

Entry Customer Forum (EnCF) – Action Plan item proposal form

Notes

This template is for use by members of the Entry Customer Forum. Proposals will be considered and discussed by the Forum and, if agreed, added to the Action Plan. If necessary proposals will be prioritised and the detail provided on this form will help Forum members order the Action Plan items.

Members should complete this form with as much information as possible and then submit it to the ENA at least two weeks before the next Forum meeting. It will then be added to the Agenda for discussion at the next meeting. Further work may be required before the Action Plan additions can be agreed.

EnCF@energynetworks.org

Proposal form

Proposer

Problem statement

Localised or wider issue

Impacts

Evidence

Potential solutions

Proposed Action Plan steps

Sharing permissions

Do you give consent for this proposal to be shared with the Forum prior to the next meeting?

Yes No

Guidance Notes

Proposer

Name of proposer, and the organisation they are representing.

Impacts

Include details on costs and who is impacted where possible.

Potential Solutions

Provide outlines of any solutions identified to address the Problem Statement

Proposed Action Plan Steps

Set out the proposed steps required to develop, confirm and address options, to agree the preferred option, and to implement.

Include roles, responsibilities, and accountabilities, with an indicative Problem Owner.

Sharing permissions

If sharing consent is not given, ENA will only share the completed template with the gas network representatives.