

**UNC Workgroup 0522 (0479A) Minutes  
Inclusion of email as a valid UNC communication  
Thursday 22 January 2015  
31 Homer Road, Solihull B91 3LT**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Alex Ross-Shaw	(ARS)	Northern Gas Networks
Andrew Margan*	(AM)	British Gas
Chris Warner	(CW)	National Grid Distribution
Colette Baldwin	(CB)	E.ON UK
David Mitchell	(DM)	Scotia Gas Networks
Hayley Burden	(HB)	National Grid NTS
Hilary Chapman	(HCh)	Xoserve
Kirandeep Samra	(KS)	Npower
Kirsten Elliott-Smith	(KES)	Cornwall Energy
Lorna Lewin	(LL)	DONG Energy
Mark Jones	(MJ)	SSE
Shiv Singh	(SS)	National Grid Distribution

\* via teleconference

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0479/220115>

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

**1.0 Review of Minutes and Actions**

**1.1. Minutes**

Minutes approved.

**1.2. Actions**

None.

**2.0 Workgroup Report**

CB confirmed that the business rules are currently being considered with the support of Xoserve. It was anticipated, from discussions, that the modification would need to be amended. It was agreed to defer consideration until the modification had been amended.

**3.0 Next Steps**

E.ON and Xoserve to review the business rules and amend the modification as necessary.

**4.0 Any Other Business**

None.

**5.0 Diary Planning**

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

Workgroup meetings will take place as follows:

<b>Time / Date</b>	<b>Venue</b>	<b>Workgroup Programme</b>
Thursday 26 February 2015	31 Homer Road, Solihull, B91 3LT	<ul style="list-style-type: none"><li>• Amended Modification (business rules)</li><li>• Consideration of Legal Text</li><li>• Development of Workgroup Report</li></ul>

### Action Table

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
1101	05/11/14	2.2	NGN to consider the use of term Business Days for deeming receipt of emails which roll over into the next working day (ie. received after 16:01 hrs)	NGN (ARS)	<b>Complete</b>
1102	05/11/14	2.2	Xoserve to assess the requirements of a register and provide a view on the management of such a register including a view of potential costs.	Xoserve (DA)	<b>Complete</b>
1103	05/11/14	4.1	Transporters to provide a view on individual modifications to insert email as a form of communication for processes within the UNC.	All Transporters (CW)	<b>Complete</b>