

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

1. Purpose

The IGT UNC Panel supports the adoption of a policy for the use of audio at meetings held under the auspices of the IGT UNC to ensure accuracy of minutes. The policy permits the IGT UNC Code Administrator to record the audio at IGT UNC meetings for the purposes of ensuring the quality and accuracy of meeting minutes.

2. Background

The IGT UNC Code Administrator 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, the IGT UNC Code Administrator proposed the use of audio recording as an option during meetings.

The IGT UNC Code Administrator requested the audio be recorded in the September 2021 Workgroup as a one-off request due to the complex discussions that were anticipated in that meeting. All parties agreed and the recording served as a useful trial to understand the process and the benefits.

It is also noted that meetings held under Retail Energy Code (REC) governance are routinely recorded and this is standard practice under this Code.

The IGT UNC Code Administrator then drafted a policy to provide a transparent framework on the purpose and control of audio recordings for IGT UNC meetings. This policy included 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 was approved by the Panel in September 2021.

Audio Recordings at IGT UNC Meetings

CHANGE HISTORY

VERSION	STATUS	ISSUE DATE	AUTHOR	COMMENTS
1.0	Final	20/06/2022	Sandra Fawzy	First draft for submission to IGT UNC Panel
1.1	Draft	31/07/2025	Talia Lattimore	Updated draft following Gemserv's rebrand to Talan substituting Gemserv with IGT UNC Code Administrator

DOCUMENT CONTROLS

REVIEWER	ROLE	RESPONSIBILITY	DATE
Talia Lattimore	Author	Quality Review	05/08/2025
Anne Jackson	Panel Chair	Approval	05/08/2025

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. The IGT UNC Code Administrator 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 the IGT UNC Code Administrator.
- C. In the event that IGT UNC Code Administrator intends to record the audio for a meeting, a statement will be included to that effect on the final agenda Prior to the meeting, and the meeting chair (or senior IGT UNC Code Administrator representative in the event that IGT UNC Code Administrator 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 at the request of the meeting. In each case, the IGT UNC Code Administrator 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 the IGT UNC Code Administrator 2 business days before the meeting.
- F. Once the audio file has been created, the IGT UNC Code Administrator will store the file in a secure location on its server. Internal access to the file will be strictly controlled in accordance with IGT UNC Code Administrator 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.
- 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.

- I. The purpose of capturing the audio is not to produce a verbatim set of minutes. The IGT UNC Code Administrator 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.
- J. This Policy does not undermine any individual's rights to formally request access to data held by IGT UNC Code Administrator under General Data Protection Regulations (GDPR).