

Future of Gas Forum Steering Group

Draft Terms of Reference

1. Introduction

In November 2016, National Grid launched its Future of Gas (FOG) stakeholder engagement programme to gather evidence, discuss and test the role of gas in the UK's transition to a low carbon economy. The conclusions of that programme were published in March 2018, in [The Future of Gas: how gas can support a low carbon future](#).

Recognising the level of uncertainty and potential change in the gas industry in the coming decades, one commitment was to work with stakeholders to develop a long-term plan for gas industry change in Great Britain (GB).

The Gas Markets Plan will drive change through gas industry stakeholders working together in a proactive, co-ordinated way to shape markets, tackle complex problems and ensure all stakeholders have an opportunity to contribute to the GB gas market of the future.

The Future of Gas Steering Group has been set up to provide a cross industry leadership forum to help to develop and define priorities for the Gas Market Plan and associated outputs.

2. Purpose

To provide cross industry leadership to develop a Gas Markets Plan focused on the priorities and changes to the gas market over a 10-year horizon.

The Group will highlight the areas on which the Gas System Operator (GSO), and other relevant stakeholders, should focus to maximise consumer value. These will include the signposts that change may be needed, triggers to act and impacts on the market frameworks.

3. Objectives

For the year 2019-20 the objectives will focus on:

Stakeholder engagement: Develop a wide-reaching stakeholder engagement and education programme on future of gas issues affecting, or having the potential to affect, the GB gas market.

Providing leadership on gas market framework changes at the right times, to arrive at efficient solutions to deliver value for consumers.

4. Scope

- Discuss/provide updates on major developments that could impact the gas market up to 2030
- Specific focus on National Transmission System market frameworks related to the potential developments in the gas market, and interactions with those frameworks where necessary.
- Leadership on future iterations of the Gas Markets Plan, including providing feedback and lessons learnt
- Contribute to the scope and prioritisation of projects within the Gas Market Plan
- Escalation point for any unresolved queries from the Future of Gas Forum
- The Group's focus will be on the time horizon 2-10 years (2020/21 to 2029/30).

5. Chair of the Steering Group

The Group will be chaired by the Head of Future Markets, National Grid System Operator, who may nominate a deputy to chair the meeting in their absence.

The Chair will provide leadership to the Group. They will be responsible for ensuring that each meeting is conducted in accordance with the Terms of Reference and in an orderly and efficient manner. The Chair will coordinate with the Secretariat to ensure that appropriate policies and procedures are in place for the effective management of the Group.

The Chair will ensure that all Group members can contribute their views to the Group.

6. Membership of the Group

In addition to the Chair, the Group will comprise the following:

- Approximately 20 members, joining between June and December 2019, for a term of 2 years.
- The GSO will approach the trade associations set out in the table below to invite them to propose members to the Group to represent the stakeholder category. Where no trade association is listed, nominations will be invited from individuals or other trade associations, where relevant, to represent a category (except for BEIS and Ofgem).
- The following breakdown of attendees is proposed:

Industry Group	No. of Attendees
BEIS	1
Ofgem	1
Consumer	1
Environmental	1
Local authorities (via UK100 Local Govt Leaders)	1
Connected parties – distribution (via ENA)	2
Connected parties - I&C (i.e. LNG, power)	2
Large users (may or may not be directly connected) (via EIUG or MEUC)	2
Shippers/traders (via Energy UK)	2
Innovators	1
Technological	1
Appliance manufacturer	1
Joint Office	1
Transport	1
Academic	1
Think Tank	1
Total	20

- Details of the nomination process will be available on the Future of Gas website.
- Any vacancies arising within the 2-year term will be filled by the individual industry group in accordance with the Nomination Process.

- The GSO will liaise with those proposed to discuss the Terms of Reference and Group's requirements.
- Once a formal decision has been made on the composition of the Steering Group it will be communicated via the Future of Gas website.
- Senior representatives should be able to make decisions and commit time/resource, with a strong understanding of the subject matter.
- Members will represent their sector as well as their own company views and are responsible for disseminating group updates to their sector.
- Alternates: A formal alternative for each sector representative will be agreed with the Chair. If a member of the Group is unable to attend, they will inform their alternate and the Chair.
- Guests: Will be invited to present and participate in discussions on certain topics.

7. Secretariat

The Secretariat role will be undertaken by the GSO. The Secretariat will:

- Provide secretariat services to the Group and the Chair:
 - Organise meetings, including booking venues, in consultation with the Chair.
 - Send out meeting invitations
 - Prepare agendas, minutes and collate other papers.
 - Aim to circulate meeting agendas and supporting documents/papers five working days prior to each meeting
 - Circulate minutes to Group members within five working days of each meeting.
 - Add all agreed meeting documents to the Group section of the Future of Gas website
 - Maintain Group membership lists and handle membership applications
 - Maintain a list of Group actions and send reminders to Group members to complete their actions
 - Produce and update a detailed project plan to allow the Group to deliver its agreed outputs.
- Manage stakeholder engagement for the Group's arrangements:
 - Act as first point of contact for stakeholders who wish to contact the Group
 - Create and maintain a Group distribution list.
- Maintain the Group section of the Future of Gas website, to include information about:
 - Upcoming Group meeting dates
 - Membership of the Group
 - Contact routes for stakeholders wishing to communicate with the Group
 - Any outputs that the Group agrees can be published on the website.

8. Ways of working

- Frequency and Location: It is proposed that the Steering Group meet 3 or 4 times a year, with the aim of having the meetings at National Grid offices or another venue arranged by National Grid
- Meeting Minutes & Actions: Minutes of the meeting will be taken by National Grid and sent within one week after the meeting

- Publishing Papers: meeting minutes, presentations and other relevant documents will be published on the Future of Gas website
- Decision Making: The group will have no formal decision-making power. But members will be able to take forward proposals to bodies with formal decision-making power as appropriate.

9. Reporting

The Steering Group will demonstrate progress through the publication of the Gas Market Plan (on an annual basis) and any follow up work packages.

10. Finance and resourcing

Funding Group Administration – it is intended that National Grid will cover the costs associated with running the Steering Group, including room hire, catering, appropriate expenses and secretariat support. Other members may offer to host meetings on occasion.

Work Programme Resourcing – at an early stage the group will agree on what is deliverable with the resources available. Resourcing is likely to come from: a) In-house support in National Grid; or b) In-kind support from other stakeholders /group members.

11. Terms of Reference review

These Terms of Reference will be reviewed annually.

National Grid Gas System Operator
May 2019