

UNC Request		At what stage is this document in the process?
<p><b>UNC 0XXX:</b> <i>(Joint Office to insert number)</i></p> <p><b>Insert Request Title</b></p> <p><i>(proposer to provide a short, but informative, title)</i></p>		<p>01 Request</p> <p>02 Workgroup Report</p> <p>03 Final Modification Report</p>
<p><b>Purpose of Request:</b> <i>(Proposer to provide a short description)</i></p> <p>Insert Text Here</p>		
	<p>The Proposer recommends that this request should be assessed by a Workgroup</p> <p>This request will be presented by the Proposer to the Panel on dd mmm yyyy <i>(Code Administrator to provide date)</i>.</p>	
	<p>High Impact: <i>(Proposer to identify impacted parties)</i></p> <p>Here</p>	
	<p>Medium Impact: <i>(Proposer to identify impacted parties)</i></p> <p>Here</p>	
	<p>Low Impact: <i>(Proposer to identify impacted parties)</i></p> <p>Here</p>	

**Guidance On The Use Of This Template:**

*This is a modification template that the Proposer is asked to complete.*

*All parts other than the Solution (which is “owned” by the Proposer) may be refined by the workgroup process where relevant. A separate checklist is available to help identify impacts that, if material, should be recorded in this template.*

*If Ofgem are currently conducting a Significant Code Review (SCR), a modification may not be proposed if the subject matter relates to the SCR, unless Ofgem directs otherwise. Please do not, therefore, raise modifications that relate to the SCR without first talking to Ofgem.*

*If the impact of the modification on greenhouse gas emissions is likely to be material, please assess the quantifiable impact in accordance with the Carbon Costs Guidance (published by Ofgem).*

*The Joint Office is available to help and support the drafting of any modifications, 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.*

*Please contact Xoserve when drafting any modification that impacts central systems. They will be available to help and support the drafting of any modifications that impact central systems, including guidance on potential systems impacts and the drafting of business rules, which reflect system capabilities. Contact: [commercial.enquiries@xoserve.com](mailto:commercial.enquiries@xoserve.com).*

<b>Contents</b>		 <b>Any questions?</b>
<b>1 Request</b>	<b>3</b>	Contact: <b>Joint Office of Gas Transporters</b>
<b>2 Impacts and Costs</b>	<b>3</b>	 <a href="mailto:enquiries@gasgovernance.co.uk">enquiries@gasgovernance.co.uk</a>
<b>3 Terms of Reference</b>	<b>7</b>	 <b>0121 288 2107</b>
<b>4 Recommendation</b>	<b>7</b>	Proposer: <b>Insert name</b>
<b>About this document:</b>		 <b>email address</b>
<b>The Proposer recommends the following timetable:</b>		 <b>telephone</b>
Initial consideration by Workgroup	dd month year	Transporter: <b>Insert name</b>
Workgroup Report presented to Panel	dd month year	 <b>email address.</b>
		 <b>telephone</b>
		Systems Provider: <b>Xoserve</b>
		 <a href="mailto:commercial.enquiries@xoserve.com">commercial.enquiries@xoserve.com</a>
		 <b>telephone</b>
		Additional contacts: <b>Insert name</b>
		 <b>email address.</b>
		 <b>telephone</b>

## 1 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.

### 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

## 2 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)	•

Impact on UNC Related Documents and Other Referenced Documents	
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	•
	•

Impact on UNC Related Documents and Other Referenced Documents	
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	•

## 3 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
- Assessment of alternative means to achieve objective
- Development of Solution (including business rules if appropriate)
- Assessment of potential impacts of the Request
- Assessment of implementation costs of any solution identified during the Request
- Assessment of legal text.

### Outputs

Produce a Workgroup Report for submission to the 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.

## 4 Recommendation

The Proposer invites the Panel to:

- DETERMINE that Request 0XXX progress to Workgroup for review.