

**UNC Workgroup 0479S Agenda**  
**Inclusion of email as a valid UNC communication**  
**10.30am Wednesday 28 May 2014**  
**at 31 Homer Road, Solihull B91 3LT**

**1.0 Review of Minutes and Actions**

1.1 Minutes

1.2 Actions

**2.0 Discussion****3.0 Any Other Business****4.0 Diary Planning****Action Table**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
0401	11/04/14	2.0	NGN and Xoserve (ARS/DA) agreed to review UK Link Manual appendix 5B to see what communication would be considered suitable for email and the amended appendix 5B is to be circulated during the first week of May.	NGN and Xoserve (ARS/DA)	<b>Pending</b>
0402	11/04/14	2.0	All to review the amended appendix 5B prior to the next meeting.	All	<b>Pending</b>
0403	11/04/14	2.0	EON UK (CB) to seek legal view on deemed receipt and the transmission of emails when used in a contractual process.	EON UK (CB)	<b>Pending</b>
0404	11/04/14	2.0	Joint Office and Xoserve (BF/DA) to raise awareness of the importance of participating in this Workgroup to Distribution Workgroup and UK Link sub-committee participants.	JO and Xoserve (BF/DA)	<b>Pending</b>