

**UNC Distribution Workgroup Minutes**  
**Thursday 23 February 2023**  
**via Microsoft Teams**

<b>Attendees</b>		
Bob Fletcher (Chair)	(BF)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Andy Clasper	(AC)	Cadent
Ben Mulcahy	(BM)	Northern Gas Networks
Clare Manning	(CM)	E.ON
Colin Paine	(CP)	Engie UK
Dan Stenson	(DS)	Brook Green Supply
David Addison	(DA)	CDSP
David Mitchell	(DMi)	SGN
Ellie Rogers	(ER)	Xoserve
Emma Buckton	(EB)	Northern Gas Networks
John R Harris	(JR)	Xoserve
Kathryn Adeseye	(KA)	Xoserve
Lee Greenwood	(LG)	British Gas
Louise Hellyer	(LH)	TotalEnergies Gas & Power
Mark Jones	(MJ)	SSE
Nick King	(NK)	CNG Services
Oorlagh Chapman	(OC)	Centrica
Richard Pomroy	(RP)	Wales & West Utilities
Simon Bissett	(SB)	Xoserve
Steve Mulinganie	(SM)	SEFE Energy Limited
Tom Stuart	(TSt)	Wales & West Utilities
Tracey Saunders	(TS)	Northern Gas Networks
<b>Apologies</b>		
Alex Cebo	(AC)	EDF Energy
John Baldwin	(JB)	CNG Services

Copies of all papers are available at: [www.gasgovernance.co.uk/dist/230223](http://www.gasgovernance.co.uk/dist/230223)

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**1. Introduction and Status Review**

Bob Fletcher (CF) welcomed everyone to the meeting and gave a brief overview of the scheduled items for discussion.

**1.1. Approval of Minutes (26 & 31 January 2023)**

The minutes from the previous Distribution Workgroup were approved.

**1.2. Approval of late papers**

No late papers were recorded.

**1.3. Review Outstanding Actions**

**Action: 0101:** *Modification 0696V - Addressing inequities between Capacity booking under the UNC and arrangements set out in relevant NExAs* - Steve Mulinganie (SM) to investigate to ascertain if there is a Line in the Sand implication for when the Modification would need to be implemented.

**Update:** In the absence of Steve Mulinganie (SM) it was agreed to defer this action to the March 2023 meeting. **Carried Forward**

**Action 0102:** *NTS Exit Metering Issue* - John Baldwin (JB) to liaise with National Grid offline and come back to Distribution Workgroup with an update:

- What is the impact
- What is the solution
- Is it material?

**Update:** In the absence of John Baldwin, Nick King (NK) confirmed that a letter has been sent to Ofgem and requested this action is deferred to the March 2023 meeting. **Carried Forward**

#### **1.4. Industry Update from Ofgem**

BF confirmed the document “Code Modification / Modification Proposals with Ofgem for decision - Expected publication dates timetable”, remains with a publication date of 10 February 2023: <https://www.ofgem.gov.uk/publications/code-modificationmodification-proposals-ofgem-decision-expected-publication-dates-timetable> and noted, of the Modifications currently awaiting Ofgem decision.

#### **1.5. Pre-Modification discussions**

No Pre-Modifications for discussion.

### **2. CSS REC Consequential Changes Update**

Dave Addison (DA) provided an update on the Missing Messages status and advised, as of 17 February 2023 there were 300 missing messages.

DA also advised that Xoserve received a Secure Active Notification proxy reconciliation for missing messages identified by Xoserve resulting in 121 Registrations being updated in UK Link with effective dates of 21 February 2023.

Please see the published presentation for a full update.

### **3. Implications of the Energy Bill**

BF advised there are no further updates and Workgroup agreed with the suggestion of removing this item from the March 2023 agenda onwards.

### **4. Workgroups**

#### **4.1. 0808 – Reverse Compression**

(Report to Panel 20 April 2023)

<https://www.gasgovernance.co.uk/0808>

#### **4.2. 0812R - Review of Alternatives to “Must Read” Arrangements**

(Report to Panel 20 April 2023)

<https://www.gasgovernance.co.uk/0812>

#### **4.3. 0816S – Update to AQ Correction Processes**

(Report to Panel 18 May 2023)

<https://www.gasgovernance.co.uk/0816>

#### **4.4. 0819 – Establishing/Amending a Gas Vacant Site Process**

(Report to Panel 18 May 2023)

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

- 4.5. **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 15 June 2023)  
<https://www.gasgovernance.co.uk/0825>
- 4.6. **0831 – Allocation of LDZ UIG to Shippers Based on a Straight Throughput Method**  
(Report to Panel 15 June 2023)  
<https://www.gasgovernance.co.uk/0831>
- 4.7. **0836S Resolution of Missing Messages following Central Switching Service implementation and integration with REC Change R0067**  
(Report to Panel 18 May 2023)  
<https://www.gasgovernance.co.uk/0836>

**5. Distribution Workgroup Change Horizon**

Kathryn Adeseye (KA) provided a view of the Dashboard Report highlighting Modifications that are Distribution Workgroup specific and where they are in the delivery process for Central Systems and highlighted the following:

Modification 0664: the official implementation date is 25 February 2023.

Modification 0701: scheduled implementation June 2023 but discussions are ongoing in DSC Change Management Committee, which may result in implementation moving to the November 2023 Release.

Modification 0811S: provisional implementation date is November 2023 subject to DSC Change Management Committee approval.

Modification 0734S: planning for a proposed April 2023 implementation which is yet to be confirmed.

Modification 0815: implemented on 10 February 2023.

Modification 0827: was implemented on 10 February 2023.

UNC Regulatory Change																		
Delivery Type	Modification Reference	Modification Title	Modification Approval Date	Jan - Mar 23			Apr 23 - Mar 24						Key					
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept		Oct	Nov	Dec	Jan	Feb
Major	MOD 651 XRN 4914	Changes to the Retrospective Data Update provisions	14 March 2019	To be confirmed														
	MOD 664VVS XRN 4990	Transfer of Sites with Low Valid Meter Reading Submission Performance from Classes 2 and 3 into Class 4	15 July 2021	Feb-23														
	MOD 701 XRN 5186	Aligning Capacity booking under the UNC and arrangements set out in relevant NEXAs	27 May 2021	June-23														
	MOD 770FT* XRN - NA *No CDSP Impacts	Amendments to legal text numbering for UNC Modification 0701	17th June 2021	June-23														
	MOD 799 XRN 5298	UNC Arrangements for the H100 Fife project (100% hydrogen)	18 November 2022	Feb-23														
	MOD 809S XRN 4992	Distribution of Last Resort Supplier Payment (LRSP) claims to include IGT sites	30 November 2022	Feb-23														
	MOD 797 XRN 4992	Last Resort Supply Payments Volumetric Charges	20th January 2022	Feb-23														
	Mod 0811S XRN 5604	Shipper Agreed Read (SAR) exceptions process	19th January 2023	Nov-23														
Standalone	MOD 710S XRN 5379	CDSP provision of Class 1 read service	15 October 2020	Mar-23														
	MOD 830S* XRN - NA *No CDSP Impacts	Obligation for Shipper to pay CDSP for Class 1 read service	15 December 2022	Apr-23														
CMS Rebuild Release	MOD 734S XRN 5236	Reporting Valid Confirmed Theft of Gas into Central Systems and Reporting Suspected Theft to Suppliers	17 February 2022	To be confirmed														
	MOD 810S XRN - NA	Amendment of Transportation Principal Document Section V 14.1.1 and Annex-V5 to reflect updated Theft of Gas Process	16 June 2022	To be confirmed														
N/A	MOD 0696V XRN 5187	Addressing inequities between Capacity booking under the UNC and arrangements set out in relevant NEXAs	Awaiting Ofgem Approval	Subject to approval														
	MOD 0815S* XRN - NA *No CDSP Impacts	DSC Committee Quoracy	19th January 2023	Feb-23														
	MOD 0827S* XRN - NA *No CDSP Impacts	Amending the Unsecured Credit Table in TPD V3 to reflect the removal of Graydons and insertion of Creditsafe	19th January 2023	Feb-23														

**6. Issues**

None raised.

**7. Any Other Business**

**7.1. NTS Exit Metering Issue (for consideration January 2023)**

**Outstanding action 0102:**

*NTS Exit Metering Issue* - John Baldwin (JB) to liaise with National Grid offline and come back to Distribution Workgroup with an update:

- What is the impact
- What is the solution
- Is it material?

**Update:** In the absence of John Baldwin, Nick King (NK) confirmed that a letter has been sent to Ofgem and requested this action is deferred to the March 2023 meeting. **Carried Forward**

**7.2. Key Message from DESC**

Simon Bissett (SB) provided an overview of the [Extra-ordinary Demand Estimation Sub-Committee \(DESC\) meeting](#) held on 13 February 2023 where an update was provided on the procurement activities in relation to *XRN5143 - Discharge of Cadent, WWU and NGN NDM sampling obligations by the CDSP*. The procurement exercise needs to complete by 01 April 2023 and the CDSP updated DESC to advise this may be unsuccessful or fail to complete by the required date and that any delay may impact DESC’s demand modelling activities in late 2023 and 2024, particularly for the higher I&C EUC Bands where the DNO’s sample provides most of the data.

SB advised this topic will be a standing agenda item at DESC until the procurement exercise has completed and so future key messages from DESC will remind the industry when and what data is needed.

The full update provided to DESC can be found in the link provided above.

**8. Diary Planning**

BF advised that if more Modifications are allocated to Distribution Workgroup it is likely that a second Workgroup meeting day in March will be planned.

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

Time / Date	Paper Publication Deadline	Venue	Programme
Thursday 10:00 23 March 2023	5pm 14 March 2023	Microsoft Teams	Standard Agenda including any Modification Workgroups relating to Distribution Workgroup
Thursday 10:00 27 April 2023	5pm 18 April 2023	Microsoft Teams	Standard Agenda including any Modification Workgroups relating to Distribution Workgroup
Thursday 10:00 25 May 2023	5pm 16 May 2023	Microsoft Teams	Standard Agenda including any Modification Workgroups relating to Distribution Workgroup
Thursday 10:00 22 June 2023	5pm 13 June 2023	Microsoft Teams	Standard Agenda including any Modification Workgroups relating to Distribution Workgroup
Thursday 10:00 27 July 2023	5pm 18 July 2023	Microsoft Teams	Standard Agenda including any Modification Workgroups relating to

			Distribution Workgroup
Thursday 10:00 24 August 2023	5pm 15 August 2023	Microsoft Teams	Standard Agenda including any Modification Workgroups relating to Distribution Workgroup
Thursday 10:00 28 September 2023	5pm 19 September 2023	Microsoft Teams	Standard Agenda including any Modification Workgroups relating to Distribution Workgroup
Thursday 10:00 26 October 2023	5pm 17 October 2023	Microsoft Teams	Standard Agenda including any Modification Workgroups relating to Distribution Workgroup
Thursday 10:00 23 November 2023	5pm 14 November 2023	Microsoft Teams	Standard Agenda including any Modification Workgroups relating to Distribution Workgroup
Monday 10:00 11 December 2023	5pm 30 November 2023	Microsoft Teams	Standard Agenda including any Modification Workgroups relating to Distribution Workgroup

**Action Table (as of 23 February 2023)**

Action Ref	Meeting Date	Minute Ref	Action	Reporting Month	Owner	Status Update
0101	26/01/23	5.0	<i>Modification 0696V - Addressing inequities between Capacity booking under the UNC and arrangements set out in relevant NExAs</i> Steve Mulinganie (SM) to investigate to ascertain if there is a Line in the Sand implication for when the Modification would need to be implemented.	<del>February 2023</del> March 2023	Steve Mulinganie (SM)	<b>Carried Forward</b>
0102	26/01/23	7.1	<i>NTS Exit Metering Issue</i> - John Baldwin (JB) to liaise with National Grid offline and come back to Distribution Workgroup with an update: <ul style="list-style-type: none"> <li>- What is the impact</li> <li>- What is the solution</li> <li>- Is it material</li> </ul>	<del>February 2023</del> March 2023	John Baldwin (JB)	<b>Carried Forward</b>

**UNC Workgroup 0808 Minutes  
Reverse Compression  
Thursday 23 February 2023  
via Microsoft Teams**

<b>Attendees</b>		
Bob Fletcher (Chair)	(BF)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Andy Clasper	(AC)	Cadent
Ben Mulcahy	(BM)	Northern Gas Networks
Clare Manning	(CM)	E.ON
Colin Paine	(CP)	Engie UK
David Addison	(DA)	CDSP
David Mitchell	(DMi)	SGN
Ellie Rogers	(ER)	Xoserve
Emma Buckton	(EB)	Northern Gas Networks
John R Harris	(JR)	Xoserve
Kathryn Adeseye	(KA)	Xoserve
Lee Greenwood	(LG)	British Gas
Louise Hellyer	(LH)	TotalEnergies Gas & Power
Mark Jones	(MJ)	SSE
Nick King	(NK)	CNG Services
Oorlagh Chapman	(OC)	Centrica
Richard Pomroy	(RP)	Wales & West Utilities
Steve Mulinganie	(SM)	SEFE Energy Limited
Tom Stuart	(TSt)	Wales & West Utilities
Tracey Saunders	(TS)	Northern Gas Networks
<b>Apologies</b>		
John Baldwin	(JB)	CNG Services

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0808/230223>

The Workgroup Report is due to be presented at the UNC Modification Panel by 20 April 2023.

Please note these minutes do not replicate/include detailed content provided within any material published for the meeting, therefore it is recommended that the published material is reviewed in conjunction with these minutes. Copies of all papers are available at: <https://www.gasgovernance.co.uk/0808/230223>

## 1.0 Introduction and Status Review

### 1.1. Approval of Minutes (26 January 2022)

The minutes from the 26 January 2023 meeting were approved.

### 1.2. Approval of Late Papers

There were no late papers to consider.

### 1.3. Review of Outstanding Actions

**0111:** Proposer (TD/JB/NK) to provide an amended Modification for Joint Office to publish as v3.0.

**Update:** Amended Modification v3.0 received and published. **Closed**

**0102:** Joint Office (RH) to draft Workgroup comments for the Workgroup Report and for Workgroup to consider at the February 2023 meeting.

**Update:** The draft Workgroup Report was published and will be developed further once the Modification has stabilised. **Closed**

## **2.0 Amended Modification**

Nick King (NK) was invited to provide an overview of the amendments made to the Modification (v3.0 dated 14 February 2023).

The purpose of the Modification has been updated to further clarify that gas will flow from a Distribution Network and then back into the same Distribution Network at a different location. The recommendation to Workgroup is that Authority Direction procedures should be followed, and the Impacted Codes section has been updated as there could be consequential impacts on the IGT UNC.

### **Solution:**

David Mitchell (DMi) advised he has passed the amended Modification on to the Legal Text providers (Dentons) for a high-level overview. DMi advised a lot of feedback has been provided by Dentons which indicates there is further work required relating to how the Business Rules work with the UNC Independent Gas Transporters Arrangements Document (IGTAD).

DMi advised that their lawyers consider the main impacts are contained in IGTAD, although it is unlikely that there will be direct impacts on IGTs.

The following considerations need to be incorporated into the amendments to the Modification:

- Network entry provisions where the gas goes back into the DN needs further development;
- Changes to IGTAD as this looks likely to be the relevant sections of Code;
- Operator to Operator agreement.

It was commented that the challenge with the IGTUNC and IGTAD is that they are based on gas leaving the Network and not re-entering. NK noted that he had received some useful comments back from his conversation with Dentons.

When Steve Mulinganie (SM) proposed that this Workgroup may need a standalone session to focus on the development of the Modification, members of the Workgroup agreed this would be advantageous.

BF suggested an afternoon session could be held on the same day as Workgroup 0828R (21 March 2023) which is envisaged to finish by lunchtime therefore Workgroup 0808 could be held in the afternoon. However, if additional Distribution related Modifications are raised for March Panel, it may be advantageous to hold an additional March Distribution Workgroup meeting day and include this Workgroup as part of that agenda.

Richard Pomroy (RP) advised that he did not think there would be any impacts on UNC Offtake Arrangements Document (OAD) as this was generally an NTS to DNO section.

Workgroup discussions concluded with NK advising an amendment to the Modification will follow.

## **3.0 Review of Legal Text**

The Legal Text will be drafted once the Modification has stabilised.

## **4.0 Development of Workgroup Report**

The Workgroup Report will be developed once the Modification has stabilised.

## 5.0 Next Steps

BF clarified the next steps to be:

- Further review of the Business Rules linking in reference to IGTAD and in accordance with the feedback from Dentons;
- An updated version of the Modification to be provided;
- A workgroup reporting extension request was agreed to be submitted to the March UNC Modification Panel meeting 20 April 2023 to 15 June 2023.

## 6.0 Any Other Business

## 7.0 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	Workgroup Programme
TBC		Microsoft Teams	Standard Agenda

### Action Table (as at 23 February 2023)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0101	26/01/23	2.0	Proposer (TD/JB/NK) to provide an amended Modification for Joint Office to publish as v3.0.	Proposer (TD/JB/NK)	<b>Closed</b>
0102	26/01/23	4.0	Joint Office (RH) to draft Workgroup comments for the Workgroup Report and for Workgroup to consider at the February 2023 meeting.	Joint Office (RH)	<b>Closed</b>



**UNC Workgroup 0812R Minutes  
Review of Alternative to “Must Read” Arrangements  
Thursday 23 February 2023  
via Microsoft Teams**

<b>Attendees</b>		
Bob Fletcher (Chair)	(BF)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Anne Jackson	(AJ)	Gemserv
Andy Clasper	(AC)	Cadent
Ben Mulcahy	(BM)	Northern Gas Networks
Claire Louise Roberts	(CLR)	ScottishPower
Colin Paine	(CP)	Engie UK
David Mitchell	(DMi)	SGN
Ellie Rogers	(ER)	Xoserve
John R Harris	(JR)	Xoserve
Kathryn Adeseye	(KA)	Xoserve
Lee Greenwood	(LG)	British Gas
Louise Hellyer	(LH)	TotalEnergies Gas & Power
Mark Jones	(MJ)	SSE
Martin Attwood	(MA)	Xoserve
Oorlagh Chapman	(OC)	Centrica
Richard Pomroy	(RP)	Wales & West Utilities
Steve Mulinganie	(SM)	SEFE Energy Limited
Tom Stuart	(TSt)	Wales & West Utilities
Tracey Saunders	(TS)	Northern Gas Networks

*The Workgroup Report is due to be presented at the UNC Modification Panel by 20 April 2023.*

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## **1.0 Introduction and Status Review**

### **1.1. Approval of Minutes (24 November 2022)**

Ellie Rogers (ER) noted a small change is required to Action 0111, this was noted, and a change marked, and clean version of the minutes have been published.

The minutes from the meeting held on 22 November 2022 were approved.

### **1.2. Approval of Late Papers**

There were no late papers.

### **1.3. Review of Outstanding Actions**

*Please note the renumbering of all actions.*

**Action 0901:** Workgroup participants to review the proposed solution options to take this Review forward:

- 1) (Preferred solution) - Remove obligation on Transporters and let PAC (Performance Assurance Committee) manage any settlement risk which gives them the freedom to address the issue as they see fit;
- 2) Remove obligation on Transporters and put in place specific obligations on Shippers should they breach their meter reading obligation;
- 3) Replace the Transporter obligation in Code by arrangements for central provision of the service.

Feedback to be provided to Joint Office [enquiries@gasgovernance.co.uk](mailto:enquiries@gasgovernance.co.uk) and/or Richard Pomroy [Richard.pomroy@wwutilities.co.uk](mailto:Richard.pomroy@wwutilities.co.uk).

**Update:** Richard Pomroy (RP) advised only one response received so far and suggested the action is closed. **Closed**

**Action 0902:** Workgroup participants to consider if it is still appropriate for Transporters to provide the Must-Read service:

- If yes, please provide your reasoning.
- If no, then who should provide it?

**Update:** Richard Pomroy (RP) advised only one response received so far and suggested the action is closed. **Closed**

**Action 0903:** Workgroup Chair (RH/EF) to ask PAC for evidence on the effectiveness of must reads and the effectiveness on settlement accuracy: (Is there a benefit or value in the must-read service)

- If must reads are successfully used, to what extent do they mitigate settlement risk?
- Are Transporters the appropriate party to provide the service?
- If they are not, who should provide the service

**Update:** This is being requested and Workgroup are to await response from PAC. **Carried Forward**

**Action 1101:** CDSP (MA/ER) to provide a selection of manual validation scenarios with more detail around the Analysis Summary presented at Workgroup on 24 November 2022. For clarification this action is regarding the split of the circa 47,000 must reads that are not successfully uploaded (23,500 are fixed by CDSP, therefore 23,500 are returned to the Shipper for action).

**Update:** This has been provided and will be reviewed within action 0311. **Closed**

**Action 1102:** CDSP (MA) to provide the AQ quantities for each of the Sites reconciled through the Must-Read process.

**Update:** This has been provided and will be reviewed within action 0311. **Closed**

**Action 1103:** PAFA (AJ) to assess the impact of the c. 47k meter reads that are failing validation.

- Does the c. 47k create a risk to Settlement?

- Do the Failures (c. 47k) have any adverse impact on settlement

**Update:** See below. **Closed**

Ellie Rogers (ER) provided an updated Must Read Analysis presentation which incorporates Actions 0111; 0211 and 0311 as follows:

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**Action 1101:** CDSP (MA/ER) to provide a selection of manual validation scenarios with more detail around the Analysis Summary presented at Workgroup on 24 November 2022. For clarification this action is regarding the split of the circa 47,000 must reads that are not successfully uploaded (23,500 are fixed by CDSP, therefore 23,500 are returned to the Shipper for action).

**Update:** The analysis summary (slide 6) has been updated which now shows that c57,000 must reads were successfully uploaded and used in settlement and c47,000 must reads that failed initial validation were split by:

- DNO – c18,000
- IGT – c29,000

When Clare Manning (CM) asked, Martin Attwood (MA) clarified, of the c57,000 Must Reads that are received via the Must Read process, c47,000 are initially rejected and of those 50% do get corrected and subsequently loaded.

On slide 7 of the presentation ER showed the most common validation scenarios for must reads.

<b>Action 0111 – Manual Validation Scenarios</b>			
The table below details the most common manual validation scenarios for must reads.			
Rejection Code	Rejection Description	CDSP manual action	Possible Shipper action if CDSP manual action not possible
MRE01026	Reading breached the lower Outer tolerance (i.e. Read is lower than last Actual read)	<ul style="list-style-type: none"> <li>• Compare must read to last Actual Read and upload must read if confident reading has gone through the zeros (TTZ).</li> </ul>	<ul style="list-style-type: none"> <li>• Review last Actual Read held on UK Link to ensure it is correct (and replace as necessary via .UMR file for Class 4 (or .UBR for Class 3).</li> </ul>
MRE01029	Reading breached the upper Inner tolerance value and no override flag provided (i.e. energy resulting from Read is deemed excessive for the sites Annual Quantity (AQ) but could be valid)	<ul style="list-style-type: none"> <li>• Investigate to see if must read falls in line with historic Actual reads – if so must read is uploaded by including the override flag.</li> </ul>	<ul style="list-style-type: none"> <li>• Review last Actual read(s) held on UKLink system to ensure it is correct and replace as necessary via .UMR file for Class 4 (or .UBR for Class 3).</li> <li>• Check the AQ is appropriate for the site and update as necessary via .AQI file (since the AQ is used in the tolerance calculation).</li> </ul>
MRE01027	Reading breached the Upper Outer tolerance (i.e. energy resulting from Read exceeds the allowable tolerance for the sites Annual Quantity (AQ))	<ul style="list-style-type: none"> <li>• Manual upload of must read not possible for this rejection reason, since resulting energy is deemed far too large.</li> </ul>	<ul style="list-style-type: none"> <li>• Confirm UK Link holds the correct meter asset info (missed meter exchanges can cause incorrect energy calculations).</li> <li>• Check the AQ is appropriate for the site and update as necessary via .AQI file (since the AQ is used in the tolerance calculation).</li> </ul>
MRE00419	The meter serial number (MSN) provided with the Read does not match with the MSN held on UK Link	<ul style="list-style-type: none"> <li>• If MSN provided with must read is a close match with the MSN held on UKLink, the Must Read is uploaded.</li> <li>• If MSN is not a close match, both MSNs are communicated to Shipper via the CMS contact.</li> </ul>	<ul style="list-style-type: none"> <li>• Confirm UK Link holds the correct meter asset info (particularly the MSN) and update accordingly (via ONJOB/ONUPD file)</li> </ul>
MRE00457	Meter Reading is less than previous meter reading	<ul style="list-style-type: none"> <li>• Compare must read to last Actual Read and upload must read if confident reading has gone through the zeros (TTZ).</li> </ul>	<ul style="list-style-type: none"> <li>• Review last Actual Read held on UK Link to ensure it is correct (and replace as necessary via .UMR file for Class 4 (or .UBR for Class 3).</li> </ul>
MRE00490	A breach of the allowed reading submission frequency occurred (i.e. meter read is being submitted too often for the Meter Read Frequency)	<ul style="list-style-type: none"> <li>• No action possible, since unable to override the system validation.</li> </ul>	<ul style="list-style-type: none"> <li>• No action required.</li> </ul>
MRE01016	Actual read can only be replaced by a replacement read. (i.e. a Read has been loaded to UKLink for the same read date as the must read)	<ul style="list-style-type: none"> <li>• No action possible, since unable to override the system validation.</li> </ul>	<ul style="list-style-type: none"> <li>• No action required.</li> </ul>

It is thought that there is duplication in the must read entries that are causing the high count for MRE00490 and MRE01016.

The information above closed Action 0111.

**Action 1102:** CDSP (MA) to provide the AQ quantities for each of the Sites reconciled through the Must-Read process.

**Update: MA provided the following information:**

Aggregated AQ of sites reconciled via the must read process:

- During observed period (Jan'18 to Sep'22)
  - Total AQ (DNO & IGT): 5,794,539,667 kWh
    - DNO total: 5,265,936,593 kWh
    - IGT total: 528,603,074 kWh
- Last 12 months (Oct'21 to Sep'22):
  - Total AQ (DNO & IGT): 465,495,118 kWh
    - DNO total: 338,310,567 kWh
    - IGT total: 127,184,551 kWh

RP asked for the % to be presented against the figures.

The information above closed Action 0211.

**Action 1103:** PAFA (AJ) to assess the impact of the c. 47k meter reads that are failing validation.

- Does the c. 47k create a risk to Settlement?
- Do the Failures (c. 47k) have any adverse impact on settlement

**Update:** Anne Jackson (AJ) clarified that the must reads that are failing validation do have create a risk to Settlement, but there is no analysis to support that.

The information above closed Action 0311.

Workgroup agreed, in order for this review to move forward, a view from PAC should be requested. It was requested that the presentation provided by CDSF is placed on the agenda for the March 2023 PAC to consider.

RP clarified that the potential issue of reads not getting loaded on to the system is out of scope of the Review.

**New Action 0201:** Joint Office to approach PAC for a view on the potential impact on Settlement that the removal of the Must Read process would have.

When Colin Paine (CP) asked if any attention has been given to the success rate of obtaining the readings, AJ clarified that the readings that are obtained are finally loaded on to the system do mitigate the risk to Settlement.

When Workgroup noted it would be beneficial to understand how many attempts are made to obtain a meter reading, ER advised that whereas Xoserve know the meter readings that are obtained, it is unknown how many are attempted that do not reach Xoserve and how many times a site is visited to obtain a meter reading.

It was noted that there are more failures for IGT sites but overall there is less energy. It was advised that IGT sites are typically smaller than DNO sites due to the application of different rules to trigger a Must Read.

AJ noted that an understanding of the cost of the service (Must Read) against the risk it is mitigating would be useful.

End of Review Group discussions

## 2.0 Amended Modification

The Request had not been amended.

## 3.0 Issues and Questions from Panel

### 3.1. Does the process utilised in the IGT UNC work as an alternative arrangement?

This will be considered at a future Workgroup meeting.

## 4.0 Development of Workgroup Report

This will commence at a future Workgroup meeting.

## 5.0 Next Steps

BF confirmed that once a response is received from PAC, Workgroup can then assess the way forward.

A request will be made at UNC Modification Panel for the Workgroup Report to be submitted to the September 2023 Panel instead of April.

Workgroup discussion deferred to April 2023 to allow time for PAC to provide an update.

**6.0 Any Other Business**

None.

**7.0 Diary Planning**

Workgroup meetings will take place as follows:

Time / Date	Paper Publication Deadline	Venue	Programme
Thursday 10:00 23 March 2023	5pm 14 March 2023	Microsoft Teams	Update on PAC consideration on Action only
Thursday 10:00 27 April 2023	5pm 18 April 2023	Microsoft Teams	Standard Agenda

**Action Table (as at 23 February 2023)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0901	22/09/22	2.0	<p>Workgroup participants to review the proposed solution options to take this Review forward:</p> <p>1) (Preferred solution) - Remove obligation on Transporters and let PAC manage any settlement risk which gives them the freedom to address the issue as they see fit;</p> <p>2) Remove obligation on Transporters and put in place specific obligations on Shippers should they breach their meter reading obligation;</p> <p>3) Replace the Transporter obligation in Code by arrangements for central provision of the service.</p> <p>Feedback to be provided to Joint Office <a href="mailto:enquiries@gasgovernance.co.uk">enquiries@gasgovernance.co.uk</a> and/or Richard Pomroy <a href="mailto:Richard.pomroy@wwutilities.co.uk">Richard.pomroy@wwutilities.co.uk</a>.</p>	Workgroup participants	<b>Closed</b>
0902	22/09/22	2.0	<p>Workgroup participants to consider if it is still appropriate for Transporters to provide the Must-Read service:</p> <ul style="list-style-type: none"> <li>• If yes, please provide your reasoning.</li> <li>• If no, then who should provide it?</li> </ul>	Workgroup participants	<b>Closed</b>
0903	22/09/22	2.0	<p>Workgroup Chair (RH/EF) to ask PAC for evidence on the effectiveness of must reads and the effectiveness on settlement accuracy: (Is there a benefit or value in the must-read service)</p> <ul style="list-style-type: none"> <li>• If must reads are successfully used, to what extent do they mitigate settlement risk?</li> <li>• Are Transporters the appropriate party to provide the service?</li> </ul>	Workgroup Chair (RH/EF)	<b>Carried Forward</b>

			<ul style="list-style-type: none"> <li>If they are not, who should provide the service?</li> </ul>		
<b>1101</b>	24/11/22	1.3	CDSP (MA/ER) to provide a selection of manual validation scenarios with more detail around the Analysis Summary presented at Workgroup on 24 November 2022. (For clarification, of the circa 47k must reads that are not successfully uploaded, 23% are fixed by CDSP, therefore 23% are returned to the Shipper for action.)	CDSP (MA/ER)	<b>Closed</b>
<b>1102</b>	24/11/22	1.3	CDSP (MA) to provide the AQ quantities for each of the Sites reconciled through the Must-Read process.	CDSP (MA)	<b>Closed</b>
<b>1103</b>	24/11/22	1.3	PAFA (AJ) to assess the impact of the c47k meter reads that are failing validation. - Does the c47k create a risk to Settlement? Do the Failures (c47k) have any adverse impact on settlement?	PAFA (AJ)	<b>Closed</b>
<b>0201</b>	23/02/23	1.3	Joint Office to approach PAC for a view on the potential impact on Settlement that the removal of the Must Read process would have	Joint Office	<b>Pending</b>

**UNC Workgroup 0816S Minutes  
Update to AQ Correction Processes  
Thursday 23 February 2023  
via Microsoft Teams**

<b>Attendees</b>		
Bob Fletcher (Chair)	(BF)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Andy Clasper	(AC)	Cadent
Ben Mulcahy	(BM)	Northern Gas Networks
Claire Louise Roberts	(CLR)	ScottishPower
Clare Manning	(CM)	E.ON
Colin Paine	(CP)	Engie UK
David Mitchell	(DMi)	SGN
Ellie Rogers	(ER)	Xoserve
Kathryn Adeseye	(KA)	Xoserve
Lee Greenwood	(LG)	British Gas
Louise Hellyer	(LH)	TotalEnergies Gas & Power
Mark Jones	(MJ)	SSE
Oorlagh Chapman	(OC)	Centrica
Richard Pomroy	(RP)	Wales & West Utilities
Steve Mulinganie	(SM)	SEFE Energy Limited
Tom Stuart	(TSt)	Wales & West Utilities
Tracey Saunders	(TS)	Northern Gas Networks

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0816/230223>

The Workgroup Report is due to be presented at the UNC Modification Panel by 18 May 2023.

Please note these minutes do not replicate/include detailed content provided within the material published, therefore it is recommended that the published material is reviewed in conjunction with these minutes. Copies of all papers are available at: <https://www.gasgovernance.co.uk/0816/230223>

## 1.0 Introduction and Status Review

### 1.1. Approval of Minutes (26 January 2023)

The minutes from the meeting held on 26 January 2023 were approved.

### 1.2. Approval of Late Papers

No late papers to consider.

### 1.3. Review of Outstanding Actions

**Action 0101:** Joint Office (RH) to request that a review of the usage of Guidance Notes and/or For Avoidance of Doubt statements.

**Update:** A further review of 0816S was carried out by the Joint Office and CDSP and it was deemed inappropriate to use the phrase 'for avoidance of doubt' within legal text. Discussions were also had around whether guidance notes were required to support the solution for Modification 0816S. Following further discussions it was agreed by the proposer and the legal text provider that the legal text would be revised to ensure that there was no ambiguity in how the rules should be applied. **Closed**

**Action 0102:** Joint Office (RH) to notify the PAC Chair as a consequence of this Modification implementation, a review of the PARR report will be required.

**Update:** This was carried out on 01 February 2023. **Closed**

## 2.0 Amended Modification

BF noted the Modification (v6.0) was amended on 17 February 2023 and invited Clare Manning (CM) to address Workgroup with a brief overview of the amendments:

CM noted the main amendment is to the Business Rules which have been strengthened based on previous Workgroup discussions.

Ellie Rogers (ER) noted a small amendment required to the Business Rules relating to supporting information and the Shipper needing to keep a record of it, this will result in a further version of the Modification being submitted.

Amended Modification v7.0 will now be raised.

### Legal Text Review

CM provided a detailed walkthrough of the Legal Text changes which were shown in mark-up. The key changes are to Section G – Supply Points of the UNC Transportation Principal Document paragraphs 2.3.20 to 2.3.25. Workgroup discussions are noted by exception below:

2.3.21 CM noted that two new codes (d) and (e). ER noted an amendment to this rule is required as it does not mention the Registered Users previous read history as per Business Rule 2 a).

2.3.22 CM advised the Legal Text provider has moved this paragraph as a logical re-ordering exercise.

2.3.22 (c) (v) Appropriate wording for noting that the Shipper should keep evidence of supporting data in case it is required going forward was debated and “Party shall retain the relevant evidence so that it is available upon request” was noted.

David Mitchell (DMi) raised that the Legal Text provider had asked a question about the provision of supporting information and who validates it; ER confirmed that the CDSP does not validate, and that the Shipper is warranting that they are using it legitimately and the Modification Solution may request the Registered User to confirm so.

When S Mulinganie (SM) asked what the consequence of the eligible cause being used illegitimately is, Workgroup considered 2 options, to either update the Legal Text accordingly but this could prove to be complex or remain silent and allow PAC to monitor and respond as they felt the situation needed.

CM will consider the options and update the Modification as required.

BF noted the possible conclusion of the Modification development discussions at the next meeting in March 2023 and report early to the April 2023 UNC Modification Panel.

End of discussions.

## 3.0 Development of Workgroup Report

The Workgroup Report will be developed or completed at the next Workgroup meeting in March 2023.

## 4.0 Next Steps

BH noted the next steps to be taken are as follows:

- Proposer (CM) to consider Workgroup discussions and amend the Modification if required.
- Amendment to the Legal Text as discussed



**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
Thursday 10:00 23 March 2023	5pm 14 March 2023	Microsoft Teams	<ul style="list-style-type: none"> <li>Amended Modification</li> <li>Final Legal Text</li> </ul>

**Action Table (as at 23 February 2023)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Reporting Month	Status Update
0101	26/01/23	2.0	Joint Office (RH) to request that a review of the usage of Guidance Notes and/or For Avoidance of Doubt statements.	Joint Office (RH)	February 2023	Closed
0102	26/01/23	3.0	Joint Office (RH) to notify the PAC Chair as a consequence of this Modification implementation, a review of the PARR report will be required.	Joint Office (RH)	February 2023	Closed

**UNC Workgroup 0819 Minutes  
Establishing/Amending a Gas Vacant Site Process  
10:00 Tuesday 23 February 2023  
via Microsoft Teams**

<b>Attendees</b>		
Bob Fletcher (Chair)	(BF)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Andy Clasper	(AC)	Cadent
Ben Mulcahy	(BM)	Northern Gas Networks
Clare Manning	(CM)	E.On Next
Claire Louise Robert	(CR)	ScottishPower
David Mitchell	(DM)	SGN
Ellie Rogers	(ER)	Xoserve
John R Harris	(JH)	Xoserve
Kathryn Adeseye	(KA)	Xoserve
Lee Greenwood	(LG)	British Gas
Mark Jones	(MJ)	SSE
Oorlagh Chapman	(OC)	Centrica
Steve Mulinganie	(SM)	SEFE Energy Ltd
Tom Stuart	(TSt)	Wales & West Utilities
Tracey Saunders	(TS)	Northern Gas Networks

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0819/230223>

The Workgroup Report is due to be presented at the UNC Modification Panel by 18 May 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/0819/230223>.

## 1.0 Introduction and Status Review

### 1.1. Approval of Minutes (31 January 2023)

The minutes from the meeting held on 31 January 2023 were approved.

### 1.2. Approval of Late Papers

Bob Fletcher (BF) advised Workgroup that all published papers were provided late for Workgroup to consider; Workgroup accepted the late papers.

### 1.3. Review of Outstanding Actions

**Action 0101:** *Capacity Exit Criteria* - CDSP (ER) to confirm the *M-15 Supply Point System Business Days the following month* scenario when the AQ Correction is submitted and provide some worked examples.

**Update:** This has been provided and was considered as part of Agenda item 2. **Closed**

**Action 0102:** *Business Rule 6* - CDSP (ER) to consider an ‘for avoidance of doubt’ statement for when the AQ is reinstated which will then be applied to Business Rule 6 in the Modification.

**Update:** This has been provided and was considered as part of Agenda item 2. **Closed**

**Action 0103:** Proposer (LG) to provide more comprehensive flow charts that cover additional scenarios as discussed at Workgroup to cover all the scenarios covered.

**Update:** This has been provided and was considered as part of Agenda item 2. **Closed**

**Action 0104:** Joint Office (RH) to raise awareness of this Modification to the Performance Assurance Committee (PAC) for them to consider what reporting they would like.

**Update:** BF confirmed he will seek an update from the PAC Chair. **Carried Forward**

**Action 0105:** Joint Office (RH) to request Modification extension to May 2023.

**Update:** The request was made. The Workgroup Report will now be submitted to 18 May 2023. **Closed**

## 2.0 Amended Modification

Lee Greenwood (LG) confirmed he has updated the following documents:

1. Amended Modification (now v2.0)
2. Entry & Exit Criteria
  - a. Timeline
3. Amending a Gas Vacant Site Process Guidance Document

LG provided a brief walkthrough of the changes made to the Guidance Document; Entry & Exit Criteria and the Modification and confirmed that all changes are in accordance with previous Workgroup discussions.

### **Amended Modification Business Rules updates:**

Business Rule 1: The title of the UNC Related Document has been added;

Business Rule 4: Registered User has been changed to Supplier and Shipper;

Business Rule 5: Some wording changes have been made to strengthen the rule.

### **Entry & Exit Criteria**

Exit Criteria on BR5 in the Mod need to be tidied up according to the Exit Criteria Slide 5.

During a discussion regarding a site being isolated *and* vacant Ellie Rogers (ER) confirmed that a certain logic is applied when a site is isolated. LG will clarify how an isolation is triggered and then decide if it needs to be in Business Rule 5.

Clarification was provided that if a site is isolated Commodity is stopped, if a site is vacant Commodity is stopped for the first part of the relief only.

It was noted, for the ONUPD file, if there was a separate exit criteria it would not matter what route the isolation was put forward.

LG confirmed there is no scenario where a site would be isolated *and* vacant.

Workgroup agreed to keep isolated and vacant criteria separate and LG agreed to make that change to the Guidance Document.

Katherine Adeseye (KA) provided an update to actions 0101 and 0102 and referred to the published presentation provided for the meeting.

### **Action 0101 Update**

- Two scenarios that show what happens when a Shipper triggers an exit criteria.
- Scenario 1 & 2 shows when an exit criteria is triggered the deadline for a Shipper to raise an AQ amendment is M-15 of the following month.
- If the Shipper does not raise the AQ amendment before M-15, CDSP will raise the AQ amendment on the Shippers behalf (which is shown in Scenario 3).
- A Shipper AQ amendment cannot be done in the M-8 to M-2 window.

A request was made for the slides to be included in the Modification as an appendix.

### **Action 0102 Update**

Scenario 4 and 5 shows what happens when there is a change of Shipper during the Exit process according to which Shipper carries out the AQ correction.

The final slide provides answers to questions that were raised at the January 2023 Workgroup as follows:

1) How would the CDSP reinstate the pre-vacant AQ?

CDSP are anticipating that functionality will be developed to reinstate the pre-vacant AQ values. A CDSP generated AQ amendment process is not currently being proposed.

2) If the CDSP re-instate the pre-vacant AQ values between Jan-Mar, a requirement has been included that the FY AQ should be derived from the pre-vacant values and not the vacant AQ of 1. Why is this logic not being applied to Shipper AQ corrections?

If a Shipper raises an AQ amendment via the existing process, the original snapshot position is automatically updated, so this requirement is not applicable for Shipper raised AQ amendments. Where the CDSP have to reinstate the pre-vacant AQ, CDSP are not anticipating this is via an AQ amendment therefore this requirement is needed.

LG confirmed the Modification will be amended based on Workgroup discussions.

### **Rough Order of Magnitude (ROM)**

ER provided an overview of the ROM that was provided for the meeting and clarified it does not go into the low level detail. ER confirmed this change is a brand new process to introduce the vacant site status and would need to be implemented as part of a Major Release, possibly June 2024.

ER noted that this change will impact many systems such as UK Link; SAP; GES; CMS and DDP which are all noted in the ROM along with a list of assumptions.

ER confirmed that new service lines will be required and are yet to be developed.

The funding will be agreed at DSC Change Management Committee.

## **3.0 Development of the Workgroup Report**

The Workgroup Report development will commence at the next meeting in March 2023.

## **4.0 Next Steps**

BF noted the next steps:

- Review the amendments to the Modification
- Consider if Legal Text can be requested
- Consider response from PAC
- Detailed review of the ROM
- Development of the Workgroup Report

## **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
10:00 Thursday 23 March 2023	5pm 14 March 2023	Microsoft Teams	Standard Agenda

**Action Table (as at 23 February 2023)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Reporting Month	Status Update
0101	31/01/23	2.0	<i>Capacity Exit Criteria</i> - CDSP (ER) to confirm the <i>M-15 Supply Point System Business Days the following month</i> scenario when the AQ Correction is submitted and provide some worked examples	CDSP (ER)	February 2023	<b>Closed</b>
0102	31/01/23	2.0	<i>Business Rule 6</i> - CDSP (ER) to consider an 'for avoidance of doubt' statement for when the AQ is reinstated which will then be applied to Business Rule 6 in the Modification	CDSP (ER)	February 2023	<b>Closed</b>
0103	31/01/23	2.0	Proposer (LG) to provide more comprehensive flow charts that cover additional scenarios as discussed at Workgroup to cover all the scenarios covered today	Proposer (LG)	February 2023	<b>Closed</b>
0104	31/01/23	2.0	Joint Office (RH) to raise awareness of this Modification to the Performance Assurance Committee (PAC) for them to consider what reporting they would like	Joint Office (RH)	February 2023	<b>Carried Forward</b>
0105	31/01/23	2.0	Joint Office (RH) to request Modification extension to May 2023	Joint Office (RH)	February 2023	<b>Closed</b>

## 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

Thursday 23 February 2023

via Microsoft Teams

Attendees		
Bob Fletcher (Chair)	(BF)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Andy Clasper	(AC)	Cadent
Ben Mulcahy	(BM)	Northern Gas Networks
Claire Louise Roberts	(CLR)	ScottishPower
Clare Manning	(CM)	E.ON
Colin Paine	(CP)	Engie UK
David Mitchell	(DMi)	SGN
Ellie Rogers	(ER)	Xoserve
Kathryn Adeseye	(KA)	Xoserve
Lee Greenwood	(LG)	British Gas
Louise Hellyer	(LH)	TotalEnergies Gas & Power
Mark Jones	(MJ)	SSE
Oorlagh Chapman	(OC)	Centrica
Richard Pomroy	(RP)	Wales & West Utilities
Steve Mulinganie	(SM)	SEFE Energy Limited
Tom Stuart	(TSt)	Wales & West Utilities
Tracey Saunders	(TS)	Northern Gas Networks
Apologies		
Alex Cebo	(ACe)	EDF

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 15 June 2023

## 1.0 Introduction and Status Review

In the absence of the Proposer discussions are deferred to March 2023.

### 1.1 Approval of Minutes (31 January 2023)

The minutes were approved.

### 1.2 Approval of Late Papers

### 1.3 Review of Outstanding Actions

**Action 1101:** 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

**Action 1105:** 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.

**Action 0101:** CDSP (ER) to confirm the indicative CDSP implementation cost from the 0624R analysis (as shown on slide 12 of the presentation pack).

**Action 0102:** Joint Office (RH) to request an extension to June 2023 at the next UNC Modification Panel meeting.

**2.0 Amended Modification**

**3.0 Development of Workgroup Report**

**4.0 Next Steps**

**5.0 Any Other Business**

**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
Thursday 10:00 23 March 2023	5pm 14 March 2023	Microsoft Teams	Standard Agenda

**Action Table as at Action Table as at 31 January 2023**

Action Ref	Meeting Date	Min Ref	Action	Owner	Reporting Month	Status Update
1101	02/11/22	1.0	<p>Proposer and CDSP to assess the cost benefit position:</p> <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)	<p><del>November 2022</del></p> <p>January 2023</p> <p>February 2023</p>	<b>Carried Forward</b>
1105	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	Proposer (ACe)	<p>November 2022</p> <p>February 2023</p>	<b>Carried Forward</b>

			Modification 0651 would further the Relevant Objectives.			
<b>0101</b>	31/01/23	1.3	Action 0111: CDSP (ER) to confirm the indicative CDSP implementation cost from the 0624R analysis (as shown on slide 12 of the presentation pack).	CDSP (ER)	February 2023	<b>Pending</b>
<b>0102</b>	31/01/23	1.3	Joint Office (RH) to request an extension to June 2023 at the next UNC Modification Panel meeting.	Joint Office (RH)	February 2023	<b>Pending</b>



## UNC Workgroup 0831 Minutes

### Allocation of LDZ UIG to Shippers Based on a Straight Throughput Method

Tuesday 23 February 2023

via Microsoft Teams

Attendees		
Bob Fletcher (Chair)	(BF)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Andy Clasper	(AC)	Cadent
Ben Mulcahy	(BM)	Northern Gas Networks
Claire Louise Roberts	(CLR)	ScottishPower
Clare Manning	(CM)	E.ON
Colin Paine	(CP)	Engie UK
David Mitchell	(DMi)	SGN
Ellie Rogers	(ER)	Xoserve
Fiona Cottam	(FC)	Xoserve
Kathryn Adeseye	(KA)	Xoserve
Lee Greenwood	(LG)	British Gas
Louise Hellyer	(LH)	TotalEnergies Gas & Power
Mark Jones	(MJ)	SSE
Oorlagh Chapman	(OC)	Centrica
Richard Pomroy	(RP)	Wales & West Utilities
Sally Hardman	(SH)	SGN
Steve Mulinganie	(SM)	SEFE Energy Limited
Tom Stuart	(TSt)	Wales & West Utilities
Tracey Saunders	(TS)	Northern Gas Networks

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0831>

The Workgroup Report is due to be presented at the UNC Modification Panel by 15 June 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/0831/230223>

#### 1. Introduction and Status Review

Bob Fletcher (BF) welcomed everyone to the meeting.

##### 1.1. Approval of Minutes (31 January 2023)

The minutes from the previous Workgroup were approved.

##### 1.2. Approval of late papers

No late papers were recorded.

### **1.3. Review Outstanding Actions**

**Action 0101:** Proposer (MJ) to consider providing a statements in response to each of the UNC Modification Panel questions for Workgroup to consider at the next meeting.

**Update:** Mark Jones referred to the published initial response in answer to the Panel Questions:

**Q1.** Timing of the AUGE appointment and contractual interactions.

Xoserve has provided a presentation detailing the timetable for the next few years of the current AUGE process, including timings, contractual break points and the appointment process. It is envisaged that the notice period will be given as soon as possible following a decision to implement the modification, and that the AUGE process would continue for the work included under its remit until the notice period took effect, albeit that any UIG table produced would not take effect but it would inform the new process.

MJ added that some transitional rules would be required based on the scenario in terms of timing of implementation and termination conditions at that time.

**Q2.** Effects of market changes (parties exiting etc.) and any need for reconciliation

As the proposal is to replace the current or a future AUG table with a fixed table of UIG factors, then implementation of this modification has the same effect as a new annual AUG table and so there is no impact on any changes in the market or any need for a reconciliation, as things would flow through in terms of the UIG allocation process as they currently do.

**Q3.** Effect on IGT UNC of the proposed to Legal Text drafting

There is no impact on the IGT UNC as the reference from the IGT UNC to the UNC is at a higher level than the section E Paragraph 9 of the UNC TPD that would be largely removed as a result of the implementation of this Modification.

**Q4.** Any impact/interaction on Licences

There is no impact on Licences as the AUGE or the process is not referenced in the Licence. The AUG and UIG are commercial processes detailed within the UNC.

**Q5.** Consider whether this Modification would reduce the amount of information available from AUGE which currently provides industry with an opportunity to drive actions to reduce UIG

As the AUG process would stop then there would be no information available from the AUGE, but it is questionable as to how much information the AUGE provides that can be used and is actually used by the industry to reduce UIG. However, given the money that would be saved by not having an annual AUGE process, that money could be used by the industry on an adhoc basis to pay various bodies to help identify the size of each cause of UIG and to help implement actions to drive down UIG. Examples of this could be a study into shrinkage and a reconciliation exercise between the CDSP's data and Land Registry's data. Given the REC's recent analysis provided by Cap Gemini on theft and its future plans on work in this area, there may be an opportunity to work with the REC to help reduce some of the sources of UIG which are outside of Shippers and Transporters control.

**Action Closed**

## **2. Amended Modification**

MJ provided an overview of the suggested amendments to the Modification which, if published, will be v2.0.

Workgroup reviewed the suggested Business Rules and from this review it was confirmed that the Legal Text should be quite straightforward and that the Legal Text from when the table was first introduced could be utilised.

Ellie Rogers (ER) confirmed the DSC Service Lines will be updated from the DSC Change Proposal and clarified there are logical break points within the AUGE contract, and it also refers

to a termination clause due to regulatory requirements change that says the service is no longer required.

ER advised that the Rough Order of Magnitude (ROM) request can be done now which will include any potential impacts to systems and the element of cost saving of no longer requiring the AUGE. A view of the ROM will be provided for the March 2023 meeting.

### 3. Development of Workgroup Report

Development of the Workgroup Report was deferred pending v3.0 of the Modification.

### 4. Next Steps

BF confirmed the following:

- Proposer to submit an amended Modification
- Revisit the Business Rules
- Update on ROM
- Update on Legal Text
- Develop the Workgroup Report subject to an alternative Modification being submitted.

### 5. Any Other Business

None.

### 6. 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	Workgroup Programme
10:00 Thursday 23 March 2023	5pm 14 March 2023	Microsoft Teams	<ul style="list-style-type: none"> <li>• Standard Agenda</li> </ul>

**Action Table (as at 23 February 2023)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0101	31/01/23		Proposer (MJ) to consider providing a statements in response to each of the UNC Modification Panel questions for Workgroup to consider at the next meeting	Proposer (MJ)	<b>Closed</b>

**UNC 0836S Workgroup Minutes**  
**Resolution of Missing Messages following Central Switching Service**  
**implementation and integration with REC Change R0067**  
**Thursday 23 February 2023**  
**via Microsoft Teams**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Andy Clasper	(AC)	Cadent
Ben Mulcahy	(BM)	Northern Gas Networks
Clare Manning	(CM)	E.ON
Colin Paine	(CP)	Engie UK
Dan Stenson	(DS)	Brook Green Supply
David Addison	(DA)	CDSP
David Mitchell	(DMi)	SGN
Ellie Rogers	(ER)	Xoserve
Emma Buckton	(EB)	Northern Gas Networks
John R Harris	(JR)	Xoserve
Kathryn Adeseye	(KA)	Xoserve
Lee Greenwood	(LG)	British Gas
Louise Hellyer	(LH)	TotalEnergies Gas & Power
Mark Jones	(MJ)	SSE
Nick King	(NK)	CNG Services
Oorlagh Chapman	(OC)	Centrica
Richard Pomroy	(RP)	Wales & West Utilities
Simon Bissett	(SB)	Xoserve
Steve Mulinganie	(SM)	SEFE Energy Limited
Tom Stuart	(TSt)	Wales & West Utilities
Tracey Saunders	(TS)	Northern Gas Networks

*The Workgroup Report is due to be presented at the UNC Modification Panel by 18 May 2023.*

*This Workgroup meeting will be considered quorate provided at least two Transporter and two Shipper User representatives are present.*

*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/0836/230223](http://www.gasgovernance.co.uk/0836/230223)*

**1.0 Outline of Modification**

E Rogers (ER) on behalf of the Proposer, G Dosanjh (GD) presented the Modification, explaining since the introduction of Faster Switching Arrangements in July 2022, there have been incidents whereby systems that interface with the Central Switching Service (CSS) have not received expected messages because they have not been generated, or because of issues in transmission or receipt of the messages. This Modification clarifies treatment and activities necessary when the CSS Registration Effective from Date does not align to that recorded in the UK Link system.

Please refer to the Modification published at: <https://www.gasgovernance.co.uk/0836>

ER explained what the UNC needs to cater for circumstances where the CDSP becomes aware that a Registration has taken place and the mechanisms needed.

### Solution

ER explained the Modification proposes:

- Amendment to allow the CDSP to update the Registration held within UK Link systems when it becomes aware that there is, or will be, a discrepancy between CSS and UK Link.
- Consideration of the exception process where in the event that the Registration Effective From Dates in CSS and UK Link are not aligned, then clarify that the Shipper responsible within CSS will be responsible for invoicing in keeping with CSS mastering Registration on CSS Supply Points.
- Allowing the CDSP to generate a Meter Reading that the Shippers may use in Settlement to agree responsibility for gas volumes, and the basis for which this can be replaced.

## 2.0 Initial Discussion

### 2.1. Issues and Questions from Panel

2.1.1. Please consider the materiality for the invoicing arrangements and consequential impacts on stakeholders

David Addison (DA) provided an explanation to the question that was raised at the UNC Modification Panel meeting held on 16 February 2023.

The presentation has now been provided and has been published here: [www.gasgovernance.co.uk/0836/230223](http://www.gasgovernance.co.uk/0836/230223).

DA explained, the implementation of REC Change Proposal R0067 - Introduction of CSS Refresh Functionality, will introduce the capability for the Gas Retail Data Agent (GRDA – a role that the CDSP performs in REC) to request a *Resend* of a missing message, if CSS cannot resend a message for any reason, they would invoke a *Refresh*.

DA advised that a Refresh cannot be invoked until after the Registration has gone live which will mean there is a discrepancy between the CSS Registration Effective From Date (EFD) and the UKL Registration EFD.

DA provided a view of materiality of the issue in the form of a table that shows Assumed AQ; Peak-Day Consumption; Typical Transportation Charges per Day and Peak day gas allocation per day kWh/cost for a Typical Domestic Property; Average sized Industrial/Commercial Property and a Very large Daily Metered site.

DA noted that as the vast majority of sites impacted to date are Small Supply Points/Domestic, the daily costs are very low, estimated as Transportation £0.70; Energy costs are £1.76, this could result in large numbers of small adjustment invoices being generated that has the effect of moving a cost from one Shipper to another.

DA asked Workgroup if they agree with the discussion on materiality and at this moment, he is not considering a change from Self-Governance to Authority Direction whilst trying to understand the materiality. He added, to move to Authority Direction would add a layer of complexity that would not be beneficial.

**New Action 0201:** Workgroup to consider the Materiality Test and feedback any comments direct to David Addison or via Joint Office.

BF noted that the information provided is the CDSP view around low value invoices and if they would have a material impact.

DA sought the view from Workgroup that if a materiality test were to be applied, what the monetary value could be, for example [£10], so that if the materiality was greater than [£10] an adjustment invoice would be raised.

TS noted that for Transporters the impact would be nil because it is a movement for a Shipper and that there is a potential material impact dependant on the size of the site, also, if it is a large site that is billed incorrectly, this could have an impact on Value at Risk.

Clare Manning (CM) further noted that one single large site could have the same impact as multiple small sites.

**New Action 0202:** CDSP (DA) to provide analysis on how big the issue has been to date using the 300 sites so far affected.

TS commented that if there are no large sites impacted to date then the Modification would remain as Self-Governance, but this needs to be monitored over the next month or so.

Workgroup agreed the materiality of the Modification should be reassessed during Workgroup discussions.

## 2.2. Initial Representations

None received.

## 2.3. Terms of Reference

As matters have been referred from Panel a specific Terms of Reference has been published alongside the Modification at [www.gasgovernance.co.uk/0836](http://www.gasgovernance.co.uk/0836)

## 3.0 Next Steps

BF confirmed the next steps to be:

- Consideration of the complexity in the materiality test
- Review any info on the materiality issue
- Any changes to the Modification
- Consider the implementation timeline
- Request ROM and/or Legal Text

## 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:

Time / Date	Paper Publication Deadline	Venue	Programme
Thursday 10:00 23 March 2023	5pm 14 March 2023	Microsoft Teams	Standard Agenda including any Modification Workgroups relating to Distribution Workgroup
Thursday 10:00 27 April 2023	5pm 18 April 2023	Microsoft Teams	Standard Agenda including any Modification Workgroups relating to Distribution Workgroup

**Action Table (as of 23 February 2023)**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Reporting Month</b>	<b>Owner</b>	<b>Status Update</b>
<b>0201</b>	23/02/23	2.0	Issues and Questions from Panel: Workgroup to consider the Materiality Test and feedback any comments direct to David Addison or via Joint Office .	March 2023	Workgroup	<b>Pending</b>
<b>0202</b>	23/02/23	2.0	Issues and Questions from Panel: CDSP (DA) to provide analysis on how big the issue has been to date using the 300 sites so far affected	March 2023	CDSP (DA)	<b>Pending</b>