

Critical Friend – Top 5 things to do

Item	Contents
Primary Contacts	<ul style="list-style-type: none"> • Where should questions/queries be sent? • Who can I talk to? • Is there any self-help available?
What you can expect from your Code Administrator	<ul style="list-style-type: none"> • Sets out the key things people need to know, for example: <ul style="list-style-type: none"> ○ What is the Modification process? ○ What the Code Administrator does ○ How you do it (communications, workgroups, consultations) ○ How to keep informed (Briefings, distribution lists) ○ How to propose a change to Code ○ Useful references/links
Website Guide	<ul style="list-style-type: none"> • Key Features • How is the website structured • A-Z index • Shortcuts
Pre-Panel Briefing for industry	<ul style="list-style-type: none"> • Monthly email with plain English description of the mods in front of Panel (new and for decision) <ul style="list-style-type: none"> ○ See example: http://www.gasgovernance.co.uk/sites/default/files/11-Pre%20Panel%20Briefing%20Nov%202015%20v1.0.pdf • Conference call to discuss informally
Be Impartial	<ul style="list-style-type: none"> • Provide independent Chair and secretariat where possible • Support smaller parties and all change proposals • Ask the 'stupid questions' • Play 'devil's advocate'

