

Terms of Reference for the Registry Amendments Project Team (RAPT)

Background and purpose

1. The Registry Amendments Project Team (RAPT) has been established to consider and progress amendments to the Gas (Switching Arrangements) Rules 2008 (the Rules), and to the functionality of the Gas Registry (the Registry).
2. The Registry was set up in March of 2009, in order to facilitate the switching of gas customers under the Rules. These Rules were a response to the Government Policy Statement on Gas Governance inviting Gas Industry Co to recommend arrangements to reduce barriers to customer switching.
3. At this time, Gas Industry Co worked alongside a technical industry working group in order to establish the Registry specifications; however, over the last five years, various improvements to the Registry and Rules have been put forward. Most significant among these proposals is to include additional information in the Registry that is relevant to retailers' conversion of metered volumes to energy. The RAPT will consider which of these suggestions should be implemented as changes. The objectives of the RAPT are therefore to:
 - a) Give feedback on desired amendments to the Registry and Rules to be included in the Statement of Proposal (SoP)
 - b) Assist with rule drafting / SoP
 - c) Assist in implementation of changes:
 - (i) Give input to the draft of a transition plan
 - (ii) Data cleansing
 - (iii) Population of UAT & Production
 - (iv) Coordinating any changes required to participant systems

Roles

The RAPT's role

4. The key role of the RAPT is to provide expert advice to Gas Industry Co on matters assigned to it according to the "Key deliverables and milestones" section below.
5. That advice will include, but is not limited to, providing analysis, feedback, and assistance on Registry changes and rule drafting.

6. In providing its advice, the RAPT will take into account:
 - a) the industry governance arrangements set out in Part 4A of the Gas Act, in particular the section 43ZN objectives;
 - b) the 2008 Government Policy Statement on Gas Governance;
 - c) the Purpose of the Gas (Switching Arrangements) Rules 2008; and
 - d) the need to reconcile divergent views wherever possible.
7. Members are expected to possess a good or advanced level of knowledge in the technical operation of the Registry (including population of fields), and must be familiar with the operation of the Gas (Switching Arrangements) Rules 2008 and ideally the Gas (Downstream Reconciliation) Rules 2008.

Key deliverables and milestones

8. It is intended by Gas Industry Co that the first two meetings will require key milestones being met in order to have a SoP completed and issued for public consultation in June 2014. Those milestones are captured in the table below.
9. Further meetings of the RAPT may be required in future if the subsequent Recommendation to the Minister is accepted. This work will include development of a transition plan, UAT testing and data cleansing. This is expected to take place in the second half of 2014.

Meeting dates and agenda items

Meeting #	Date	Agenda Items	Milestones
1	Wed 26 February	Introduction and Terms of Reference Introduction to considerations for Registry and Rule changes	Agree on terms of reference and project timeline Agree on considerations that require further discussion
2	Wed 9 April	Further discussion on agreed considerations	Guidance for inclusion of these considerations to the SoP, and changes to the Functional Specification
3	Wed 21 May	Further discussion on agreed considerations	Guidance for inclusion of these considerations to the SoP, and changes to the Functional Specification
Further meetings as necessary		Consideration of transition options	Agree on transition plan, and testing and data cleansing process

10. The timetable above should be treated as indicative only. Additional meetings may be required depending on the process the group is making.

Gas Industry Co's role

11. Gas Industry Co will facilitate all meetings of the RAPT.
12. RAPT meetings will be carried out in accordance with agendas determined by Gas Industry Co in advance of meetings. Reasonable notice of meetings must be given by Gas Industry Co, including the time and venue.
13. Gas Industry Co will prepare minutes following all meetings. Draft minutes will be circulated to members for comment before being finalised. Final minutes will be made publicly available on Gas Industry Co's website.
14. Gas Industry Co will make all RAPT material available on its website unless specific material has been agreed as confidential by members.
15. Gas Industry Co intends to produce all material for the RAPT although the RAPT may be required from time to time to complete certain tasks.

The RAPT's decision-making process

16. Gas Industry Co retains the sole right to make final decisions.
17. Gas Industry Co encourages the RAPT to provide consensus advice. Where the RAPT is unable to provide consensus advice, this will be clearly recorded in the minutes by Gas Industry Co.
18. The RAPT must provide its advice in accordance with the documents listed in paragraph 6 above.
19. For the avoidance of doubt, consensus advice from the RAPT will not bind Gas Industry Co to implement or recommend that advice.

RAPT Membership

20. The RAPT will consist of the following members (in addition to Gas Industry Co attendees):

Company	Member
AMS	Bill Miller
Contact Energy	Campbell Wilson
Energy Direct	Tara Gannon
Genesis Energy	Andrew Maseyk
Jade	Robert Barr, Greg Matthews
Mighty River Power	Melanie Joyce
OnGas	Jo Iggulden
Powerco	Mark Hermann
Trustpower	Helen Taylor

Company	Member
Observers	
Jade	Astrid Shaw
Contact Energy	Danny McManamon, Tiana Toelupe, Rod Crone
GasNet	Geoff Evans
Trustpower	Shayne Adlington, Bevan Gurr, Tasha Pellew

21. Members who are labelled as “observers” have opted to receive copies of all RAPT correspondence, but not actively participate in the meetings.
22. Members are not required to be independent persons but members are expected to provide reasoned, impartial advice. Members are appointed as individuals and not as representatives of their organisations.
23. Members will be responsible for:
 - a) complying with the requirements set out in these terms of reference;
 - b) being available for all RAPT meetings unless arranged otherwise prior to the meeting;
 - c) informing Gas Industry Co of any actual or perceived conflicts of interest that may affect their ability to perform their functions as a RAPT member;
 - d) carrying out any tasks or actions assigned by Gas Industry Co; and
24. Members are appointed until the RAPT is disestablished.
25. If for any reason a member needs to withdraw from the RAPT then the member must give Gas Industry Co reasonable notice. Following that notice, Gas Industry Co may seek nominations for a replacement member.
26. Failure to perform to a standard acceptable as determined by Gas Industry Co may result in the termination of a member’s appointment.

Meetings

27. A meeting of the RAPT may be held whenever a quorum of members is present at the date and time arranged for the meeting.
28. A quorum shall be at least four members of the RAPT plus any Gas Industry Co attendees.
29. RAPT members will be expected to make themselves available for meetings in person.

30. RAPT members are not entitled to send an alternate to meetings unless agreed by Gas Industry Co.
31. Members may be granted leave from a meeting or meetings at Gas Industry Co's discretion. Any member who, without unauthorised leave, misses two consecutive RAPT meetings will be deemed to be removed from the RAPT.