain English using the standard styles for body text, bullets and numbered paragraphs as required.*

*Please provide a high level executive summary of the Request including drivers and benefits i.e.* ***why*** *this change needs to be made.*

#### Why is the Request being made?

*The Proposer should concisely give the main reason for the Request.*

Insert Text here

#### Scope

*The Proposer should concisely provide the scope of the Request.*

Insert text here

#### Impacts & Costs

*The Proposer should concisely state the key or potential impacts and costs to be considered in the Request. The Proposer should provide more information in section 2 if required.*

Insert text here

#### Recommendations

*The Proposer should state whether the objectives of the Request and the reasons why it should be issued to a Workgroup for consideration.*

Insert text here

**Additional Information**

*The proposer is to provide any additional information, which may support their Request.*

Insert text here

Impacts and Costs

#### Consideration of Wider Industry Impacts

*Will the Request be impacted by or have an impact upon wider industry developments? If an impact is identified the Workgroup should justify why the benefit of the modification outweighs the potential impact.*

#### Insert subheading here

Insert text here

#### Impacts

|  |  |
| --- | --- |
| Impact on Central Systems and Process | |
| Central System/Process | Potential impact |
| UK Link |  |
| Operational Processes |  |

| Impact on Users | |
| --- | --- |
| Area of Users’ business | Potential impact |
| Administrative and operational |  |
| Development, capital and operating costs |  |
| Contractual risks |  |
| Legislative, regulatory and contractual obligations and relationships |  |

| Impact on Transporters | |
| --- | --- |
| Area of Transporters’ business | Potential impact |
| System operation |  |
| Development, capital and operating costs |  |
| Recovery of costs |  |
| Price regulation |  |
| Contractual risks |  |
| Legislative, regulatory and contractual obligations and relationships |  |
| Standards of service |  |

| Impact on Code Administration | |
| --- | --- |
| Area of Code Administration | Potential impact |
| Modification Rules |  |
| UNC Committees |  |
| General administration |  |
| DSC Committees |  |

| Impact on Code | |
| --- | --- |
| Code section | Potential impact |
|  |  |

| Impact on UNC Related Documents and Other Referenced Documents | |
| --- | --- |
| Related Document | Potential impact |
| Network Entry Agreement (TPD I1.3) |  |
| General | Potential Impact |
| Legal Text Guidance Document |  |
| UNC Modification Proposals – Guidance for Proposers |  |
| Self Governance Guidance |  |
|  |  |
| TPD | Potential Impact |
| Network Code Operations Reporting Manual (TPD V12) |  |
| UNC Data Dictionary |  |
| AQ Validation Rules (TPD V12) |  |
| AUGE Framework Document |  |
| Customer Settlement Error Claims Process |  |
| Demand Estimation Methodology |  |
| Energy Balancing Credit Rules (TPD X2.1) |  |
| Energy Settlement Performance Assurance Regime |  |
| Guidelines to optimise the use of AQ amendment system capacity |  |
| Guidelines for Sub-Deduct Arrangements (Prime and Sub-deduct Meter Points) |  |
| LDZ Shrinkage Adjustment Methodology |  |
| Performance Assurance Report Register |  |
| Shares Supply Meter Points Guide and Procedures |  |
| Shipper Communications in Incidents of CO Poisoning, Gas Fire/Explosions and Local Gas Supply Emergency |  |
| Standards of Service Query Management Operational Guidelines |  |
| Network Code Validation Rules |  |
|  |  |
| OAD | Potential Impact |
| Measurement Error Notification Guidelines (TPD V12) |  |
|  |  |
| EID | Potential Impact |
| Moffat Designated Arrangements |  |
|  |  |
| IGTAD | Potential Impact |
|  |  |
| DSC / CDSP | Potential Impact |
| Change Management Procedures |  |
| Contract Management Procedures |  |
| Credit Policy |  |
| Credit Rules |  |
| UK Link Manual |  |
|  |  |

| Impact on Core Industry Documents and other documents | |
| --- | --- |
| Document | Potential impact |
| Safety Case or other document under Gas Safety (Management) Regulations |  |
| Gas Transporter Licence |  |

|  |  |
| --- | --- |
| Other Impacts | |
| Item impacted | Potential impact |
| Security of Supply |  |
| Operation of the Total System |  |
| Industry fragmentation |  |
| Terminal operators, consumers, connected system operators, suppliers, producers and other non code parties |  |

Terms of Reference

*Suggested Terms of Reference may be provided by the Proposer for consideration by the Panel*

#### Background

Insert text here

#### Topics for Discussion

* Understanding the objective (Why Change?)
* Assessment of alternative means to achieve objective
* Development of Solution (including business rules if appropriate)
* Assessment of Code Specific Matters
* Assessment of the Solution (including business rules if appropriate)
* Assessment of impacts of the Request, including but not limited to Consumer and System Impacts
* Identification of potential impacts on other energy codes
* Consideration of potential performance assurance impacts
* Assessment of implementation costs of any solution identified during the Request

#### Outputs

#### Produce a Workgroup Report for submission to the UNC Modification Panel, containing the assessment and recommendations of the Workgroup including a draft Modification where appropriate.

#### Composition of Workgroup

#### The Workgroup is open to any party that wishes to attend or participate.

#### A Workgroup meeting will be quorate provided at least two Transporter and two User representatives are present.

**Meeting Arrangements**

Meetings will be administered by the Joint Office and conducted in accordance with the Code Administration Code of Practice (<https://www.gasgovernance.co.uk/cacop>)

Recommendations

#### Proposer’s Recommendation to Panel

The Proposer invites the Panel to:

* Determine that Request 0XXX progress to Workgroup for review with a report back to Panel on dd Month 202Y.

**Document Control Sheet**

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| --- | --- | --- |
| Document ID  TBC | Title  Request Template | Publication Date  TBC |
| Version  7.0 | Prepared by:  Helen Cuin | Date Prepared  12 May 2022 |
| Effective Date | Reviewed by:  Helen Cuin | Date Reviewed  12 May 2022 |
|  | Approved by:  Helen Cuin | Date Approved  19 October 2022 |

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Review frequency | Reason for update |
| 1.0 | 15 December 2015 | Annual | Initial Version |
| 2.0 | 18 January 2017 | Annual | Page 1 Table Update |
| 3.0 | 05 October 2020 | Annual | Document Control Sheet added to Current Version of template. |
| 4.0 | 04 September 2021 | Annual | Update to guidance notes on page 1 (contact for Xoserve) |
| 5.0 | 12 September 2021 | Annual | Version number and footer reconciled |
| 6.0 | TBC | Annual | Additional standard text added to section 4. |
| 7.0 | 12 May 2022 | Annual | Review of Template following changes to the standard Workgroup Terms of Reference and to update Template’s front page in line with Modification Template. Update to styles. |
|  |  |  |  |