

Data Services Contract Governance Review Group

Terms of Reference

1. Introduction

The UNC General Section D allows DSC Committees to establish sub committees. *“4.4.1 A DSC Committee may establish a sub-committee for such purposes (within the scope of its functions, powers and duties) and comprising such members and on such terms as it decides; and references to a DSC Committee include any such sub-committee”.*

However, the DSC Change Management Committee decided that this review should be open to all DSC parties and that to encourage participation, formal, membership, functions, powers and duties would not be devolved from the DSC Change Management Committee.

This Terms of Reference establishes:

- a) Attendees;
- b) Basis of reporting to the DSC Change Management Committee;
- c) Procedures for the conduct of business.

2. Scope of DSC Governance Review Group

The following identifies the scope of activities related to the Governance Review:

- i. DSC ChMC arrangements – Documentation and DSC change process
- ii. DSC ChMC arrangements –DSC change process
- iii. DSC ChMC arrangements – Development considerations
- iv. Industry impacts and Resources
- v. DSC Change Management Committee – Communications
- vi. DSC Change Proposal Register

3. Attendance

- a) Attendance is open to DSC Parties initially and attendance by non DSC parties might be considered applicable where the content of the meeting would benefit from their participation;
- b) All meetings are chaired by the CDSP- Xoserve.

4. Procedures for the Conduct of Business

- a) The Code Administration Code of Practice, where applicable, shall apply to the conduct of the meetings wherever possible;
- b) In principle, meetings shall be open to all.
- c) The quorum adopted is at least six (6) participants attending, of which at least two (2) shall be Shippers Users and two (2) Transporters;
- d) A CDSP representative must be present at each meeting;
- e) The Review Group has no power or authority to bind any participant of the Review Group;
- f) Meeting Materials are to be published on the Joint Office of Gas Transporters website;
- g) It is anticipated that the Review Group will provide a report to the DSC Change Management Committee with recommendations on any changes required to the DSC procedures.

5. Frequency of Meetings

- a) The minutes of each meeting will set out the current workplan and topics for discussion at each meeting.