



Panel Guidance Document

CHANGE HISTORY

VERSION	STATUS	ISSUE DATE	AUTHOR	COMMENTS
1.0	Internal Document	-	Andy Knowles	New version Drafted
1.1	Internal Document	-	Andy Knowles	Updated following Panel Feedback
1.2	Internal Document	-	Andy Knowles	Updated following Panel Feedback
1.3	Draft	26 August 2026	Alexandra Scott	Updated following Governance Process Changes
1.4	Approved	2 September 2026	Alexandra Scott	Updated following Modification Panel Feedback

DOCUMENT CONTROLS

REVIEWER	ROLE	RESPONSIBILITY	DATE
Abigail Hermon	CCS Secretariat - Strategic Account Manager	QA Review	26 August 2026
T&SCo & User members	CCS Modification Panel	Approval	2 September 2026

1. Context

The CCS Network Code is in its infancy and will be developing rapidly in the short-term future. This will be developed with the help of the Secretariat, Ofgem and Panel members.

Over the next few years, the role of the Panel members will be to manage the development of the Code, including agreeing budgets, changes to the Code, Code structure and administration.

This guidance document aims to bring a clear understanding to the role of a Panel member, both in these emergent years and beyond.

2. Background - Governance Section B

The Governance section of the CCS Network Code outlines the procedures and structures for modifying the Code, managing the Modification Panel, and resolving disputes.



Governance ensures that the Code remains dynamic and responsive to the needs of the Transportation and Storage Network and its Users, while maintaining transparency and fairness in its governance.

3. Guidance in interpreting Section B - Governance

3.1 Modification Panel

- **Establishment:** Transportation & Storage Companies (T&SCo's) established a Modification Panel within three months from the Code Implementation Date.
- **Composition:** The panel includes:
 - Panel Chairperson (non-voting)
 - Up to six T&SCo Representatives (voting)
 - Up to six User Representatives (voting, with at least one (1) representative of each User Type)
 - One Regulator Representative (non-voting)
 - One Secretary of State Representative (non-voting)

The T&SCos and Users have discretion over the individual appointed, as per Section B 3.2 and 4.2 of the Code.

3.2 Panel Chairperson

- **Method of appointment:** Members must appoint the Panel Chairperson and Deputy Panel Chairperson, by majority vote (Panel Members can also remove and reappoint these positions).
- **Appointment:** The Panel Chairperson and Deputy Panel Chairperson are appointed for two-year terms, commencing on 1 October. The Panel Chairperson is currently Olivia Powis.
- **Role:** The Panel Chairperson and Deputy Panel Chairperson must, at all times, act and take decisions impartially, objectively and in a balanced manner.

3.3 Representatives

- Each T&SCo and User appoints one representative to be a Modification Panel member (with a maximum of six members in each constituency¹).
 - Members will be required at all times to be an employee, representative, officer or contractor of the T&SCo/User.

¹ Upon the designation of 6 Parties within either category – there will need to be in place an election process.



- Members shall appoint two (2) individuals to act as their alternate (this can include other Panel members).
- As a voting member, representatives will cease to be a member automatically if they fail to attend three (3) consecutive meetings.
- **Retirement:**
 - Voting Members retire at the end of their Appointment Period but are eligible for re-appointment.
 - Retiring Members who are not reappointed do not receive notice of meetings after their Appointment Period ends.
- **Reappointment Notices:**
 - Both T&SCos and User Representatives must notify the Secretary six months before the expiry of the Appointment Period whether the individual will be reappointed or replaced.
- **Effect of Notices:**
 - Notices received for reappointment or replacement take effect from 1st October specified in the notice.
 - Newly appointed or reappointed Members are entitled to receive notice of meetings after the commencement of their Appointment Period.
- **Vacancies:**
 - If notices received are less than six individuals for User Representatives or T&SCo Representatives, those identified in the notices are appointed or reappointed, and those retiring without notice are retired at the end of their Appointment Period.
- **Regulator representatives:** The Regulator may appoint one (1) individual to act as their alternate (this can include other Panel members).
- **Secretary of State representatives:** The Secretary of State may appoint one (1) individual to act as their alternate (this can include other Panel members).

3.4 Secretary

- **Responsibilities:**
 - Attend all Modification Panel meetings,
 - Carry out the various tasks assigned to them by Code,
 - At all times act and take decisions in an impartial, objective and balanced manner and so as to act on behalf of all Parties,



- Maintaining the CCS Network Code Website,
- Notifying changes, and
- Managing expenses.
- **Secretariat funding:**
 - Each T&SCo shall equally fund the Secretariat costs. The Secretariat will provide the Modification Panel with an annual Resource Plan and Budget Forecast.

3.5 Panel Meetings and Voting

- **Frequency:** Meetings must be held at least once every three months, with no less than Ten (10) business days' notice to Panel Members. Meetings may be held virtually or in-person.
- **Quorum:** Requires a majority of T&SCo and at least one (1) User Representative from each user type.
- **Voting:** Each Voting Member on the Panel has one vote. If the number of T&SCo and User Representatives is unequal, votes are weighted to ensure equal representation between the two groups. Decisions are made by majority vote, and in the case of a tie, the Panel Chairperson may cast a deciding vote (except for certain recommendations).
- **Observers/Third Parties:** Subject to Regulator designation, any Third-Party Participants or 'Designated Non-Code Party' is entitled to have one representative attending a Modification Panel meeting. Designated Non-Code Parties may have limitations on Modification Panel attendance set out as part of the Ofgem designation.

4. Modification Procedures

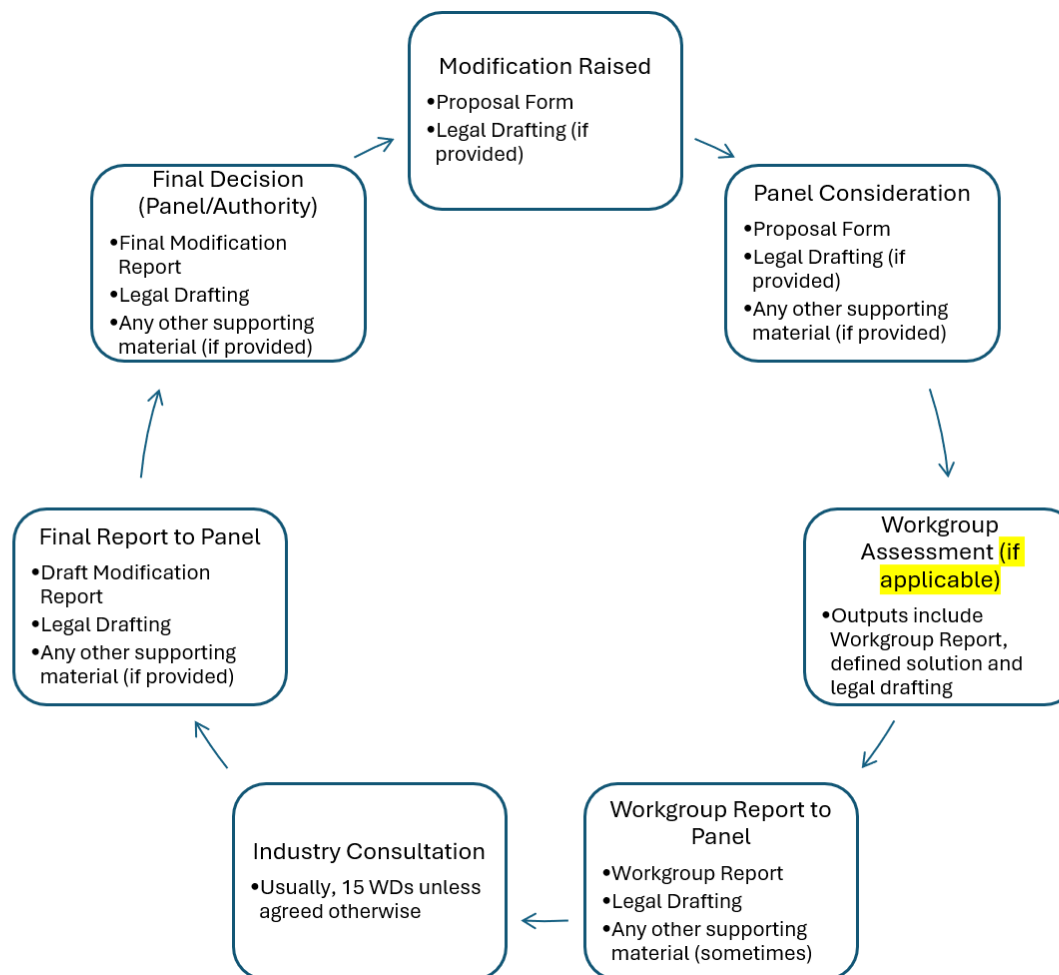
The process by which Modifications to the Code are made is set out in Section B – Governance.

The CCS Network Code website hosts the [Modifications Register](#).

The diagram on the next page outlines the lifecycle of a typical Code Modification change. This sets the lifecycle of an example modification and what to expect from the process.



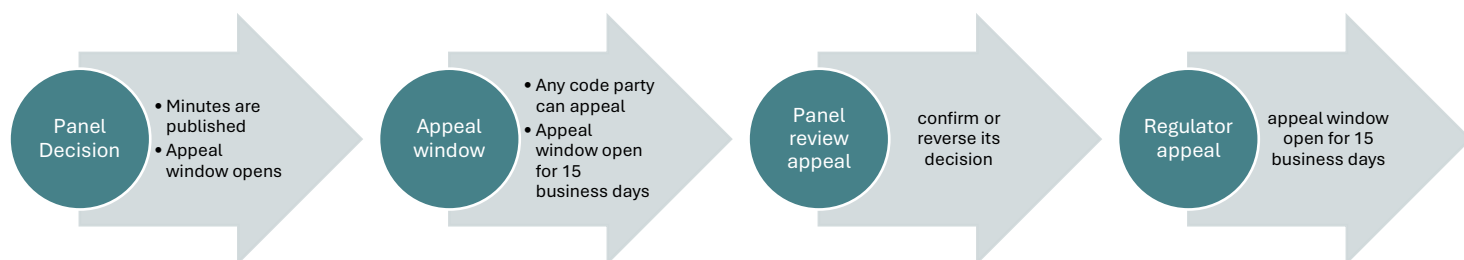
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- **Proposals:** Modifications can be proposed by T&SCos, Users, Third Party Participants, the Regulator (under a ‘Significant Code Review’), or the Secretary of State.
- **Process:** Includes submission to the Secretary and determination of proposals by the Modification Panel. The Modification Panel have agreed a set of processes in a subsidiary document which is published on the CCS Network Code Website [here](#).
- **Self-Governance Criteria:** Some modifications can be determined to be self-governed if they meet specific criteria (There is also specific regulator issued criteria for ‘Fast Track Self-Governance’ Modifications).
- **Urgent Modifications:** Special procedures are in place for urgent Modifications which speed up the timescales around proposals and must meet specific Regulator criteria.
- **Appeals process:** All Self-Governance Modifications are subject to an appeals process if a Code Party does not agree with the decision made by the Modification Panel.

5. Modification Appeal Process



6. Record keeping and Transparency

- **Minutes:** The Secretary must ensure all meetings are minuted and decisions are recorded.
- **Publication:** Relevant documents and decisions must be published on the CCS Network Code Website.
 - Determinations of the Modification Panel must be published within three (3) Business Days of the relevant meeting; and
 - Meeting minutes must be published within five (5) Business days of the relevant meeting.

7. Meeting Procedures

The CCS Modification Panel meets once a month, unless there is nothing to be discussed. In any event, a CCS Modification Panel meeting must be held every 3 months.



The majority of CCS Modification Panel meetings are held via teleconference, on MS Teams. Biannually, an in-person/ hybrid meeting is held, at the Secretary's (currently Talan) office:

- 77 Gracechurch Street, London, EC3V 0AS.

The meetings are Chaired by the Panel Chairperson and follow the CCS Modification Panel Conflict of Interest and Recording Policy.

8. CCS Network Code Website and Knowledge Centre

The CCS Network Code places responsibility for the operation and maintenance of the [CCS Network Code Website](#) on the Secretary.

The Secretary is required to establish and maintain the website as the central platform for publishing Code-related information and ensuring that stakeholders have access to current governance and participant information.

This includes maintaining an up-to-date register of Parties, Third Party Participants and Designated Non-Code Parties, publishing relevant Code documents, and updating website content following any changes to participant status or governance arrangements.

The website forms part of the resources required to administer the Code, with the cost of its development and ongoing operation recovered through the approved Resource Plan and Budget Forecast.

Panel Members and alternates have access to the members only area of the [Knowledge Centre](#). The Knowledge Centre acts as a repository for meeting minutes and is accessible to CCS Parties through login.

The Knowledge Centre provides a secure, CCS Parties-only area of the CCS Network Code website that is available to Panel Members, Alternates and Observers following registration and account activation.

Users are granted access through an activation link (sent via email from the Secretary), after which they can create login credentials and access the relevant materials. By providing a secure location for the storage and dissemination of documentation, the Knowledge Centre supports efficient information sharing while ensuring that access is limited to authorised users.

9. Useful Documentation and Links

The Panel Representatives page can be found [here](#).

The Register of Code Parties can be found [here](#).

The Conflicts of Interest Policy can be found [here](#).

The CCS Code Recordings Policy can be found [here](#).

The latest published version of the CCS Network Code can be found [here](#).