

**UNC Workgroup 0564R Agenda**  
**Review of Annual Read Meter Reading requirements**  
**Thursday 28 January 2016**

**at Energy UK, Charles House, 5-11 Regent Street, London SW1Y 4LR**

(Teleconference: 0207 950 1251, access code 21870295#)

*Please Note: This meeting will be considered during the Distribution Workgroup*

- 1.0 Review of Minutes (28 January 2016)**
- 2.0 Review of Outstanding Actions - final assessment of any identified requirements**
- 3.0 Completion of Workgroup Report**
- 4.0 Next Steps**
- 5.0 Diary Planning**

**Action Table (28 January 2016)**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
<b>0101</b>	28/01/16	2.0	<i>Annual Read MPRNs - Xoserve to provide a formula to clarify how the figures had been derived.</i>	Xoserve (HC/RH)	<b>Pending</b>
<b>0102</b>	28/01/16	4.0	<i>Annual Must Reads Transporter trial exercise - Xoserve to clarify notification route to Shippers (e.g. email, CMS, etc).</i>	Xoserve (HC/RH)	<b>Pending</b>

Please contact the Joint Office if you wish to use teleconference facilities for this meeting

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