

TERMS OF REFERENCE FOR THE GAS INDUSTRY LIAISON GROUP 2009

1. Responsibilities of the Gas Industry Liaison Group (GILG)

1.1 The GILG is a gas industry representative group which will receive, consider and make recommendations via the Chairman to the Consultation Forum. Issues and proposals may be initiated from any section/s of the gas industry and refer to new and existing routes to registration and related assessment mechanisms.

1.2 The GILG will receive, consider and carry out actions in a timely manner to ensure that members' views are considered and represented in line with the consultation procedures.

1.3 The GILG is responsible for ensuring that interested parties are consulted on proposed changes to the operational requirements of assessment mechanisms.

1.4 The GILG will promote and facilitate discussion between all sectors of the industry on key issues relevant to assessment mechanisms.

1.5 The GILG will review, comment, and where appropriate, challenge or support any proposed changes to the assessment mechanisms tabled

1.6 The GILG will promote and facilitate discussion between all sectors of the industry on broader key issues not relevant to the assessment mechanisms.

2. Constitution of the Gas Industry Liaison Group

2.1 The GILG shall fairly and equitably represent the interests of all individuals/groups affected/impacted by gas safety assessment mechanisms. Membership is open and unrestricted for all in this category.

2.2 The GILG will be organised so as to give confidence to interested parties in its competence and integrity.

2.3 Deputies shall be accepted but must be empowered to make decisions on behalf of those GILG members they represent.

2.4 The GILG will elect a Chairman, on an annual basis, who will be supported by a Secretariat.

2.5 In the absence of the elected Chairman the attendees will appoint a member to chair that meeting.

3. Responsibilities of Gas Industry Liaison Group Members

3.1 The responsibilities of Gas Industry Liaison Group Members are to:

- a. Fairly and accurately represent the views and opinions of the individuals or organisations they are representing.
- b. Ensure that any matters arising from meetings requiring consultation responses from the interest groups those members represent, is achieved and completed in a timely manner.
- c. Bring to the attention of the GILG any matters which may enhance damage or compromise the effectiveness of GILG or the assessment mechanisms.

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- d. Attend meetings on a regular basis or advise the Secretary of non-attendance and where possible nominate a deputy empowered to speak and where required, vote on behalf of the member being represented.
- e. Declare to the Chairman any conflict of interest in any matters relating to the schemes or broader matters outside of the assessment mechanisms.
- f. Declare which, if any interest group they represent.
- g. Set up, establish and maintain effective communication channels with the interest group they are representing.

4. Quorum Requirements

Ten members, excluding the Chairman and Secretariat

5. Complaints

5.1 The GILG will have a procedure for dealing with complaints made to the GILG. A report on progress of these complaints will be provided on a regular basis.

5.2 An independent appeals mechanism will be available to resolve any disputed decisions relating to complaints.

6. Secretariat

6.1 The key issues and decisions of the GILG will be recorded. This record will be kept by the Secretariat for a period of not less than six years.