

# UNC Distribution Workgroup Minutes

## Thursday 22 October 2015

### via teleconference

#### Attendees

Bob Fletcher (Chair)	(RF)	Joint Office
Lorna Dupont (Secretary)	(LD)	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
David Addison	(DA)	Xoserve
David Mitchell	(DM)	Scotia Gas Networks
Kirsten Elliott-Smith	(KES)	Cornwall Energy
Lorna Lewin	(LL)	DONG Energy
Mark Jones	(MJ)	SSE
Mark Lyndon	(ML)	National Grid NTS
Richard Pomroy	(RP)	Wales & West Utilities
Steve Mulinganie	(SM)	Gazprom

Copies of all papers are available at: <http://www.gasgovernance.co.uk/dist/221015>

## 1. Introduction and Status Review

### 1.1. Minutes (24 September 2015)

The minutes of the previous meeting were approved.

### 1.2. Actions

**DX0202:** *Reference Transfer of Meter Points between iGTs and GTs - Xoserve (DA) to clarify discussions around how readings should be provided (i.e. estimated read provisions etc.), as undertaken within other forum (i.e. PN Workgroup and UKLC).*

**Update:** To be reviewed at the November meeting. **Carried forward**

### 1.3. Modification(s) with Ofgem

No Ofgem representative present. None outstanding.

### 1.4. Pre-Modification discussions

None.

## 2. Workgroups

### 2.1. 0468 - Unique Property Reference Number (UPRN) Population by Gas Transporters

The minutes of this meeting are available at: <http://www.gasgovernance.co.uk/0468/221015>.

**2.2. 0522 (0479A) - Inclusion of email as a valid UNC communication**

The minutes of this meeting are available at: [www.gasgovernance.co.uk/0522/221015](http://www.gasgovernance.co.uk/0522/221015).

**2.3. 0526 - Identification of Supply Meter Point pressure tier**

The minutes of this meeting are available at: [www.gasgovernance.co.uk/0526/221015](http://www.gasgovernance.co.uk/0526/221015).

**3. Issues**

None raised.

**4. Any Other Business**

**4.1 Missing ECVs**

SM reported that his organisation was encountering a number of sites with missing ECVs and this seemed to be an increasing problem. Was there a common set of procedures to which parties could refer, to proactively manage these discoveries and to get the missing ECVs installed?

RP asked if this problem concerned missing handles - MAMs could request handles in exchange for certain information. The DNs were aware there were some legacy sites where under historical circumstances ECVs may not have been installed due to the integrated nature of the industry at that time, as they would have to be today. This needs to be resolved between the MAM and the DN on a site specific basis.

SM reiterated that more and more instances were coming to light and it would be helpful to understand the DNs' policy on how these should be handled when discovered - were there any guidelines that could be referred to or a communication process?

**Action DX1001: *Missing ECVs* - SM to provide examples to the DNs for review.**

**Action DX1002: *Missing ECVs* - DNs to provide a process for reporting missing ECVs and any other non-standard issues and how the discovering party can request a replacement or remedial work.**

**5. Diary Planning**

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

Distribution Workgroup meetings will take place as follows:

Time/Date	Venue	Workgroup Programme
10:30 Thursday 26 November 2015	31 Homer Road, Solihull B91 3LT	<ul style="list-style-type: none"> <li>• Standard Agenda items</li> <li>• Workgroup 0468</li> <li>• Workgroup 0526</li> </ul>
10:30 Tuesday 22 December 2015	Energy Networks Association, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF	<ul style="list-style-type: none"> <li>• Standard Agenda items</li> <li>• <i>Other - to be confirmed</i></li> </ul>

**2016 Meetings**

<b>Time/Date</b>	<b>Venue</b>	<b>Workgroup Programme</b>
10:30 Thursday 28 January 2016	31 Homer Road, Solihull B91 3LT	<ul style="list-style-type: none"> <li>• Standard Agenda items</li> <li>• <i>Other - to be confirmed</i></li> </ul>
10:30 Thursday 25 February 2016	Energy Networks Association, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF	<ul style="list-style-type: none"> <li>• Standard Agenda items</li> <li>• <i>Other - to be confirmed</i></li> </ul>
10:30 Thursday 24 March 2016	31 Homer Road, Solihull B91 3LT	<ul style="list-style-type: none"> <li>• Standard Agenda items</li> <li>• <i>Other - to be confirmed</i></li> </ul>
10:30 Thursday 28 April 2016	Energy Networks Association, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF	<ul style="list-style-type: none"> <li>• Standard Agenda items</li> <li>• <i>Other - to be confirmed</i></li> </ul>
10:30 Thursday 26 May 2016	31 Homer Road, Solihull B91 3LT	<ul style="list-style-type: none"> <li>• Standard Agenda items</li> <li>• <i>Other - to be confirmed</i></li> </ul>
10:30 Thursday 23 June 2016	Energy Networks Association, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF	<ul style="list-style-type: none"> <li>• Standard Agenda items</li> <li>• <i>Other - to be confirmed</i></li> </ul>
10:30 Thursday 28 July 2016	31 Homer Road, Solihull B91 3LT	<ul style="list-style-type: none"> <li>• Standard Agenda items</li> <li>• <i>Other - to be confirmed</i></li> </ul>
10:30 Thursday 25 August 2016	Energy Networks Association, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF	<ul style="list-style-type: none"> <li>• Standard Agenda items</li> <li>• <i>Other - to be confirmed</i></li> </ul>
10:30 Thursday 22 September 2016	31 Homer Road, Solihull B91 3LT	<ul style="list-style-type: none"> <li>• Standard Agenda items</li> <li>• <i>Other - to be confirmed</i></li> </ul>
10:30 Thursday 27 October 2016	Energy Networks Association, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF	<ul style="list-style-type: none"> <li>• Standard Agenda items</li> <li>• <i>Other - to be confirmed</i></li> </ul>
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**Action Table (22 October 2015)**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
<b>DX0202</b>	26/02/2015	4.4	<i>Reference Transfer of Meter Points between iGTs and GTs - Xoserve (DA) to clarify discussions around how readings should be provided (i.e. estimated read provisions etc.), as undertaken within other forum (i.e. PN Workgroup and UKLC).</i>	Xoserve (DA)	<b><i>On hold until 26 November meeting</i></b> <b>Carried forward</b>
<b>DX1001</b>	22/10/15	4.1	<i>Missing ECVs - SM to provide examples to the DNs for review.</i>	Gazprom (SM)	<b>Pending</b>
<b>DX1002</b>	22/10/15	4.1	<i>Missing ECVs - DNs to provide a process for reporting missing ECVs and any other non-standard issues and how the discovering party can request a replacement or remedial work.</i>	ALL DNs	<b>Pending</b>