

## IGT UNC CHAIRMAN'S GUIDELINES

### 1 Application and Status of these Guidelines

Unless otherwise specified elsewhere within the Independent Gas Transporters Uniform Network Code (iGT UNC), these Guidelines are provided for the use of nominated Chairmen of:

1. The iGT UNC Modification Panel (the Panel);
2. iGT UNC Review Groups
3. iGT Development Groups; and
4. iGT UNC Work Groups.

### 5. iGT UNC Sub-Groups

These Guidelines do not form part of the iGT UNC and are not intended to be legally binding on any party.

### 2 Modifying the Guidelines

These Guidelines can be altered, following discussion, by a majority vote of the Modification Panel as defined in the iGT UNC.

### 3 Invitees

Paragraph L6.8 of the iGT UNC deals with Invitees to Panel meetings. The arrangements for all other meetings covered within the scope of these Guidelines are as follows:

(a) Chairmen need to balance the, potentially conflicting, interests of the various parties in coming to a decision whether or not to invite a Non Code Party (NCP) to attend the meeting. In particular they should consider:

(i) the positive contribution that the individual can make to the business of the meeting either as a result of their position within the industry or their particular knowledge and experience; and

(ii) the possible adverse impact that the presence of a non contracting party might have on the flow of discussion.

(b) The Chairman will inform the Panel of any decision to exclude an individual.

(c) Non Code Parties who are denied access may appeal in writing to the Panel who will ensure that the appeal is discussed at the next meeting and will inform them of the Panel's final decision.

(d) Non Code Parties who are invited to attend may be given an invitation to attend a specific meeting (either for a particular agenda item or to the whole meeting) or a general standing invitation to all future meetings. The Chairman will make clear the basis of the invitation.

(e) Even though validly invited the Chairman may ask all or some NCP's to leave the meeting during discussions of particular items.

### 4 Rejecting Issues

(a) The Chairman has the discretion to reject an item referred to him for discussion.

Grounds for rejection are that an item is:

(i) a duplication or repetition of a current / previous issue;

(ii) trivial in nature and substance;

(iii) inappropriate for discussion in open forum; or

(iv) not relevant to the business of the meeting in which it is raised.

(b) Other than in respect of Panel meetings, the Chairman will notify the proposer of rejection and will provide a report to the next Panel meeting outlining the reasons for rejection.

(c) Where the proposer continues to feel that the item should be discussed they may appeal to the Panel by giving notice to the Secretary and to the meeting Chairman.

The Secretary will ensure that this appeal is considered at the next meeting of the Panel scheduled to be held following receipt of the appeal and will invite the Chairman and appellant to that meeting. If an item is rejected by the Chairman at the Panel, any member may propose to reverse that decision in the course of that meeting and the Chairman's decision may be reversed by a majority vote.

(d) Any decision by the Panel regarding the appeal will be final.

### 5 Conduct of Meeting

- (a) The Chairman will seek to control discussion in the meeting to ensure that the business is conducted during the time available.
- (b) Discussion will, normally, be limited to those items appearing on the Agenda.
- (c) The Chairman will ensure that a record of the business of the meeting is made during the meeting and that minutes which reflect the main discussion, matters of agreement / disagreement and items for future action are prepared and circulated within 5 business days of the meeting (not applicable to sub-groups).
- (d) Minutes of meetings will be approved as accurate by members of the next following meeting.

#### 6 Consensus

- (a) At a meeting which cannot conduct votes (e.g. Work Groups) the Chairman will normally seek to arrive at a consensus view on the matters under discussion. Consensus is defined as a general agreement and does not require that unanimity be reached.
- (b) The existence of consensus will be judged by the Chairman.
- (c) Where a number of those at the meeting believe consensus has not been established the minutes will record "a failure to agree" and if an alternative means for progressing the item under discussion cannot be established the Chairman will refer the matter to the Panel and it will be dealt with as under paragraph 4c) of these Guidelines.

#### 7 Liaison with the Modification Panel

Other than in respect of meetings of the Panel:

- (a) The Chairman will provide a monthly report (in a format agreed by the Panel) outlining the status of all current topics, issues and actions with target dates for resolution. The report will also cover:
  - (i) details of any NCPs denied access;
  - (ii) details of any items rejected for discussion; and
  - (iii) any other matter that the Chairman feels appropriate.
- (b) The Panel may give guidance or direction to the Chairman on any matter relating to the business or conduct of the meetings, in particular:
  - (i) to alter the sequence, or timescales, in which issues are considered;
  - (ii) to start, stop or re-start work on an issue; and
  - (iii) to admit / restrict a NCP.
- (c) Work Groups will normally be expected to provide a summary report on each topic following discussion. The substance of the report is to be agreed by the meeting and submitted to the Modification Panel in a format agreed by the Modification Panel.

#### 8 Review Group Topic Logging

- (a) The Chairman will ensure that all topics accepted for discussion are logged and tracked and that a status report covering all live topics is published monthly to Work Group members and the Panel.
- (b) Topics will normally be assigned a priority for future discussion by the Work Group when initially logged. This priority may be altered by agreement in the meeting or at the direction of the Panel.

#### 9 Notice and Agendas

- (a) The Chairman will ensure that ~~notice of date(s) of future meetings are normally given at least 10 business days in advance~~ for all Work Group meetings a draft agenda together with all available relevant papers are circulated to members at least 10 business days in advance of the meeting.
- (b) The final Agenda will normally be circulated to members together with any additional relevant papers and reports at least 5 business days in advance of the meeting.
- (c) The Chairman will refer to the meeting any matters proposed to be discussed after the Agenda has been issued for consideration. Such items will be placed on the Agenda as "Other Business" provided a clear consensus exists within the meeting in favour of discussion. Where such consensus is not forthcoming the item may be placed upon the Agenda for the next meeting of the group.
- (d) Any divergence from these timescales should be reported to the next Panel meeting with the reasons for doing so outlined.