

## Independent Gas Transporter Uniform Network Code (IGT UNC) Audio Recordings Policy

### 1. Purpose

This paper seeks IGT UNC Panel agreement to adopt a policy for audio at meetings held under the auspices of the IGT UNC to ensure accuracy of minutes. The policy will permit Gemserv to record the audio at IGT UNC meetings for the purposes of ensuring the quality and accuracy of meeting minutes.

### 2. Background

Gemserv holds various meetings under the auspices of the IGT UNC, including but not limited to the IGT UNC Modification Workstream and IGT UNC Modification Panel. These meetings are held either face-to-face or via teleconference with several people in attendance. In order to ensure accuracy of minutes, Gemserv is proposing the use of audio recording as an option during meetings.

Gemserv has drafted a policy to provide a transparent framework on the purpose and control of audio recordings for these meetings. This policy includes clear guidelines for using audio recording as an option in meetings, and what action is taken with the recordings once the minutes have been created. The proposed policy is included as Appendix A.

### 3. Recommendation

IGT UNC Panel is invited to:

- **NOTE** the contents of this paper and the proposed policy in Appendix A;
- **AGREE** the policy to be adopted, effective following the meeting.

Kemi Fontaine Billy Howitt

IGT UNC Senior Change Analyst

16<sup>th</sup> March 2020

Managed by



## Appendix A

# Audio Recordings at IGT UNC Meetings

### CHANGE HISTORY

VERSION	STATUS	ISSUE DATE	AUTHOR	COMMENTS
0.1	Draft	13/01/2020	Billy Howitt	First Draft for submission to IGT UNC Panel
0.2	Draft	21/02/2020	Kemi Fontaine	Second draft for submission to IGT UNC Panel
<u>0.3</u>	<u>Draft</u>	<u>27/03/2020</u>	<u>Kemi Fontaine</u>	<u>Third draft for submission to IGT UNC panel</u>

Commented [KF1]: Can you confirm whether this is correct?

### DOCUMENT CONTROLS

REVIEWER	ROLE	RESPONSIBILITY	DATE
Billy Howitt	Senior Change Analyst	Owner	13 <sup>th</sup> January 2020
Anne Jackson	Principal Consultant	QA Review	14 <sup>th</sup> January 2020
Kemi Fontaine	Change Analyst	Owner	20 <sup>th</sup> February 2020
Anne Jackson	Principal Consultant	QA Review	20 <sup>th</sup> February 2020
<u>Kemi Fontaine</u>	<u>Change Analyst</u>	<u>Owner</u>	<u>27<sup>th</sup> March 2020</u>
<u>Anne Jackson</u>	<u>Principle Consultant</u>	<u>QA Review</u>	<u>27<sup>th</sup> March 2020</u>
IGT UNC	IGT UNC Panel	Approval	

Formatted: Superscript

## 1. INTRODUCTION

The purpose of this policy is to provide a transparent framework on the purpose and control of audio recordings for meetings held under the auspices of the IGT UNC.

## 2. AUDIO RECORDING POLICY PRINCIPLES

- A. Gemserv may opt to record the audio at any meeting held under the auspices of the IGT UNC for the purpose of ensuring accurate capture of discussions and actions recorded in the meeting minutes.
- B. Audio recordings will not be published, will not be used for any purpose except ensuring accuracy of minutes, and will not be shared outside of Gemserv.
- C. In the event that Gemserv intends to record the audio for a meeting, a statement will be included to that effect on the final agenda Prior to the for the meeting, and the meeting chair (or senior Gemserv representative in the event that Gemserv does not provide the chair) will advise parties of the fact at the commencement of the meeting as well as all parties which join the meeting after its commencement .
- D. The recording will be paused in the event that the meeting is temporarily adjourned (e.g. for lunch breaks) or at the request of the meeting. In each case, Gemserv will confirm when recording has started and when it has been paused or stopped.
- E. By attending and/or participating in the meetings held under the IGT UNC, attendees agree that their contributions will be recorded for the purposes of accurate preparation of the minutes However if attendees do not wish to be recorded attendees should inform Gemserv 2 business days before the meeting-
- F. Once the audio file has been created, Gemserv will store the file in a secure location on its server. Internal access to the file will be strictly controlled in accordance with Gemserv procedures, and only made available to those who require access for the purpose for which the recording is made.
- G. The approved meeting minutes will always form the agreed record of the meeting, and parties will not be able to interrogate the audio recording to challenge the minutes.
- G-H. The audio file will be destroyed within 5 business days once the minutes of the meeting have been agreed by the attendees as an accurate record of the meeting. In no event will the audio file be stored for a period exceeding six months.

**Commented [KF2]:** I have added the requested text by the panel and accepted previous amendments.

Quote " The text should highlight that attendees will be informed prior to meetings on the agenda if the meeting is to be recorded as well as during the meeting should anyone join the meeting."

**Commented [KF3]:** As per kirsty's comment.

"Make a clearer distinction between the two. Also deleted 'once minutes have been agreed' is vague, can it be within 5WD"

H.I. The purpose of capturing the audio is not to produce a verbatim set of minutes. Gemserv will continue to ensure that minutes capture an appropriate level of detail, including discussions, agreements, dissenting views and actions, and will not seek to recreate a word-for-word record of the meeting.

H.J. This Policy does not undermine any individual's rights to formally request access to data held by Gemserv under General Data Protection Regulations (GDPR).<sup>7</sup>

Managed by

