

**UNC Workgroup 0522 Minutes
Inclusion of email as a valid UNC Communication
Thursday 22 October 2015
via teleconference**

Attendees

Bob Fletcher (Chair)	(RF)	Joint Office
Lorna Dupont (Secretary)	(LD)	Joint Office
Alex Ross-Shaw	(ARS)	Northern Gas Networks
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
Kirsten Elliott-Smith	(KES)	Cornwall Energy
Lorna Lewin	(LL)	DONG Energy
Mark Jones	(MJ)	SSE
Mark Lyndon	(ML)	National Grid NTS
Richard Pomroy	(RP)	Wales & West Utilities
Steve Mulinganie	(SM)	Gazprom

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0522/221015>

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 (24 September 2015)

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 Amended Modification

The amended modification had been submitted immediately prior to this meeting; CB explained she had made a minor amendment to add clarity to Business Rule 5 and would submit a formal amendment to the modification in time for consideration at the next meeting.

2.2 Legal Text

ARS confirmed the Legal Text was still under preparation.

The Business Rules were briefly reviewed. Under “Definition of a Registered User Authorised Email Representative”, paragraph cii was observed to be incomplete. The text provider would discuss and agree the required additional wording with the Proposer.

Noting there were other uses of UK Link outside of UNC TPD, clarification was sought on the intended scope and a short discussion ensued; it was questioned whether further clarity might be required within the legal text. CB observed that this modification was not intended to be prescriptive on what was a suitable method of communication, rather to make it clear that if using email there were certain principles to be followed. CB referred parties back to Modification 0479 regarding scope. This Modification 0522 was basically requiring each Registered User to define an authorised recipient for Code Communications and appropriate governance for the process.

2.3 Completion of Workgroup Report

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

3.0 Next Steps

BF reminded that the Workgroup Report must be submitted to the November UNC Modification Panel.

It was agreed that the next meeting would take place via teleconference, and that Northern Gas Networks would provide Legal Text for review, in anticipation of completion of the Workgroup Report at the next meeting.

4.0 Diary Planning

Further details of planned meetings are available at: www.gasgovernance.co.uk/Diary

The next Workgroup meeting will take place as follows:

Time/Date	Venue	Workgroup Programme
10:00, Thursday 29 October 2015	Via teleconference	Amended Modification Review Relevant Objectives Review Legal Text Completion of Workgroup Report