

**UNC Distribution Workgroup Minutes
Tuesday 14 April 2020
via Teleconference**

Attendees		
Bob Fletcher (Chair)	(BF)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Kate Elleman	(KE)	Joint Office
Andy Clasper	(AC)	Cadent
Carl Whitehouse	(CW)	Shell Energy
Dan Fittock	(DF)	Corona Energy
Darren Lond	(DL)	National Grid
Dave Addison	(DA)	Xoserve
Dave Mitchell	(DM)	SGN
Debbie Mulinganie	(DMu)	BP
Fiona Cottam	(FC)	Xoserve
Gareth Evans	(GE)	Waters Wye Associates
Guv Dosanjh	(GD)	Cadent
Hilary Chapman	(HC)	SGN
Joanna Fergusson	(JF)	Northern Gas Networks
John Harris	(JH)	Xoserve
Jonathan Matthews	(JM)	Crown Gas
Karen Kennedy	(KK)	British Gas
Keith Watson	(KW)	EDF
Kirsty Dudley	(KD)	E.ON
Liam King	(LK)	Ofgem
Louise Hellyer	(LH)	Total Gas & Power
Lorna Lewin	(LL)	Orsted
Mark Jones	(MJ)	SSE
Mark Perry	(MP)	Xoserve
Matt Jenkinson	(MJ)	Valda Energy
Michelle Downes	(MD)	Xoserve
Neil Crompton	(NC)	SSE
Nick Mustard	(NM)	Corona Energy
Nick Campbell	(NC)	Inspired Energy
Nigel Bradbury	(NB)	EIUG
Paul Bedford	(PB)	Opus Energy
Richard Pomroy	(RP)	Wales & West Utilities
Rob Johnson	(RJ)	Waters Wye Associates
Rhys Kealley	(RK)	British Gas
Ryan Stephenson	(RS)	Utility Warehouse
Sallyann Blackett	(SB)	E.ON
Sally Hardman	(SH)	SGN
Sara Usmani	(SU)	Gemserv
Shanna Barr	(SB)	Northern Gas Networks
Steve Britton	(SB)	Cornwall Insights
Steve Mulinganie	(SM)	Gazprom Energy

Thomas Ball	(TB)	Corona Energy
Tom Breckwoldt	(TB)	Gazprom
Tracey Saunders	(TS)	Northern Gas Networks
Victoria Mustard	(VM)	Xoserve

Copies of all papers are available at: www.gasgovernance.co.uk/dist/140420

1. Introduction

Bob Fletcher (BF) welcomed everyone to the meeting and confirmed participants.

2. Recap on Likely Impacts of COVID-19 on Allocation, UIG, AQ and Transportation Charging (Optional)

Fiona Cottam (FC) advised Workgroup that at this meeting Xoserve would be providing an updated presentation based on some new material and some updated material from the previous presentation shown at the March Distribution Workgroup, she added there are some graphs added as an appendix and that she hoped to provide more detail on various options that have been identified.

FC explained that, although the Xoserve office is closed to outside visitors, they remain fully supportive and understand that there are significant challenges for Shippers, Suppliers and Networks.

Background

The presentation provided a background to the current Great Britain lockdown restrictions put in place by the Corona Virus Act 2020, due to the COVID-19 outbreak and detailed the unexpected impacts on Gas usage at individual sites across the various consumer groups; UIG; Meter Read performance and Reconciliation; Read Estimation; AQ and Transportation charges.

Impacted Sectors Considered

FC explained the impacted sectors across all classes of Sites. FC highlighted there were some decreases in demand for I&C Class 3 and 4 Sites but increases in demand for domestic sites in same the same classes.

Impacts of step change in NDM demand

FC explained the diagram on slide 5 of the presentation – *Impacts of step change in NDM demand*, shows a pictorial of what a step change in demand might look like adding that profiles are set at the start of year and are based on 3 years' worth of historical data.

The diagram shows that, if usage increases, this would be allocated and would cause UIG to increase.

If meter readings are provided for these sites, it will increase the AQ, but only in small steps, this time of year we see demand dropping naturally with weather and heating usage.

When usage returns to normal, the profile should work again, if the AQ has reacted, it would take at least 9-36 months for the AQ to fully unwind leading to a negative impact on UIG.

Impacts of sudden drop in NDM demand

FC explained the diagram on slide 6 – *Impacts of sudden drop in NDM demand*, shows that through spring there is usually a reduction in demand so there is potentially less of an issue for domestic heating, but not necessarily across the whole portfolio.

The example shows that where there is a sudden drop in demand, this would have a negative impact on UIG. Where there is a sudden reduced usage, this would not be seen straightaway as AQ looks for 12 months consumption data even on a rolling AQ basis.

FC went on to explain as consumptions go back up to a more normal usage, the AQ will have fallen and will lead to over allocation until AQ catches up with the normalised usage, this will contribute to negative UIG; until AQs stabilises it will be a positive impact to UIG.

Options Considered

FC went on to show short Term and Longer Term possible solution options and explained that not one single solution will fix all of the impacts or issues:

Short Term Options

FC explained that three extra options have been included since the last time this information was presented (shown in bold below):

- Fix the AQ for Class 1 and 2 meter points until 'back to normal usage' (may require monthly manual intervention)
- Shippers submit an AQ Correction for sites that meet an agreed criteria (would also impact Formula Year AQ for 2020-21 and potentially 2021-22)
- **Set a Fault Flag on affected meters – prevents reads from loading**
- Amendment of the NDM Profiles (e.g. ALPs) to reflect the estimated COVID19 impacts – would require industry input on observed impacts
- **Move the current AQ Backstop date on selected sites to block their AQ calculations (would require a system data fix)**
- **Shippers submit “zero progression” meter reads each month to reconcile NDM Allocation down to zero (where actual reads cannot be submitted)**

Longer Term Options

FC explained these are options that Industry might want to consider but are unable to be implement in time as they will require system or structural changes.

- Apply a Formula Year AQ for Class 2 sites
- Apply a standard transportation rate for all Class 2 sites (e.g. rate for sites above 732,000 kWh)
- Allow SOQ reductions [for certain sites] all year round (where the AQ has dropped below 732,000 kWh)
- **Introduce a “vacant” flag as in Electricity to cease Allocations**

FC advised that Xoserve have not done any detailed impact assessment of the Short or Long Term Options and they have not identified one solution that addresses all of the impacts over all of the time frames.

Moving to the appendices FC explained the graph which shows the national UIG for the last 2 months, UIG % by Gas Day across 13 LDZs and advised there does seem to be a weekday vs weekend pattern starting to manifest.

During the first week following lockdown, around 23 March 2020, the graph shows UIG went negative which is probably determined by Domestic consumers using more and Commercial consumers using less, but this is an assumption at this stage.

Sallyann Blackett (SB) said that during this time, weather impacts will be massively over corrected and that UIG is not as simple as NDM modelling. FC advised that Industry may start to see unusual UIG events and gave the example that yesterday's weather was much cooler than the day before, she agreed that weather is a contributing factor, particularly during shoulder months.

The next slide shows the market split between NDM and DM and where UIG went negative during the same comparable week as that on the previous slide.

FC explained that, similar to power generation, where it is dependent on electricity usage, day on day it does vary and depends on other factors, the last slide in the appendices shows the

visual annual load profiles, Domestic vs Industrial and Commercial. (EUC Band 3 and above only goes in to Industrial and Commercial).

On this graph the Green line shows significant drops in weekends (Commercial) and the blue line shows an increase at weekends (Domestic).

Steve Mulinganie (SM) commented that much of the UK Market is closed; most buildings are vacant and there is no profile needed to understand that commercial sites have stopped consuming.

This concluded the the presentation provided by Xoserve. The agenda then moved to the second document provided by Xoserve which provided a detailed assessment of the impacts of COVID-19 GB Lockdown relating to Settlement, AQ and Charging Rates.

SECTION 1: Detailed Assessment of Impacts of COVID-19 GB Lockdown on Settlement, AQ, Charging Rates

FC highlighted that this document has been provided to support the original material presented at Distribution Workgroup on 26 March 2020 and then updated for today's meeting.

FC explained that the tables within this document aim to provide a simplified view of the impacts, however, she highlighted that not all sites within a customer group will follow a consistent pattern; exhibit changed behaviours at the same times; return to pre-lockdown levels at the same time or return to pre-lockdown levels in the short/medium term. She advised that Rolling AQs will only react slowly, and only if meter readings are received and pass tolerance checks.

The list of options on the following tables is not necessarily a comprehensive list and none of the options listed have been costed or had a systems impact assessment.

IMPACTS DURING LOCKDOWN:

IMPACTS DURING LOCKDOWN						
	Class 1/2			Class 3/4		
	Usage Increases During Lockdown	Usage Decreases During Lockdown	Notes	Usage Increases During Lockdown	Usage Decreases During Lockdown	Notes
Nominations	Unaffected	Unaffected	<i>Assumes usage information still available</i>	Understated	Overstated	<i>Opposite effect on UIG</i>
Allocations	Unaffected	Unaffected	<i>Assumes daily reads still flow</i>	Understated	Overstated	<i>Opposite effect on UIG</i>
Meter reading submission	Read rejections are possible if usage increases sharply	No impacts	<i>The larger the AQ, the tighter the read tolerances</i>	Read rejections are possible if usage increases very sharply	No impacts	<i>The larger the AQ, the tighter the read tolerances</i>
Read Estimation	Unaffected	Unaffected	<i>Assumes this is a new read issue, not ongoing</i>	Understated if lockdown days are included in the period	Overstated if lockdown days are included in the period	<i>AQ change will only go part way to correct this</i>
Reconciliation	Unaffected	Unaffected		Corrects allocation and UIG	Corrects allocation and UIG	

Rolling AQ	Increases in monthly steps	Decreases in monthly steps		Increases in small monthly steps	Decreases in small monthly steps	<i>Depends on meter read frequency</i>
Formula Year AQ	N/A	N/A		Increases for 2021 if reads have been accepted	Decreases for 2021 if reads have been accepted	<i>Depends on scale and duration of demand change</i>
Capacity Charge rates	Unit price decreases as AQ rises	Unit price increases as AQ drops – step change below 732,000 kWh		No impact	No impact	<i>Cl 3/4 uses Formula Year AQ</i>

Talking Workgroup through the table, FC focussed on the key areas:

For Class 3 and 4 **Nominations** and **Allocations** are a primary area of impact. If usage increases, they will be understated; if usage decreases, they will be overstated and each will have the opposite effect on UIG.

Meter read submissions: potentially if an Industrial & Commercial site sharply increases its usage, zero readings might get rejected.

Read estimation: This uses NDM profiles and could be under or overstated – Class 1 and 2 should be unaffected.

Reconciliation: will correct allocation assuming readings pass validation and tolerances.

Rolling AQ: will increase in monthly steps.

Formula Year AQ: not applicable for Class 1 and 2. Will impact Class 3 and 4 sites depending on the scale and duration of demand change.

Capacity charge rates: this will have a unique impact; FC advised the billable quantity is the SOQ and rates derived takes AQ into account. If the step change drops below 732,000 kWh the unit price increases.

RK asked at what point Reconciliation comes within a month; FC clarified that it depends on each business process, readings submitted before 28 March would be on the Amendment Invoice issued in April 2020. The Amendment Invoice flows before the Energy Balancing Invoice.

FC went on to explain that there could be a significant error in UIG, for example, UIG could be being reported in Class 1 and 2 when it should be on Class 3 and 4. FC confirmed that Reconciliation does correct UIG, Users are not using more gas in the LDZ than is being put in however that Reconciliation is done over a period of time.

KD raised the concern that for Companies that are still using gas and potentially using more gas this could be quite complicated. FC agreed, adding that Xoserve do not get an itemised list of what is going through or what is causing UIG, this is an informed estimate, it is complicated but once each site is reconciled, that is when there is a clear position.

SM asked if the Isolation Flag could be used in instances where sites are unable to consume normally (to that in BAU) due to the lockdown. FC suggested that, whereas this is not currently on the list of options, it is feasible for a site that is closed down, confirmed on the Network, and they are set back to un-isolated in the event of a material change of circumstances, in a timely manner.

DM noted that use of the isolation flag could impact the Gas Safety cut off process for Transporters if sites are not returned to normal operating status in the system.

IMPACTS ADFTER LOCKOWN ENDS

IMPACTS AFTER LOCKDOWN ENDS						
	Class 1/2			Class 3/4		
	Usage Increased <u>During</u> Lockdown (now back down)	Usage Decreased <u>During</u> Lockdown (now increased again)	Notes	Usage Increased <u>During</u> Lockdown (now back down)	Usage Decreased <u>During</u> Lockdown (now increased again)	Notes
Nominations	Unaffected	Unaffected		Overstated (assuming that the AQ had been affected)	Understated (assuming that the AQ had been affected)	Opposite effect on UIG
Allocations	Unaffected	Unaffected		Overstated (assuming that the AQ had been affected)	Understated (assuming that the AQ had been affected)	Opposite effect on UIG
Meter reading submission	No impacts	Read rejections are possible if AQ has dropped significantly	The larger the AQ, the tighter the read tolerances	No impacts	Read rejections are possible if usage increases very sharply	The larger the AQ, the tighter the read tolerances
Read Estimation	Unaffected	Unaffected	Assumes this is a new read issue, not ongoing	Understated if lockdown days are included in the period	Overstated if lockdown days are included in the period	AQ change will only go part way to correct this
Reconciliation	Unaffected	Unaffected		Corrects allocation and UIG	Corrects allocation and UIG	
Rolling AQ	Returns to normal in monthly steps (c. 12m)	Returns to normal in monthly steps (c. 12m)		Returns to normal in monthly steps (9 to 36m)	Returns to normal in monthly steps (9 to 36m)	Depends on meter read activity
Formula Year AQ	N/A	N/A		FYAQ for April 2021 could be overstated	FYAQ for April 2021 could be understated	Snapshot taken on 1 Dec each yr
Capacity Charge rates	Unit price returns to normal as AQ drops	Unit price falls again when (if) AQ rises above 732,000 kWh		No impact	No impact	Uses Formula Year AQ

Talking Workgroup through the table, FC focussed on the key areas:

Nominations and **Allocations** for class 3 and 4 will now have the opposite effect on UIG.

Meter read rejections: Could cause read rejections; the smaller the Site, the less likely it is.

Reconciliations: this is a 2nd order impact and will correct Allocation and UIG.

Rolling AQ: This will take time to return to normal, even in Class 1 and 2 it will take 12 months, this is because the calculation looks for a 12 month ideal period.

RP stated this will affect charges in next financial year and could have a significant effect on Shippers. FC agreed and advised if Users start to see unexpected changes in revenue, this could cause a pricing impact which will need recouping at some stage. A last resort might be a within year price change.

RP added that the NTS charging changes associated with Modification 0678 and alternatives would also add uncertainty. Ofgem have not made a decision yet as to when their decision will be published.

SM asked if the 2019/20 Formula Year AQ can be rolled over as the December 2020 rolling AQ as this will contain a period of typical consumption. FC advised this could be done as the

December 2020 AQ will clearly be erroneous. FC agreed the suggestion needs more looking at but certainly something that could be considered.

RP advised that would be Wales and West Utilities preferred option, for next year's AQ.

JF said that it would be sensible, where there are sites that need AQ changes, if this could be done through an AQ amendment process.

FC clarified that there is no single answer that corrects all of these issues, all suggestions have been noted.

Please see table on page 8

SECTION 2: Analysis of Possible Measures to Address Impacts

POSSIBLE MEASURES	Class 1/2 Impacts to be addressed			Class 3/4 Impacts to be addressed				Notes
	Read rejections (due to increased usage during lockdown)	Step change in Capacity Charge Rates (when AQ drops under 732,000 kWh)	Read rejections (due to usage increasing after lockdown)	Inaccurate Nominations & Allocations (during lockdown)	Inaccurate Nominations & Allocations (after lockdown)	Read rejections (increased usage – during/ after lockdown)	Over/Under- stated NDM Read Estimation	
“Fix” the Class 1 and 2 AQs until back to normal	X			N/A	N/A	N/A	N/A	
Shippers submit AQ Corrections [Rolling AQ only*] where required * not yet impact assessed		 (if AQ remains above 732,000 kWh)	X (need to correct again after lockdown)		X (need to correct again after lockdown)	? (need to correct again after lockdown)	? (need to correct again after lockdown)	<i>Impact on Formula Year AQ and Network Revenue (and possibly prices). Currently no appropriate reason code.</i>
Set a “Fault Flag” on affected meters (to prevent AQ changes)	X Prevents all reads from being used for allocation – AND could cause UIG volatility due to lack of actuals		 (once the fault flag is removed)	X Meter reads are still used in reconciliation and AQ	X Meter reads are still used in reconciliation and AQ	X Meter reads are still used in reconciliation and AQ	X Meter reads are still used in reconciliation and AQ	
Set an AQ “Backstop Date” on selected sites (prevents AQ calc back past date X)	X			X		? Only works for sites which follow the majority trend at the same time	X	<i>Would use Lockdown period in AQ calcs after 9 months, unless new Backstop applied</i>

POSSIBLE MEASURES	Class 1/2 Impacts to be addressed			Class 3/4 Impacts to be addressed				Notes
	Read rejections (due to increased usage during lockdown)	Step change in Capacity Charge Rates (when AQ drops under 732,000 kWh)	Read rejections (due to usage increasing after lockdown)	Inaccurate Nominations & Allocations (during lockdown)	Inaccurate Nominations & Allocations (after lockdown)	Read rejections (increased usage – during/ after lockdown)	Over/Under- stated NDM Read Estimation	
Submit monthly “zero progression” meter reading (if no actuals available)	N/A	X	X	X But ensures that a monthly “reconciliation to zero” occurs	X First “actual” reading will account for any pre-lockdown energy	X	 In part – reduces period of incorrect estimation	AQ calculation would use these meter readings
Amend the NDM Profiles (e.g. ALPs/ DAFs)	N/A	N/A	N/A	? Only works for sites which follow the majority trend at the same time	? Only works for sites which follow the majority trend at the same time	X	? Only works for sites which follow the majority trend at the same time	Not enough information available to calculate accurate factors for future gas days
LONGER TERM SOLUTIONS								
Introduce a Formula Year AQ for Class 2 sites	N/A		N/A	N/A	N/A	N/A	N/A	Charges would be static for a whole year, even if usage changed
Introduce a standard transportation rate for Class 2 sites	N/A		N/A	N/A	N/A	N/A	N/A	

POSSIBLE MEASURES	Class 1/2 Impacts to be addressed			Class 3/4 Impacts to be addressed				Notes
	Read rejections (due to increased usage during lockdown)	Step change in Capacity Charge Rates (when AQ drops under 732,000 kWh)	Read rejections (due to usage increasing after lockdown)	Inaccurate Nominations & Allocations (during lockdown)	Inaccurate Nominations & Allocations (after lockdown)	Read rejections (increased usage – during/ after lockdown)	Over/Under- stated NDM Read Estimation	
Allow DM SOQ reductions all year round	N/A		N/A	N/A	N/A	N/A	N/A	
Introduce a “Vacant” flag as in Electricity	N/A	N/A	N/A		 Assumes that the AQ is not amended	X		<i>Assumes that the Shipper is aware of the shutdown, and removes the flag promptly after re-opening</i>

FC talked through the possible measures that could be taken in order to mitigate the impacts discussed earlier in the meeting which Workgroup debated at length.

Shippers submit AQ Corrections where required FC suggested this could be done to Rolling AQ only, even during the current year. An AQ amendment now would change the Formula Year AQ and could cause unexpected income prices.

KD asked how can any choices/changes be avoided from impacting future years. FC advised that some things might be unavoidable but where possible this should be short term.

Referring back to the Isolation status flag, FC advised this would need to be warranted only where work is being undertaken at site so it can no longer flow gas, Xoserve would need to know that the site is unoccupied. Once the isolation flag is set, it will not affect the AQ. In order to get the site re-established, Users would have to remove the flag. FC suggested this would not work on a Site with reduced usage. When asked JH confirmed that the calculation of the AQ would exclude the isolation period from the calculation, for example:

3 months isolation and 6 months not would mean the calculation would be 9 months calculated up to a 12 months AQ. The AQ would fail to calculate for the isolation period until it gets to a full 9 months without isolation.

FC confirmed Xoserve will investigate the isolation flag status setting and complete an impact assessment.

GE asked if it is worth mirroring the electricity process with regard to evidence required and shared his concern that Workgroup should promote lots of self-certification activity and suggested that the Electricity part of the Industry have a very pragmatic approach.

FC clarified that AQ corrections and Isolation Flag solutions would not call for supporting information in order to execute.

With regards to the AQ backstop date, FC explained that this would stop the AQ from calculating, it would lock out the AQ for 9 months and would need an AQ correction.

With a monthly zero progression meter reading, there would be a need to identify what the last good reading was, in a scenario where there is still allocation, she advised this process could be stretched to use estimated meter readings, this would have a positive effect on Reconciliation and would help with read estimation but would not improve allocations.

PB asked for some notes on how that process would work.

New Action 0401: *Monthly zero progression meter read:* FC to provide process steps for monthly zero progression meter reading scenario.

Amending the NDM Profiles: SB raised a concern and said amending profiles on top of data that is unknown could end up overcharging large sites and under charging residential sites and would be very hard to correct after the lockdown has ended.

GE suggested a short-term adjustment to NDM allocations at wholesale level, SB raised the concern that would be for a significant number of sites. FC clarified that the Gemini system does not have the functionality and agreed it would be a large number of transactions because allocation is at Exit zone and EUC level for each shipper.

SM suggested the usage of forecasts instead of using the derived NDM demand which is a similar approach. This would not be an easy process to implement but asked for it to be included in the list of possible solutions for completeness.

Next steps

It was agreed that there are three possible options that will be taken forward to consider. Xoserve will complete a further high level review to identify what is possible and what could be changed quickly, these were as follows:

1. Allow Users to set the Supply Meter Point to Isolated in UK Link systems during lockdown, where the Shipper knows that little or no gas is being used, but without having to do any physical work to disable the supply.

2. Allow Users to submit User Estimated Meter Readings (where no actuals are available) to reflect their best estimate of the gas usage since the last reading (whether or not the usage is zero).
3. Allow Users to submit AQ Corrections where required, to reflect their estimate of the current annualised usage under seasonal normal conditions.

BF reminded Workgroup that there are no decision making powers in this Workgroup.

GE urged Workgroup to adopt a pragmatic approach to any solutions being considered so that options can be adopted quickly if possible.

KD advised that there is an urgent process to follow, and whereas she does not intend this to be a blocker, Workgroup need to make sure the right choices are being made.

SM asked if there is a way of getting around the governance process in order to speed this up. BF advised that it is useful to look at all options, assuming there are no solutions that only require an update to the UKLink manual, as that route could potentially be quicker than a UNC change.

RJ asked if it is the assumption that any of the measures implemented to mitigate any of the impacts could be re-imposed without the requirement for a further Modification. DA suggested if a Modification is needed that future usability could be built into the solution. However, SM suggested that whatever is implemented might not be the best solution, but is a fit for purpose solution and that a lessons learnt exercise will need to be completed.

JF advised Workgroup that NGN aim to raise an urgent Modification on behalf of gas transporters to ensure large industrial consumers that need to increase gas usage as they ramp up production to support COVID-19 related services are not impacted if they exceed their nominated capacity maximum. The aim is to refund/not charge the ratchet charge for sites meeting specified criteria during COVID-19 period. The ratchet and charge will continue to flow, but be reversed where sites have provided evidence of COVID-19 related increases. There will also be a process to reduce the System Offtake Quantity after the period has ended to its pre-COVID SOQ, so the capacity increase is not enduring.

GE requested a clear set of actions, who is responsible for the delivery of the action, understanding the options and the timeline/report into UNC Panel.

FC advised she will look at the three immediate solutions to assess if they are UNC Code Modifications or UKLink Manual changes. A UNC Code impact assessment will be completed if it is ascertained they any or all of them are UNC Code Modifications.

When asked it was confirmed that Xoserve would write the initial Modifications but the sponsored Proposer needs to be satisfied with the options available.

JF suggested the creation of a new defined term to ensure language consistency throughout any Modifications that are raised as a result of COVID-19.

New Action 0402: *Next Steps:* Xoserve to look at the UNC, DSC and other related documents for an understanding of the current rules they might suggest need amending to facilitate the quick implementation of the options being considered.

New Action 0403: *Next Steps:* Where required, Xoserve to draft Modifications in order to give Panel visibility of the potential urgent modifications required.

BF advised, this is an unusual set of circumstances and it would be useful to highlight to UNC Panel, also, the relevant DSC Committee could always call an extra-ordinary meeting if they were being used as the route for quick change.

LK advised it would be useful for Ofgem to be informed of any intended Modifications that were being considered.

New Action 0404: *Next Steps:* FC to provide an email that can be issued to the attendees of this meeting that will summarise the solution options to be progressed.

Post meeting update:

A post meeting email has been issued to advise attendees of the meeting what the three possible options are, Xoserve will complete some further analysis to identify what is possible and what could be changed quickly, these were as follows:

1. Allow Users to set the Supply Meter Point to Isolated in UK Link systems during lockdown, where the Shipper knows that little or no gas is being used, but without having to do any physical work to disable the supply.
2. Allow Users to submit User Estimated Meter Readings (where no actuals are available) to reflect their best estimate of the gas usage since the last reading (whether or not the usage is zero).
3. Allow Users to submit AQ Corrections where required, to reflect their estimate of the current annualised usage under seasonal normal conditions.

This subject will be further discussed at the next Distribution Workgroup due to be held 23 April 2020.

3. Diary Planning

Further details of planned meetings are available at: <https://www.gasgovernance.co.uk/events-calendar/month>

Workgroup meetings will take place as follows:

Time / Date	Venue	Workgroup Programme
09.30 Thursday 23 April 2020	Teleconference	Distribution Workgroup standard Agenda

Actions taken from 14 April 2020 to be added to main Distribution Workgroup Actions table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0401	14/04/20		Monthly zero progressions meter reading : FC to provide process steps for monthly zero progressions meter reading scenario.	Xoserve (FC)	Pending
0402	14/04/20		Next Steps: Xoserve to look at the UNC, DSC and other related documents for an understanding of the current rules they might suggest need amending to facilitate the quick implementation of the options being considered	Xoserve (DA/FC)	Pending
0403	14/04/20		Next Steps: Where required, Xoserve to draft Modifications in order to give Panel visibility of the potential urgent modifications required	Xoserve (DA/FC)	Pending
0404	14/04/20		Next Steps: FC to provide an email that can be issued to the attendees of this meeting that will summarise the solution options to be progressed	Xoserve (FC)	Pending

