

IGT 140 – Accompanying Guidance (high-level draft – aligned to v0.5 of IGT140)

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

Document Administration

- The document will be under the remit of the IGT UNC Panel and require a Panel Majority approval for any edits
- Any document edits will be implemented with a lead time determined by the IGT UNC modification Panel, with a minimum time of [5] Business Days’ notice
- Where required the IGT UNC Modification 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 Code Administrator 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 (as a minimum) by the Secretariat Code Administrator 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, and not filled through the election process, the additional votes will be allocated as follows:
 - 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 at the earliest opportunity
- 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~~ administering a rota to ensure ~~votes~~ remains impartially allocated
- The rota will have the 'selected criteria' of alphabetically by surname
 - The selection criteria can be updated via the IGT UNC Modification Panel
 - The decision making to amend the selection criteria is as per Panel Majority
- The Code Administrator will support the Panel Chairperson with any required administration for the rota

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~~ may cease if there are multiple occurrences of non-attendance

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 within the Code timelines
- Where a reconvened meeting is not quorate the Panel Chair~~person~~ person 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
- The Voting Members will be expected to respond to any ex-committee request issued via email with e.g. accept/reject/abstain to ensure quoracy on decision making is met
- An Alternate maybe appointed for a period of time e.g. to cover annual leave and this cover should include any ex-committee decisions

Proxy-Casting Proxy Voting

- The provision of a Proxy Vote is classed as a Voting Members attendance and will be counted as part of the quoracy of the meeting
- Where an ex-committee decision is sent via email the response to the email will be used as the response, so a Proxy Vote is not expected

Additional Notes

- If a Proxy Vote or Alternate is not arranged for a standard or reconvened meeting, then it will be classed as the Voting member failed to appear

Proxy Voting for the IGT UNC Modification Panel

Proxy Form Administration

- The Proxy Vote Format shall be created and maintained by the Code Administrator and will be approved by the IGT UNC Modification Panel
- The Proxy Vote Format 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] Business Days' notice
- The Proxy Vote Format 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

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IGT UNC Modification Panel Agenda

- The Code Administrator will ensure that decision items are clearly marked on the final agenda issued
- The Voting Member issuing a Proxy Vote shall ensure that their submission covers all decision items outlined on the final agenda

The Proxy Vote Format will contain the following fields for completion:

General Admin Voting Member and meeting details

- Panel members Voting Members details e.g. name and contact information
- Confirmation of constituency: Pipeline Operator IGT or Pipeline User Shipper voting
- Meeting date the proxy is for (standard or reconvened)
- Confirmation the Panel Chairperson is acting as the proxy or Alternate details

Decision Items

- The outcomes allowed in the proxy are accept, reject, ~~or~~ abstain or NA
- Where a The number of votes the Voting Member is casting for each decision 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 (as outlined in L 4.4).
- For any decisions ~~the~~ a summary comment should be provided and 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
 - If the Voting Member supports it being urgent or fasttrack
 - 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 back to Work Group or be sent for Consultation
 - Where it is to be issued for Consultation if it should be a standard or bespoke period
- 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 and legal text 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 OperatorUser) or decision (Pipeline UserOperator) on the implementation date

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~~ IGT UNC Modification 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
- A Voting Member may, where required, issue a Proxy Vote during a IGT UNC Modification Panel meeting if they cannot remain for the full meeting
- Unless a specified Alternate is included in the Proxy Vote the Chairperson will act as the proxy
- The Voting Member may submit a completed Proxy Vote to their Alternate and the Code Administrator for transparency 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
- -Should a decision no longer be required on any IGT UNC Modification Panel agenda any votes provided via Proxy Vote will not be cast and deemed invalid

Post meeting:

- This section only applies where the Chairperson has acted as the proxy, this does not extend to where an A
- Where required e.g. a decision was deferred, the Panel Chairperson may update the Voting Member who issued the Proxy Vote

- Where a decision was no longer required the Panel Chairperson shall update the Voting Member
- The Panel Chairperson may update via email or telephone call
- Where decisions were ~~as the~~ provided via Proxy Vote the meeting minutes will reflect the Proxy Vote provided