

**UNC Distribution Workgroup Minutes**  
**Wednesday 02 November 2022**  
**via Microsoft Teams**

<b>Attendees</b>		
Rebecca Hailes (Chair)	(RH)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Vera Li	(VL)	Joint Office
Aleksandra Cebo	(ACe)	EDF
Andy Clasper	(AC)	Cadent
Ben Mulcahy	(BM)	Northern Gas Networks
David Mitchell	(DMi)	SGN
Ellie Rogers	(ER)	Xoserve
Fiona Cottam	(FC)	Xoserve
Guv Dosanjh	(GD)	Cadent
Kathryn Adeseye	(KA)	Xoserve
Louise Hellyer	(LH)	TotalEnergies Gas & Power
Mark Jones	(MJ)	SSE
Michelle Brown	(MB)	Energy Assets
Oorlagh Chapman	(OC)	Centrica
Paul Bedford	(PB)	Opus Energy
Paul Orsler	(PO)	Xoserve
Sally Hardman	(SH)	SGN
Tom Stuart	(TSt)	Wales & West Utilities

Copies of all papers are available at: <https://www.gasgovernance.co.uk/dist/021122>

Please note these minutes do not replicate/include detailed content provided within the presentation slides, therefore it is recommended that the published presentation material is reviewed in conjunction with these minutes. Copies of all papers are available at: [www.gasgovernance.co.uk/dist/021122](https://www.gasgovernance.co.uk/dist/021122)

Rebecca Hailes (RH) welcomed everyone to the meeting and confirmed that the only items on the agenda were the two Workgroups 0819 and 0825.

**1. Workgroups**

**1.1. 0819 - Establishing/Amending a Gas Vacant Site Process**

(Report to Panel 16 March 2023)

<https://www.gasgovernance.co.uk/0819>

**1.2. 0825 - Removal of the remaining Retrospective Asset, Address and Supply Point (RAASP) elements of the Retrospective Adjustment arrangements put in place under Modification 0434**

(Report to Panel 20 April 2023)

<https://www.gasgovernance.co.uk/0825>

**2. Diary Planning**

<b>Time / Date</b>	<b>Paper Publication Deadline</b>	<b>Venue</b>	<b>Programme</b>
Thursday 10:00 24 November 2022	5pm 15 November 2022	Microsoft Teams	Standard Agenda plus Workgroups: 0808 0811S 0812R 0813 0816S
Thursday 10:00 24 November 2022	5pm 18 November 2022	Microsoft Teams	Standard Agenda plus Workgroups: 0818 0819 0825 (and any new Modifications from UNC Panel on 17 November 2022)
Monday 10:00 12 December 2022	5pm 01 December 2022	Microsoft Teams	Standard Agenda

**UNC Workgroup 0819 Minutes  
Establishing/Amending a Gas Vacant Site Process  
10:00 Wednesday 02 November 2022  
via Microsoft Teams**

<b>Attendees</b>		
Rebecca Hailes (Chair)	(RH)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Vera Li	(VL)	Joint Office
Aleksandra Cebo	(ACe)	EDF Energy
Andy Clasper	(AC)	Cadent Gas
Ben Mulcahy	(BM)	Northern Gas Networks
David Mitchell	(DM)	SGN
Ellie Rogers	(ER)	Xoserve
Fiona Cottam	(FC)	Correla on behalf of Xoserve
Gurvinder Dosanjh	(GD)	Cadent
Kathryn Adeseye	(KA)	Xoserve
Louise Hellyer	(LH)	Total Energies Gas & Power
Mark Jones	(MJ)	SSE
Michelle Brown	(MB)	Energy Assets
Oorlagh Chapman	(OC)	Centrica
Paul Bedford	(PB)	Opus Energy
Paul Orsler	(PO)	Xoserve
Sally Hardman	(SH)	SGN
Tom Stuart	(TS)	Wales & West Utilities

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0819/021122>

The Workgroup Report is due to be presented at the UNC Modification Panel by 16 March 2023.

Please note these minutes do not replicate/include detailed content provided within the presentation slides, therefore it is recommended that the published presentation material is reviewed in conjunction with these minutes. Copies of all papers are available at: <https://www.gasgovernance.co.uk/dist/021122>

## 1.0 Introduction and Status Review

### 1.1. Approval of Minutes (22 September 2022)

In the absence of the Proposer, approval of the minutes from the meeting held on 22 September 2022 were deferred to the 24 November 2022.

### 1.2. Approval of Late Papers

There were two late Papers submitted by Lee Greenwood (LG), who sent his apologies at very short notice. The Chair suggested Workgroup go through the two papers briefly rather than defer everything as LG had made some substantial changes in a draft Amended Modification as actioned at the last meeting. Further discussion could then be deferred to the next meeting.

### 1.3. Review of Outstanding Actions

**Action 0901 (LG):** Consider whether the Business Rules for the Entry Criteria need “and” or “or”

**Update:** Lee Greenwood (LG) submitted a Draft Amended Modification and made amendments to the above (to be discussed in Item 2.0). **Closed**

**Action 0902 (LG):** For Exit Criteria point 1. “At the request of the Shipper, sub point a. Vacant status not maintained”; ensure wording and meaning are clear.

**Update:** As per above, covered in the draft amended Modification. **Closed**

**Action 0903 (LG):** For Exit Criteria point 4. “AQ (Annual Quantity) Correction has been completed”; needs further clarification with regards to the reason code used.

**Update:** Awaiting update. **Carried Forward**

**Action 0904 (LG):** Create flow charts with worked examples to illustrate the Exit Criteria.

**Update:** In the absence of LG, RH confirmed the flow charts have been received and will be presented to Workgroup at the next meeting planned for 29 November 2022. **Carried Forward**

## 2.0 Amended Modification

RH showed onscreen the draft amended Modification as provided by the Proposer.

LG has made amendment to the Solution according to the suggestions (Actions) from the previous Workgroup Meeting. RH asked the Workgroup for comments on the changes.

RH commented that the changes make the solution much clearer than it was and she suggested to remove the brackets.

Andy Clasper (AC) commented there is duplication on the elements on Solution page 4 & 5 and suggested to consolidate into one.

RH agreed that these are the criteria which the Shipper should ensure have been met before a site can be made vacant, the key point is items 4 & 5 on list 2 are additional items.

AC asked, as the Proposer has added \* on the Solution, is the Proposer planning to add an ancillary type of document to support the Modification. Ellie Rogers (ER) asked if it should be a UNC Related Document. AC suggested a document similar to the one used alongside *Modification 0665 – Changes to Ratchet Regime*, which set out the rules but not same as Legal Text.

David Mitchell (DM) confirmed that there has a UNC Related Document section within Modification 0665. Workgroup agreed that this UNC Related Document could be used as a template for an ancillary-type document

<https://www.gasgovernance.co.uk/sites/default/files/ggf/page/2021-08/Distribution%20Network%20Operator%20Designated%20Class%201%20Guidance%20v5.0.pdf>

The Workgroup then looked into the Exit criteria changes.

AC queried one area in the Solution in Exit criteria 4 regarding “AQ correction has been completed”, It appeared that there was a circular loop in the way the steps are laid out, which needs to be addressed by the Proposer.

ER confirmed that CDSP (Central Data Service Provider) has liaised with the Proposer and they have come up with a 2-phased approach for the relief given to a Vacant Site:

- Commodity Relief which is effective immediately when the flag is applied
- Post 12 months – if the User prefers then they can set the AQ to 1 which would provide capacity relief.

RH queried on why there is a clause being removed on the Capacity Relief part and ER advised that it was after the discussion of previous Workgroup meeting. It was observed that the numbering should be updated in the paragraph below the Exit Criteria list.

## 3.0 Development of the Workgroup Report

Not applicable at time of meeting.

#### 4.0 Next Steps

RHa noted the next steps as being:

- LG to consider removing or putting some text relating to the \* and \*\* into a UNC Related Document similar to the existing one associated with Modification 0665.
- Some text in the Solution is only for avoidance of doubt – consider a more streamlined solution prior to requesting Legal Text.
- Circular issue regarding setting AQ to 1 needs to be clarified in the Modification.
- LG to present the Entry & Exit Criteria Slides to the next Workgroup Meeting.
- LG to make further amendments and submit the Amended Modification for discussion before requesting Legal Text-

#### 5.0 Any Other Business

None.

#### 6.0 Diary Planning

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

Workgroup meetings will take place as follows:

Time / Date	Paper Publication Deadline	Venue	Programme
Tuesday 10:00 29 November 2022	5pm 18 November 2022	Microsoft Teams	Standard Agenda

**Action Table (as at 02 November 2022)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Reporting Month	Status Update
0901	22/09/22	1.0	Consider whether the Business Rules for the Entry Criteria need “and” or “or”.	LG	October 2022	Closed
0902	22/09/22	1.0	For Exit Criteria point 1. “At the request of the Shipper, sub point a. Vacant status not maintained”; ensure wording and meaning are clear.	LG	October 2022	Closed
0903	22/09/22	1.0	For Exit Criteria point 4. “AQ Correction has been completed”; needs further clarification with regards to the reason code used.	LG	October 2022	Carried Forward
0904	22/09/22	1.0	Create flow charts with worked examples to illustrate the Exit Criteria.	LG	October 2022	Carried Forward

## UNC Workgroup 0825 Minutes

### Removal of the remaining Retrospective Asset, Address and Supply Point (RAASP) elements of the Retrospective Adjustment arrangements put in place under Modification 0434

Tuesday 02 November 2022

via Microsoft Teams

Attendees		
Rebecca Hailes (Chair)	(RH)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Vera Li	(VL)	Joint Office (Observing)
Aleksandra Cebo	(ACe)	EDF
Andy Clasper	(AC)	Cadent Gas
Ben Mulcahy	(BM)	Northern Gas Networks
David Mitchell	(DM)	SGN
Ellie Rogers	(ER)	Xoserve
Fiona Cottam	(FC)	Correla
Gurvinder Dosanjh	(GD)	Cadent Gas
Kathryn Adeseye	(KA)	Xoserve
Louise Hellyer	(LH)	TotalEnergies Gas & Power
Mark Jones	(MJ)	SSE
Michelle Brown	(MB)	Energy Assets
Oorlagh Chapman	(OC)	Centrica
Paul Bedford	(PB)	Drax
Paul Orsler	(PO)	Xoserve
Sally Hardman	(SH)	SGN
Tom Stuart	(TS)	Wales & West Utilities

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0825>

The Workgroup Report is due to be presented at the UNC Modification Panel by 19 January 2023

Please note these minutes do not replicate/include detailed content provided within the presentation slides, therefore it is recommended that the published presentation material is reviewed in conjunction with these minutes. Copies of all papers are available at: <https://www.gasgovernance.co.uk/dist/011122>

## 1.0 Outline of Modification

Aleksandra Cebo (ACe) introduced the Modification supported by a presentation which can be found published on the meeting page here: [www.gasgovernance.co.uk/0825/021122](http://www.gasgovernance.co.uk/0825/021122).

ACe explained the purpose of the Modification is to remove the remaining Retrospective Asset, Address and Supply Point (RAASP) elements of the Retrospective Adjustment arrangements put in place under Modification 0434 and further amended by Modification 0651.

This Modification has been raised following on from the approval of Modification 0651 and the POC (Proof of Concept) completed and presented by Xoserve.

PO (Paul Orsler) explained that there were a number of options as set out in *Modification 0434 - Project Nexus – Retrospective Adjustment*. Subsequently *Review 0624R - Review of arrangements for Retrospective Adjustment of Meter Information, Meter Point/Supply Point and Address data* was raised to discuss those options. An outcome of Review 0624R was the raising of *Modification 0651 - Changes to the Retrospective Data Update provisions*. Currently there is a potential to commit costs and resources to commence the implementation process for Modification 0651. Implementation of 0651 had been delayed allowing for CSS implementation.

RH asked why the SMART meter rollout is causing errors? PO advised Meter exchange close to the switching date could have resulted in issues updating technical data; the primary driver was, if data is entered incorrectly by the previous User, the current User is unable to correct that data, this can only be updated post switch.

RH asked why it is important to have the retrospective date? PO advised, from a UNC perspective, the main driver is to ensure the data is accurate and that Settlement can be corrected. The solution implemented for Modification 0434 was that if the new Supplier found an error, they would request Xoserve to update the energy calculation and update in UK Link. Modification 0651 allows the data to be corrected in the system with an equivalent consumption adjustment.

ACe explained the reason Modification 0825 has been raised is that Modification 0651 was approved in 2019 when the industry landscape was very different to now. Xoserve have completed a data analysis in 2021 following approval of Modification 0651 and identified the improvement would have been 1-2% improvement and now, 3 years later, the cost in comparison has increased 2-3 times which will, her view provide a very limited benefit.

Ellie Rogers (ER) provided clarification of the costings from Modification 0651:

- (assessed in 2018): ROM (Rough Order of Magnitude) costs: high-level indicative cost £500k.
- (assessed in July 2021) POC (Proof of concept - more certain than the ROM cost): £1.8million to £2.4million.

The changes to the landscape since Modification 0651 include faster switching and Code landscape changes. These include the introduction of REC (Retail Energy Code). REC is looking at data improvement performance to ensure accurate data is provided.

RH asked what has changed that means Modification 0651 is no longer needed? PO advised that the Modification 0651 change has not yet been implemented, the Legal Text provided another way for the offtake reconciliation to be done with the data to be provided by the Shipper. Modification 0651 solution has not yet been delivered.

**New Action 0111:** Proposer and CDSP to assess the cost benefit position:

- What does the system solution for Modification 0651 provide (what is the benefit of 0651)?
- What is the justification for Modification 0825 that we no longer need that benefit?
- We know two versions of cost for Modification 0651 implementation, what is the cost of delivering Modification 0825.

PO noted that Modification 0651 has not yet gone into a detailed design phase, therefore, the solution could be a workflow solution or file-based solution.

**New Action 0211:** Workgroup participants to consider if Modification 0651 should still go ahead and be implemented, in particular, why is it still needed.

Paul Bedford (PB) noted his initial view was that there is some merit in Modification 0825.

It was suggested for ACe to discuss this proposal with Ofgem (David O'Neill).

**New Action 0311:** Joint Office (RH) to invite Ofgem to future Workgroup meetings.

### Post Meeting Note:

Ofgem have been invited to the next Workgroup meeting which will be held on 29 November 2022.

Please refer to the summarised discussion captured at the UNCC meeting held on 20 October where a UNCC view was sought by DSC Change Management Committee on the governance and interactions of *XRN4914 Modification 0651- Retrospective Data Update Provisions*, and *Modification 0825 – Removal of the remaining Retrospective Asset, Address and Supply Point (RAASP) elements of the Retrospective Adjustment arrangements put in place under Modification 0434 - Project Nexus – Retrospective Adjustment*.  
[www.gasgovernance.co.uk/uncc/201022](http://www.gasgovernance.co.uk/uncc/201022).

## 2.0 Initial Discussion

### 2.1. Issues and Questions from Panel

**2.1.1.** Workgroup to consider the financial arrangements associated with Modification 0651, any existing funding provisions and commitments, and the treatment of them in the event that Modification 0825 is approved.

ACe confirmed she did not have access to this information. ER advised this was raised at the October 2022 UNC Panel and she has started to draw out this information. She suggested a combined CDSP/Xoserve and DN response to this panel question which Workgroup could then comment on.

**New Action 0411:** CDSP and DNs to provide a combined response to Panel Question: *2.1.1. Workgroup to consider the financial arrangements associated with Modification 0651, any existing funding provisions and commitments, and the treatment of them in the event that Modification 0825 is approved.*

**2.1.2.** Workgroup are asked to present in the Modification Report an update of the Cost-Benefit Analysis for 0434/0651. And explain how the Net Cost or Net Benefit (as evidenced) informs their conclusions for 0825.

This was discussed as part of this Workgroup meeting and will be provided as an output of actions.

**2.1.3.** Workgroup are asked to note that this Modification is proposing to overturn a Modification that has already been directed by the Authority but not yet implemented.

To clarify this very unusual situation the Workgroup are asked to confirm that Modification 0825 impacts on Relevant Objectives are either:

- i) New and therefore incremental to 0651 Relevant Objectives, or
- ii) A re-evaluation of the original 0651 impact in view of the passage of time



Modification 0651 would have been deemed to further the Relevant Objectives. ACe will assess the ROs as part of the actions taken and bring feedback to the next Workgroup meeting.

**New Action 0511:** Proposer (ACe) to assess the Relevant Objectives for Modification 0651 and update Workgroup on her findings as to how Modification 0651 would further the Relevant Objectives.

**2.2. Initial Representations**

Not discussed

**2.3. Terms of Reference**

Panel questions are included in the Terms of Reference which is published here: <https://www.gasgovernance.co.uk/0825>.

**3.0 Next Steps**

Workgroup will consider action updates at the next meeting in November 2022.

**4.0 Any Other Business**

None.

**5.0 Diary Planning**

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

Workgroup meetings will take place as follows:

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Thursday 10:00 29 November 2022	5pm 15 November 2022	Microsoft Teams	Standard Agenda
Thursday 10:00 12 December 2022	5pm 01 December 2022	Microsoft Teams	Standard Agenda

**Action Table (as at 02 November 2022)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Reporting Month	Status Update
0111	02/11/22	1.0	Proposer and CDSP to assess the cost benefit position: <ul style="list-style-type: none"> <li>- What does the system solution for Modification 0651 provide (what is the benefit of 0651)?</li> <li>- What is the justification for Modification 0825 that we no longer need that benefit?</li> <li>- We know two versions of cost for Modification 0651 implementation, what is the cost of delivering Modification 0825</li> </ul>	Proposer (ACe) and CDSP (PO)	November 2022	<b>Pending</b>

**Action Table (as at 02 November 2022)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Reporting Month	Status Update
0211	02/11/22	1.0	Workgroup participants to consider if Modification 0651 should still go ahead and be implemented, in particular, why is it still needed	Workgroup	November 2022	Pending
0311	02/11/22	1.0	Joint Office (RH) to invite Ofgem to future Workgroup meetings	Joint Office (RH)	November 2022	Closed
0411	02/11/22	2.1.1	CDSP and DNs to provide a combined response to Panel Question: <i>2.1.1. Workgroup to consider the financial arrangements associated with Modification 0651, any existing funding provisions and commitments, and the treatment of them in the event that Modification 0825 is approved</i>	CDSP and DNs	November 2022	Pending
0511	02/11/22	2.1.3	Proposer (ACe) to assess the Relevant Objectives for Modification 0651 and update Workgroup on her findings as to how Modification 0651 would further the Relevant Objectives.	Proposer (ACe)	November 2022	Pending