

## Terms of Reference

### Pre-Modification Panel Briefing

#### Purpose

The Pre-Modification Panel Briefing (the “Briefing”) is established to provide all interested parties to the iGT UNC with an overview of the agenda items and discussions to take place at the following meeting of the iGT UNC Modification Panel.

#### Background

Through its work to deliver improved Code Governance arrangements within the Code Governance Review 3 (CGR3) programme, Ofgem has noted the importance of a consistent approach to code administration across the industry codes. Code Administrators have come together to agree a standard set of activities and responsibilities that a good Code Administrator should demonstrate, which go above and beyond the principles set out within the Code Administration Code of Practice (CACOP).

One key tenet of the standardised activities is the regular hosting of a pre-Modification Panel meeting, to assist code parties in understanding the role of the Modification Panel and the items for discussion on the meeting agenda. Consequently, in order to provide further value as a critical friend to all parties, the iGT UNC Code Administrator will make available a teleconference in the week preceding the Modification Panel meeting.

#### Scope and Deliverables

If there is sufficient interest from iGT UNC parties in a Briefing, a meeting lasting no longer than one hour will be hosted no more than one week preceding the meeting. During the meeting, the Chair will explain the decisions that the Modification Panel will be expected to take during the course of the next Modification Panel meeting. If there is an update to be provided on the ongoing Modification Work Group activity, the Chair may elect to provide this update at the Briefing; however, the briefing should not be considered an alternative to attendance at the monthly Modification Workstreams.

#### Limits

Parties should note that **no formal representation on the progress of any Modification at any stage of the change process can be made** to the Code Administrator at the Briefing. If any party has a representation on any items for discussion at the Modification Panel meeting, they must contact a Modification Panel Representative ahead of the Modification Panel meeting.

Parties should note that discussions at the Briefing relating to an ongoing Modification Work Group will not influence the development of that Modification. In order to input into the Modification development, parties are encouraged to attend the Modification Workstream.

No record of the meeting will be taken by way of agenda or notes, and there will be no agenda published, save for the agenda for the meeting of the Modification Panel.

## **Composition**

Any iGT UNC Pipeline Operator, Pipeline User, Affected Person, the Authority Representative, the Consumer Representative, the Suppliers Representative or the Large Transporters Representative, or any other interested party, may attend any Briefing.

## **Information Sources**

Next agenda and previous minutes from the iGT UNC Modification Panel.

## **Timetable**

1. Frequency of meetings – meetings shall be held monthly where there is sufficient interest.
2. The Code Administrator shall determine where there is insufficient interest to proceed with hosting the meeting.
3. Meetings will be administered by the iGT UNC Code Administrator.

## **Approval**

These terms of reference are subject to approval and amendment by the Panel.