

**UNC Workgroup 0468 Minutes
Unique Property Reference Number (UPRN) Population by Gas
Transporters**

Monday 24 March 2014

31 Homer Road, Solihull, B91 3LT

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Adam Pearce	(AP)	ESP
Andy Clasper	(AC)	National Grid Distribution
Colette Baldwin	(CB)	E.ON UK
David Addison	(DA)	Xoserve
David Mitchell	(DM)	Scotia Gas Networks
Hilary Chapman	(HCh)	Xoserve
Jane Johnson	(JJ)	Ordnance Survey
Kiera Samra	(KS)	RWE npower
Maria Hesketh	(Mhe)	Scottish Power
Neil McKeown	(NM)	C&C Group
Richard Dunfield	(RD)	GEO Place
Roger Hunt	(RH)	Ordnance Survey
Simon Barlow	(SB)	GEO Place

** via teleconference*

Copies of all papers are available at: www.gasgovernance.co.uk/0468/240314

The Workgroup Report is due to be presented at the UNC Modification Panel by 18 September 2014.

1.0 Review of Minutes and Actions

1.1 Minutes

The minutes of the previous meeting were accepted.

1.2 Actions

0103: E.ON to consider required business rules.

Update: Item deferred until 09 May. **Carried Forward.**

0201: Ordnance Survey, Xoserve and iGTs to undertake a sample matching exercise to establish the benefits of using Address Base and matching UPRNs.

Update: Sample data to be provided. **Carried Forward.**

0202: All parties to consider and provide a view on the benefits and organisational requirements of using the Address Base and UPRN data.

Update: JJ expressed the need for a clear understanding of the use of the UPRN for licencing considerations. It was anticipated the business rules would outline the use of UPRN data. **Carried Forward.**

0203: Ordnance Survey to consider the options for Licence requirements (following completion of action 0202).

Update: Item deferred. **Carried Forward.**

0204: Xoserve to provide an insight into address updates and address rejections with sample data.

Update: HCh provided an overview of the address update process and validations undertaken by Xoserve, she indicated approximately 4% of address challenges were rejected. DA explained challenged addresses if not compliant with Address Base or PAF are normally rejected, however addresses can be challenged through Address Base and Xoserve's systems can be updated through the receipt of regular updates. The Workgroup considered vanity addresses and how exceptions/challenges could be made to Address Base. CB explained Shippers could hold two addresses, one for the physical meter point address and a preferred billing address. SB explained the use of alias addresses for example multiple occupiers of a building address. DA believed a process needs to be considered for challenges to the address and incorrectly assigned UPRNs.

Complete.

0205: Ordnance Survey to provide an update on the Improvement Service Scotland and identify the provision of planning permission data.

Update: JJ anticipated the provisional address service improvements in Scotland should be made over the next 18 months. It was anticipated as the modification was likely to be implemented post Project Nexus therefore this improvement lead-time would not impact the modification. AP subsequently enquired about the Project Nexus build and impact to iGTs and whether the scope of the modification should include iGTs. The Workgroup considered iGT056 modification falling away or the need to have a common implementation date. **Complete.**

0206: Ordnance Survey to provide the percentage of UPRNs that change between the provisional and confirmed stages, and an alternative property.

Update: JJ confirmed that the UPRNs remain constant, however the house label/number may change until it reaches the confirmed stage. SB explained that if plots were not built or extra plots are built i.e. a physical project change, existing UPRNs may be withdrawn and new UPRNs created. **Complete.**

0207: Ordnance Survey to confirm the relationship / accuracy of the relative point code and Easting's and Northing's coordinates.

Update: AP believed that Easting's and Northing's coordinates would not be reliable. **Closed.**

2.0 Process Flow

DA provided a presentation to illustrate standard industry flows. He confirmed approximately 6,000 address queries are raised and submitted every month.

DA believed the modification ought to cater for exceptions. He believed it may be difficult to predict what exceptions may occur but options should be considered to the way address challenges should be managed.

JJ suggested that a pass-through process could be developed to allow Transporters/Xoserve to submit address challenges that have failed Address Base/PAF validation for further consideration and response. The Workgroup considered the timing of plot address updates via the Address Base six weekly update process.

It was suggested an overview of how the electricity industry manages addressed could be considered.

Action 0301: C&C Group (NM) to provide an overview of address management within the electricity industry.

AP asked if there was an alternative less costly solution to improving address data to that proposed in the modification. For example, individual parties running periodic reports and

actively matching address base data. Some parties believed this approach may be more costly to the industry in the long run.

3.0 Business Rules

The Workgroup agreed that the next stage of development would be to consider the business rules. It was anticipated draft business rules would be provided for further consideration on 09 May.

DA suggested that the business rules shouldn't obligate Transporters to utilise certain applications within the UNC but that they should outline the principals of the activities required to maintain address data, including the linking of MPRNs, addresses and UPRNs.

JJ reiterated the need for Ordnance Survey to understand the use of the UPRN to enable the licencing costs. It was anticipated the business rules should also outline the use of the UPRN to understand the licencing costs required.

Post Meeting Note:

Additional observations:

AP highlighted that given the fact that a UPRN (and accompanying address data) might not be available until the meter is installed, iGTs (and potentially GTs) would need to run two processes – one that allows for a GT address update, and the other that derives the address from the UPRN product. A business rule will need to be written defining the point at which the iGT address updates cease and the process for deriving the address from the UPRN commences.

JJ confirmed that iGTs could also pass through updates of new developments that Ordnance Survey are not yet aware of (i.e. where the site addresses are not present in Address Base).

CB indicated that the intention is for UNC468/iGT056 to be implemented as part of, or after, Project Nexus/UK Link Replacement. DA confirmed that it would only be possible to implement UNC468 after. Given the aspiration to align UNC468 and iGT056, iGT's will need to consider how to develop the governance arrangements for this mod (for instance, could iGT056 fall away and the iGTs be considered in the UNC468 solution, or would iGT056 continue to be developed alongside UNC468).

4.0 Any Other Business

None.

5.0 Diary Planning for Review Group

Further details of planned meetings are available at: www.gasgovernance.co.uk/Diary

Workgroup meetings will take place as follows:

Time / Date	Venue	Workgroup Programme
10:30 Friday 09 May 2014	31 Homer Road, Solihull, B91 3LT	Business Rules
10:30 Monday 09 June 2014	31 Homer Road, Solihull, B91 3LT	Business Rules and Legal Text

Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0103	20/01/14	2.0	E.ON to consider required business rules.	E.ON (CB)	Carried Forward
0201	22/02/14	2.0	Ordnance Survey, Xoserve and iGTs to undertake a sample matching exercise to establish the benefits of using Address Base and matching UPRNs.	Ordnance Survey / Xoserve/iGTs	Carried Forward
0202	22/02/14	2.0	All parties to consider and provide a view on the benefits and organisational requirements of using the Address Base and UPRN data.	All	Carried Forward
0203	22/02/14	2.0	Ordnance Survey to consider the options for Licence requirements (following completion of action 0202)	Ordnance Survey (JJ)	Carried Forward
0204	22/02/14	2.0	Xoserve to provide an insight into address updates and address rejections with sample data.	Xoserve (DA)	Complete
0205	22/02/14	2.0	Ordnance Survey to provide an update on the Improvement Service Scotland and identify the provision of planning permission data.	Ordnance Survey (JJ)	Complete
0206	22/02/14	2.0	Ordnance Survey to provide the percentage of UPRNs that change between the provisional and confirmed stages, and an alternative property.	Ordnance Survey (JJ)	Complete
0207	22/02/14	2.0	Ordnance Survey to confirm the relationship / accuracy of the relative point code and Easting's and Northing's coordinates	Ordnance Survey (JJ)	Closed
0301	24/03/14	2.0	C&C Group to provide an overview of address management within the electricity industry.	C&C Group (NM)	Pending