

**UNC Workgroup 0522 (formally 0479A) Minutes
Inclusion of email as a valid UNC Communication**

Thursday 26 February 2015

at ENA, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF

Attendees

| | | |
|-----------------------------|-------|----------------------------|
| Bob Fletcher (Chair) | (BF) | Joint Office |
| Mike Berrisford (Secretary) | (MB) | Joint Office |
| Alex Ross-Shaw* | (ARS) | Northern Gas Networks |
| Andy Clasper | (AC) | National Grid Distribution |
| Chris Warner | (CW) | National Grid Distribution |
| Colette Baldwin | (CB) | E.ON UK |
| Dave Addison | (DA) | Xoserve |
| David Mitchell | (DM) | Scotia Gas Networks |
| Gareth Evans | (GE) | WatersWye |
| Hilary Chapman | (HCh) | Xoserve |
| Kirandeep Samra* | (KS) | Npower |
| Kirsten Elliott-Smith | (KES) | Cornwall Energy |
| Lorna Lewin | (LL) | DONG Energy |
| Martin Connor | (MC) | National Grid NTS |
| Mark Jones | (MJ) | SSE |
| Richard Pomroy* | (RP) | Wales & West Utilities |
| Rob Johnson | (RJ) | Wingas UK |
| Steve Mulinganie* | (SM) | Gazprom |

* *via teleconference*

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0522/260215>

The Workgroup Report is due to be presented at the UNC Modification Panel on 19 March 2015.

1.0 Review of Minutes and Actions

1.1. Minutes

The minutes of the previous meeting were approved.

1.2. Actions

No outstanding actions to consider.

2.0 Workgroup Discussion

Opening discussions, HC advised that following a meeting with CB, Xoserve work on this modification is ongoing. DA took the opportunity to highlight a question posed at the recent UNC Panel meeting around whether or not the modification is potentially going to invoke the (6 month) 'timed out' aspects defined within the modification rules.

BF pointed out for the avoidance of any doubt, the UNC Panel are not able to force a Proposer to withdraw their modification, or block its progress through the modification process either. Panel may request a report is submitted which could be issued to consultation, but this would be of little benefit if the modification is under developed.

2.1. Amended Modification (business rules)

BF suggested that in light of the fact that UNC Modification 0479S ‘Inclusion of email as a valid UNC communication’ had been approved (to become effective 06:00hrs on 13 March 2015), the Proposer E.ON (CB), should now consider amending the modification to remove/amend the non-governance related elements. DA explained that the recent meeting between Xoserve and E.ON had sought to clarify requirements and address alignment issues.

SM indicated that as Modification 0479S had been implemented, he is now keen to see Modification 0522 move forward in a timely manner to reduce any risks due to inappropriate governance.

2.2. Consideration of Legal Text

Consideration deferred.

2.3. Development of Workgroup Report

Consideration deferred.

3.0 Next Steps

During a brief discussion, CB said she would try to provide an amended modification (focusing on governance arrangements around email), in time for consideration at the 26 March meeting.

It was suggested that the self governance status of the modification should be considered in light of Modification 0479S.

4.0 Any Other Business

None.

5.0 Diary Planning

Further details of planned meetings are available at: www.gasgovernance.co.uk/Diary

Workgroup meetings will take place as follows:

| Time/Date | Venue | Workgroup Programme |
|------------------------------|----------------------------------|---|
| 10:30 Thursday 26 March 2015 | 31 Homer Road, Solihull, B91 3LT | Standard Workgroup agenda plus: Consideration of amended modification Consideration of Legal Text Development/Completion of Workgroup Report |