

**UNC Workgroup 0763R Minutes  
Review of Gas Meter By-Pass Arrangements  
Thursday 25 November 2021  
via Microsoft Teams**

| <b>Attendees</b>          |       |                             |
|---------------------------|-------|-----------------------------|
| Rebecca Hailes (Chair)    | (RHa) | Joint Office                |
| Helen Bennett (Secretary) | (HB)  | Joint Office                |
| Andy Clasper              | (AC)  | Cadent                      |
| Clare Manning             | (CM)  | E.ON Energy                 |
| Claire Louise Roberts     | (CLR) | Scottish Power              |
| Dan Fittock               | (DF)  | Corona Energy               |
| Dan Wilkinson             | (DA)  | EDF Energy                  |
| David Addison             | (DA)  | Xoserve                     |
| David Mitchell            | (DM)  | SGN                         |
| David Morley              | (DMo) | Ovo Energy                  |
| Eddie Proffitt            | (EP)  | Major Energy Users' Council |
| Ellie Rogers              | (ER)  | Xoserve                     |
| Eric Fowler               | (EF)  | Metering Expert Group       |
| Gareth Evans              | (GE)  | Waters Wye Associates       |
| Guv Dosanjh               | (GD)  | Cadent                      |
| Kate Lancaster            | (KL)  | Xoserve                     |
| Kundai Matiringe          | (KM)  | BU-UK                       |
| Louise Hellyer            | (LH)  | Totalenergies Gas & Power   |
| Luke Reeves               | (LR)  | EDF Energy                  |
| Mark Field                | (MF)  | Sembcorp Energy UK          |
| Mark Jones                | (MJ)  | SSE                         |
| Richard Pomroy            | (RP)  | Wales & West Utilities      |
| Rhys Kealley              | (RK)  | British Gas                 |
| Robert Johnstone          | (RJ)  | Utilita                     |
| Sally Hardman             | (SH)  | SGN                         |
| Steven Britton            | (SB)  | Cornwall Insight            |
| Steve Mulinganie          | (SM)  | Gazprom Energy              |
| Tracey Saunders           | (TS)  | Northern Gas Networks       |

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0763/251121>

The Workgroup Report is due to be presented at the UNC Modification Panel by 20 January 2022

## 1.0 Introduction and Status Review

Rebecca Hailes (RHa) welcomed everyone to the meeting.

### 1.1. Approval of Minutes (28 October 2021)

The minutes from the previous Workgroup were approved.

### 1.2. Approval of Late Papers

The ENA document provided by Eric Fowler (EF) was accepted and not considered as a late paper as the verbal update will be enhanced by the document being available.

### 1.3. Review of Outstanding Actions

**0801:** Shippers to report back their findings from the track and trace exercise to see if there is any commonality. Report back September 2021.

**Update:** Tracey Saunders (TS) advised; in view of the current Market circumstances this has not progressed much further. At last month's Workgroup it was identified that lots of problems appear to lie with the Meter Asset Managers (MAMs) which is when it was agreed that an invitation for a representative from the Metering Expert Group should be submitted, see Action 0110. **Closed**

**Action 0110:** *Workgroup concluded Meter Asset Manager Code of Practice (MAMCOP), and REC are also involved.* SM to raise this at the next Metering Expert Group and invite someone from that group to attend the next 0763R Workgroup.

**Update:** This has been completed and Eric Fowler (EF), as a representative from the Metering Expert Group attended this Workgroup. **Closed**

## 2.0 Consideration of Request

### 2.1 Review Further Analysis

RHa explained that during Workgroup discussions on 28 October 2021, it was identified that a lot of the issues that Workgroup are uncovering are not just UNC issues, therefore it was agreed to invite a representative from the Metering Expert Group. RHa welcomed Eric Fowler, representative from the Metering Expert Group.

EF was invited to provide an understanding of the obligations that the MAM work to, he advised that from the MAM perspective, there are specific obligations that sit in the Meter Asset Management Code of Practice (MAMCoP). At the point of designing a by-pass, the MAM seeks authorisation with the relevant Gas Transporter; EF advised he contacted various MAM to confirm how they do this and was advised page 11 of the ENA document provided for the meeting specifies what the MAM should do.

If this procedure is not followed, it is determined as a breach of MCoP (<https://www.retailenergycode.co.uk/extra/wp-content/uploads/2021/08/MCoP-gas.pdf>)

EF advised that he could suggest at the Metering Expert Group that the auditors apply more of a focus in this area.

TS noted that the MAMs have advised that they have no systems in place to flag to say when there is a bypass in place.

EF mentioned, historically, data has not always been as good as it should be. This should be monitored via the Performance Assurance Board (PAB) in Retail Energy Code (REC) rather than the Metering Expert Panel.

Steve Mulinganie (SM) noted it has been determined there is no widespread abuse of by-passes, however, there are lots of issues and multiple handoffs. He said the Industry would benefit from some clarity on the process, some sort of By-Pass Lifecycle Handoff/guidance Document that includes Roles and Responsibilities.

EF clarified the parties involved would be:

- MAMs
- Gas Transporters
- Suppliers
- CDSP
- Customer.

It was agreed that, in order to assist in the understanding what all parties need to do and who needs to be informed, the guidance should cover:

- Installation of a by-pass
- Operation of a by-pass
- Closure a by-pass
- Removal of a by-pass

The Proposer (CLR) agreed a Guidance Note would be helpful.

**New Action 0111:** Proposer (CLR) to work on producing straw man of the Guidance Note.

**New Action 0211:** RHa to put EF in touch with the Proposer – Claire Louise Roberts (CLR)

RH suggested an alternative approach where the MAMs are asked what by-passes they have installed, which will give the data from an alternative point of view. SM responded that the risk did not appear to justify such a wider ranging activity at this stage.

It was agreed that the production of the Guidance Note and the REC-based auditors focussing on the process will help.

EF advised there are two forms of Auditors:

1. MCOP technical code compliance
2. RGMA falls under the PAB part of REC

TS clarified that a reduction of closed by-passes, from 149 down to 52, has been seen recently and also a reduction and decline in volumes. It was confirmed that Martin Attwood at Correla is working in this area.

For Workgroup information RHa advised of an action taken at PAC:

*PAC Action PAC1104: Reference Shipper Consumption Adjustment Validation – Correla (MA) to investigate what validation processes are followed and thereafter provide an update to the 0763R 'Review of Gas Meter By-Pass Arrangements' Workgroup.*

## 2.2 Review Data Cleansing Requirements

### 2.2.1. Meter By-Pass Analysis Update

No further discussion.

### 2.2.2. Data Cleansing

No further discussion.

### 2.2.3. Review of End-to-End Process

No further discussion.

## 3.0 Next Steps

RHa confirmed the next steps to be:

- Review the strawman of the Guidance Document.
- If the Guidance Document is not ready, there will be no meeting in December 2021.

## 4.0 Any Other Business

None.

## 5.0 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                        | Paper Publication Deadline | Venue           | Programme                                    |
|------------------------------------|----------------------------|-----------------|--|
| 10:00 Thursday<br>13 December 2021 | 5pm<br>02 December 2021    | Microsoft Teams | Review the strawman of the Guidance Document |
| 10:00 Thursday<br>27 January 2022  | 5pm<br>18 January 2022     | Microsoft Teams | TBC  |

| Action Table (as of 25 November 2021) |              |            |   |                 |                        |                |
|---------------------------------------|--------------|------------|---|-----------------|------------------------|----------------|
| Action Ref                            | Meeting Date | Minute Ref | Action  | Reporting Month | Owner                  | Status Update  |
| 0801                                  | 26/08/21     | 1.3        | Shippers to report back their findings from the track and trace exercise to see if there is any commonality. Report back September 2021   | September 2021  | Transporters/ Shippers | <b>Closed</b>  |
| 0110                                  | 28/10/21     | 2.1        | <i>Workgroup concluded Meter Asset Manager Code of Practice (MAMCOP), and REC are also involved. SM to raise this at the next Metering Expert Group and invite someone from that group to attend the next 0763R Workgroup</i> | November 2021   | Gazprom Energy (SM)    | <b>Closed</b>  |
| 0111                                  | 25/11/21     | 2.1        | Proposer (CLR) to work on producing straw man of the Guidance Note  | December 2021   | Proposer (CLR)         | <b>Pending</b> |
| 0211                                  | 25/11/21     | 2.1        | RHa to put EF in touch with the Proposer – Claire Louise Roberts (CLR)  | December 2021   | Joint Office (RHa)     | <b>Pending</b> |