

Market Domain Data Market Participant Identity Committee Standard Terms of Reference

Introduction

This is the standard Terms of Reference that will apply to the Market Domain Data (MDD) Market Participant Identity (MP Id) Committee, a Sub-Committee of the DSC Contract Management Committee Meeting (the “**Committee**”).

Purpose of the Meeting

- The purpose of the Committee is to oversee the MDD Market Participant Identity process for gas Market Participants in accordance with the Market Domain Data Market Participant Identity Verification Approach Document (“**Verification Approach Document**”).
- The Committee shall provide **deemed approval** of each MDD Market Participant Identity Application (MP Id Applications) to either add; amend; or delete Market Participant Identities from the MDD Market Participant Identity List (MP Id List) in accordance with the requirements of the Verification Approach Document.
- The CDSP shall on an annual basis, publish the MDD Market Participant Identity Release Schedule (MP Id Release Schedule) that shall include the deadline for MP Id Applications by Market Participants to the CDSP, publication date by the CDSP to solicit representations from existing Market Participants, the publication date of the release content and the effective date of each release.
- Representations must be provided by Market Participants to the CDSP in accordance with the MP Id Release Schedule. Any representations that intends to reject, modify or defer an MDD Application must be provided in writing to the CDSP by the date specified in the MP Id Release Schedule.
- Modification of an MP Id Application may only take place following provision of representations in line with the timelines, assessed against the Verification Approach Document and agreed by the MDD Applicant in advance of the meeting.
- The Committee shall review amendments to the Verification Approach Document proposed by the CDSP and **make recommendations** to the DSC Contract Management Committee whether to approve such amendments. The CDSP shall review this document no less frequently than annually.

Topics for Discussion

- MDD Market Participant Identity Application Exceptions
- Review of Verification Approach Document

Standard Output and Communications

- The CDSP shall provide the chair and secretariat for the Committee.
- A report shall be made to the DSC Contract Managers Committee detailing:
 - MDD Application outcomes, including the reason for any rejected or deferred Applications
 - Any changes to the Verification Approach Document considered or proposed
- Minutes of the meetings will be published on the CDSP website against the meeting date at this location <https://www.xoserve.com/products-services/market-participant-data/market-domain-data-mdd/>
- The meeting shall be open to any Market Participants

Standard Agenda

1. Introduction
2. Review of Previous Minutes
3. Review any MDD Market Participant Identity Application Exceptions
4. Consideration of the Market Domain Data Market Participant Identity Verification Approach Document
6. Any Other Business
7. Diary Planning