

## IGT 140 – Accompanying Guidance (high-level draft)

Possibly to be an [ancillary] document known as “IGT UNC Modification Panel Guidelines”

### Document Admin

- The document will be under the remit of the IGT UNC Panel and require a Panel Majority approval for any edits
- Where required the IGT UNC Panel may direct the IGT UNC Workgroup to review the required changes/edits and give recommendations for changes before decisions are made on the document
- It will be version controlled by the Secretariat with each update
- The document will be made available on the IGT UNC website
- As a minimum the document should be reviewed once a calendar year by the Secretariat to ensure it remains robust

### Voting

#### Panel Representation

- The IGT UNC Modification Panel will have a total of six (6) Voting Members
- A fully represented IGT UNC Modification Panel will consist of
  - Three (3) Pipeline Operators’ Representatives
  - Three (3) Pipeline Users’ Representatives
- Where there is not a fully represented and there are vacancies on the IGT UNC Modification Panel, the minimum representatives permitted would be
  - Two (2) Pipeline Operators’ Representatives
  - One (1) Pipeline Users’ Representative

#### Voting Allocations

- Where there is a full IGT UNC Modification Panel membership there will be one (1) vote per Voting Member
- Where there are vacancies on the IGT UNC Modification Panel arise e.g. through the ending of a Voting Members term, the additional votes will be allocated as followed
  - Two (2) Pipeline Operators’ Representatives or Pipeline Users’ Representatives
    - one (1) Voting Member with two (2) votes
    - one (1) Voting Member with one (1) vote
  - One Pipeline Users’ Representatives
    - One (1) Voting Member will have three (3) votes
- The Pipeline Operators’ Representatives or Pipeline Users’ Representatives should decide between them which Voting Member will be casting the multiple votes until the period of appointment ends or the vacancy is filled
  - The update should be provided to Panel Chairperson via the Code Administrator at the earliest convenience of the Voting Members for the impacted constituency
- Should the allocation of the additional vote need to change this can be updated through the Voting Members communication with the Panel Chairperson
- Where the Panel Chairperson has not been notified of the voting allocations per Voting Member (where two (2) representatives hold three (3) votes) prior to the standard or reconvened meeting, it will be determined by them during the administration section of the IGT UNC Modification Panel agenda.
  - The Panel Chairperson will complete this by [names in a hat] to ensure it remains impartial

**Commented [DK1]:** This has been aligned to v0.4 of the mod, should the mod change then this will also change.

**Commented [DK2]:** I’d prefer it is made into a formal ancillary document as it more robust for code. One for Workgroup.

If it is an ancillary document – is there an IGT UNC template?

**Commented [DK3]:** I will try and do diagrams to go with the voting section once the principles have been discussed at the next work group – appreciate it is very wordy

This doesn’t have details for alternates but can be added if the document is what is wanted as this is already BAU practice.

A scenario which might need addressing – where an alternate is unable to attend, how does the vote get represented, at the DSC it cannot be cast, but if an alternate has a proxy form, I think it could just transfer to the chair? – one for workgroup, I think.

**Commented [DK4]:** Subject to change depending what happens to this part in the mod

#### Casting Votes

- Voting outcomes for example, but not limited to are accept, reject or abstain
- Where there is full IGT UNC Modification Panel representation the Voting Member can only cast a single voting outcome
- Where there are multiple votes allocated to a Voting Member they can cast either a single voting outcome for the multiple votes or a mixture of voting outcomes
  - Example: two (2) votes of accept or one (1) vote of accept and one (1) reject
- Where voting is based on Final Modification Reports Voting Members shall consider information in the Consultation responses

#### Additional Notes

- The allocation of multiple votes does not change the Panel Majority for decisions/determinations
- The allocation of multiple votes does not change the term which a Voting Member will serve
- Where a Voting Member fails to appear, provide an Alternate or provide a Proxy Vote the rules remain unchanged and their representation on the IGT UNC Modification Panel will cease

#### Quoracy

##### Panel Representation and voting

- The minimum representation will be
  - Two (2) Pipeline Operators' Representatives
  - one (1) Pipeline Users' Representative
- Voting will be as per the voting section and based on the number of Voting Members on the IGT UNC Modification Panel

##### Meetings the quoracy is applied to

- Standard monthly meetings
- Any reconvened meetings

##### Where quoracy isn't reached

- Where a standard meeting is not quorate the Code Administrator will organise a reconvened meeting
- Where a reconvened meeting is not quorate the Panel Chair will decide if
  - Another meeting should be reconvened
  - The decisions should be via ex-committee email
  - The decisions should go to the next standard monthly meeting

##### Ex-committee decisions

- Where the Panel Chairperson recommends an ex-committee decision the following applies
  - The voting allocation is as per the voting section
  - The decision making is as per Panel Majority

##### Proxy Voting

- The provision of a Proxy Vote is classed as a Voting Members attendance

#### Proxy Voting for the IGT UNC Modification Panel

The proxy vote will contain the following fields for completion:

## General Admin

- Panel members details e.g. name and contact information
- Confirmation if IGT or Shipper voting
- Meeting date the proxy is for
- Confirmation the Panel Chairperson is acting as the proxy

**Commented [DK5]:** The form could be evolved include where an alternate is appointed, I don't recall us discussing that, but it could be both the chair and alternative.

## Proxy Form formatting

- The form shall be created and maintained by the Code Administrator and will be approved by the IGT UNC Modification Panel
- The form can be edited at any time and will be implemented with a lead time determined by the IGT UNC modification Panel, with a minimum time of [5] Working Days
- The form will be made available on the IGT UNC website with version-controlled practices applied by the Code Administrator based on the decisions by the IGT UNC Modification Panel

**Commented [DK6]:** Is it Business Days or Working Days in the IGT UNC?

## Decision Items

- The outcomes allowed in the proxy are accept, reject or abstain
- Where a Voting Member holds multiple votes, the proxy must contain how the multiple votes are to be cast in the Proxy Vote
  - The votes should reflect any views which have been submitted by the constituency e.g. via Consultation responses.
- For any decisions the summary should include if there is flexibility for the Chairperson to alter any voting based on meeting discussions, if no permission is provided the vote will not allow to be changed and will be presented as provided
- Where the decision relates to a new Modification the proxy shall contain
  - A decision if it should be sent straight to Consultation or to Work Group
- Where the decision relates to a Work Group Report the proxy shall contain
  - A decision on if it should go to Work Group or be sent for Consultation
- Where the decision relates to a Final Modification Report the proxy shall contain
  - A decision on the Relevant Objectives presented in the Modification
    - A comment relating to the views should also be provided
  - A decision on the governance, if it is Authority Decision or Self-Governance
    - A comment relating to the views should also be provided
  - A decision on solution outlined in the Modification
    - A comment relating to the views should also be provided
  - A recommendation on the implementation technique e.g. big bang or phased
  - A recommendation (Pipeline Operator) or decision (Pipeline User) on the implementation date

**Commented [DK7]:** Wasn't sure if something was needed separately for 'fast track' or 'urgent' or added into existing bullets – one for the group. I have included new mods, workgroup reports and final mod reports as the main decision items – is there anything else?

**Commented [DK8]:** I think this is covered in L 4.4 as well

**Commented [DK9]:** I think these are the correct defined terms in code

**Commented [DK10]:** Used objectives, governance, solution and implementation date as the key form requirements – is there anything else?

**Commented [DK11]:** This is in the SPAA change e.g. big bang or phased, did we want to include it in the IGT decisions? One for WG

## Provision and post meeting treatment of a Proxy Vote

### Provision:

- The Voting Member submitting a Proxy Vote should complete this prior to the commencement of the panel meeting to allow time for the Panel Chairperson to review and clarify any points but where is not possible the comments section should contain as much information as possible relating to the decisions
- The Voting Member may allow the Panel Chairperson the ability to deliver a revised Proxy Vote based on discussions at the IGT UNC Modification Panel, this will be outlined in the supporting information in the Proxy Vote submission

- Where the Panel Chairperson does not have this permission, they may choose to either defer the decision to the next meeting or send the decision out for ex-committee email decision with an email containing the additional context
- Where voting is amended the Panel Chairperson will notify the Voting Member of the vote which was cast and a summary if required

Post meeting:

- Where required e.g. a decision was deferred, the Panel Chairperson may update the Voting Member who issued the Proxy Vote
- Where decisions were as the Proxy Vote the meeting minutes will reflect the Proxy Vote provided