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**UNC 0594R Workgroup Minutes**  
**Meter Reading Submission for Advanced & Smart Metering**  
**Thursday 24 August 2017**  
**at Elexon, 350 Euston Road, London NW1 3AW**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Mike Berrisford (Secretary)	(MB)	Joint Office
Andy Clasper	(AC)	Cadent
Andrew Margan	(AM)	British Gas
Angela Love	(AL)	ScottishPower
Chris Warner	(CW)	Cadent
Claire Towler	(CT)	SSE
David Mitchell	(DM)	SGN
Deborah Brace*	(DB)	National Grid NTS
Gareth Evans	(GE)	Waters Wye
Gavin Anderson*	(GA)	EDF Energy
Hilary Chapman	(HC)	SGN
John Welch	(JW)	npower
Jonathan Matthews*	(JM)	Crown Gas and Power
Kathryn Turner	(KT)	Good Energy
Mark Jones	(MJ)	SSE
Nicky Rozier*	(NR)	BUUK
Richard Pomroy	(RP)	Wales & West Utilities
Robert Cameron-Higgs	(RCH)	Flow Energy
Robert Johnson	(RJ)	ES Pipelines
Sean Hayward	(SH)	Ofgem
Shardul Pandit*	(SP)	Wales & West Utilities
Steve Britton	(SB)	Cornwall Energy
Steve Mulingainie	(SM)	Gazprom
Steve Nunnington	(SN)	Xoserve

\* *via teleconference*

Copies of all UNC meeting papers are available at: <https://www.gasgovernance.co.uk/0594/240817>

The UNC Workgroup Report is due to be presented at the UNC Modification Panel by 21 September 2017

**1.0 Introduction and Status Review**

**1.1. Approval of Minutes (27 July 2017)**

The minutes of the previous meeting were approved.

**2.0 Review of RFI responses**

BF explained that J Dixon of Ofgem is still on annual leave and therefore no new RFI response related information has been forthcoming for consideration at today's meeting.

### 3.0 Review of Workgroup Report

BF advised that the (draft) Workgroup Report had already been prepared, and once provided by Ofgem the anonymised RFI information, would also be included ready for further consideration by the Workgroup.

When AL indicated that she thought the Workgroup was due to seek an extension through to October at the recent August Modification Panel, BF explained that this was not the case as Panel wanted to see an interim Report with a realistic expectation of completion dates.

During a general discussion, concerns were voiced around the potential 'must read' triggers and frequency related issues (i.e. monthly must reads, timings and volumes) especially for Class 4 related aspects, and especially as some parties strongly believe that there could be some central system impacts involved.

When pressed, SM explained that in his opinion the issues lie around consideration of consequential impacts and that he was under the impression that the 'industry' was due to consider such matters under a specific modification. This in turn begs the question as to how best to progress the matter going forwards. Responding, BF explained that in terms of process, the Workgroup could easily look to attach a draft UNC Modification to the Workgroup Report supported by a suitable recommendation to Panel, who would/could then consider whether the modification could be issued direct to consultation or not. However, BF pointed out that this does potentially extend the completion of the Workgroup Report.

When KT quoted the Class 4 MRF from within the Project Nexus Business Requirements Document (BRD), SM reiterated his earlier point that the consequential impacts on central systems is for another modification to consider, especially as this Workgroup is nearing completion of its work.

**New Action 0801: Xoserve (SN) to look to consider the consequential impacts on the central system and whether or not these would/could potentially impact upon the April 2018 implementation date.**

When BF suggested that we could possibly look to complete the Workgroup Report at the September meeting with a view to submission for consideration at the October Panel, SM reminded those present that at the previous Workgroup meeting, J Dixon had explained that there is less of an urgency now and that the 'base case' is the correct option. MJ observed that the matter times out on 01 September 2017 when the CMA Order is activated.

### 4.0 Review of Actions Outstanding

**Action 0701:** Ofgem (JD) to amend the RFI responses in an anonymised form and circulate this information via email to the Workgroup in readiness for further discussion at the August meeting.

**Update:** In the absence of any new RFI response related information for consideration at the meeting, it was agreed to carry forward the action. **Carried Forward**

### 5.0 AOB

None.

### 6.0 Next Steps

BF explained that following discussions he would now be seeking an extension to the Workgroup Reporting timescales at the September 2017 Panel meeting and proposed that the Workgroup should aim to report to the October 2017 Panel meeting, owing for the need for further discussion of the RFI responses regarding the meter reading process.

### 7.0 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:

Time/Date	Venue	Workgroup Programme
10:30 Thursday 28 September 2017	London (Venue to be confirmed)	<ul style="list-style-type: none"> <li>• Standard Agenda items <ul style="list-style-type: none"> <li>○ <i>Consideration of RFI responses</i></li> <li>○ <i>Completion of Workgroup Report</i></li> </ul> </li> </ul>

**Action Table (as at 24 August 2017)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0701	27/07/17	2.0	Ofgem (JD) to amend the RFI responses in an anonymised form and circulate this information via email to the Workgroup in readiness for further discussion at the August meeting.	Ofgem (JD)	<b>Carried Forward</b>
0801	24/08/17	3.0	To look to consider the consequential impacts on the central system and whether or not these would/could potentially impact upon the April 2018 implementation date.	Xoserve (SN)	<b>Pending</b>