

TERMS OF REFERENCE FOR RETAIL GAS GOVERNANCE FORUM (RGGF)

10 March 2009

PARTICIPATION:

Gas Industry Co staff, as appropriate from time to time

Representatives of industry participants, as appropriate from time to time. Industry participants may include retailers, distributors and transmission system owners.

Each organisation will be free to nominate its own representatives, and choose the number of representatives, at its discretion and to reflect the topics under discussion at each meeting.

The RGGF will be convened by a Gas Industry Co manager nominated by the Chief Executive. The convenor for the time being will be Ian Dempster

FREQUENCY AND LOCATION OF MEETINGS:

The RGGF will meet about quarterly but may meet more frequently if circumstances so suggest. A list of "default" dates will generally be set at the last meeting of the previous year for the coming year.

Meetings will normally be held at the Wellington offices of Gas Industry Co but may be held elsewhere or outside of Wellington if appropriate.

The first meeting of the RGGF will be held in Wellington on Wednesday 15 April 2009, from 9.30 am to 1 pm.

PURPOSE:

The purpose is to provide a forum for the identification of issues, the exchange of views and for consensus agreement on joint courses of action in relation to the development and operation of gas governance arrangements and other retail related matters which form part of the role of Gas Industry Co; and which impact on the operation of retail markets and the relationship between retailers and each of consumers, distributors, transmission system owners, and Gas Industry Co.

In carrying out this purpose the RGGF may agree to establish time limited or on going working groups for the more detailed discussion or development of specific topics. Such working groups will have defined terms of reference, usually developed by Gas Industry Co in consultation with the RGGF.

DETAILED FUNCTIONS:

1. To provide a continuing overview of the operation and future development of the arrangements for Downstream Reconciliation.

2. To provide a continuing overview of the operation and future development of the arrangements for Switching including the Gas Registry.
3. To provide a continuing overview of the development and operation of arrangements for dealing with complaints.
4. To provide a continuing overview of development and operation of such other retail related gas governance arrangements as may be proposed for development or are developed.
5. To provide a continuing overview of the operation and future development of the application of the compliance and enforcement regime to retail related gas governance arrangements.
6. To provide a continuing overview of the development and operation of arrangements or activities for the monitoring and measurement of the performance of retail markets, and of gas governance arrangements in relation to those markets.
7. To consider any other matters that the forum considers are relevant to implementing the statement of purpose.
8. To provide a reporting line on behalf of the industry for the IEFFWG – the Information Exchange File Formats Working Group.
9. To establish other working groups including their Terms of Reference, as may be appropriate from time to time, to discuss or develop in more detail specific topics or areas of work which fall within the scope of interest of the RGGF.

METHOD OF OPERATION:

The RGGF will not have any executive authority.

Where special meetings are called, i.e. outside the agreed schedule, Gas Industry Co will try to give participants at least 10 business days notice.

Gas Industry Co will provide administrative support for the operation of the forum including the preparation and distribution of meeting agendas and meeting notes.

REVIEW AND TERMINATION

The terms of reference and continuation or termination of the RGGF will be reviewed at not more than 2 year intervals.

Gas Industry Co reserves the right to terminate the arrangements on its own initiative.