

**UNC Governance Workgroup Agenda**  
**10:00 Monday 11 May 2020**  
**Via teleconference**

Teleconference: 0203 582 4515, Conference ID 401-706-701  
screen sharing <https://join.me/JointOffice>

**1.0 Introduction and Status Review**

1.1 Approval of Minutes (22 January 2020)

1.2 Modifications with Ofgem

1.3 Pre-Modification discussions

**2.0 Review outstanding actions**

**3.0 Workgroups**

**3.1 0676R – Review of Gas Transporter Joint Office Arrangements**  
*(Report to Panel 16 July 2020)*  
<https://www.gasgovernance.co.uk/0676>

**4.0 BEIS/Ofgem Energy Codes Governance Review**

**5.0 Review and Development of Issues Log**

**6.0 Next Steps**

**7.0 Any Other Business**

**8.0 Diary Planning**

Please contact the Joint Office if you wish to use teleconference facilities for this meeting

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**Action Table (as at 22 January 2020)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1104	04/11/19	8.0	Joint Office (PG) to review the use of pre-meeting briefs by JO meeting Chairs.	Joint Office (PG)	Carried Forward
1105	04/11/19	8.0	Joint Office (PG) to review whether they can publish consolidated minutes for Workgroups with more than one Modification.	Joint Office (PG)	Carried Forward
1201	02/12/19	2.0	Joint Office (RH) to explore Webex and Skype as possible options for holding meetings.	Joint Office (RH)	Carried Forward
1202	02/12/19	5.0	Xoserve (Fiona Cottam) as CDSP to provide update on DESC (Joint Office to email FC this action)	Xoserve (FC)	Carried Forward
1203	02/12/19	5.0	Xoserve (Fiona Cottam) as CDSP to provide update on DESC (Joint Office to email FC this action)	Xoserve (FC)	Carried Forward
0101	22/01/20	8.0	Joint Office (RH) to send out BEIS consultation to the industry.	Joint Office (RH)	Pending
0301	30/03/20	1.0	Joint Office (LOS) to a) check and confirm Workgroup quoracy rules and whether the Director of ICOSS in his capacity can represent other Shipper members and b) clarify the rules for alternates.	Joint Office (LOS)	Pending

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**UNC Workgroup 0676R Agenda**  
**Review of Gas Transporter Joint Office Arrangements**  
**10.00 Monday 11 May 2020**

**Via Teleconference**

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screen sharing <https://join.me/JointOffice>

***Please Note: This meeting will be considered during the Governance Workgroup***

***The Workgroup Report is due to be presented to the UNC Modification Panel by  
16 July 2020***

- 1.0 Introduction and Status Review**
  - 1.1 Approval of Minutes (22 January 2020)**
- 2.0 Review of Outstanding Actions**
- 3.0 Review of Request Workgroup Report**
- 4.0 Next Steps**
- 5.0 Any Other Business**
- 6.0 Diary Planning**

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0703	30/07/19	2.0	All parties to provide any additional feedback to the Joint Office in relation to what topics should be covered during the Joint Office Engagement Day and/or the Joint Office annual report	ALL	Carried Forward
0704	30/07/19	4.0	Joint Office (PG) to further enhance the Critical Friend process for use by the Joint Office and Proposers.	Joint Office (PG)	Carried Forward
0705	30/07/19	5.0	Transporters and GT's to consider what could be provided in relation to Legal Text consideration and costs; segregated by level of expertise; junior or senior Lawyer, Paralegal, etc.	Transporters/GT's	Carried Forward
1101	04/11/19	2.0	Joint Office to review the timeline; location and order of Panel and Workgroup Meetings and Committees	Joint Office PG; RH	Carried Forward
1104	04/11/19	2.0	Joint Office to request an extension at UNC Panel to March 2020 for this Request Modification 0676R.	Joint Office RH	Carried Forward
0101	22/01/20	2.0	PG and AJ/PR to consider way forward to address current separation of administration arrangements and governance between UNC and IGT-UNC and to put forward short and long term solutions.	Joint Office PG and AJ/PR	Pending
0102	22/01/20	2.0	Joint Office (RH/MBJ) to broaden the scope of Modification 0676R and amend the ToR and SM to submit an updated Modification.	Joint Office (RH/MBJ)	Pending
0103	22/01/20	2.0	Joint Office (RH) to review rules around late paper submission and Workgroup Managers to review timelines for Management Information for each of them for later papers. Key differentiation could be in papers for information and papers for decision.	Joint Office (RH)	Pending
0104	22/01/20	2.0	Joint Office (RH) to review adding additional industry meetings to its events diary.	Joint Office (RH)	Pending
0105	22/01/20	2.0	Joint Office (RH) will provide some suggestions for the Workgroup to review.	Joint Office (RH)	Pending
0106	22/01/20	2.0	Joint Office (RH) will review contents of Solutions section including sub heading for Business Rules.	Joint Office (RH)	Pending
0107	22/01/20	2.0	Joint Office (RH) to consider whether a change or new code service is required and how this can be reflected.	Joint Office (RH)	Pending

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<b>0108</b>	22/01/20	2.0	Joint Office (MB) to review this option and options on how to implement this item.	Joint Office (MB)	<b>Pending</b>
<b>0109</b>	22/01/20	2.0	JGAC/other parties to bring proposal regarding the budget/cost of provision of legal text.	JGAC or any other parties	<b>Pending</b>
<b>0110</b>	22/01/20	2.0	Joint Office (RH) to liaise with Jon Dixon at Ofgem regarding the cost of operating the Joint Office compared with other Code Administrators or Code Managers.	Joint Office (RH)	<b>Pending</b>
<b>0111</b>	22/01/20	2.0	GTs to compare assumptions about Joint Office costs in GD1 allowances to actual cost incurred over price control period.	Gas Transporters	<b>Pending</b>

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