

## **iGT UNC Sub Group**

### **Terms of Reference – Standard (v0.1)**

#### *Purpose*

These Terms of Reference have been produce in accordance with section L2.1 of the iGT-UNC. All iGT-UNC Sub Groups are bound by these terms in accordance with L19.14.

#### *Composition*

Any party may be a member of a Sub Group. Any party wishing to participate in a Sub Group must notify the iGT UNC Code Administrator of such, prior to attending any meetings of such Sub Group.

#### *Chairmanship*

The Chairman of a Sub Group can be any iGT UNC Pipeline Operator or Pipeline User present at the relevant Work Group and shall be elected by the relevant Work Group Chairman. The Sub Group Chairman shall be responsible for arranging any necessary meetings, teleconferences or work to be carried out in order for the deliverables, referred to in L19.13 (c), are fed back in to the relevant Work Group by the date referred to in L19.13 (d).

#### *Deliverables*

It is accepted that Sub Groups are formed when specific work needs to be carried out/produced in order to progress the Development of an iGT UNC modification, particularly where this work is too detailed or time consuming to be carried out within a Work Group or Modification Workstream meeting.

Examples of work that may be carried out are (but are not limited to) the production of:

- cost benefit or materiality analysis
- consideration of legal text
- business process mapping

In accordance with Section 19.13 (c), such deliverables of a Sub Group shall be determined by and recorded in the minutes of the relevant Work Group as such.

#### *Report*

The Sub Group Chairman shall provide a report back to the relevant Work Group by the date specified by the Work Group in accordance with L19.13 (d). Such a report should contain the output of the Sub Group, in accordance with the specified deliverables.

Where the Sub Group Chairman is unable to provide such a report back to the Work Group by the date specified in accordance with L19.13 (d), the Sub Group Chairman should report the reasons for such a delay to the Work Group at the earliest opportunity and provide a date on which they believe the Sub Group will complete its work.

### *Notices*

Any notice (including meeting details, agendas, meeting papers, Sub Group Reports) sent to members of a particular Sub Group must be sent out by the iGT UNC Code Administrator, in accordance with 19.13 (e).

Notices should be circulated in accordance with the timescales laid out in section 9 of the Chairman's Guidelines.

Minutes of Sub Group meetings do not need to be recorded or circulated to all parties, unless otherwise agreed by the members of the relevant Work Group.

### *Modification of these Sub Group Terms of Reference*

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