

**UNC Workgroup 0763R Minutes
Review of Gas Meter By-Pass Arrangements
Thursday 23 June 2022
via Microsoft Teams**

Attendees		
Rebecca Hailes (Chair)	(RHa)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Adrian Symons	(AS)	CNG Services Ltd
Andy Clasper	(AC)	Cadent
Ben Hanley	(BH)	Northern Gas Networks
Ben Mulcahy	(BM)	Northern Gas Networks
Claire Louise Roberts	(CLR)	ScottishPower
Clare Manning	(CM)	E.ON Energy
David Mitchell	(DM)	SGN
Hursley Moss	(HM)	Cornwall Insight
Joel Martin	(JM)	SGN
Kate Lancaster	(KL)	Xoserve
Louise Hellyer	(LH)	Totalenergies Gas & Power
Mark Jones	(MJ)	SSE
Martin Attwood	(MA)	Correla
Oorlagh Champan	(OC)	Centrica
Richard Pomroy	(RP)	WWU
Rhys Kealley	(RK)	British Gas
Steve Mulinganie	(SM)	Gazprom
Tracey Saunders	(TS)	Northern Gas Networks

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0763/230622>

The Workgroup Report is due to be presented at the UNC Modification Panel by 18 August 2022

1.0 Introduction and Status Review

1.1. Approval of Minutes (26 May 2022)

The minutes from the previous Workgroup were approved.

1.2. Approval of Late Papers

There were no late papers to consider.

1.3. Review of Outstanding Actions

0102: Consumer Owns Equipment - Proposer (CLR) to check what happens with the installation of a Meter By-Pass when a Consumer owns the equipment

Update: See item 2.1. **Closed.**

0105: ScottishPower (CLR) to clarify how the notification of the intention to use the By-Pass is issued to the relevant parties.

Update: See item 2.1. **Closed.**

0205: ScottishPower (CLR) to clarify if a Modification will be needed to add to Uniform Network Code (UNC) reference to the Guidance Document.

Update: See item 2.1. **Closed.**

2.0 Consideration of Request

2.1. Review Guidance Document and end-to-end flowchart

Claire Louise Roberts (CLR) provided an overview of the updated Meter By-Pass Process Flowchart. Positive feedback was provided on the changes made.

The Workgroup considered the guidance document and where it should reside, and who should own it i.e. REC, MEMs or Shippers.

It was suggested that the document is finalised and a view sought from REC on where the document would best sit. David Addison (DA) suggested this could be considered a UNC related Document as there are obligations on Shippers when a Meter ByPass has been installed.

It was noted when reviewing the guidance document that approval should be sought for a Meter ByPass under the UNC from GTs.

It was also noted the documents should refer to MEMs Meter Equipment Managers (MEMs).

It was agreed that CLR would seek a view from REC on the guidance document.

<p>New Action 0601: ScottishPower (CLR) to seek a view from REC on the Guidance document content and where it should reside.</p>

3.0 Next Steps

It was agreed that the Workgroup Report could be concluded and presented to the July UNC Modification Panel to agree that this Request could now be Closed. No Modification was anticipated as a result of the Workgroup.

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

No further meetings planned

Action Table (as of 23 June 2022)

Action Ref	Meeting Date	Minute Ref	Action	Reporting Month	Owner	Status Update
0102	24/02/22	2.1	<i>Consumer Owns Equipment</i> – Proposer (CLR) to check what happens with the installation of a Meter By-Pass when a Consumer owns the equipment.	June 2022	Scottish Power (CLR)	Closed
0105	26/05/22	2.1	ScottishPower (CLR) to clarify how the notification of the intention to use the By-Pass is issued to the relevant parties.	June 2022	Scottish Power (CLR)	Closed
0205	26/05/22	2.1	ScottishPower (CLR) to clarify if a Modification will be needed to add to Uniform Network Code (UNC) reference to the Guidance Document	June 2022	Scottish Power (CLR)	Closed
0601	23/06/22	2.1	ScottishPower (CLR) to seek a view from REC on the Guidance document content and where it should reside.	July 2022	Scottish Power (CLR)	Pending