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**Workgroup 0357 - Enhanced Supply Point  
Administration Process  
Workgroup Minutes  
Wednesday 04 May 2011**

at the National Grid Office, 31 Homer Road, Solihull.

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office of Gas Transporters
Mike Berrisford (Secretary)	(MiB)	Joint Office of Gas Transporters
Brian Durber	(BD)	E.ON UK
Cesar Coelho	(CC)	Ofgem
Chris Warner	(CW)	National Grid Distribution
Fiona Cottam	(FC)	Xoserve
Graham Wood	(GW)	British Gas
Joanna Ferguson	(JF)	Northern Gas Networks
Jonathan Wisdom	(JW)	RWE npower
Lorna Lewin	(LL)	Shell
Mark Jones	(MJ)	SSE
Michael Payley	(MP)	Xoserve
Michele Downes	(MD)	Xoserve
Robin Johnson	(RJ)	Wingas UK
Sean McGoldrick	(SMc)	National Grid NTS
Simon Trivella	(ST)	Wales & West Utilities

**1. Introduction and Explanation of Workgroup Operation**

BF welcomed all to the meeting.

**2. Outline of Modification**

*A copy of the various presentation materials are available to view &/or download from the Joint Office of Gas Transporters web site at: <http://www.gasgovernance.co.uk/0357>.*

BF suggested that in the absence of the proposer, or their representative there was very little to add to what had been stated at previous Project Nexus meetings.

**3. Consider Terms of Reference**

BF informed those present that a copy of the Workgroup Terms of Reference had now been published on the Joint Office web site at:  
<http://www.gasgovernance.co.uk/0357>.

He then asked parties to consider the document and provide their thoughts prior to sign off of the ToR at the next meeting.

**New Action 0357 003: All parties to consider the published Terms of Reference with a view to providing their comments / sign off at the next meeting.**

**4. Initial Discussion**

In light of the above discussions, BF pointed out that there was nothing new to add at this stage.

**5. Diary Planning for Workgroup**

Further to the above action, it was suggested that a 0357 meeting would be arranged in due course.

## Appendix 1

Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0357 001	14.03.11	3.	Raise an agenda item for the 16 March 2011 ICoSS meeting to briefly discuss scheduling discussions on the modification and to also invite the Joint Office to participate in the debate.	Gazprom (SM)	Update to be provided.
0357 002	14.03.11	3.	Participate in the ICoSS discussions surrounding the (0357) modification and thereafter arrange suitable Project Nexus aligned meetings.	Joint Office (BF)	Update to be provided.
0357 003	04.05.11	3.	Parties to consider the published Terms of Reference with a view to providing their comments / sign off at the next meeting.	All	Update to be provided at next meeting.