

**Review Group (UNC0272) Minutes**  
**Thursday 10 December 2009**  
**Via teleconference**

**Attendees**

Bob Fletcher (Chair)	BF	Joint Office of Gas Transporters
Lorna Dupont (Secretary)	LD	Joint Office of Gas Transporters
Alan Raper	AR	National Grid Distribution
Bali Dohel	BD	Scotia Gas Networks
Chris Warner	CW	National Grid Distribution
Jamie Black	JB	Ofgem
Joel Martin	JM	Scotia Gas Networks
Karen Kennedy	KK	Scottish Power
Linda Whitcroft	LW	xoserve
Mark Jones	MJ	SSE
Martin Attwood	MA	xoserve
Phil Lucas	PL	National Grid Distribution
Sean McGoldrick	SM	National Grid NTS
Sham Afonja	SH	RWE npower
Simon Trivella	ST	Wales & West Utilities
Stefan Leedham	SL	EDF Energy

**1. Introduction and Review Group Operation**

BF welcomed members to the first meeting and explained that this meeting was to discuss the proposed Terms of Reference and agree a time management plan for the operation of the Review Group. The intention is to hold monthly industry meetings to discuss the proposal and produce a Review Group Report for consideration by the UNC Modification Panel by 20 May 2010.

**2. Outline of Proposal**

SL reported the proposal had been discussed at Distribution Workstream as a topic, and gave a brief outline of its objectives.

EDF had identified a proportion of invoices that could not be validated in any way, but still had to be paid despite this shortcoming. This position has given rise to concerns, not least in respect of what should be good practice and prudent business operation. The areas under consideration may include what constitutes good practice, appropriate validation, disputes, the provision of information and data protection issues, and there may be some benefit in creating some governance arrangements, including limitation windows and processes.

Following SL's explanation no further clarification was sought.

**3. Consider Terms of Reference**

The draft Terms of Reference were considered.

Point 1): Following a point of clarification raised by LW relating to Mod 640 invoices, it was confirmed that that it was limited to where a change of Shipper has occurred.

Point 2): SL recognised that this may never be delivered; there were no further comments.

Point 3): There were no comments.

#### *Suggested Aims and Outputs*

LW clarified it is not likely any modification developed during this Review Group will be in time to amend the next Mod640 invoice due in March 2010.

No amendments were required to this section.

#### *Scope and Deliverables*

No amendments were required to this section.

#### *Limits*

No amendments were required to this section.

#### *Composition*

BF advised the group that this would be an open forum and that a formal membership list would not be compiled. No amendments were required to this section.

#### *Information Sources*

No amendments were required to this section.

#### *Timetable*

No amendments were required to this section.

BF agreed to amend the draft Terms of Reference following today's discussions and publish these for further consideration.

**Action RG0272/001: Joint Office to amend draft Terms of Reference in light of discussions and publish for comment on the Joint Office website.**

## **4. Review Group Process**

It was agreed that the Review Group would examine identified issues and consider potential solutions, over a number of meetings.

It was suggested that the first meeting should be held after the January 2010 Distribution Workstream (14 January 2010), and future meetings would be arranged as appropriate, though there was a reluctance to hold further meetings following the Distribution Workstream.

SL confirmed that he hoped to have an initial work plan developed for the first session.

**Action RG0272/002: Develop an initial work plan for the first meeting on 14 January 2010.**

**5. Diary Planning for Review Group**

The first meeting will take place at 13:00 on Thursday 14 January 2010 at the Holiday Inn, 61 Homer Road, Solihull B91 3QD, following the Distribution Workstream meeting.

**6. AOB**

None raised.

**ACTION LOG - Review Group 0272: 10 December 2009**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
RG0272 001	10/12/2009	3.0	Joint Office to amend draft Terms of Reference in light of discussions and publish for comment on the Joint Office website.	Joint Office (BF)	Completed
RG0272 001	10/12/2009	4.0	Develop an initial work plan for the first meeting on 14 January 2010.	EDF (SL)	