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**UNC Distribution Workgroup Minutes**  
**Wednesday 06 March 2013**  
**at 31 Homer Road, Solihull, B91 3LT**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office of Gas Transporters
Helen Cuin (Secretary)	(MB)	Joint Office of Gas Transporters
Alan Raper	(AR)	National Grid Distribution
Alex Ross-Shaw	(ARS)	Northern Gas Networks
Anne Jackson*	(AJ)	SSE
Andrew Margan*	(AM)	British Gas
Beverley Viney	(BV)	National Grid NTS
Brian Durber	(BD)	WatersWye
Chris Warner	(CW)	National Grid Distribution
Colette Baldwin	(CB)	E.ON UK
David Addison	(DA)	Xoserve
David Mitchell	(DM)	Scotia Gas Networks
Dave Smith	(DS)	RWE npower
Erika Melén	(EM)	Scotia Gas Networks
Gareth Evans	(GE)	Waters Wye Associates
Hayley Burden	(HB)	National Grid NTS
Lorna Lewin	(LL)	DONG Energy
Robert Cameron-Higgs*	(RCH)	Wales & West Utilities
Steve Mullinganie	(SM)	Gazprom

\* *via teleconference*

Copies of all papers are available at: <http://www.gasgovernance.co.uk/Dist/060313>

**1. Introduction and Status Review**

**1.1. Minutes from the previous meeting(s)**

The minutes from the previous meeting were provisionally accepted.

**1.2. Review of actions from previous meeting(s)**

No outstanding actions to review.

**2. Workgroups**

The following individual Workgroup meetings took place:

**2.2** 0445 - Amendment to the arrangements for Daily Metered Supply Point Capacity

(Report to Panel 16 May 2013) – Papers at:  
[www.gasgovernance.co.uk/0445](http://www.gasgovernance.co.uk/0445)

**2.3** 0410 – Responsibility for gas off-taken at Unregistered Sites following New Network Connections

(Report to Panel 18 April 2013) – Papers at:  
[www.gasgovernance.co.uk/0410](http://www.gasgovernance.co.uk/0410)

**2.4** 0428 - Single Meter Supply Points

(Report to Panel 18 April 2013) – Papers at:

[www.gasgovernance.co.uk/0428](http://www.gasgovernance.co.uk/0428)

**2.5** 0429 - Agenda Customer Settlement Error Claims Process  
(Report to Panel 16 May 2013) – Papers at:  
[www.gasgovernance.co.uk/0429](http://www.gasgovernance.co.uk/0429)

**2.6** 0431S – Shipper/Transporter - Meter Point Portfolio Reconciliation  
(Report to Panel 18 July 2013) – Papers at:  
[www.gasgovernance.co.uk/0431](http://www.gasgovernance.co.uk/0431)

**3. Issues**

**3.4. New Issues**

None raised.

**4. Any Other Business**

None raised.

**5. Diary Planning**

*Further details of planned meetings are available at: [www.gasgovernance.co.uk/Diary](http://www.gasgovernance.co.uk/Diary)*

Distribution Workgroup meetings will take place on:

Thursday 28 March 2013, at 10:30 ENA, 52 Horseferry Road, London SW1P 2AF

Tuesday 02 April 2013 at 13:30 WGR 0428 via teleconference

Tuesday 09 April 2013 at 10:30, 31 Homer Road, Solihull, B91 3LT

Thursday 25 April 2013 at 10:30, 31 Homer Road, Solihull, B91 3LT

Thursday 23 May 2013, at 10:30 ENA, 52 Horseferry Road, London SW1P 2AF

Thursday 27 June 2013, at 10:30 ENA, 52 Horseferry Road, London SW1P 2AF

Thursday 25 July 2013 at 10:30, 6 Homer Road, Solihull, B91 3QQ

**Action Table**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update