

**UNC Workgroup 0522 Minutes
Inclusion of email as a valid UNC Communication
Thursday 24 September 2015
at 31 Homer Road, Solihull, B91 3LT**

Attendees

Andy Clasper	(AC)	National Grid Distribution
Chris Warner	(CW)	National Grid Distribution
Colette Baldwin	(CB)	E.ON UK
David Addison	(DA)	Xoserve
David Mitchell	(DM)	Scotia Gas Networks
Fergus Healy*	(FH)	National Grid Transmission
Hilary Chapman	(HC)	Xoserve
Joanna Ferguson	(JF)	Northern Gas Networks
Karen Visgarda (Secretary)	(KV)	Joint Office
Kirandeep Samra	(KS)	RWE npower
Kirsten Elliott-Smith	(KES)	Cornwall Energy
Les Jenkins (Chair)	(LJ)	Joint Office
Lorna Lewin	(LL)	DONG Energy
Mark Jones	(MJ)	SSE
Mark Lyndon	(ML)	National Grid NTS
Naomi Nathanael*	(NN)	Plus Shipping
Richard Pomroy	(RP)	WWU
Steve Mullinganie	(SM)	Gazprom

* *via teleconference*

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0522/240915>

The Workgroup Report is due to be presented at the UNC Modification Panel by 19 November 2015.

1.0 Review of Minutes and Actions

1.1 Minutes

The minutes of the previous meeting were approved.

1.2 Actions

Action 0522 0701: National Grid Distribution (CW) and Xoserve (DA) to consider provision of a ROM/ACS and what constitutes suitable solution safeguards.

Update: DA advised that, as Modification 0522 had been amended to such a large extent, it had been agreed that any implementation costs would be minor in nature and would be absorbed by transporters. **Closed.**

2.0 Workgroup Discussion

2.1. Consideration of Amended Modification

CB explained that this modification had been developed following on from Modification 0479, and it was to enhance the rules surrounding email communications processes. CB overviewed the changes in V5.0 dated 18/09/15, - Business Rules. General discussion took place regarding the specific Business Rules in relation to the email contacts and the importance of having a valid email

address within each organisation. CB stated that an email must be delivered to that contact's email server and that, if an email were to be un-delivered, then that communication process would be deemed to be invalid. JF confirmed this overall communications process was already detailed in 'Section U' of the Code. JF believed that the number of LSO's needed to be limited to a practical number, After discussion, this was agreed to be 5.

Further general discussion took place regarding the correct terminology for the definition of a 'user', and it was agreed that the term '*Representatives*' would refer to an '*Individual*' and the term '*User*' would refer to the '*Organisation*'. The Emergency Processes were subsequently discussed and JF stated these were covered in 'Section Q' and confirmed that these would be addressed within the legal text in the appropriate manner.

LJ asked if the Business Rules could now be considered to be agreed subject to the minor amendments discussed. Participants agreed that the BRs were appropriate and that Text could now be prepared.

Further consideration of the Workgroup Report was deferred pending completion of the Legal Text.

3.0 Next Steps

LJ confirmed the expectation that the Workgroup Report could be completed at the meeting on 22 October 2015.

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 22 October 2015	31 Homer Road, Solihull, B91 3LT	Confirm changes in the Amended Modification Consider Legal Text Completion of Workgroup Report

Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0701	23/07/15	2.1	To consider provision of a ROM/ACS and what constitutes suitable solution safeguards.	National Grid Distribution (CW) and Xoserve (DA)	Closed