

Operational Working Group Terms of Reference

1. Purpose and Objectives

- 1.1. The purpose of the Operational Working Group (**OWG**) is to provide advice on the development of the emsTradepoint Market Rules, and on market- facilitation measures and associated pipeline operating code development.
- 1.2. The role of the OWG is to provide advice to emsTradepoint in relation to the:
 - (a) functionality of the emsTradepoint Exchange Platform;
 - (b) effectiveness of the emsTradepoint markets and related trading activity;
 - (c) provision of market and industry information;
 - (d) practical considerations of Market Rules changes;
 - (e) practical considerations of transmission code changes;
 - (f) product development;
 - (g) the development and evolution of emsTradepoint policies; and
 - (h) other pertinent matters emsTradepoint, market participants or the gas industry may be considering.

2. Membership

- 2.1. The OWG must comprise members appointed by emsTradepoint after considering nominations from Participants.
- 2.2. emsTradepoint will appoint an OWG member as the chairperson of the OWG.
- 2.3. The OWG will appoint one of its members as a temporary chairperson if there is no chairperson appointed by emsTradepoint for the time being, the chairperson is unavailable.
- 2.4. An OWG member may resign as a member or as the chairperson at any time by giving notice to the chairperson or, if the resigning member is the chairperson, to emsTradepoint.
- 2.5. emsTradepoint may remove an OWG member as a member or as the chairperson at any time by giving notice to that member and, unless the removed member is the chairperson, to the chairperson.

3. Meetings

- 3.1. The OWG members shall determine the frequency of meetings. The chairperson will convene each meeting and give reasonable notice of each meeting to the OWG members and emsTradepoint.
- 3.2. emsTradepoint may send an emsTradepoint representative to any meeting of the OWG as an observer, contributor or presenter. The chairperson, on behalf of the OWG, may invite any other person to attend a meeting of the OWG as an observer or presenter. An observer, contributor or presenter is not a member of the OWG.
- 3.3. The chairperson must:
 - ensure that the papers for a meeting of the OWG are circulated to its members a reasonable time in advance of the meeting; and

- ensure that proper minutes are kept of all OWG meetings and are provided to emsTradepoint if requested.
- 3.4. Except as set out in these terms of reference, the OWG will determine its meeting procedures.

4. Remuneration

- 4.1. The reasonable disbursements of the OWG may be met by emsTradepoint subject to prior approval being sought from emsTradepoint.
- 4.2. OWG members will not be remunerated by emsTradepoint.