

**UNC Distribution Workgroup Minutes**  
**Thursday 24 April 2014**  
**31 Homer Road, Solihull, B91 3LT**

**Attendees**

Les Jenkins (Chair)	(LJ)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Alan Raper	(AR)	National Grid Distribution
Alex Ross-Shaw	(ARS)	Northern Gas Networks
Andrew Margan*	(AM)	British Gas
Colette Baldwin	(CB)	E.ON UK
David Addison	(DA)	Xoserve
Dave Mitchell	(DM)	Scotia Gas Networks
Ed Hunter	(EH)	RWE npower
Hilary Chapman	(HCh)	Xoserve
Huw Comerford	(HCo)	Utilita
Jeremy Guard	(JG)	First Utility
Jon Dixon*	(JD)	Ofgem
Kirsten Elliott-Smith	(KES)	Cornwall Energy
Lorna Lewin	(LL)	DONG Energy
Marie Clark	(MC)	Scottish Power
Mark Jones	(MJ)	SSE
Steve Mulinganie*	(SM)	Gazprom

\* via teleconference

Copies of all papers are available at: <http://www.gasgovernance.co.uk/dist/240414>

**1. Introduction and Status Review****1.1. Minutes**

The Minutes of the previous meeting were approved.

**1.2. Actions**

No outstanding actions.

**1.3 Modifications with Ofgem**

LJ summarised that Modifications 0491, 0481, 0478, 0477 and 0455 are currently with Ofgem. SM enquired about the decision for Modification 0491, JD indicated a decision is expected next week.

**1.4 Pre-Modification discussions**

No business raised.

**2. Workgroups**

The following Workgroup meetings took place:

**2.1. 0482S - Proposed Changes to Mod 81 Reports to be effective from 01/7/14**

(Report to Panel 15 May 2014) – Papers at:

[www.gasgovernance.co.uk/0482](http://www.gasgovernance.co.uk/0482)

**2.2. 0488S - Additional Changes to the Mod 81 Reports**

(Report to Panel 19 June 2014) – Papers at:  
[www.gasgovernance.co.uk/0488](http://www.gasgovernance.co.uk/0488)

**2.3. 0469S - Transporter Gas Safety Visit Reporting**  
 (Report to Panel 19 June 2014) – Deferred until 22 May 2014:  
[www.gasgovernance.co.uk/0469](http://www.gasgovernance.co.uk/0469)

**2.4. 0486 - Use of the Pre-Payment Profile For IGTs**  
 (Report to Panel 17 July 2014) – Papers at:  
[www.gasgovernance.co.uk/0486](http://www.gasgovernance.co.uk/0486)

**2.5. 0487S - Introduction of Advanced Meter Indicator and Advanced Meter Reader (AMR) Service Provider Identifier**  
 (Report to Panel 19 June 2014) – Papers at:  
[www.gasgovernance.co.uk/0487](http://www.gasgovernance.co.uk/0487)

### 3. Issues

#### 3.1. ISS 0052 - Transfer of Assets

AR anticipated that National Grid Distribution would provide a lessons learnt update next month.

#### 3.2. ISS 0063 - 0451AV: Individual Settlements For Pre-Payment & Smart Meters

The Workgroup reviewed the published draft report.

DA confirmed that the Meter mechanism codes have been considered and provided the correct code definitions for the Allowable Meter Mechanism Codes table.

DA believed that transitional rules would not be necessary for this modification. He explained that it was always envisaged there wouldn't be system in place to produce the invoices at the time of implementation and that the invoices required would be run once the solution had been systematised. DA clarified that Xoserve are running the reports for the identification of smart meters in prepayment mode in preparation for the invoice production. Once the system has been established the alternative profile will be used to reconcile the sites. The alternative profile is currently being re-considered by the Demand Estimation Sub-Committee (DESC). It was clarified that DESC will provide a separate report by late August/September.

The Workgroup approved the report and agreed to submit it to the May UNC Panel.

#### 3.3. ISS 0064 – Within Day Meter Read Service Provisions

AR confirmed that Gazprom have provided details of the Supplier's licence condition for National Grid Distribution to review and consider the development of a commercial service to meet the Supplier licence obligations. AR hoped to provide a view next month.

#### 3.4. New Issues

None Raised.

### 4. Any Other Business

#### 4.1. Impacts of Modification 0479S - Inclusion of email as a valid UNC communication

LJ explained the intent of this modification and urged all parties to review the potential impacts particularly in relation to how parties conduct their processes.

SM understood that the inclusion of email was an additional form of communication and parties would not be obligated to use email, he believed the use of email was subject to agreement.

DA confirmed that the UK Link Committee would be considering the impacts to the UK Link Manual.

LJ encouraged parties to attend the next scheduled meeting on 28 May 2014.

#### 4.1 Appeal Process Arrangements 0450B - Monthly revision of erroneous SSP AQs outside the User AQ Review Period

DA confirmed that the UK Link Committee are currently working through the solution and are taking views on operational process changes. At the moment Xoserve are not in a position to provide a UK Link implementation date. It was anticipated that the 'AQ spec calculation' file would be utilised to provide the required transparency. DA explained that two functional changes are required. The appeal window needs to remove the current SSP to SSP restrictions and the quota needs to be applied at the appeal stage. He explained that following any appeals parties will need to process a confirmation.

SM asked for clarification around the quota limit rules. DA explained that Xoserve will apply the quota at the application level. He confirmed that Xoserve will need to understand the content of submitted files to filter out business as usual and if there are any SSP to SSP sites. Any 0450B appeals will be routed and the applicable quota applied to the appeals. DA clarified that the modification is explicit with regards to the quota being applied to submitted appeals.

DA confirmed Xoserve are aiming towards 01 October implementation date but any slippage will be communicated. He indicated Xoserve would have a better indication of any likely slippage within the next month.

AM was keen to understand the particular system requirements. DA agreed to discuss any concerns offline with British Gas and ensure these are fed into the UK Link Committee.

DA agreed to provide an update to the Distribution Workgroup on 22 May 2014.

**Action 0401: Xoserve to provide a implementation progress update for Modification 0450B from the UK Link Committee on 22 May 2014.**

#### 4.2 0470 - Notification of Minimal Safety operating gas needs of large customers

LJ provided a background to the modification and asked parties to consider the representations submitted ([www.gasgovernance.co.uk/0470](http://www.gasgovernance.co.uk/0470)) in particular the safety concerns raised by the HSE for further consideration on 07 May 2014.

## 5. Diary Planning

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

Workgroup meetings will take place as follows:

Time / Date	Venue	Workgroup Programme
10:30 Wednesday 07 May 2014	31 Homer Road, Solihull, B91 3LT	0482S, 0488S, 0470, 0472, 0497, 0466
10:30 Thursday 22 May 2014	ENA, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF	0445, 0486, 0487S, 0469S

### Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0401	24/04/14	4.1	Xoserve to provide a implementation progress update for Modification 0450B from the	Xoserve (DA)	Pending

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Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
			UK Link Committee on 22 May 2014.		