

**UNC Workgroup 0522 (formally 0479A) Minutes
Inclusion of email as a valid UNC Communication
Thursday 23 April 2015
at ENA, Dean Bradley House, 52 Horseferry Road,
London SW1P 2AF**

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Mike Berrisford (Secretary)	(MB)	Joint Office
Alex Ross-Shaw	(ARS)	Northern Gas Networks
Andy Clasper	(AC)	National Grid Distribution
Andrew Margan	(AM)	British Gas
Chris Warner	(CW)	National Grid Distribution
Colette Baldwin	(CB)	E.ON UK
David Mitchell	(DM)	Scotia Gas Networks
Gareth Davies*	(GD)	National Grid NTS
Hilary Chapman	(HC)	Xoserve
Kirandeep Samra	(KS)	Npower
Kirsten Elliott-Smith	(KES)	Cornwall Energy
Lorna Lewin	(LL)	DONG Energy
Mark Jones*	(MJ)	SSE
Mark Lyndon*	(ML)	National Grid NTS

* via teleconference

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0522/230415>

The Workgroup Report is due to be presented at the UNC Modification Panel by 16 July 2015.

1. Review of Minutes and Actions

1.1. Minutes

The minutes of the previous meeting were accepted.

1.2. Actions

There were no outstanding actions to consider.

2. Workgroup Discussion

Opening discussions, HC advised that Xoserve have a view on what the early requirements might be, with the options being:

- The Workgroup reviews the 'as-is' modification and looks to strip out, and or amend aspects of the modification so that it becomes what the Workgroup believes it should be, or alternatively
- Xoserve is allowed further time to finish its work offline and return with a clearer view on what can be delivered from a technical perspective.

In pointing out that the modification had already been extended, CB indicated that she would be more than happy to discuss the matter (offline) with HC in order to develop the modification requirements further.

New Action 0401: E.ON (CB) & Xoserve (HC) to examine the modification as it currently stands and look to develop and refine the modification especially the technical requirements aspects in light of delivery ability.

When asked whether or not Xoserve has a 'Facsimile Users Register' relating to users and fax specific communications, HC agreed to investigate.

New Action 0402: Xoserve (HC) to investigate whether or not Xoserve has a 'Facsimile Users Register' relating to users and fax specific communications.

2.1. Amended Modification (governance arrangements)

Consideration deferred.

2.2. Consideration of Self-Governance Status

Consideration deferred.

2.3. Consideration of Legal Text

Consideration deferred.

2.4. Development of Workgroup Report

Consideration deferred.

3. Next Steps

Consideration deferred.

4. Any Other Business

None.

5. Diary Planning

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 Thursday 28 May 2015	31 Homer Road, Solihull, B91 3LT	Standard Workgroup agenda plus: Consideration of amended modification Consideration of Legal Text Development/Completion of Workgroup Report
10:30 Thursday 25 June 2015	ENA, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF	<i>To be confirmed</i>

Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0401	23/04/15	2.	To examine the modification as it currently stands and look to develop and refine the modification especially the technical requirements aspects in light of delivery ability.	E.ON (CB) & Xoserve (HC)	Pending
0402	23/04/15	2.	To investigate whether or not Xoserve has a 'Facsimile Users Register' relating to users and fax specific communications.	Xoserve (HC)	Pending