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**UNC Distribution Workgroup Minutes**  
**Thursday 28 November 2013**  
**at ENA, Dean Bradley House, 52 Horseferry Road,**  
**London SW1P 2AF**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Mike Berrisford (Secretary)	(MB)	Joint Office
Alan Raper	(AR)	National Grid Distribution
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 Addison	(DA)	Xoserve
David Mitchell	(DM)	Scotia Gas Networks
Erika Melén	(EM)	Scotia Gas Networks
Hilary Chapman	(HC)	Xoserve
Kirsten Elliot-Smith	(KES)	Cornwall Energy
Lorna Lewin	(LL)	DONG Energy
Marie Clark	(MC)	ScottishPower
Mark Jones	(MJ)	SSE

\* *via teleconference*

Copies of all papers are available at: [www.gasgovernance.co.uk/Dist/281113](http://www.gasgovernance.co.uk/Dist/281113)

**1. Introduction and Status Review**

**1.1. Minutes**

Minutes of previous meeting approved.

**1.2. Actions**

**1101:** *ISS055* - Xoserve (DA) to provide a view on the proposed process, disaggregation volumes and threshold crosser timelines and to highlight any potential material impacts associated with the process.

**Update:** DA advised that Xoserve investigations are ongoing. **Carried Forward.**

**1.3. Modifications with Ofgem**

Item not discussed.

**2. Workgroups**

The following Workgroup meetings took place:

**2.1. 0445 – Amendment to the arrangements for Daily Metered Supply Point Capacity**

(Report to Panel 19 December 2013) – Papers at:

[www.gasgovernance.co.uk/0445](http://www.gasgovernance.co.uk/0445)

**2.2. 0455S - Updating of Meter Information by the Transporter**

(Report to Panel 19 December 2013) – Papers at:

[www.gasgovernance.co.uk/0455](http://www.gasgovernance.co.uk/0455)

**2.3. 0458 - Seasonal LDZ System Capacity Rights**  
 (Report to Panel 19 December 2013) – Papers at  
[www.gasgovernance.co.uk/0458](http://www.gasgovernance.co.uk/0458)

**2.4. 0463S - Recognition of the ‘2nd January’ Scottish Bank Holiday as a Business Day for Supply Point related transactions**  
 (Report to Panel 16 January 2014) – Papers at:  
[www.gasgovernance.co.uk/0463](http://www.gasgovernance.co.uk/0463)

**3. Issues**

**3.1 ISS 0052 - Transfer of Assets**

Whilst this issue remains ‘On hold’, AR advised that some progress had been made and was able to confirm that a number of sites had been registered – work remains ongoing with Shippers for the remaining sites.

**3.2 ISS 0054 - Daily Meter Reading – Mandatory Population**

The Workgroup agreed to close the issue.

**3.3 ISS 0055 - Modification 0428 ‘Single Meter Supply Points’ – (18 month) implementation timeline concerns**

DA advised that this is linked to outstanding action 1101, and as a consequence asked for consideration of the issue to be rolled over until the next meeting to enable Xoserve to continue their consideration of the potential volumetric and Modification 0428 ‘Single Meter Supply Points’ related impacts.

**3.4 New Issues**

BF advised that whilst there were no new issues to consider at this meeting, it is anticipated that a new AUGE process (methodology / guidelines related) issue may be raised for consideration at the next meeting.

**4 Any Other Business**

Missing 2014 Workgroup Meeting Dates

When asked, BF advised that the April / July / October 2014 Workgroup meeting had not yet been added to the Joint Office ‘Events Diary’ as the new Joint Office location is unknown at this time – as soon as a location is confirmed, the 2014 dates would be updated.

**5 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 Tuesday 10 December 2013	Consort House, 6 Homer Road, Solihull B91 3QQ	0458, 0466, 0469S, 0470 & 0472
10:30 Tuesday 07 January 2014	Consort House, 6 Homer Road, Solihull B91 3QQ	TBC
10:30 Thursday 23 January 2014	Consort House, 6 Homer Road, Solihull B91 3QQ	TBC

**Action Table**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
Dis1101	08/11/13	3.3	ISS055 - To provide a view on the proposed process, disaggregation volumes and threshold crosser timelines and to highlight any potential material impacts associated with the process.	Xoserve (DA)	<b>Carried Forward</b>