

UNC Distribution Workgroup Minutes
Thursday 28 January 2016
31 Homer Road, Solihull B91 3LT

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Lorna Dupont (Secretary)	(LD)	Joint Office
Alex Ross-Shaw	(ARS)	Northern Gas Networks
Andy Clasper	(AC)	National Grid Distribution
Angela Love*	(AL)	ScottishPower
Carl Whitehouse	(CWh)	First Utility
Chris Warner	(CW)	National Grid Distribution
Colette Baldwin	(CB)	E.ON UK
David Mitchell	(DM)	Scotia Gas Networks
David Reilly*	(DR)	Ofgem
Fraser Mathieson	(FM)	Scotia Gas Networks
Gareth Evans	(GE)	Waters Wye Associates
Gavin Anderson*	(GA)	EDF Energy
Hilary Chapman	(HC)	Xoserve
John Welch	(JW)	RWE npower
Jon Dixon*	(JD)	Ofgem
Kirandeep Samra	(KS)	RWE npower
Kirsten Elliott-Smith	(KES)	Cornwall Energy
Lorna Lewin	(LL)	DONG Energy
Mark Jones	(MJ)	SSE
Matt Jackson	(MJa)	British Gas
Mike Bagnall	(MB)	British Gas
Naomi Nathanael	(NN)	Plus Shipping
Nigel Winnan*	(NW)	Wales & West Utilities
Rachel Hinsley	(RH)	Xoserve
Richard Pomroy*	(RP)	Wales & West Utilities
Robert Wigginton	(RW)	Wales & West Utilities
Steve Mulinganie	(SM)	Gazprom

* via teleconference

Copies of all papers are available at: <http://www.gasgovernance.co.uk/dist/280116>

1. Introduction and Status Review**1.1. Minutes (22 December 2015)**

The minutes of the previous meeting were approved.

1.2. Modification(s) with Ofgem

None.

1.3. Pre-Modification discussions

None.

2. Workgroups

2.1. 0526 - Identification of Supply Meter Point pressure tier

(Report to Panel 17 March 2016)

The minutes of this meeting are published at: www.gasgovernance.co.uk/0526/280116.

2.2. 0551 – Protecting consumers who are disaggregated under Modification 0428 from Ratchet charges for Winter 2015/16

(Supplemental Report to Panel 18 February 2016)

The minutes of this meeting are published at: www.gasgovernance.co.uk/0551/280116.

2.3. 0564R – Review of Annual Read Meter Reading requirements

(Report to Panel 17 March 2016)

The minutes of this meeting are published at: www.gasgovernance.co.uk/0564/280116.

2.4. 0571 – Application of Ratchets Charges to Class 1 Supply Points Only

(Report to Panel 21 April 2016)

The minutes of this meeting are published at: www.gasgovernance.co.uk/0571/280116.

2.5. 0572 – Amendment to the definition of AUG Year within UNC TPD Section E

(Report to Panel 17 March 2016)

The minutes of this meeting are published at: www.gasgovernance.co.uk/0572/280116.

3. Issues

None raised.

4. Review of Outstanding 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: Item deferred until the February Workgroup meeting. **Carried forward**

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

Update: Complete. **Closed**

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.

Update: DM provided a Missing ECV process and FM (for SGN) explained the process flow diagram, etc. SM observed that a similar document from each of the DNs would be welcomed. **Carried forward**

DX1101: *Missing ECVs* – Transporters to consider reasonable SLAs for query responses.

Update: Addressed under DNs' processes. **Closed**

DX1201: *Modification 0551* - SM to consider submitting a Variation Request to January 2016 UNC Modification Panel.

Update: Following the receipt of Ofgem's Send Back Letter and the subsequent reconvening of Workgroup 0551, this action was transferred to the responsibility of Workgroup 0551 (28 January 2016).

See minutes at: www.gasgovernance.co.uk/0551/280116. **Closed**

DX 1202: *Modification 0551* - Xoserve to provide supporting information (scale of ratchet charges, and number of sites to which these might be applied over the relevant period) to accompany the Variation Request.

Update: Following the receipt of Ofgem's Send Back Letter and the subsequent reconvening of Workgroup 0551, this action was transferred to the responsibility of Workgroup 0551 (28 January 2016).

See minutes at: www.gasgovernance.co.uk/0551/280116. **Closed**

5. Any Other Business

5.1. Missing ECVs

See 4, above (outstanding actions DX1001, DX1002 and DX1101).

5.2. Modification 0431- Shipper/Transporter – Meter Point Portfolio Reconciliation - Lessons Learnt

HC had provided a presentation, outlining the results and summarising the lessons learned from the reconciliation exercise. Due to time constraints it was agreed that those present should review the presentation prior to the next meeting and contact HC with any questions.

Action DX0101: *Modification 0431- Shipper/Transporter – Meter Point Portfolio Reconciliation - Lessons Learnt* - All parties to review the presentation prior to the next meeting and contact HC with any questions.

5.3. FGO Programme - Update

A presentation had been published for information

It was noted that circumstances had moved on and that UNC Modification 0565 now superseded this.

5.4. CP 15/301 - Changes to the 'Change of Supplier' (CoS) Meter Reading Process for Smart Meters

BF advised that it had been anticipated that Xoserve was to have arranged for a Shipper party to provide an update on this area, however none of the Shippers present were able to do this. HC indicated that it had been rejected at SPAA by the Change Board and will not be progressed any further. JD added a brief explanation and added that any comments could be submitted to JD offline.

5.5. Engineering out Primes & Subs - Update

To be considered at the next meeting (25 February 2016).

6. Diary Planning

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

Distribution Workgroup meetings will take place as follows:

Time/Date	Venue	Workgroup Programme
10:30 Thursday 25 February 2016	Energy UK, Charles House, 5-11 Regent Street, London SW1Y 4LR	<ul style="list-style-type: none"> • Standard Agenda items • Workgroup 0526 • Workgroup 0564R • Workgroup 0571 • Workgroup 0572
10:30 Thursday 24 March 2016	31 Homer Road, Solihull B91 3LT	<ul style="list-style-type: none"> • Standard Agenda items • <i>Other – to be confirmed</i>
10:30 Thursday 28 April 2016	<i>To be confirmed</i>	<ul style="list-style-type: none"> • Standard Agenda items • <i>Other – to be confirmed</i>
10:30 Thursday 26 May 2016	31 Homer Road, Solihull B91 3LT	<ul style="list-style-type: none"> • Standard Agenda items • <i>Other – to be confirmed</i>
10:30 Thursday 23 June 2016	<i>To be confirmed</i>	<ul style="list-style-type: none"> • Standard Agenda items • <i>Other – to be confirmed</i>
10:30 Thursday 28 July 2016	31 Homer Road, Solihull B91 3LT	<ul style="list-style-type: none"> • Standard Agenda items • <i>Other – to be confirmed</i>
10:30 Thursday 25 August 2016	Energy UK, Charles House, 5-11 Regent Street, London SW1Y 4LR	<ul style="list-style-type: none"> • Standard Agenda items • <i>Other – to be confirmed</i>
10:30 Thursday 22 September 2016	31 Homer Road, Solihull B91 3LT	<ul style="list-style-type: none"> • Standard Agenda items • <i>Other – to be confirmed</i>

10:30 Thursday 27 October 2016	Energy UK, Charles House, 5-11 Regent Street, London SW1Y 4LR	<ul style="list-style-type: none"> • Standard Agenda items • <i>Other – to be confirmed</i>
10:30 Thursday 24 November 2016	31 Homer Road, Solihull B91 3LT	<ul style="list-style-type: none"> • Standard Agenda items • <i>Other – to be confirmed</i>
10:30 Thursday 22 December 2016	Energy UK, Charles House, 5-11 Regent Street, London SW1Y 4LR	<ul style="list-style-type: none"> • Standard Agenda items • <i>Other – to be confirmed</i>

Action Table (28 January 2016)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
DX0202	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 forums (i.e. PN Workgroup and UKLC).</i>	Xoserve (DA)	<i>On hold until 25/02/16 meeting</i> Carried forward
DX1001	22/10/15	4.1	<i>Missing ECVs – SM to provide examples to the DNs for review.</i>	Gazprom (SM)	Closed
DX1002	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>	DNs (NGN and NGD) <i>(Already provided - WWU and SGN)</i>	<i>Due at 25/02/16 meeting</i> Carried forward
DX1101	26/11/15	4.1	<i>Missing ECVs – Transporters to consider reasonable SLAs for query responses.</i>	ALL DNs	Closed
DX1201	22/12/15	4.4	<i>Modification 0551 - SM to consider submitting a Variation Request to January 2016 UNC Modification Panel.</i>	Gazprom (SM)	Closed <i>Transferred to Workgroup 0551 28/01/16</i>
DX1202	22/12/15	4.4	<i>Modification 0551 - Xoserve to provide supporting information (scale of ratchet charges, and number of sites</i>	Xoserve (HC)	Closed <i>Transferred to Workgroup 0551 28/01/16</i>

Action Table (28 January 2016)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
			to which these might be applied over the relevant period) to accompany the Variation Request.		
DX0101	28/01/16	5.2	<i>Modification 0431- Shipper/Transporter – Meter Point Portfolio Reconciliation - Lessons Learnt</i> - All parties to review the presentation prior to the next meeting and contact HC with any questions.	All parties	<i>Due at 25/02/16 meeting</i> Pending