

THE INSTITUTION OF GAS ENGINEERS AND MANAGERS



TECHNICAL CO-ORDINATING COMMITTEE GOVERNANCE MANUAL

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1 REVISION LIST

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ISSUE NO	SECTION	DATE	DESCRIPTION OF REVISION
1	ALL	09/06	New Controlled Document
2	5.2.4	05/07	Revision of GSEC Scope
	5.4.1(c)(ii)	05/07	Revision of number of representatives
	All	05/07	Various editorial changes
3	5.4.1(c)	02/08	Revised Panel composition. Owners' representation increased from 3 to 4 (to cater for the 4 DNOs)
	New 10	02/08	Addition of policy on review of standards.
	New 11	02/08	Change Section 10 to Section 11.
	2	02/08	Deletion of paragraph referring to CD12A.
	5.1.1	02/08	Editorial changes.
	5.1.3	02/08	Editorial changes.
	5.2.1.2	02/08	Editorial changes.
	5.2.1.6	02/08	Add option of TO to support LNGC meetings.
	Various	02/08	Editorial changes to reflect "IGEM Standards" not "Technical Publications".
	5.3	02/08	Amendment to number of owner representatives (i.e. to include NTS)
4	Various	05/08	Amendment of "IGE/" to "IGEM/"
	6.7	05/08	New Sub-Section to cover urgent amendments to IGEM Standards
5	Section 5	11/08	Minor editorial change to reflect organizational changes
6	Various, 6.7 & 3	02/09	Correction for omission in last issue, plus revised document control to align all Control Documents
7	Various	03/09	Amendment to reflect amalgamation of GTDC and GSEC. Number of Committee meetings. Dissolving of LPGC
8	Various	07/09	Editorial Update.

2 INTRODUCTION

The aim of this Manual is to provide members of the Technical Co-Ordinating Committee, (TCC); its Working Groups; its sub-committees and their panels with guidance and reference material to enable them to operate effectively and in accordance with IGEM requirements.

3 DOCUMENT CONTROL PROCEDURE

To use this manual you must ensure you have obtained the most up-to-date version.

The most up-to-date copy of this manual can be obtained from IGEM's website, or IGEM's Secretariat Computer Network.

This Manual has been accepted by the Technical Co-Ordinating Committee and approved by Council.

A Document Revision List is included at page 1.

Any queries on the contents of this document should in the first instance be raised with the Technical Services Manager and then with the Chair of the Technical Coordinating Committee.

This manual shall be reviewed and amended as necessary (see QAP 8) by the Technical Services Manager. All amendments to the Manual shall be presented to the TCC for approval. The approval shall be included in the minutes of the meeting.

4 MISSION STATEMENT

IGEM's Mission Statement is as outlined in IGEM's Governance Manual (CD 4).

5 TECHNICAL COMMITTEE STRUCTURE

IGEM's Council and Committee structure is as given in IGEM's CD4. IGEM's technical committee structure is as follows. TCC reports to Council.

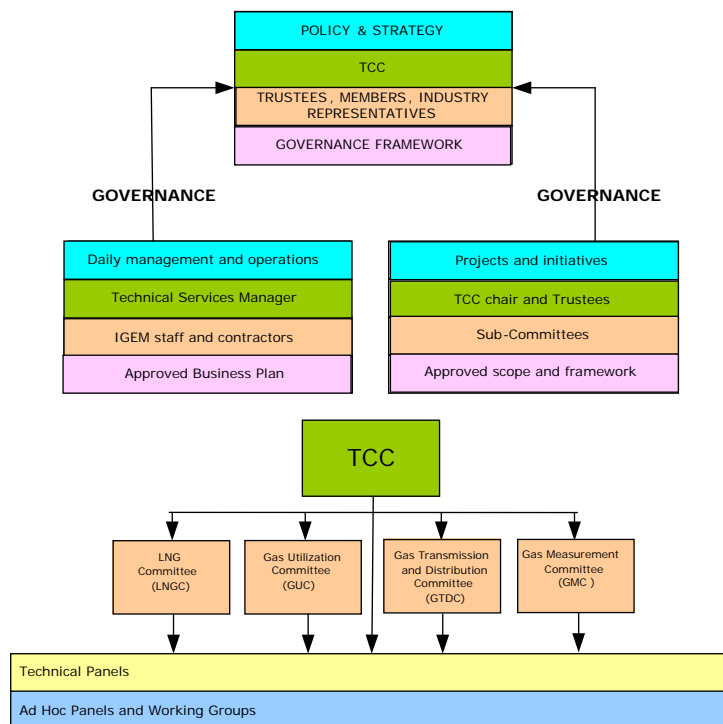


FIGURE 1 - TECHNICAL COMMITTEE STRUCTURE

The Structural Model illustrates the Governance hierarchy and reporting lines within IGEM Technical Services.

Secretariat reports to TCC and will have specific operational tasks, manpower and financial controls allocated to it via an agreed annual Business Plan, objective and scope documents and general requests. Secretariat is managed by the Chief Executive Officer (CEO). Once the Business Plan is agreed by TCC, the Technical Services Manager (TSM) is then responsible for the daily operational management of TCC.

5.1 TCC

5.1.1 Composition

The Committee shall comprise:

- chairperson
- vice chairperson who shall be a Trustee if the chairperson is not a Trustee
- chairpersons of all technical Sub-Committees (4) representative of the IGEM Young Persons Network (YPN)
- independent specialists, as appropriate, who shall be IGEM Members
- IGEM Trustees as appointed by Council (3)
- nominated representatives of:
 - Society of British Gas Industries (SBGI) (2)

- Gas Safe Register (Capita)
- CORGI Services
- The Gas Forum
- Association of Independent Gas Transporters (AIGT)
- Health and Safety Executive (HSE)
- Office of Gas and Electricity Markets (Ofgem)
- other organisations as appropriate.
- nominated representatives of:
 - a utilization company (currently British Gas Services)
 - Liquefied petroleum gas (LPG) specialist (2) (currently GL Industrial Services and Enmat International)
 - a gas supply company (currently Centrica)
 - Distribution Network Owners (DNOs) (up to 4) (currently National Grid, Northern Gas Networks, Scotiagas Networks, Wales and West Utilities).

The Committee shall be supported at meetings by at least two of:

- IGEM CEO
- IGEM Technical Services Manager (TSM)
- IGEM Technical Officer (TO)
- IGEM Standards Officer (SO).

5.1.2 Quorum

Six, including the Chair or Vice Chair (unless an alternate is pre-nominated and accepted by the Committee).

5.1.3 Chairperson and vice chairperson

A Chairperson will be appointed by Council. The Chairperson is appointed for a 3 year period and is eligible to be re-appointed for up to two further 3 year periods. The Chairperson will be confirmed by Council annually. The Chairperson shall be a Chartered Engineer Member of IGEM.

The Chairperson shall not formally represent a stakeholder (but may be an employee of one).

Where the Chairperson is not a Trustee, the Vice Chairperson shall be appointed by TCC from the Trustees appointed by Council. Normally, this will be based on the term of trusteeship remaining and shall be for one year, i.e. the Trustee with the shortest remaining term of Trusteeship shall be vice chairperson.

5.1.4 Scope

To study and review all gas engineering and other technically related matters incumbent upon IGEM as an independent Chartered body. Specifically, to review matters affecting engineering, technical and operational practices in the gas industry, as defined in the By-Laws of IGEM, and those affecting the use of gas, on which IGEM might give advice by the publication of Reports and Standards, or by other means, and

- advise Council on the structure for titles and status of IGEM Standards
- advise Council on the provision of research required to support the work of the TCC sub-committees

- consider what specialist committees are required and what should be their terms of reference and membership
- co-ordinate the work of sub-committees
- seek such advice from other individuals or organisations as may be appropriate, by co-option or otherwise, and report thereon to Council
- make recommendations for further action, in collaboration with other technical bodies where appropriate
- consider and report on any other matters remitted to the Committee by Council
- plan the Committee's work programme taking into account availability of resource and viability of projects such as production of Standards.

To prepare and, when necessary, revise IGEM/G series Standards.

The Committee will meet as required subject to demand and availability, with a minimum target of 4 meetings per annum.

5.1.5 Delegated Authority

Cognisant of Council's Business Plan objectives, to approve for publication and printing the Standards and other documents within the Committee's remit.

5.2 TCC SUB-COMMITTEES

5.2.1 Composition

5.2.1.1 GTDC

The Committee shall comprise:

- chairperson
- chairpersons of all active GTDC Panels
- representative of the IGEM YPN
- independent specialists, as appropriate, who shall be IGEM Members, including to cover the areas of:
 - legislation and standards
 - LPG (2)
 - electrical engineer
 - mechanical engineer
 - safety and environment adviser
 - safety engineering and storage.
- nominated representatives of:
 - The Gas Forum
 - AIGT
 - Coke and Oven Manufacturer's Association (COMA)
 - SBGI (4)
 - Pipeline Industries Guild (PIG)
 - HSE
 - Energy Institute
 - Gas Safe Register
 - CORGI Services.
- nominated representatives of:

- Natural Gas suppliers/shippers (currently E-ON UK and Centrica plc)
- LPG supplier/shipper (currently Calor)
- gas transporters (2) (currently E-ON UK and Inexus) National Grid Distribution
- Scotia Gas Networks
- Wales and West Utilities
- Northern Gas Networks
- a technology company (currently GL Industrial Services)
- steel pipe manufacturer (Corus).

The Committee shall be supported at meetings by at least one of:

- IGEM TSM
- IGEM TO
- IGEM SO.

5.2.1.2 GMC

The Committee shall comprise:

- chairperson
- chairpersons of all active GMC Panels
- representative of the IGEM YPN
- independent specialists, as appropriate, who shall be IGEM Members, including:
 - on LPG
 - high pressure metering (2).
- nominated representatives of:
 - National Weights and Measures Laboratory (NWML)
 - Ofgem
 - AIGT
 - The Gas Forum
 - Association of Meter Operators (AMO)
 - MAMCoP Management Committee
 - CORGI Services
 - Gas Safe Register (Capita)
 - SBGI (6)
 - BSI/GSE/25.
- nominated representatives of:
 - National Grid Distribution
 - a Network Owner (currently Northern Gas Networks)
 - a gas transporter (currently Inexus)
 - gas suppliers (2) (currently RWE npower and Centrica)
 - meter asset managers (MAMs) (2) (currently National Grid Metering and EGS)
 - a gas technology company (currently GL Industrial Services).

The Committee shall be supported at meetings by at least one of:

- IGEM TSM
- IGEM TO
- IGEM SO.

5.2.1.3 GUC

The Committee shall comprise:

- chairperson
- chairpersons of all active GUC Panels
- independent specialists, as appropriate, who shall be IGEM Members, including:
 - on LPG
 - flues
- nominated representatives of:
 - ICOM Energy Association
 - Chartered Institute of Building Services Engineers (CIBSE)
 - Combustion Engineering Association (CEA)
 - Construction Skills
 - Council for Gas Detection and Environmental Monitoring (COGDEM)
 - CORGI Services
 - Gas Safe Register (Capita)
 - HSE
 - SBGI
 - Heating and Ventilating Contractors Association (HVCA).
- nominated representatives of:
 - gas transporters (3) (currently British Gas New Housing Connections; National Grid Distribution; Inexus)
 - a Distribution Network Owner
 - MAMs (2) (currently National Grid Metering and a.n.other)
 - gas supplier (Natural Gas)
 - gas supplier (LPG) (currently Calor)
 - a technology company (currently GL Industrial Services)
 - installation and service companies (2) (currently British Gas Services and Connaught Ltd).

The Committee shall be supported at meetings by at least one of:

- IGEM TSM
- IGEM TO
- IGEM SO.

5.2.1.4 LNGC

The Committee shall comprise:

- Chairperson
- LNG operators:
 - BG Group
 - South Hook LNG
 - BP
 - Conoco Phillips
 - Shannon LNG
 - Canotex
 - CNG Services

- National Grid Grain LNG
- Hong Kong and China Gas
- Calor.

- Gas Transporters
 - National Grid.

- Regulators
 - Department for Business, Enterprise & Regulatory Reform (BERR)
 - HSE
 - Ofgem.

- Specialists

- Kindred Bodies
 - Society of International Gas Tanker & Terminal Operators (SIGTTO)
 - International Group of Liquefied Natural Gas Importers (GIIGNL).

The Committee should be supported at meetings by at least one of:

- IGEM TSM
- IGEM TO
- IGEM SO.

All members shall represent an industrial affiliate of IGEM, or shall represent a body recognised as being a kindred body or a regulator.

5.2.2 Quorum

Six, including the Chairperson (unless an alternative is pre-nominated and accepted by the Committee).

5.2.3 Chairperson

A Chairperson shall be appointed by TCC. The Sub-Committee may nominate a succeeding chairperson to TCC. The chairperson is appointed for a 3 year period and is eligible to be re-appointed for up to two further 3 year periods. The chairperson shall be a Chartered Engineer Member of IGEM.

The chairperson shall not formally represent a stakeholder (but may be an employee of one).

5.2.4 Scope

To advise and report to TCC and:

- (a) GTDC, GMC, GUC

To consider all technical matters and new techniques on Natural Gas, "Biogas"; carbon dioxide; LPG and LNG relating to:

- (GTDC) gas transmission and distribution, including
 - materials and ancillary plant
 - health and safety of people

- potential impact on the environment
- the safe, construction, commissioning, operation, maintenance de-commissioning and ultimate dismantling of plant and equipment and related engineering processes, all in respect of gas production, storage, transportation and use.
- (GMC) meter installations, associated pressure regulation and measurement of flow of gas and measurement of gas quality as it affects the billing of energy used
- (GUC) the utilization of gas and, in addition where appropriate and with the agreement of relevant leading organisations in the respective field, to include other energy sources such as oil and other fuel gases.

(b) LNGC

LNG operations, specifically to:

- discuss areas of common interest regarding health and safety
- share safety alerts rapidly across the LNG industry
- develop best practice guidelines for LNG operations
- provide suitable references for public domain LNG statistics
- provide guidance and support to member companies regarding Safety Cases, COMAH, HazOp surveys, planning enquiries etc.
- provide expert input to the gas quality debate
- influence the regulatory debate regarding LNG
- promote the LNG Hub model.

(c) To set up and monitor the work of Technical Panels that may be required to meet the objectives of TCC.

(d) To prepare and, when necessary, revise:

- (GTDC) IGEM/TD SR and GL series Standards
- (GMC) IGEM/GM series Standards
- (GUC) IGEM/UP and GL series Standards
- (LNGC) IGEM/LNG series Standards
- (All Committees) IGEM/G series Standards as directed by TCC

all in consultation with other Sub-Committees, as appropriate.

(e) To review current European and British legislation and Standards, as well as International Standards, relating to the Sub-Committee's scope. In addition, to provide input through proper channels on draft legislation and Standards.

(f) To monitor important gas related developments worldwide.

(g) To nominate IGEM representatives onto other bodies concerned with matters under the Sub-Committee's scope.

(h) To obtain, examine and consider reports of unusual occurrences and prepare reports thereon for publication.

- (i) To maintain an effective liaison with regulating authorities for example HSE, and other bodies concerned with the gas supply industry.

The Sub-Committees will meet as required subject to demand and availability, with a minimum target of 3 meetings per annum.

5.3 SUB-COMMITTEE WORKING GROUPS (IGEM administered Standards)

5.3.1 Composition

The Working Group shall comprise:

- chairperson
- a member of the relevant Sub-Committee, who does not represent the owners of the Standard
- three representatives of the owners of the Standard
- where appropriate, one member of National Grid, National Transmission System.

Meetings shall be supported by at least one of:

- IGEM TSM
- IGEM SO
- IGEM TO.

5.3.2 Quorum

Three.

5.3.3 Chairperson

The chairperson shall be the chairperson of the relevant Sub-Committee or as otherwise nominated by the Sub-Committee.

5.4 PANELS

5.4.1 Composition

- (a) For all IGEM-owned Standards except IGEM/G series:
 - chairperson, who shall be appointed by the relevant Sub-Committee and who, preferably, shall be a Member of IGEM
 - a suitable cross section of representatives active and expert in the subject matter, all approved by the relevant Sub-Committee
 - representatives of other sectors of the gas industry that may be affected, directly or indirectly, by the Standard.

Priority should be given to membership by organisations that represent a significant number of the companies involved in the subject matter and to companies with a significant share of the relevant market activity in the sector.

Individuals not representing an organisation or company shall be Members of IGEM.

The minimum number of Panel Members shall be four and the maximum number of Panel Members shall be ten, both unless approved otherwise by the relevant Sub-Committee.

- (b) For IGEM/G series:
- chairperson, who shall be appointed by TCC and who, preferably, shall be a Member of IGEM
 - a suitable cross section of representatives active and expert in all gas industry sectors covered by the Procedures.

Priority should be given to membership by organisations that represent a significant number of companies involved in the subject matter and to companies with a significant share of the relevant market activity in the sectors.

Individuals not representing an organisation or company shall be Members of IGEM.

The Panel shall, as far as possible, have balanced representation from the different sectors.

The minimum number of Panel Members shall be six. The maximum number of Panel Members shall be twelve, unless approved otherwise by TCC.

- (c) For IGEM-administered Standards
- (i) chairperson, who shall be appointed by the relevant Sub-Committee and who shall be a Member of IGEM
 - (ii) a maximum of four and a minimum of two representatives nominated by the owners of the Standard and which shall include at least one representative of the owners themselves
 - (iii) one representative, active and expert in the subject matter, and not a representative or employee of any of the representatives in (ii) above, who shall be approved by the relevant Sub-Committee and shall be a Member of IGEM.

The minimum number of Panel Members shall be four unless approved otherwise by the relevant Sub-Committee and agreed by the owners of the Standard.

5.4.2 Quorum

50% of the total membership, including the Chairperson (unless an alternate is pre-nominated and accepted by the Panel).

5.4.3 Chairperson

- (a) Where a panel is to be re-convened for any purpose, the Chairperson of the dormant Panel will be invited to chair the re-convened Panel.
- (b) For any re-convened Panel without a continuing Chairperson (see (a) above) and for any new Panel, a chairperson will be sought from:
 - the relevant Sub-Committee or TCC or, if not

- a company or organisation represented on the relevant Sub-Committee or TCC or, if not
 - IGEM industrial affiliate companies via the industrial affiliate section or, if not
 - volunteers resulting from publicity in IGEM's journal.
- (c) In the event of more than one nominee, the Sub-Committee (or TCC for IGEM/G series) will select a Chairperson.

5.4.4 Scope

The scope of any work of Technical Panels shall be determined by the relevant Sub-Committee (or TCC for IGEM/G series).

6 TCC, SUB-COMMITTEE, SUB-COMMITTEE WORKING GROUP AND PANEL PROCEEDINGS

6.1 GENERAL STRATEGY, POLICY AND COMMUNICATIONS OTHER THAN IGEN STANDARDS

Decisions shall be taken by majority consensus. In cases of clear division, matters shall be referred to the relevant Sub-Committee, to TCC or to Council, as appropriate.

6.2 DRAFTING PROCESS – IGEN-OWNED STANDARDS

The drafting process shall be as outlined in Figure 2. Decisions on technical content shall be taken by overwhelming majority consensus of the Technical Panel. In cases of significant division, matters shall be referred to the relevant Sub-Committee, to TCC, or to Council, as appropriate.

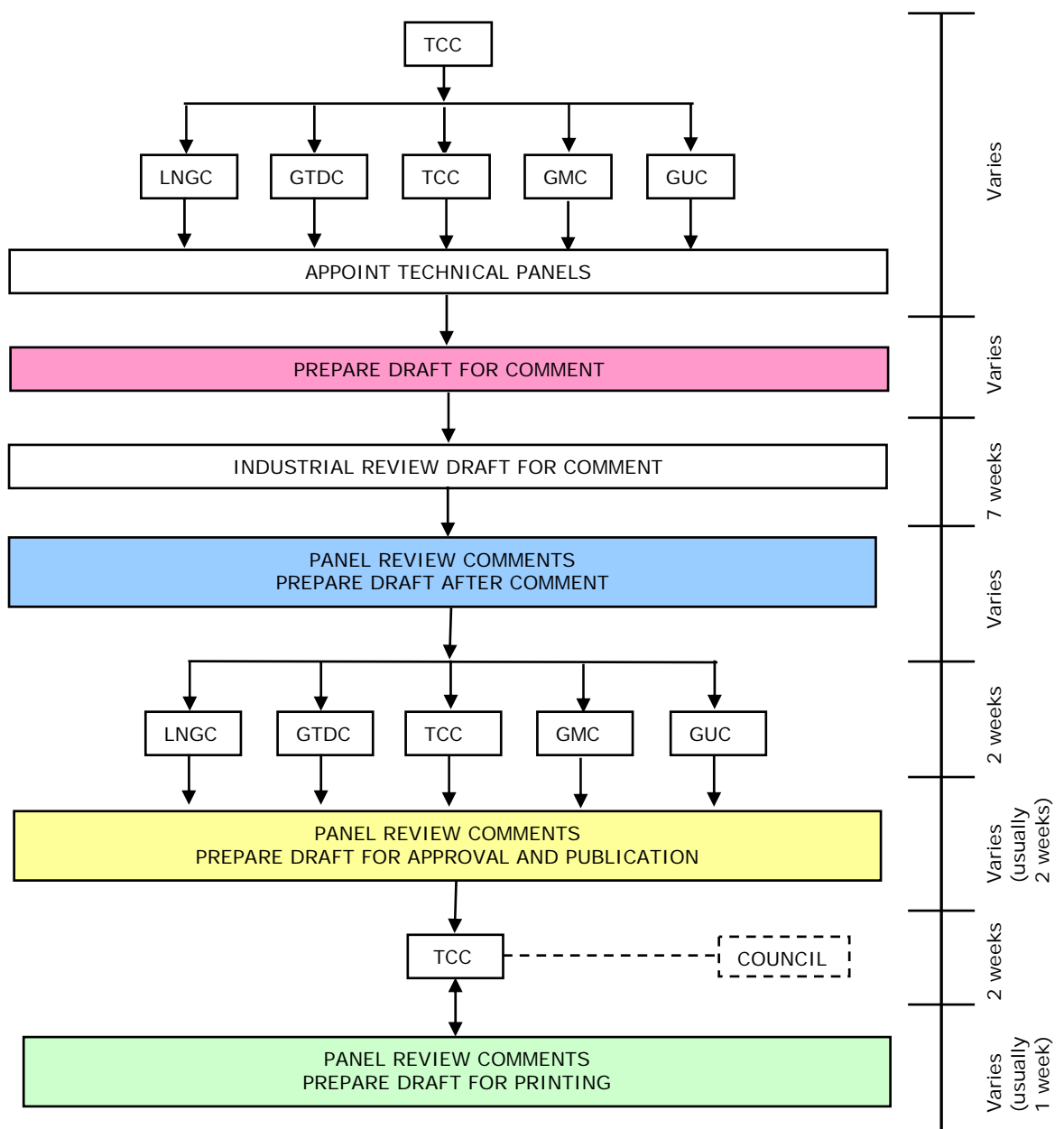


FIGURE 2 – DRAFTING PROCESS. IGEN-OWNED STANDARDS. FLOWCHART

6.3 DRAFTING PROCESS – IGEM-ADMINISTERED STANDARDS

The drafting process shall be as outlined in Figure 3. Decisions on technical content shall be taken by overwhelming majority consensus of the Technical Panel. In cases of significant division, matters shall be referred to the pre-selected Sub-Committee Working Group.

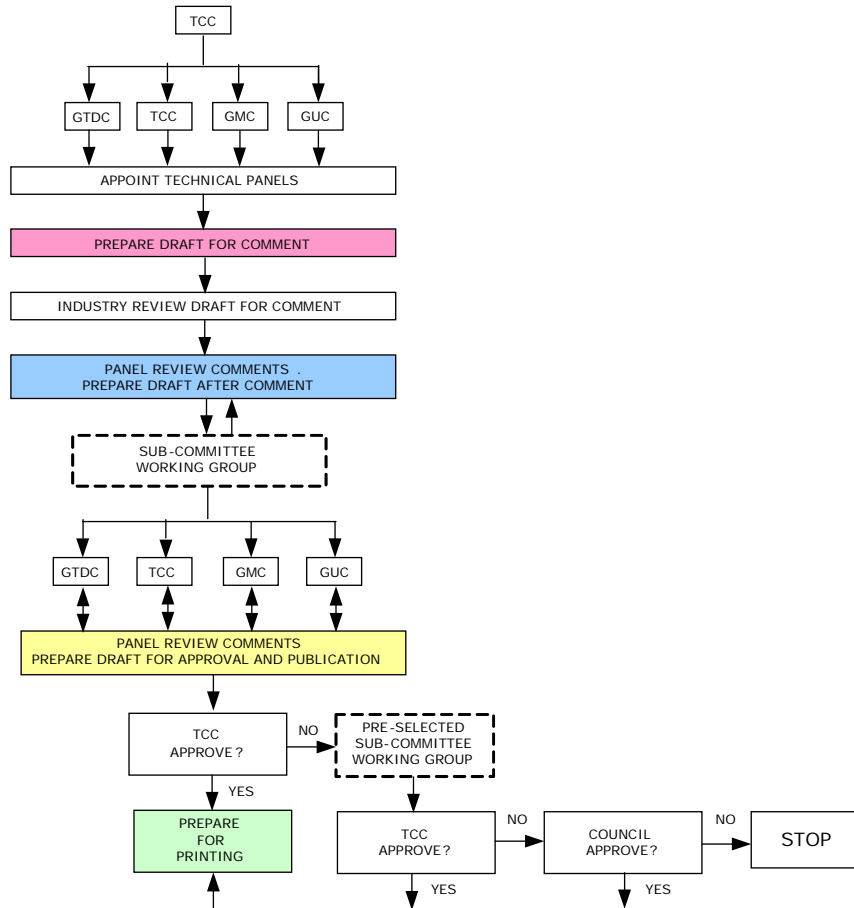


FIGURE 3 - DRAFTING PROCESS. IGEM-ADMINISTERED STANDARDS. FLOWCHART

6.4 APPROVAL REQUIREMENTS FOR ALL DRAFT STANDARDS AND OTHER DOCUMENTS

6.4.1 In general, all drafts shall be approved by unanimous consensus at all stages. However, provided the majorities shown in Table 1 or Table 2, as appropriate, are achieved, drafts may proceed to the next stage in which case all comments (not including industry comments) that remain unresolved shall be conveyed to the approving Committee for consideration.

For Drafts for Approval and Publication, all outstanding comments (not including industry comments) shall be resolved by TCC. If this cannot be achieved by correspondence, the matter shall be addressed at a TCC meeting. The majorities shown in Table 1 or Table 2, as appropriate, shall always be achieved. Any comments not accepted by TCC shall result in a formal notification of TCC decisions to the Sub-Committee(s)/Panel Member(s) concerned. However, for IGEM administered Standards, publication is not permitted without the consent of the relevant Sub-Committee Working Group.

6.4.2 All “nil response” shall be assumed as “approved unconditionally”.

6.4.3 When approval is sought by correspondence, members’ responses shall be classified by the Committee/Panel Secretary as:

- (a) Approved unconditionally
- (b) Approved subject to consideration of proposed amendment
- (c) No comment (taken to be “approval”)
- (d) Rejected subject to amendment
- (e) Rejected.

Note: Rejection under (d) and (e) assumes it is accompanied by the reason(s) for rejection and, preferably, alternative suggestions.

Any Draft after Comment shall be approved by the Panel Chairperson(s) and, where applicable, Sub-Committee Working Group Chairperson(s) before proceeding.

Any Draft for Approval and Publication shall be approved by the relevant Sub-Committee Chairperson(s) before proceeding.

DRAFT	BY	APPROVAL AT MEETING	APPROVAL BY CORRESPONDENCE*
FOR COMMENT or REJECTED DRAFT AFTER COMMENT or REJECTED DRAFT FOR APPROVAL AND PUBLICATION	PANEL	AT LEAST 75% PRESENT	AT LEAST 75% RESPONDENTS OTHERWISE A MEETING SHALL BE CONSIDERED
AFTER COMMENT	SUB-COMMITTEE	AT LEAST 75% PRESENT	AT LEAST 75% RESPONDENTS
FOR APPROVAL AND PUBLICATION	TCC	AT LEAST 75% PRESENT	100% RESPONDENTS OTHERWISE A MEETING SHALL BE CONSIDERED
FOR PRINTERS	SECRETARIAT	-	-

* All “nil response” are assumed as “approved unconditionally”.

TABLE 1 - REQUIREMENT FOR APPROVAL OF DRAFT IGEM-OWNED STANDARDS

DRAFT	BY	APPROVAL AT MEETING	APPROVAL BY CORRESPONDENCE*
FOR COMMENT or REJECTED DRAFT AFTER COMMENT or REJECTED DRAFT FOR APPROVAL AND PUBLICATION	PANEL	AT LEAST 75% PRESENT	AT LEAST 75% RESPONDENTS OTHERWISE A MEETING SHALL BE CONSIDERED
ALL	SUB-COMMITTEE WORKING GROUP	AT LEAST 75% PRESENT	100% RSPONDENTS OTHERWISE A MEETING SHALL BE HELD
AFTER COMMENT	SUB-COMMITTEE	AT LEAST 75% PRESENT	AT LEAST 75% RESPONDENTS
FOR APPROVAL AND PUBLICATION	TCC	AT LEAST 75% PRESENT	100% RESPONDENTS OTHERWISE A MEETING SHALL BE CONSIDERED
FOR PRINTERS	SECRETARIAT	-	-

* All "nil response" are assumed as "approved unconditionally".

TABLE 2 - REQUIREMENT FOR APPROVAL OF DRAFT IGEM-ADMINISTERED STANDARDS

6.4.4 To assist compliance with Table 1, TCC and Sub-Committees, as appropriate, shall identify in advance of receiving relevant drafts those Committee Members having specific expertise in the relevant subject and obtain the agreement of those Members to review and approve/comment upon the drafts.

6.4.5 Drafting Panels shall identify on all Drafts after Comment, those areas which were subject to varying industry views or which have been demonstrated to be potentially controversial, for example if industry would incur significant additional costs as a result.

6.5 APPROVAL REQUIREMENTS FOR FORMAL COMMITTEE COMMUNICATIONS (other than Standards)

All formal Committee communications, not agreed previously at Committee level, shall be pre-approved before circulation by the Chairperson of the relevant Committee before wider circulation.

6.6 APPROVAL REQUIREMENTS FOR OTHER THAN FORMAL COMMITTEE COMMUNICATIONS AND STANDARDS

All Committee communications other than those under 6.4 and 6.5 shall be approved by the TSM, SO or TO, as appropriate.

6.7 APPROVAL REQUIREMENTS FOR URGENT AMENDMENTS TO IGEM STANDARDS

Where the need for an urgent amendment to an IGEM Standard is identified:

- the urgency shall be assessed by the TSM. Where the amendment is not considered urgent, the matter shall be referred to the appropriate Technical Sub-Committee or TCC, as appropriate. Otherwise, the TSM shall consult the CEO. Thereafter, if determined not urgent, the matter shall be referred to the appropriate Sub-Committee or TCC, as appropriate.

- where determined as urgent, a meeting shall be called (which may be via a conference call) of the chairpersons of the respective Committee(s) and Panels, the TSM, and representatives of the Committees and Panels who are key in the urgent issue.
- suitable action, which may include issue of an amendment, shall be determined and implemented. The procedures as in Section 6 above shall be motioned as seen as practicable but approval for the chosen action and amendment may, if necessary, be sought/given after formal issue of an amendment.

Note: "Urgency" would be categorised according to potential adverse effects on safety, financial, political or social grounds.

7 OWNERSHIP AND LIABILITY FOR ALL FORMAL DOCUMENTS

7.1 IGEM-OWNED STANDARDS AND OTHER DOCUMENTS

IGEM accepts legal ownership and any liability for the content of IGEM-owned documents. The copyright and intellectual property of any content shall be solely owned by IGEM except where material donated by another party is acknowledged as solely owned by that other party or jointly owned by that party and IGEM.

7.2 IGEM-ADMINISTERED STANDARDS

IGEM accepts custodianship of all such documents on behalf of a 3rd party organisation but does not accept legal ownership and, therefore, does not accept liability for any content of such documents.

8 DOCUMENTATION

8.1 COMMITTEE MINUTES AND PANEL NOTES

Minutes and Notes of Committee and Panel meetings preferably shall be issued within 2 weeks of the meeting, and, in any event, as soon as practicable.

8.2 ACTIONS

A standard Technical Services Action List, including all actions arising from all TCC, Sub-Committee and Panel meetings, shall be kept and updated after every meeting (Form TS/A/1).

8.3 INDUSTRY AND COMMITTEE COMMENTS

8.3.1 A standard Comment Submission Form shall be issued with every Draft for Comment (Form TS/C/1A) and, unless otherwise decided by TCC, the period allowed for return of comments will be 6 weeks. Normally, industry comments will only be accepted if submitted on this form.

8.3.2 A standard Approval Form (Form TS/AP/1) shall be issued with every Draft after Comment and Draft for Approval and Publication. Unless otherwise decided by TCC, the period allowed for return of completed forms will be 2 weeks.

8.4 RESPONSE TO INDUSTRY COMMENTS

Comments shall be totalled by Secretariat on a Form TS/C/1B for Panel consideration. Once all comments have been addressed, the completed summary shall be posted on IGEM's website for at least 3 months beyond publication date.

9 RESOURCING THE DRAFTING AND PRODUCTION OF IGEM-OWNED AND IGEM-ADMINISTERED STANDARDS AND OTHER DOCUMENTS

9.1 IGEM-OWNED

A business plan shall be prepared for each proposed item of work and this shall assume:

- all associated expenditure by IGEM is to be recovered by income from subsequent sales of the documents and, if applicable, associated Technical Seminars.

Note: It is acceptable for the income from one or more document(s) to subsidise the expenditure on one or more other Standards/document(s) at the discretion of TCC.

- the input by all relevant Committee and Panel Members is provided on a voluntary basis.

Note: It is acceptable to pay one or more members a fee provided the project has been sufficiently subsidised by a party other than IGEM, for example by sponsorship.

- where application is made, travel and, if unavoidable, accommodation expenses may be payable for individual relevant Committee and Panel Members.

Note: Normally, such expenses will be covered by the organisation or company represented.

9.2 IGEM-ADMINISTERED

A business plan shall be prepared for each project or individual proposed item of work, as applicable, and this shall assume:

- all associated expenditure by IGEM is to be covered by income from fees payable in advance by the owner(s) of the documents and from subsequent sales of the documents. Cross subsidy from income from any other source, in particular from 9.1 above, is not permitted at any point
- the input by all Panel members representing the owners of the documents is provided on a voluntary basis and no expenses will be payable
- the input by all Panel members not representing the owners of the documents is provided on a voluntary basis unless requested by/agreed with the owners of the document
- where application is made, for Panel members not representing the owners of the documents, travel and, if unavoidable, accommodation expenses may be payable and this would represent "associated expenditure" (see above).

10 REVIEW OF IGEN STANDARDS

10.1 The month of publication of any standard is recorded.

10.2 Every standard shall be reviewed no more than 5 years after publication.

- a) If 5 years has elapsed, the Standard is reviewed at a high level (usually within a 6 month period prior to the due date) by a limited number of experts (including the Chairman of the Panel that drafted it if still active). A report shall be made to the parent Technical Sub-Committee which then decides on one of these actions.
- (i) Set up a Panel to revise the Standard to the next edition or
 - (ii) Agree updates for either a new edition or amendment of existing edition or
 - (iii) Confer a further period of approval for the existing edition (usually, this is 1, 2 or 3 years) after which time the high level review is repeated or
 - (iv) Confer "obsolescence" with no replacement or
 - (v) Confer "obsolete" with no replacement.

Once option (i) or (ii) is selected, the Standard is considered "under review" and no time limits are set for completion, although clearly there are ideal deadlines set. Such Standards are continually under review by the parent Sub-Committee which will determine any need for urgent amendment of the existing edition while work on the new edition is being carried out.

A period of up to 6 months beyond the 5 year Review date is allowed to implement steps (iii), (iv) or (v).

- (a) At any time in the life of a Standard, its parent Sub-Committee may consider representations for amendment or revision to a new edition which, if agreed, would then follow either step 10.2(a)(i) or 10.2(a)(ii), or could result in step 10.2(a)(iv) or 10.2(a)(v).

10.3 Every decision made with respect to 10.2 above is recorded in Meeting Minutes or agreed papers of the respective parent Sub-Committee.

11 GLOSSARY AND ACRONYMS

11.1 GLOSSARY

IGEM-owned documents. Documents that are drafted by and solely owned by IGEM.

IGEM-administered documents. Documents that are drafted, but which are not owned, by IGEM.

11.2 ACRONYMS

AI GT	Association of Independent Gas Transporters
AMO	Association of Meter Operators
BERR	Department for Business, Enterprise & Regulatory Reform
CD	Controlled Document
CEO	Chief Executive Officer
CEA	Combustion Engineering Association
CIBSE	Chartered Institution of Building Services
COMA	Coke and Oven Manufactures Association
CORGI	Council for Registered Gas Installers
DNO	Distribution Network Owner
GI IGNL	International Group of Liquefied Natural Gas Importers
GMC	Gas Measurement Committee
GUC	Gas Utilization Committee
GTDC	Gas Transmission and Distribution Committee
HSE	Health and Safety Executive
HVCA	Heating and Ventilation Contractors Association
IGEM	Institution of Gas Engineers and Managers
LNG	Liquefied Natural Gas
LNGC	Liquefied Natural Gas Committee
LPG	Liquefied Petroleum Gas
MAM	Meter Asset Manager
NWML	National Weight and Measures Laboratory
Ofgem	Office of Gas and Electricity Markets
PIG	Pipeline Industries Guild
SBGI	Society of British Gas Industries
SIGTTO	Society of International Gas Tanker & Terminal Operators
SO	Standards Officer
TCC	Technical Co-Ordinating Committee
TO	Technical Officer
TSM	Technical Services Manager
YPN	Young Persons Network.