



Annual Report of 2016 EASEE-gas Activities

Brussels,
February 2017

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1. Foreword

Dear EASEE-gas Members,

We have closed another busy year and I am happy to give you an overview of the activities that our association carried out in 2016.

The Board focused on governance and internal procedures related to finances and antitrust compliance. As an association gathering different market players, it is essential that we make sure that all of us understand the competition rules connected to trade association activities. More information will be provided in this respect during the training session on antitrust compliance matters that will take place after the GMoM. The Board also worked on a Terms of Reference document for the Working Groups and on a Code of Conduct which will be presented for your approval during the meeting together with some proposed changes to the Articles of Association and the Rules of Association.

Since November 2016, EASEE-gas is registered in the EU Transparency Registry, a European database of all interest groups and organisations that try to influence the European Union decision making process. We were given a registration number that we must mention every time we submit a response to a public consultation, attending events or having meetings with the European Commission or Parliament.

Our Working Groups have been very busy and met most of the objectives of the work plan. The Business Process Working Group Task Force created in 2015 finalised a first version of the Harmonised Gas Role Model Specification document with the intention to present it at the Madrid Forum of October. Unfortunately, it fell off the agenda and was not presented. The Message and Workflow Design Working Group published the Message Implementation Guidelines (MIG) for Capacity Allocation Mechanism (CAM), which is now aligned with the European Commission's relevant Regulations. It also created three Task Forces to clean the codes, check that the ENTSOG documents are aligned with the implementation guidelines and prepare an Edig@s version 6. The Technical Standard Working Group organized a cyber security workshop as a first step in the identification of the role that EASEE-gas could play in cyber security and reviewed the CBP on Message Transmission Protocol. The Gas Quality Harmonisation Working Group followed the process of amending the Network Code on Interoperability and Data Exchange that was meant to make the CEN gas quality standard binding across Europe. Finally, the chair, the secretary and members of the Working Group actively participated in the meetings of the Pilot Project II aiming at gathering data on the Wobbe Index.

We hope that you will find this activity report interesting and useful and thank you for your presence at the GMoM. 57 members are present this year, a record attendance! The committees have already planned their activities for next year and we can look forward to another busy year!

A CBP implementation survey will take place in May 2017 to assess the current level of implementation of the CBPs and to identify possible new topics that could be covered in future CBPs. The full membership will be called to provide feedback on the implementation of the CBPs. We hope that you will all contribute.

EASEE-gas is an association which relies on the hard work and contribution by its members and the results of this have been seen in the last year. The Board would like to thank all members that actively took part in EASEE-gas Working Groups.

Rudy Van Beurden,
on behalf of the EASEE-gas Board of Directors

2. Membership

During the past year, the EASEE-gas lost 6 members and gained 3 full members and 2 associate members. On 9 February 2017 the association counted a total of 92 full members.

New members:

- Illumia (Italy, Traders & Shippers)
- Roma Gas & Power S.p.A. (Traders & Shippers, Italy)
- AKER BP (Producer, Norway)
- Energy UK (UK, associate member)
- Fluxatron Softec (Germany, Associate member)



Members that resigned:

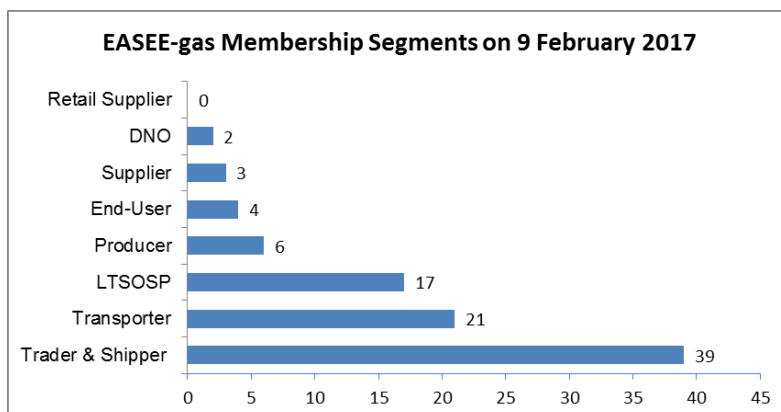
- Gas Plus Italiana (DNO, Italy)
- Merrill Lynch Commodities (Traders & Shippers, UK)
- Romgas (2 memberships, producers and suppliers, Romania)
-

Members that will be excluded (for non-payment of 2015-2016 fees):

- Italttrading (Traders & Shippers, Italy)
- NGF Nature (Supplier, Denmark)

EASEE-gas Board welcomes the 6 new members to the association. The full list of members is available on the website: <https://easee-gas.eu/members-list>.

In terms of membership segment representation, the End-user segment has been active for the first time in 2016 and has therefore been represented in both the Board and the Executive Committee. The other two segments - Retail Suppliers and Distribution Network Operators - still do not gather enough member companies to be considered active (minimum of 4 member companies).



The EASEE-gas Board would like members to encourage more DNOs and Retail Suppliers to join EASEE-gas and take an active role in the association so their views and concerns can be properly heard in the Board and in the Executive Committee.

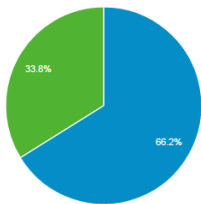
3. Communications

3.1 Website

The EASEE-gas website is regularly updated both on the public and on the reserved areas. Two new sections were created in the reserved area: one for events to publish reports on external and internal events attended by our members, and one for public consultations. An archived CBPs section was created in the public area to archive CBPs that are not relevant anymore.

Statistics show that the audience is well reacting to new posts and finds the information published on the website useful. The website counts an average of 549 visitors per month. The 5 most popular pages are the home page, the members' list, the reserved area, the edig@s and the list of CBPs.

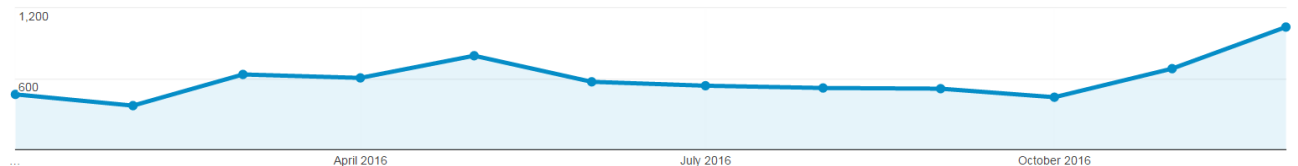
■ New Visitor ■ Returning Visitor



66% of the yearly amount of visitors are new visitors.

The below graph shows peaks in connection with the association's communications such as the press releases in March, May and December. The LinkedIn company page also generated visits to the EASEE-gas website. We encourage our members to follow the EASEE-gas company page on LinkedIn and to share the latest updates and news, increasing hence EASEE-gas online presence.

● Users



3.2 Newsletter & Press Releases

In 2016, EASEE-gas released four Quarterly Newsletters - February, June, October and December - keeping up-to-date the members on the latest initiatives and accomplishments of the association. A shorter version of the Newsletter is also distributed to non-members and external stakeholders of the association. The Newsletters are coordinated by the Joint Chairmen Group. All Newsletters, including previous years' editions, can be downloaded on the reserved area of the website.



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EASEE-gas hosts a Stakeholders Consultation Workshop on a Role Model for the Gas Sector in Brussels

(BRUSSELS, 04 May 2016) EASEE-gas, the European Association for the Streamlining of Energy Exchange – gas, will host on Thursday 12 May, a one-day stakeholders consultation workshop on a Role Model for the gas sector. The Role Model is a unique document listing all the actors in the gas industry as well as all possible roles and business processes. This is a pioneer document and proves once again the strength and value of having all market segments represented in EASEE-gas. No other association could have accomplished this publication!

This document focuses on information exchange between market participants with the aim to provide a common terminology for the roles that are used among European countries. The roles were selected based on the existing descriptions of business processes in the gas market. European regulations and common aspects of national regulations were also considered.

The interactive workshop will present the approach and objective of the Role Model. It will be the occasion for experts in the field to exchange views and provide feedback to make this document representative of the entire industry. EASEE-gas therefore encourages all the relevant associations to attend and contribute. The consulted version of the document will be presented at the Madrid Forum in October.

Five press releases have been published in 2016:

- 23 March, Innovative projects in the spotlight during the EASEE-gas general assembly in Toulouse
- 4 May, EASEE-gas hosts a Stakeholders Consultation Workshop on a Role Model for the Gas Sector in Brussels
- 4 July, EASEE-gas publishes MIG for Capacity Trading Process Version 5.1
- 5 December, EASEE-gas publishes Harmonised Gas Role Model Specification
- 12 December, EASEE-gas publishes the revision of CBP 2007-001/02 on Message Transmission Protocol

All press releases are available on the website in the news section: <https://easee-gas.eu/news>

3.3 Events

3.3.1 GMoM 2016 in Toulouse



The EASEE-gas General Meeting of Members (GMoM) in Toulouse, France, was attended by 50 people, representing the different companies that are members of the association. The event started with a social gathering at the Airbus site, on Wednesday 16 March. The GMoM took place the following day and included presentations by the chairs of the four Working Groups on the activities carried out the previous year. The Work Plan for 2016 was presented and approved as well as the 2015 annual accounts and 2016 budget. Members reviewed the EASEE-gas 2015 Annual Report of Activities and new officers of the association were elected by the members: Bing Kwee (representing Utility Support Group) and Trygve Stensland

(representing Statoil) were appointed for the Board of Directors and Claude Meylan (GRTgaz) re-appointed for a second term. As in previous years, a panel discussion took place with two invited speakers: Casper Bodewitz, IT architect at Paatz Scholz van der Laan and Knut Ivar Pettersen, Vice President Production for Troll A within Statoil. Casper Bodewitz gave a presentation about the benefits of using computer games to train professionals. Games are a fun and motivating way of solving problems and forcing the brain to look for solutions for real-world complex situations. The presentation raised the interest of many in the room who are looking for alternative training possibilities for staff members. Knut Ivar Pettersen spoke about the Troll A gas and oil platform managed by Statoil which stands 303 meters below the surface of the sea. The Troll A is one of the largest and most complex engineering projects in history. It is the largest object that has ever been moved by mankind. The audience was delighted to see some impressive videos about Troll A and learning fun facts about its construction and operation. All the event's presentations are available for download on the reserved area of the EASEE-gas website.

3.3.2 Stakeholder Consultation Workshop on a Role Model for the Gas Sector

EASEE-gas organised, on Thursday 12 May, a one-day stakeholders' consultation workshop on the Role Model for the gas sector in Brussels. The interactive workshop presented the approach and objective of the Role Model. It was the occasion for experts in the field to exchange views and provide feedback to make this document representative of the entire industry. The Role Model was jointly presented by Peter Meeuwis, (GasTerra and Chairman of EASEE-gas Executive Committee and Member of the EASEE-gas Board), Marin Zwetkow (Gas Connect Austria and Chairman of EASEE-gas Business Process Working Group), Eva Hennig (Head of Department Policy Issues, Eurogas), Jan Allofs (Technical Officer for Planning Operation, OGE) and Oliver Schirok (B2B Communication Manager Gas, Verbundnetz Gas AG). It was followed by a presentation on the Transparency Platform by Antonio Gomez (Adviser Interoperability, ENTSOG). A detailed programme of the event as well as the draft Role Model document are available for download on EASEE-gas website.

3.3.3 Cyber Security Workshop

The TSWG organised a cyber security event on 29 September. The purpose of the event was to discuss EASEE-gas role on cyber security. As a result, the event was only open to the members of the association. More information on this event is provided under point 6.3.3 of this report.

3.3.4 External Meetings

Thanks to the participation of its members on behalf of the association, EASEE-gas was represented and contributed to the discussions in a number of European fora in 2016:

- 23 March, Brussels, Tariff Network Code and CAM Network Code Amendment Stakeholder Session
- 8-9 June, Ljubljana, AEMPs Round Table Meeting
- 6 September, Brussels, ENTSOG Workshop on Harmonisation of Data Exchange
- 28-29 September, Ljubljana, AEMPs Round Table Meeting
- 6-7 October, Madrid, Madrid Forum

A summary of these meetings is available to the members in the reserved area of the website in the events section.

4. 2016 Work Plan

Every year, EASEE-gas leadership puts together a list of milestones to be achieved during the year.

The Work Plan is divided in five different areas of activity:

- EASEE-gas as an organisation
- Continued review and support for existing CBPs
- Development of new CBPs
- Promote and review the use of CBPs
- Contribution of EASEE-gas to other rules, practice and standard setting organisations

For each area, a list of strategic objectives was put together with concrete initiatives and indicators to measure success. The Work Plan is evaluated by the Executive Committee and a detailed update was included in all Newsletters.

The final review of the 2016 Work Plan is available for download on the reserved area of the website.



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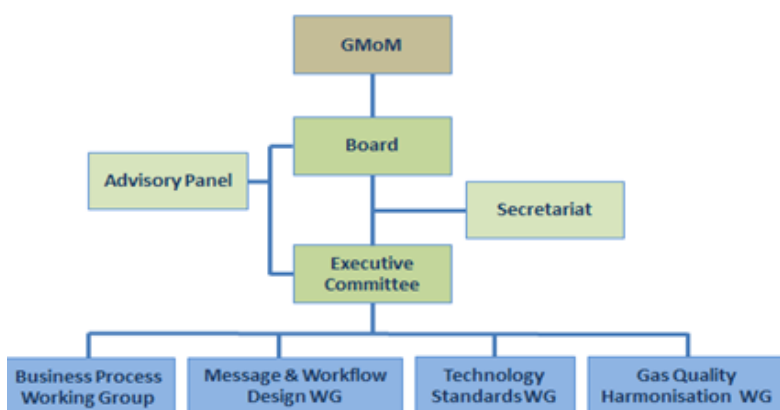
EASEE-gas Work Plan 2016 – final review

Strategic Areas	Milestones	Actions	Responsibility	Results
1. EASEE-gas as an organisation	1.1. Build strong relationships with external parties	<ul style="list-style-type: none"> • Ensure the terms of the co-operation agreement with ENTSOG are respected and result in added-value for both parts • Discuss closer co-operation possibilities with ACER or with other organisations as deemed appropriate 	Board: Rudy Van Beurden and Peter Meeuwis	<ul style="list-style-type: none"> • EASEE-gas suggested to ENTSOG to make an addendum to the co-operation agreement signed in 2015. The idea was welcomed by ENTSOG but the terms of the addendum still need to be discussed • A meeting took place with Volker Zuleger (ACER's Head of the Market Monitoring Department). This first contact was very positive but it is unlikely that an agreement would be signed between ACER and EASEE-gas • The Board and the Joint Chairmen Group reviewed a set of governance documents which will be adopted shortly (terms of reference for Working Groups, antitrust compliance statement and code of conduct) • EASEE-gas is now registered in the EU Transparency Platform (see registration here)
	1.2 Make EASEE-gas website a suitable platform to be used by its members and to showcase EASEE-gas activities	<ul style="list-style-type: none"> • Ensure website is kept updated with latest information about the Working Groups and the activities of the association • Review options to improve the reserved area 	Technology Standards Working Group Joint Chairmen Group Secretariat	<ul style="list-style-type: none"> • Two new sections were created in the reserved area: events and public consultations • TSWG considered the possibility of using Microsoft SharePoint as an alternative to the reserved area. For the time being it was decided not to use it due to high cost
	1.3. Ensure the financial sustainability of the association	<ul style="list-style-type: none"> • Appropriate and forward-looking planning of all the expenses and activities of the Working Groups • Quarterly financial update to be provided at the Board meetings • Ensure EASEE-gas does not 	Board: Claude Meylan Joint Chairman Group Secretariat	<ul style="list-style-type: none"> • Primexis provides a quarterly report to the Board and keeps the treasurer and the secretariat informed on a monthly basis. The Board expects to finish the year with a small surplus which will be used to increase the reserves of the association • New internal procedures related to finances were

5. Activities

The main bulk of the work of the association is carried out by four Working Groups (see organisation chart).

EASEE-gas Structure



These provide a structured platform whereby industry participants can discuss the harmonisation and simplification of business processes by developing Common Business Practices (CBPs).

In addition to the Working Groups, EASEE-gas set up a Joint Chairmen Group.

EASEE-gas encourages all its members to take part in the association's Working Groups. The association can only be successful if it is well represented by members across the whole gas value chain.

5.1 Board

Current Board Composition:

Name	Company	Segment
Chairman, Rudy Van Beurden	Fluxys LNG	LTSOSPs
Vice-Chairman Trygve Stensland	Statoil	Producer
Treasurer, Claude Meylan	GRTgaz	Transporter
ExCom Chairman, Peter Meeuwis	GasTerra	Trader/Shipper
Board Director, Bart Cornelis (replacing Lorenzo Dondi since July 2016)	Eni	Supplier
Board Director, Bing Kwee	Utility Support Group	End User

EASEE-gas Board had 5 meetings in 2016

- 03 February in Brussels, Belgium
- 17 March in Toulouse, France
- 10 June in Milan, Italy
- 28 September in Brussels, Belgium
- 22 November in Amsterdam, The Netherlands

Issues discussed in 2016:

Addendum to the co-operation agreement with ENTSO

Further to the agreement signed with ENTSO in June 2015, the Board decided to make an addendum to it so that it applies to all edig@s-related tasks and not just to the tasks that related to the Network Code on Interoperability and Data Exchange. The idea of making an addendum to the agreement was well received by ENTSO, but the discussion on the concrete terms of the addendum will only take place in 2017.

Co-operation with other stakeholders

The Board had contacts with ACER to discuss further co-operation possibilities. ACER's representatives were very appreciative of EASEE-gas work and participation at the AEMPs, but they do not envisage signing a co-operation agreement in the near future.

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Governance and internal procedures

In 2016, the Board spent a considerable amount of time discussing and reviewing different internal procedures related to antitrust compliance, finances and other governance matters:

- **Code of Conduct**
Prepared by the secretariat and reviewed by the legal counsel, the document will be submitted to the 2017 General Meeting of Members for approval and added as an annex to the Articles of Association.
- **Terms of Reference for the Working Groups**
The Joint Chairman Group worked on a document listing some general rules and working procedures for the Working Groups. This document was approved by the Board and can now be used by the Working Groups.
- **European Union Transparency Register**
Since November 2016, EASEE-gas is registered in the EU Transparency Registry. This is a voluntary European database of all interest groups and organisations (including companies as well) that try to influence the European Union decision-making process, together with the costs they incur while doing so. From now on, EASEE-gas members representing the association should use the EASEE-gas Transparency Register number (80728972440147) when submitting any responses to public consultations, attending events or having meetings with the European Commission or the European Parliament.
- **Internal finance procedures**
The secretariat and the accounting firm worked on a simplified internal procedures document clarifying roles and responsibilities about EASEE-gas finances.

5.2 Executive Committee

Current Executive Committee Composition:

Members	Alternates	Company	Segment
Peter Meeuwis		GasTerra	Trader/Shipper
Alexey Krugovets, replacing Andrey Khakimov until the end of his mandate	Olga Rogozenkova	Gazprom Export	Trader/Shipper
Ana Teixeira Pinto	Bruno Coimbra Matos	EDP	Trader/shipper
Rune Alsnes, replacing Jon Rune Jørgensen until the end of his mandate	Trygve Stensland	Statoil	Producer
Carmen Rey De Arce		Gas Natural	Supplier
Bart Cornelis		Fenosa	
Maria Carmen Rodríguez Valdes	Tania Meixús Fernández	Eni	Supplier
Andreas Kost		Enagas	LTSOSP
Jeroen Zanting	Michael Coppens	Storengy	LTSOSP
Michael Sostmann	Christoph Hoeft	Gasunie	Transporter
Michel Van den Brande		Open Grid Europe	Transporter
Dirk Jan Meuzelaar		Fluxys Belgium	Transporter
Anetta Stawinska		USG	End-User
Jochen Wagner		Grupa Azoty	End-User
		BASF	End-User

Peter Meeuwis is the Chair of the Executive Committee and there is currently no Vice-Chair. The responsibilities of the Vice-Chair are to replace the Chair when he is not available and to Chair the Joint Chairmen Meetings, thus doing the liaison between the 2 groups. The four Chairmen of the Working Groups also often participate to the meetings and conference calls of the Executive Committee.

The EASEE-gas Executive Committee had 4 meetings and 2 conference calls in 2016:

- 28 January in Essen, Germany

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- 24 February, conference call
- 17 March in Toulouse, France
- 19 May in St Petersburg, Russia
- 14 September, conference call
- 27 October, Lisbon, Portugal

Issues discussed in 2016:

The Executive Committee oversees the activities of the different Working Groups, provides advice, approves CBPs, looks at resources, prepares the work of the Board and keeps it informed about the progress made on the Work Plan.

The ExCom coordinated the EASEE-gas contributions to the following public consultations:

- Public consultation on Common Network Operation Tools – 6 May
- Public consultation on CAM amendments – 3 June
- ENTSOG Public Consultation on Issues and Impacts Related to the CEN Gas Quality Standard EN16726:2015 - 15 July
- Second Public Consultation on Common Network Operation Tools - 30 September

The group approved the Harmonised Gas Role Model Specification document prepared by the BPWG and coordinated the preparation of an intervention sheet to be presented at the Madrid Forum. Unfortunately, due to lack of time the intervention sheet could not be presented but it is available on the website of the Madrid Forum for download. Regarding the next steps on the document, the group agreed that the BPWG should prepare a second version of the document, which will include some modifications based on further comments received. This new version will then be turned into a CBP.

The ExCom also ensured external representation of EASEE-gas to a number of other relevant conferences linked to the association's work (see section 3.3.4 External meetings).

In December, the ExCom approved the revision of CBP 2007-001/02 on Message Transmission Protocol. A CBP implementation survey will take place in May 2017.

5.3 Working Groups

5.3.1 Business Process Working Group

In 2016, the Business Process WG was chaired by Marin Zwetkow from Gas Connect Austria. The BPWG is looking for a new chairman. The secretary position is also open. It is currently shared by the WG members in a rotating principle. Any volunteers for any positions are requested to contact the secretariat.

Issues discussed in 2016:

In 2016, the Task Force created in 2015 to develop the Harmonised Gas Role Model Specification document, continued its work and organized a stakeholders' workshop on the document on 12 May. The event was attended by 23 people which was less than expected but there was a good discussion. Some definitions were questioned like party/role and TSO. The Task Force consolidated most of the comments in a new version which was approved by the ExCom in September. The final document was ready to be presented in the form of an intervention sheet to the Madrid Forum on 6-7 October, however it fell off the agenda due to lack of time and was not presented. In December, it was posted on the website and a press release was sent to announce its finalization and the fact that it will be transposed into a CBP. The next steps will be to create a new version of the document integrating all the comments received and to turn it into a CPB.

The group identified 3 CBPs that can be archived:

- CBP 2009-001-01 - harmonisation of the operation of contracts
- CBP 2007-004/01 - connection point identifier encoding
- CPB 2007-003/01 - company's identifier encoding

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These last two have been merged into a new one which still has to be approved. The CBPs 2008-01/01 - Secondary Capacity Trading and 2005-003-01 - Constraints are currently being revised. A new template for CBPs is also under revision.

The WG reviewed the list of definitions, taking into account the Harmonised Gas Role Model Specification and also ENTSOG's glossary of terms.

5.3.2 Message and Workflow Design Working Group

The Message and Workflow Design WG is chaired by Jarle Rønnevik from Statoil.

Issues discussed in 2016:

In July, the MWDWG published the Message Implementation Guidelines (MIG) for Capacity Allocation Mechanism (CAM) prepared by the EASEE-gas Message and Workflow Design Working Group. The Message and Workflow Design Working Group revised the document following the Business Requirement Specifications (BRS) on the Capacity Allocation Mechanism (CAM) prepared by ENTSOG. The document is now aligned with the Commission Regulations (EU) No 984/2013 (CAM Network Code) and (EU) No 490/2012 (Congestion Management Procedures – CMP Guidelines).

The WG coordinated the EASEE-gas' response to the public consultation of ENTSOG on Common Network Operation Tools. The deadline for response was 30 September.

The group prepared a letter to the European Commission about ENTSOG's decision to use the "interactive approach" as a common data exchange solution for the CAM/CMP implementation. This decision would mean that there will be no harmonization between the capacity platform solutions and the possibility to get a common interface format will increase the cost for the network users. The letter will be shared with ENTSOG.

The Working Group started three different taskforces:

- a clean-up code list Task Force
- a balancing Task Force which will check that the ENTSOG documents are aligned with the implementation guidelines
- an Edig@s version 6 Task Force

The WG answered all ACER requests about REMIT and worked on the FAQ section.

As in 2015, the MWDWG also contributed to the work on the Harmonised Gas Role Model Specification document in cooperation with the Task Force and the BPWG.

5.3.3 Technology Standards Working Group

The Technology Standards WG is chaired by Dirk Serruys from Fluxys.

Issues discussed in 2016:

The TSWG organized a cyber security event in Brussels on 29 September. The workshop was an initiative by the TSWG on the impulse of the Advisory Panel and the ExCom to bring more insight to what cyber threats could mean for the gas community and to how cyberattacks could impact the gas business. The purpose of the event also was to discuss the EASEE-gas role on cyber security. As a result, the event was only open to the members of the association. Two debates took place during the workshop. Debate one was about identifying the worst thing that can happen and the second one about what is expected from EASEE-gas. The WG is currently assessing what the next steps should be. A report on the event has been sent to the ExCom.

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The TSWG reviewed the CBP 2007-001/02 on Message Transmission Protocol. It was then published on the website and announced in a press release in December. A question arose on drafting a CBP on AS4 interfaces. The TSWG defends that some companies are already using AS4 and that it would be better to put together some implementation guidelines on interfaces to avoid that everyone starts using a different interface for AS4. The group will therefore draft a CBP on AS4 accompanied by generic implementation guidelines.

The TSWG is working on a new CBP on the TLS protocol. The security settings of this protocol require a minimal version and configuration to make it secure. The TSWG proposes a set of standards in the protocol to make it secure and interoperable.

The group also reviewed the reserved area of the website and the possibility for the association to use Microsoft Sharepoint.

5.3.4 Gas Quality Harmonisation Working Group

The Gas Quality Harmonisation WG is chaired by Quentin Degroote from Fluxys. Klaas Hoekstra is the secretary of the WG.

Issues discussed in 2016:

The CEN gas quality standard was voted in 2015. In 2016, ENTSOG was given the task by the European Commission, based on a broad impact analysis, to amend the Network Code on Interoperability and Data Exchange in order to make the newly published CEN gas quality standard binding across Europe. The Gas Quality Harmonisation Working Group closely followed and participated to the whole process from the start. The chair and the secretary of the Working Group as well as the chair of the Executive Committee attended the three workshop meetings that ENTSOG organized to introduce the two public consultations they carried out and then to comment on their results. The Working Group answered the first questionnaire. Given the results of the first public consultation, the European Commission decided on the October Madrid Forum not to amend the Network Code on Interoperability and Data Exchange Rules. ENTSOG was nevertheless asked to finish the impact analysis.

In parallel, CEN SFGas WG *Pre-normative study on H-gas Quality Parameters* previously known as the *Pilot Project II*, started with a first kickoff meeting in May 2016. The purpose of this study is to gather legal, operational and study data on the wobbe index (in priority). Then, different scenarios shall be assessed in order to build the consensus that is necessary to include the missing specifications in the next revision of the gas quality standard. Different Tasks Forces and Working Groups have been set up. The chair, the secretary and members of the Working Group participated actively to the first meetings organized.

5.4 Joint Chairmen Group Meeting

Current Composition of the Joint Chairmen Group Meeting:

Name	Company	Segment
Peter Meeuwis, Chair of the ExCom	GasTerra	Trader/Shipper
Jarle Rønnevik, Chair of the Message & Workflow Design WG	Statoil	Producer
Marin Zwetkow, Chair of the Business Process WG	Gas Connect Austria	Transporter
Dirk Serruys, Chair of the Technology Standards WG	Fluxys	Transporter
Quentin Degroote, Chair of the Gas Quality Harmonisation WG	Fluxys	Transporter

The Joint Chairmen Group Meeting gathers all the chairs of all the four Working Groups of EASEE-gas, plus the vice-chair and the chair of the Executive Committee. This body gives the opportunity to the chairs of each Working Group to present the work of their WG and discuss together future initiatives.

Led by the Vice-Chair of the Executive Committee, it ensures a constant and updated information exchange about the activities performed by the four Working Groups in relation to the objectives listed in the annual

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Work Plan of the association and prepares some of the activities of the Executive Committee. In addition, it coordinates the content of the quarterly Newsletter.

There is currently no Chairman for this group. As a reminder the Chair of the Joint Chairmen Group is also the Vice-Chair of the ExCom. For more information on the position, please contact Peter Meeuwis, Chair of ExCom. If you would like to volunteer for the position, please inform the secretariat.

Issues discussed in 2016:

The chairmen reviewed the governance documents prepared by the secretariat.

They discussed improvements to the reserved area of the website such as the possibility to use Microsoft Share Point. This option has not been retained as it would be too expensive.

The chairmen also reviewed the content of the four newsletters issued and approved the CBP guideline document prepared by the BPWG.

5.5 Advisory Panel

Current Composition of the Advisory Panel

Participants:

Name	Company
Jan van Aken, Advisory Panel Chair	EFET
Rudy Van Beurden, EASEE-gas Chair	Fluxys LNG
Peter Meeuwis, EASEE-gas Chair of the ExCom	GasTerra
Boyana Achovski	GIE
Kees Bouwens	IOGP
Jos Dehaeseleer	Marcogaz
Sue Harrison	BERR
Margot Loudon	Eurogas
Dirk Jan Meuzelaar	IFIEC
Bernhard Painz	E-Control
Hiltrud Schuelken	CEN TC 234 Secretariat
Claus Meyer	CEN TC 234 Secretariat
Cyril Harry	Eurelectric

The Members of the Advisory Panel are drawn from the Associate Members of EASEE-gas. They include the main stakeholders related to the gas sector: from other associations to representatives from the CEN Technical Committee on gas infrastructure. The Advisory Panel meetings take place right before the Madrid Forum which is attended by all these associations.

One meeting took place in 2016 ahead of the Madrid Forum of 6-7 October. All Advisory Panel meetings consist of a report about the EASEE-gas activities followed by discussion with all participants on items of relevance. The cyber security issue was one of the topics under discussion in 2016.

6. EASEE-gas Secretariat & Finances

EASEE-gas secretariat is run by an association management company based in Brussels, Kellen (www.kellencompany.com). The secretariat includes:

- Raquel Ponte Costa, acting as General Manager
- Françoise Maon, acting as Communications Officer
- Isabel de la Horra Calvo, acting as Assistant

Should you have any queries or require any assistance, please feel free to contact the secretariat via:
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Web: <https://easee-gas.eu>

EASEE-gas finances are managed by a consulting firm based in Paris – Primexis (www.primexis.fr).

- Nadège Metairie
- Guillaume Vidal
