

# Urgent Code Change Committee Meeting Contact Guidance

## 1. Overview

This document is created pursuant to the Market Arrangements Code section (check). The purpose of this document is to set out the process the Code Change Committee Chair should follow when contacting Code Change Committee Members to convene an Urgent Code Change Committee Meeting.

An Urgent Code Change Committee may be convened under two circumstances:

- Where a Proposer raises a Change Proposal, Charging Change Proposal or Market Arrangements Code Change Proposal and indicates that it should be given urgent status, an Urgent Code Change Committee Meeting may be convened for the Committee to discuss and determine, using the Urgent Change Criteria, whether the change proposal should be granted urgent status:
- Where a Change Proposal, Charging Change Proposal or Market Arrangements Code Change Proposal has been granted urgent status, either by the Code Change Committee or Authority, an Urgent Code Change Committee Meeting may be convened to discuss, vote or make a recommendation in relation to that Urgent Change Proposal.

## 2. Contact Methods

When endeavouring to contact Code Change Committee Members pursuant to MAC 5.8.4 (Urgent Panel Meeting Contact Guidance applies to the Panel's Committees, including the Code Change Committee) the Chair of the Code Change Committee (or relevant alternative under 5.8.5) shall take the following steps using the Code Change Committee Members contact details:

- A minimum of two phone calls, with voicemail left where possible and;
- Email

The Panel Secretariat will maintain a record of each contact attempt along with whether it was successful or not. These records will be included in the Final Report that is provided to the Authority.