

## UNC Workgroup 0676R Minutes Review of Gas Transporter Joint Office Arrangements

Monday 22 February 2021

Via teleconference

### Attendees

Kate Elleman (Chair)	(KE)	Joint Office
Maitrayee Bhowmick-Jewkes (Secretary)	(MBJ)	Joint Office
Alex Travell	(AT)	BU-UK
Andy Clasper	(AC)	Cadent
Guv Dosanjh	(GD)	Cadent
Michael Lain	(MC)	EON
Steve Mulinganie	(SM)	Gazprom Energy
Tracey Saunders	(TS)	Northern Gas Networks

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0676/220221>

The Workgroup Report is due to be presented at the UNC Modification Panel by 18 March 2021.

### 1. Introduction and Status Review

#### 1.1. Approval of Minutes (22 January 2020)

The minutes of the previous meeting were approved.

### 2. Review of Outstanding Actions

**Action 0703:** 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.

**Update:** This action has been completed under Modification 0731S - Introduction of an Annual Modification Panel Report. **Closed.**

**Action 0704:** Joint Office (PG) to further enhance the Critical Friend process for use by the Joint Office and Proposers.

**Update:** Kate Elleman (KE) advised that the Joint Office has been following the Code Administrators Code of Practice (CACOP) recommendations and the Joint Office has planned a piece of work to review the Modification template, proposer guidelines and critical friend process. The Workgroup accepted this. **Closed.**

**Action 0705:** Transporters and GTs 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.

**Update:** The Workgroup agreed that this action would be most suitable to be considered under the Annual Modification Panel Report (Annual Report). It was noted that the Transporters and GTs have already provided the Legal Text provision costs, and this will need to be reviewed. **Closed. (To be considered under the Annual Report.)**

**Action 1101:** Joint Office to review the timeline; location and order of Panel and Workgroup Meetings and Committees.

**Update:** KE advised that the Joint Office is undertaking a Panel and Workgroup Meeting improvement exercise. She suggested that if the concerns the Workgroup had around the Panel and Meeting processes are not addressed; this action can be raised again. **Closed.**

**Action 1104:** Joint Office to request an extension at UNC Panel to March 2020 for this Request Modification 0676R.

**Update:** This action had been completed. **Closed.**

**Action 0101:** 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.

**Update:** Steve Mulinganie (SM) asked for consideration to consolidate the iGT UNC into the UNCC (Uniform Network Code Committee) to maximise efficiency. This is consistent with the principle of consolidation happening elsewhere under the REC. This will be sent as a point for consideration under the Annual Report. **Closed. (To be considered under the Annual Report).**

**Action 0102:** Joint Office (RH/MBJ) to broaden the scope of Modification 0676R and amend the ToR and SM to submit an updated Modification.

**Update:** This action has been completed. **Closed.**

**Action 0103:** 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.

**Update:** The Workgroup agreed this action could be closed. **Closed.**

**Action 0104:** Joint Office (RH) to review adding additional industry meetings to its events diary.

**Update:** This action has been completed. **Closed.**

**Action 0105:** Joint Office (RH) will provide some suggestions for the Workgroup to review.

**Update:** This action has been completed. **Closed.**

**Action 0106:** Joint Office (RH) will review contents of Solutions section including sub heading for Business Rules.

**Update:** This action is no longer required as the Request will be withdrawn and the Workgroup closed. **Closed.**

**Action 0107:** Joint Office (RH) to consider whether a change or new code service is required and how this can be reflected.

**Update:** The Workgroup reviewed the Joint Office's current role and agreed that it needed to be considered whether it was aligned with the approach taken elsewhere in the market and whether it would be more advantageous for the Joint Office to act as a Code Manager. The following points were raised for consideration:

- Level of service required,
- Root Map (Glide path) for transition to Code Manager.

How the Joint Office is funded was also discussed. It was suggested that innovative funding approaches without the restrictions of being tied to the Transporters allowed revenue should be considered. The points for consideration were:

- Funding the Joint Office directly via parties (e.g. SPAA, allow constituency funded services over and above allowances)
- Licence implications.

**Closed. (To be considered under the Annual Report).**

**Action 0108:** Joint Office (MB) to review this option and options on how to implement this item.

**Update:** This action is no longer required. **Closed.**

**Action 0109:** JGAC/other parties to bring proposal regarding the budget/cost of provision of legal text.

**Update:** This will be a point for consideration under the Annual Report. **Closed. (To be considered under the Annual Report).**

**Action 0110:** 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.

**Update:** This action is no longer required. **Closed.**

**Action 0111:** GTs to compare assumptions about Joint Office costs in GD1 allowances to actual cost incurred over price control period.

**Update:** This will be considered under the Annual Report as part of the 'Funding of the Joint Office'. **Closed.**

### 3. Development of the Request Workgroup Report

SM noted that this Request Workgroup was now redundant as the Annual Report is the conduit for reviewing and raising any issues around the Joint Office's governance arrangements.

He recommended that the collated list of points for consideration be passed on to the UNC Modification Panel Chair to include in the Annual Report and this Request be withdrawn.

KE noted she would collate the points for consideration and circulate to the Workgroup for approval.

A further point for consideration was raised:

Panel voting: The Workgroup agreed that the Modification Panel voting process can be improved in order to drive efficiency and effectiveness. It was suggested this could be facilitated by having only the following options for each decision: YES, NO and ABSENTION. This will be a point for consideration under the Annual Report.

*Post meeting update 1: The collated list of Points for Consideration under the Annual Report has now been approved by the Workgroup and will be passed to the Modification Panel Chair.*

*Post meeting update 2: The Request Workgroup has been withdrawn.*

### 4. Next Steps

KE confirmed the next steps:

- KE will pull together areas from current actions that will be passed to the Modification Panel Chair, to be considered under the Annual Report.
- This Request Workgroup can be closed as the Proposer will withdraw the Request.

### 5. Any Other Business

None.

### 6. Diary Planning

Further details of planned meetings are available at: <https://www.gasgovernance.co.uk/events-calendar/month>

No further workgroups for 0676R required. Proposer agreed to withdraw the Request.

**Action Table (as at 22 February 2021)**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
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	<b>Closed</b>
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)	<b>Closed</b>
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	<b>Closed (Annual Report Consideration)</b>
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	<b>Closed</b>
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	<b>Closed</b>
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	<b>Closed (Annual Report Consideration)</b>
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)	<b>Closed</b>
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)	<b>Closed</b>
0104	22/01/20	2.0	Joint Office (RH) to review adding additional industry meetings to its events diary.	Joint Office (RH)	<b>Closed</b>
0105	22/01/20	2.0	Joint Office (RH) will provide some suggestions for the Workgroup to review.	Joint Office (RH)	<b>Closed</b>
0106	22/01/20	2.0	Joint Office (RH) will review contents of Solutions section including sub heading for Business Rules.	Joint Office (RH)	<b>Closed</b>

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<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
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)	<b>Closed (Annual Report Consideration)</b>
0108	22/01/20	2.0	Joint Office (MB) to review this option and options on how to implement this item.	Joint Office (MB)	<b>Closed</b>
0109	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>Closed (Annual Report Consideration)</b>
0110	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>Closed</b>
0111	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>Closed</b>