

IGT UNC Modification Panel Guidance

An ancillary document to the IGT UNC

Version 0.24
(based on IGT140 v0.6)

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Change History

Version	Change	Date
0.1	Draft for IGT140	15/07/2020
0.2	Draft/Final/Published/Changes for IGTxxx	[Input date]

Document Overview

This ancillary document is to support the IGT UNC Modification Panel in its approach to key panel matters and to act as a best practice guidance document for new and existing panel members.

The document covers these broad areas:

- Document administration
- Voting approach
- Quoracy for meeting attendance and decision making
- Proxy Vote submission

NOTES:

Note 1:

This document should be reviewed in line with Section L of the IGT UNC.

Note 2:

This document should be reviewed annually, inline with Section 1 of this document.

Note 3:

Where 'constituency' is referenced in this document it means either the Pipeline Operator or Pipeline User.

1. Document Administration

The following administration approach is the general principles and is not limited to just the outlined guidance.

1.1 The amendment of guidance within this document will be subject to:

1.1.1 Review and decision by the IGT UNC Modification Panel where the edits relate to required clarifications to ensure the document remains clear and robust.

1.1.2 Amendment where a Modification has been made in the IGT UNC and amendments are required to ensure the document remains aligned.

1.2 Amendments to this document will be implemented with a lead time determined by the IGT UNC Modification Panel, with a minimum time of 5 Business Days' notice. All revisions will be subject to version controls.

1.3 Where required, the IGT UNC Modification Panel may direct the IGT UNC Workgroup to complete a document review provide recommendations for edits and decisions will be made as per clause 1.1.

1.4 The Code Administrator shall make the document available on the IGT UNC website and refreshed where edits are made subject to clause 1.2.

1.5 The Code Administrator shall ensure that IGT UNC Modification Panel conducts an annual review of the document and any dependant documents e.g. the Proxy Vote Format.

2. IGT UNC Modification Panel Voting Approach

This section outlines the guidance to support the IGT UNC Modification Panel with the approach to the structure of the panel and the allocation of votes per Voting Member.

- 2.1 The guidance outlined in this section is based on the current IGT UNC codified approach outlined in Section L, any edits in this section are based on the administration principles outlined in clause 1.1.
- 2.2 The IGT UNC Modification Panel comprises of a total of six (6) Voting Members. With Pipeline Operators and Pipeline Users equally holding three (3) votes, equating to a single vote per Voting Member when fully represented. This is demonstrated in scenario 1 within appendix 1.
- 2.3 Where an election fails to fully represent the panel as outlined in 2.2 and positions become vacant the following will apply:
 - 2.3.1 The Pipeline Operators and Pipeline Users may reduce to two (2) Voting Members with three (3) votes. This is demonstrated in scenario 2 within appendix 1.
 - 2.3.2 The Pipeline Users may reduce further to one (1) Voting Member with three (3) votes. This is demonstrated in scenario 3 within appendix 1.
 - 2.3.3 The rules outlined in 2.3.1 and 2.3.2 will remain in place until vacancies are filled.
- 2.4 Where reduced representation occurs in clause 2.3.1, the decision of who will cast two (2) votes should be decided between the Voting Members and notified/updated to the Code Administrator at the earliest opportunity, ideally prior to the next IGT UNC Modification Panel meeting.
- 2.5 Where prior notification is not advised to the Code Administrator as per clause 2.4, the Panel Chairperson shall nominate, at the beginning of each IGT UNC Modification Panel meeting which Voting Member is allocated two (2) votes. The Chairperson will complete this via a rota utilising an alphabetical (surname) selection criteria.
- 2.6 Determinations made by the IGT UNC Modification Panel as Voting Members are for example (but not limited to): accept, reject, abstain and other e.g. defer.
- 2.7 Where Voting Members are providing multiple votes, as per clauses 2.3.1 and 2.3.2 the voting maybe a single voting outcome e.g. accept or could be a mixture e.g. accept and reject. The voting should be representative of constituency views received e.g. via consultation response.

2.8 Determinations made by the IGT UNC Modification Panel are based on Panel Majority as outlined in Section L.

2.9 For the avoidance of doubt, where a Voting Member fails to attend (in person or via telephone/virtual) or provide a Proxy Vote as outlined in Section 4, the Voting Member shall be deemed as absent as per the guidance in Section L.

3. IGT UNC Modification Panel Quoracy Approach

This section outlines the guidance to support the IGT UNC Modification Panel with the approach to quoracy of the panel for meetings and decision making. Where possible a Voting Member should attend in person but where this is not possible an Alternate or Proxy Vote can be submitted.

- 3.1 The guidance outlined in this section is based on the current IGT UNC codified approach in Section L, any edits in this section are based on the administration principles outlined in clause 1.1.
- 3.2 The IGT UNC Modification Panel will have a minimum quoracy of two (2) Pipeline Operators and one (1) Pipeline User as outlined in Section L, and voting will be aligned to the panel structures in Section 2 and shall apply to all IGT UNC Modification Panel meetings e.g. standard monthly meetings and any reconvened meetings.
- 3.3 The submission of a Proxy Vote will be classed as attendance and count towards the minimum quoracy requirements in clause 3.2.
- 3.4 Any Voting Member can appoint an Alternate to present their views and this can also be supported by the submission of a Proxy Vote, the attendance of an Alternate (with or without a Proxy Vote) will count towards the minimum quoracy requirements in clause 3.2
- 3.5 Should a standard IGT UNC Modification Panel meeting not be quorate and need to be reconvened the Code Administrator will complete this as per the guidance in Section L.
- 3.6 The Code Administrator and/or the Panel Chairperson will be responsible to reconvene a meeting which can only proceed where the required quorum meets the standards in 3.2. Where necessary the meeting may be reconvened more than once in between standard meetings to endeavour to be quorate and to ensure decisions are made.
- 3.7 For the avoidance of doubt, where a Voting Member fails to attend (in person or via telephone/virtual) or provide a Proxy Vote as outlined in Section 4, the Voting Member shall be deemed as absent as per the guidance in Section L.

4. IGT UNC Modification Panel Proxy Vote Submission

This section outlines the guidance to support the IGT UNC Modification Panel with the approach to formatting and completing a Proxy Vote in the event a Voting Member cannot be present for a panel meeting.

The submission of a Proxy Vote is expected to be an exception rather than the normal voting approach, the IGT UNC Modification Panel benefits from discussions and therefore attendance is beneficial for development of the code, however, to be agile and flexible to the needs of Voting Members an Alternate or Proxy Vote can be utilised where attendance isn't possible.

4.1 The guidance outlined in this section is based on the current IGT UNC codified approach in Section L, any edits in this section are based on the administration principles outlined in clause 1.1

4.2 The Proxy Vote Format may be revised by the IGT UNC Modification Panel with a Panel Majority decision. A minimum review should be completed annually in line with clause 1.5.

4.3 Amendments to the Proxy Vote Format will be implemented with a lead time determined by the IGT UNC Modification Panel, with a minimum time of 5 Business Days' notice. All revisions will be subject to version controls and be published on the IGT UNC website.

4.4 The Code Administrator shall clearly outline agenda items which require a decision on the final agenda so any Voting Member can submit a Proxy Vote for all required decisions as outlined in clause 4.5.

4.5 The Voting Member should use determinations as outlined in clause 2.6 and voting allocations as per Section 2.

4.6 The Voting Member should submit the Proxy Vote to the Code Administrator and/or the Chairperson at the earliest opportunity prior to the meeting. This is to allow the Chairperson to clarify any comments ahead of the meeting taking place.

4.7 The Proxy Vote Format will include as a minimum (but not limited to) the following, with a suggested draft is outlined in appendix 2:

4.7.1 Voting Member information such as name, contact details, constituency and the meeting the Proxy Vote applies to.

4.7.2 New Modification and/or Review Group determinations (standard, Fast-Track and Urgent Modifications), including the possibility of sending a Modification straight to consultation or if development at a workgroup is required. Supporting commentary should be included within the Proxy Vote.

- 4.7.3 Workgroup reports which require a determination e.g. if it is developed enough to progress to consultation or if it needs to be sent back and developed further. If it is suitably developed, then to determine the period of consultation. Supporting commentary should be included within the Proxy Vote.
- 4.7.4 Final reports which 1) require determination on the governance approach i.e. Self-Governance or Authority Decision, 2) confirmation if the relevant objectives are met or not, 3) if the solution proposed is supported or not and 4) the Pipeline Users may make a recommendation on the implementation date with the Pipeline Operators making the decision. Supporting commentary should be included within the Proxy Vote.
- 4.8 The Voting Member must provide reasons for any determinations provided for final workgroup reports as noted in clause 4.6.4, as these comments will be utilised by the Code Administrator as part of the views captured via the IGT UNC Modification Panel discussions and included in information which will be presented within the final reports and shared with Ofgem where any Authority Decisions are required.
- 4.9 The Chairperson will only represent the views submitted by the Voting Member on the Proxy Vote only. It is therefore vital that Voting Member(s) provide comments which explain the position with an adequate level of commentary.
- 4.10 Should discussions at the IGT UNC Modification Panel evolve on any decision items e.g. amendments to the approach proposed, and there have been any Proxy Votes submitted the Chairperson will decide if:
- 4.10.1 The decision is still required, if the decision is not required then the Proxy Vote(s) will be deemed as void.
- 4.10.2 The decision is still required, is the Proxy Vote(s) provided clear enough on the position to be applied to the new approach, where it is evident the Chairperson will continue to represent the position as outlined.
- 4.10.3 Where the Chairpersons view as part of clause 4.7.1 concludes that the Proxy Vote contradicts or misaligns to the newly discussed approach and cannot be utilised as drafted, the Chairperson shall decide if:
- 4.10.3.1 the meeting still meets quoracy as per clause 3.2 without the Proxy Vote(s) and the Proxy Votes will be deemed as void and not utilised, or,
- 4.10.3.2 the meeting no longer meets quoracy as per clause 3.2 and the determination will not be made, and a meeting will be reconvened at the earliest opportunity to avoid unnecessary decision-making delays. This clause is deemed to be a catch all to ensure quoracy is applied to decision making and is anticipated to be invoked on rare occasions only. It is recommended that Voting Members commentary is clearly articulated to avoid this where possible, as outlined in clause 4.8.

4.11 The Code Administrator will ensure that meeting minutes capture where a Voting Member has submitted a Proxy Vote. The minutes will also note Proxy Vote use as per clause 4.10 where necessary.

4.12 Where the Chairperson deems the vote as void as part of clause 4.10 the Chairperson will notify the Voting Member at the earliest opportunity to provide feedback on the item to the Voting Member. The Voting Member can also refer to the minutes as per 4.11.

5. Appendix 1 – Panel Structure and Voting Scenarios

This section illustrates how panel would be represented as per the description in Section 2 of this document.

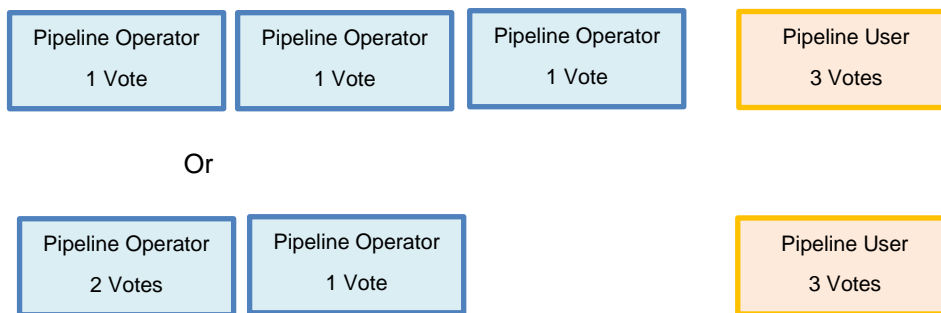
Scenario 1 (IDEAL) A fully represented panel as per clause 2.2 with six (6) Voting Members, representing six (6) votes.



Scenario 2) Pipeline Operators and/or Pipeline Users being represented by two (2) Voting Members as per clause 2.3.1, but still representing six (6) votes.



Scenario 3) Pipeline Users being represented by a single Voting member as per clause 2.3.2, but still representing six (6) votes.



6. Appendix 2 – Proxy Vote Format Suggestion

This section presents a suggested format for a Proxy Vote, this format can be revised by the IGT UNC Medication Panel and will be made available on the IGT UNC website.

Completed Proxy Vote forms are to be submitted to [iGTUNC@gemserv.com].
All fields marked with '*' require the Voting Member to choose the applicable information.

Voting Member Details	Name: Contact Details:
Constituency*	Pipeline Operator / Pipeline User
Meeting Date	XX/XXX/20XX
Appointed Proxy*	Chairperson / Alternate
Alternate Details	Name: Contact Details:

Modification/Review Group Determinations

New Modification(s) / Review Group(s)				
Change Ref	Decision Category	Votes Cast*	Decision*	Voting Member Reasons and/or Additional Comments
IGT/RGXXX	-Urgent	1/2/3	Accept/Reject/Abstain/NA	
	-Fasttrack	1/2/3	Accept/Reject/Abstain/NA	
	-Send to Workgroup	1/2/3	Accept/Reject/Abstain/NA	
	-Send to Consultation	1/2/3	Accept/Reject/Abstain/NA	
IGT/RGXXX	-Urgent	1/2/3	Accept/Reject/Abstain/NA	
	-Fasttrack	1/2/3	Accept/Reject/Abstain/NA	
	-Send to Workgroup	1/2/3	Accept/Reject/Abstain/NA	
	-Send to Consultation	1/2/3	Accept/Reject/Abstain/NA	

Workgroup Report(s)				
Change Ref	Decision Category	Votes Cast*	Decision*	Voting Member Reasons and/or Additional Comments
IGT/RGXXX	-Send back to workgroup	1/2/3	Accept/Reject/Abstain/NA	
	-Send to consultation	1/2/3	Accept/Reject/Abstain/NA	
	-period of consultation	1/2/3	Standard/XX days	
IGT/RGXXX	-Send back to workgroup	1/2/3	Accept/Reject/Abstain/NA	
	-Send to consultation	1/2/3	Accept/Reject/Abstain/NA	
	-period of consultation	1/2/3	Standard/XX days	

Final Report(s)				
Change Ref	Decision Category	Votes Cast*	Decision*	Voting Member Reasons and/or Additional Comments
IGT/RGXXX	-Governance	1/2/3	Authority/Self-Governance	
	-Relevant Objectives	1/2/3	Accept/Reject/Abstain/NA	
	-Implementation of solution	1/2/3	Accept/Reject/Abstain/NA	
	-Implementation Date	1/2/3	XX/XXX/20XX	
IGT/RGXXX	-Governance	1/2/3	Authority/Self-Governance	
	-Relevant Objectives	1/2/3	Accept/Reject/Abstain/NA	
	-Implementation of solution	1/2/3	Accept/Reject/Abstain/NA	
	-Implementation Date	1/2/3	XX/XXX/20XX	

Other Decision Items

Adhoc / Other Decisions				
Agenda Item	Title	Votes Cast*	Decision*	Voting Member Comments
XX	XXX	1/2/3	Accept/Reject/Abstain/NA	
XX	XXX	1/2/3	Accept/Reject/Abstain/NA	