

**UNC Workgroup 0691S Minutes  
CDSP to convert Class 2, 3 or 4 meter points to Class 1 when  
G1.6.15 criteria are met**

**Monday 22 October 2019**

**at Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA**

**Attendees**

Rebecca Hailes (Chair)	(RH)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Andy Clasper	(AC)	Cadent
Carl Whitehouse *	(CW)	Shell
David Mitchell *	(DM)	SGN
Fiona Cottam	(FC)	Xoserve
Guv Dosanjh	(GD)	Cadent
Kirsty Dudley	(KD)	E.ON
Lorna Lewin *	(LL)	Orsted
Louise Hellyer	(LH)	Total Gas & Power
Mark Bellman	(MB)	Scottish Power
Mark Jones	(MJ)	SSE
Mark Palmer *	(MP)	Orsted
Megan Coventry *	(MC)	SSE
Naomi Anderson	(NA)	Utility Warehouse
Oorlagh Chapman	(OC)	British Gas
Phil Lucas *	(PL)	National Grid
Rhys Kealley	(RK)	British Gas
Rob Johnson *	(RJ)	Waters Wye Associates
Rose Kimber	(RKi)	Contract Natural Gas
Stephanie Clements *	(SC)	Scottish Power
Steven Britton *	(SB)	Cornwall Insight

*\*via teleconference*

Copies of all papers are available at: [www.gasgovernance.co.uk/0691/221019](http://www.gasgovernance.co.uk/0691/221019)

The Workgroup Report is due to be presented at the UNC Modification Panel by 19 December 2019.

**1. Introduction and Status Review**

The meeting was confirmed to be quorate.

**1.1. Approval of Minutes (23 September 2019)**

The minutes from the previous meeting were approved.

**2. Amended Modification**

RK provided an amended Modification v4.0. He confirmed he had updated the solution to place an obligation on the Transporter and the User. He clarified that should the registered User not take action to make the required change within a defined period, the CDSP will step in and make the change.

It was agreed that further consideration was required within the Modification on whether it should refer to Supply Point Business Days or Supply Point System Business Days.

FC clarified the difference between the two terms referring to UNC TPD Section G1.10.1 and G1.10.2. She summarised that Business Days are days other than Saturdays, Sundays and Bank Holidays in England and Wales, for certain aspect of the UNC. This is one less business day than System Business Days as it excluded the Scottish Bank Holiday in January. System Business Day includes the January Scottish BH.

It was anticipated a further Modification amendment would be required to ensure clarity on the discussed points.

**New Action 1001:** RK to submit an amended Modification v5.0.

### 3. Legal Text provision and review

It was anticipated that the Legal Text could be produced based on the discussions to date. The Legal Text was therefore requested from SGN. DM confirmed the Legal Text drafting will commence.

**New Action 1002:** Legal Text to be provided for Modification 0691S based on v5.0.

The Workgroup considered the provision of SHQs and SOQs and the standard calculation of the NDM SHQ = (NDMSOQ / 12). FC confirmed she would provide RK with the SOQ defined term.

The calculation and values for the formula was discussed and whether this should be a business rule or written into the UNC. It was agreed to add some clarity for the avoidance of doubt for the calculation. It was clarified that if the SHQ or SOQ is not existent these will be pre-determined by the AQ.

MD enquired about the Shipper obligations within Section 5 Solution and in particular the obligation on not taking action and when the CDSP will force confirm a site. DM asked for clarity on what 'promptly' meant. RK confirmed this would be within 5 business days.

### 4. ROM Request

It was understood there was a Rough Order of Magnitude (ROM) for the Modification. However, a change proposal would be required.

**New Action 1003:** Proposer (RK) to raise a Change Proposal for Modification 0691S.

### 5. Confirmation of whether or not an equivalent IGT Modification was required (October)

RK confirmed he would review the IGT UNC to ascertain if a Modification was required once the UNC Legal Text has been produced. It was agreed that if an IGT Modification was required, an IGT Modification would be raised by British Gas.

### 6. Consideration of System Changes and PARR Report specification/format (October)

See Action 0901 Update.

### 7. Review of Outstanding Actions

**0801** Joint Office (RH) to contact Anne Jackson at Gemserv to ascertain if an IGT Modification would be needed and request generic guidelines in relation to when an IGT Modification is required.

**Update:** RH confirmed she had contacted Anne Jackson and was awaiting a response. It was agreed as this action was generic to all Modifications this action would be transferred to the UIG Workgroup. **Transferred to UIG.**

**0901:** Xoserve and British Gas to consider XRN4958 and raise a Change Proposal to provide the specification for the required PARR Report for Modification 0691S.

**Update:** It was believed that a PARR Report would be required. It was agreed the PARR specification for 0691S would be discussed on the 25<sup>th</sup> October. **Carried Forward.**

**0902:** PAC Members (CW/LH/MB) to ensure the specification of the new PARR Reports for Modification 0691S is considered by the Performance Assurance Committee (PAC).

**Update:** PAC members to ensure the specification of the new PARR Reports for Modification 0691S is discussed on 25<sup>th</sup> October. **Carried forward.**

## 8. Next Steps

RH outlined the next steps as follows:

- Amended Modification v5.0 (November)
- Consideration PARR Report specification/format (November)
- Legal Text provision and review (November)
- Confirmation of whether an equivalent IGT Modification is required (November)
- Finalisation of Workgroup Report (November)

## 9. Any Other Business

None.

## 10. Diary Planning

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

Workgroup meetings will take place as follows:

Time / Date	Venue	Workgroup Programme
10:30 Tuesday 26 November 2019	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Amended Modification v5.0 (November) Consideration PARR Report specification/format (November) Legal Text provision and review (November) Confirmation of whether an equivalent IGT Modification is required (November) Finalise Workgroup Report
10:30 Thursday 12 December 2019	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Finalise Workgroup Report

**Action Table (as at 22 October 2019)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0801	20/08/19	2.0	Joint Office (RH) to contact Anne Jackson at Gemserv to ascertain if an IGT Modification would be needed and	Joint Office (RH)	Transferred to UIG

			request generic guidelines in relation to when an IGT Modification is required.		
0901	23/09/19	2.0	Xoserve and British Gas to consider XRN4958 and raise a Change Proposal to provide the specification for the required PARR Report for Modification 0691S.	Xoserve /British Gas (FC/RK)	<b>Carried Forward</b>
0902	23/09/19	2.0	PAC Members (CW/LH/MB) to ensure the specification of the new PARR Reports for Modification 0691S is considered by the Performance Assurance Committee (PAC).	PAC (CW/LH/MB)	<b>Carried Forward</b>
1001	22/10/19	2.0	RK to submit an amended Modification v5.0.	British Gas (RK)	<b>Pending</b>
1002	22/10/19	2.0	Legal Text to be provided for Modification 0691S based on v5.0.	SGN (DM)	<b>Pending</b>
1003	22/10/19	2.0	Proposer (RK) to raise a Change Proposal for Modification 0691S.	British Gas (RK)	<b>Pending</b>