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## **UNC Distribution Issues Workgroup Minutes**

### **Monday 28 November 2011**

### **via teleconference**

#### **Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HC)	Joint Office
Alison Jennings	(AJ)	Xoserve
Brian Durber	(BD)	E.ON UK
Chris Warner	(CW)	National Grid Distribution
David Addison	(DA)	Xoserve
David Watson	(DW)	British Gas
Erika Melen	(EM)	Scotia Gas Networks
Gareth Evans	(GE)	Waters Wye
Joanna Ferguson	(JF)	Northern Gas Networks
Richard Vernon	(RV)	RWE npower

Copies of all papers are available at: <http://www.gasgovernance.co.uk/dist/281111>.

#### **1. Introduction and Status Review**

##### **1.1. Minutes from the previous meetings**

The minutes from the previous meeting were accepted.

##### **1.2. Review of actions from previous meetings**

Please refer to section 2.

#### **2. Issues**

##### **2.1. ISS 0018 Handling of Emergency Situations at Priority Customer Sites**

GE provided an update on the issue regarding emergency site visits at priority customer sites. He explained that the PEMS process doesn't extend beyond domestic customers to care homes for example, and a better process is needed for customers to get their gas supply back. It was recognised that this is not a UNC related issue, however consideration would be given.

##### **2.2. ISS 0028 Status of new connections prior to the completion of reinforcement of the AQ table**

No further update; item deferred.

##### **2.3. ISS 0029 Communication of CO Poisoning Incidents**

The two outstanding actions relating to this issue:

**Dis0901:** Transporters to:

- Provide an end-to-end overview of the Transporters' Incident Procedure
- Clarify Transporters' expectations of what actions/responses Shippers must take/make in response to communications received
- Consider appropriate testing of the communication process with Shippers

**Update:** EM confirmed that communications are ongoing. The intention is to update the [2005 Schedule for Shipper Communications in Incidents of CO Poisoning, Gas Fire/Explosion and Local Gas Supply Emergency](#) document.

##### **Carried Forward**

**Dis0902:** Shippers to confirm who in each Shipper organisation should receive the notifications relating to Incidents of CO Poisoning.

**Update:** Updating the lists continue. EM reminded parties how to update contact details using the National Grid Incident Site (NGIS) website ([www.gas-incident.org/](http://www.gas-incident.org/)). **Closed.**

#### **2.4. ISS 0031 Settlement Disputes Process**

The three outstanding actions relating to this issue:

**Dis1001: ISS 0031** - Check out the legal basis for proposing these changes.

**Update:** Item deferred. **Carried Forward**

**Dis1002: ISS 0031** – Consider what should happen in the event that multiple Shippers make a claim.

**Update:** GE believed Shippers would control the process with a joint claim.

**Carried Forward**

**Dis1003: ISS 0031** – Xoserve to bring information relating to current reconciliation check processes and how these are performed to the next meeting.

**Update:** Item deferred. **Carried Forward**

DA was concerned about the level of information that would be provided to Xoserve with a claim and wanted to understand how the information and validation would be managed. He was keen to ensure Xoserve were in a position to undertake validation on the provided information.

#### **2.5. ISS 0032 'K' Factor Concept**

GE confirmed the intention to raise a modification and asked for this issue to be closed.

#### **2.6. ISS 0033 Creation of MPRNs**

GE confirmed the intention to raise a modification and asked for this issue to be closed.

DW asked about the disconnection process.

JF confirmed Northern Gas Networks were considering an alternative solution.

CW enquired about the management of unregistered sites and if a customer is able to provide a signed contract whether this would enable the site to be confirmed on behalf of the Shipper.

AJ asked for early site of the modification and offered to assist GE in the development of the modification before submission.

#### **2.7. New Issues**

None raised.

### **3. Any Other Business**

None raised.

### **4. Diary Planning**

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

The following meetings are scheduled to take place:

Monday 05 December 2011, 10:00, 31 Homer Road, Solihull, B91 3LT

Thursday 22 December 2011, 10:00, 31 Homer Road, Solihull, B91 3LT

Thursday 26 January 2012, 10:30, 31 Homer Road, Solihull, B91 3LT

Thursday 23 February 2012, 10:00, Elexon, 350 Euston Road, London NW1 3AW.

Thursday 22 March 2012, 10:00, Elexon, 350 Euston Road, London NW1 3AW.

Thursday 26 April 2012, 10:30, 31 Homer Road, Solihull, B91 3LT

Thursday 24 May 2012, 10:00, Elexon, 350 Euston Road, London NW1 3AW.

Thursday 28 June 2012, 10:00, Elexon, 350 Euston Road, London NW1 3AW.

Thursday 26 July 2012, 10:30, 31 Homer Road, Solihull, B91 3LT

### UNC Distribution Workgroup - Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
<b>Dis0901</b>	07/09/11	4.3.1	Transporters to: <ul style="list-style-type: none"> <li>• Provide an end-to-end overview of the Transporters' Incident Procedure</li> <li>• Clarify Transporters' expectations of what actions/responses Shippers must take/make in response to communications received</li> <li>• Consider appropriate testing of the communication process with Shippers.</li> </ul>	ALL DNs	Update to be provided. <b>Carried Forward</b>
<b>Dis0902</b>	07/09/11	4.3.1	Shippers to confirm whom in each Shipper organisation should receive the notifications relating to Incidents of all reportable incidents.	ALL SHIPPERS	<b>Closed.</b>
<b>Dis1001</b>	26/10/11	2.4	ISS 0031 - Check out the legal basis for proposing these changes.	On behalf of GDF Suez (GE)	<b>Carried Forward</b>
<b>Dis1002</b>	26/10/11	2.4	ISS 0031 – Consider what should happen in the event that multiple Shippers make a claim.	On behalf of GDF Suez (GE)	<b>Carried Forward</b>
<b>Dis1003</b>	26/10/11	2.4	ISS 0031 - Bring information relating to current reconciliation check processes and how these are performed to the next meeting.	Xoserve (LW)	<b>Carried Forward</b>