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Paper Reference:	SECP_62_0911_15
Action:	For Decision

Change Sub-Committee Terms of Reference

1. Purpose

[SECMP0049 'Section D Review: Amendments to the Modification Process'](#) will, if approved, introduce a 'Change Sub-Committee' to oversee the development of new modifications during a 'pre-modification process'. This group will facilitate the development, refinement and discussion of Draft Proposals prior to their formal progression as Modification Proposals. This paper presents updated terms of reference for this Sub-Committee and asks the Panel to approve these for use should SECMP0049 be approved.

2. Terms of Reference for the Change Sub-Committee

The legal text for SECMP0049 is worded to allow the Panel to allocate the role of the Change Sub-Committee to an existing Sub-Committee (i.e. the Change Board) or to create a new Sub-Committee, which provides flexibility for either option to be put in place, and for this to be changed at a later date if necessary. At the September 2018 Panel meeting,¹ the Panel considered the benefits and drawbacks of using the Change Board against establishing a new Sub-Committee. Noting these and the feedback of the SECMP0049 Working Group and Change Board, SECAS recommended that the Panel approve the creation of a new Change Sub-Committee. The Panel requested that SECAS draft the terms of reference for this new group to help facilitate its decision.

At the October 2018 Panel meeting,² the first draft of the Change Sub-Committee Terms of Reference was considered by the Panel. Members had comments regarding:

- The Consumer Representative's statutory duties;
- The protocol to follow in the event of no consensus; and
- Meeting frequency.

The updated terms of reference addresses the aforementioned issues and details the proposed objectives, membership, responsibilities, powers and proceedings of the Sub-Committee. A copy of this document, showing the changes we have made from the version presented last month, can be found in Appendix A. SECAS invites the Panel to consider these updated terms of reference and to agree that, if SECMP0049 is approved, a new Change Sub-Committee is formed using these terms of reference.

¹ See Panel Paper SECP_60_1409_18 for full details.

² See Panel Paper SECP_61_1210_16 for full details.

3. Recommendations

The Panel is requested to:

- **CONSIDER** the proposed Change Sub-Committee Terms of Reference; and
- **AGREE** that a separate Change Sub-Committee should be established and that these terms of reference should be used for this group if SECMP0049 is approved.

Nikki Olomo

SECAS Team

2 November 2018