

**Distribution Workstream Minutes**  
**Tuesday 06 January 2009**  
**Elaxon, 350 Euston Road, London**

**Attendees**

Bob Fletcher (Chair)	BF	Joint Office
Helen Cuin (Secretary)	HC	Joint Office
Alan Raper	AR	National Grid Distribution
Andrew Stone	AS	National Grid Distribution
Andy Marsh	AMa	EDF Energy
Andy Miller	AM	xoserve
Chris Warner	CW	National Grid Distribution
David Addison	DA	xoserve
Erika Melén	EM	ENA
Fiona Cottam	FC	xoserve
Gareth Evans	GE	Waterswye
Joel Martin	JM	Scotia Gas Networks
Jon Dixon	JD	Ofgem
Martin Brandt	MB	SSE
Mitch Donnelly	MD	British Gas
Phil Broom	PB	Gaz de France
Richard Hall	RH	Ofgem
Rosie McGlynn	RM	EDF Energy
Richard Street	RS	Corona Energy
Shelley Rouse	SR	Statoil
Simon Trivella	ST	Wales & West Utilities
Tony Pierson	TP	Northern Gas Networks

**Apologies**

Bali Dohel	BD	Scotia Gas Networks
Jemma Woolston	JW	Shell Gas Direct
Mark Jones	MJ	SSE
Simon Howe	SH	RWE npower
Stefan Leedham	SL	EDF Energy

**1. Introduction and Status Review**

**1.1. Minutes from October Workstream**

The minutes of the previous meeting were approved.

**1.2. Review of Actions from previous meetings**

**Action 0903:** National Grid to examine the possibility of meter labelling as part of the Prime and Subs survey process.

**Action Update:** See item 3.4, ST suggested that this could be completed as a follow on exercise or as part of the survey process. **Closed replaced by action 0903a**

**Action 0903a:** All Transporters to examine the possibility of meter labelling as part of the Prime and Subs survey process.

**Action 0904:** National Grid to draft a Primes and Subs ownership investigation process for further consideration by other DNOs

**Action Update:** AS presented process see item 3.4. **Complete**

**Action 1003:** British Gas to make available the UNC0228 figures and the workings to enable further Shipper interrogation.

**Action Update:** GE expressed concern with the data provided by British Gas in relation to UNC0228 he was unsure how some of the data was calculated. MD agreed to work with GE offline to assist understanding the formula calculations.

**Complete**

### 1.3. Review of Live Modification Proposals

BF summarised the current situation of all the live Modifications for the Distribution Workstream.

JD confirmed that Ofgem are considering the possibility of issuing an impact assessment for UNC0194/0194A.

BF highlighted that the energy related proposals Workstream had requested an extension for UNC0229 to enable further consideration. He confirmed the proposer's intention to provide a strawman on 15 January 2009.

JD confirmed that Ofgem have been approached regarding a view on UNC0232 for the reallocation of the charges through the Distribution Network Charges. He confirmed that Ofgem are considering the licence conditions and is hoping to provide a reply in January. It was confirmed that Ofgem will need to consider whether to reopen the price control review or hold until the next review.

## 2. Modification Proposals

No new proposals to discuss.

## 3. Topics

### 3.1. 014Dis, CSEP NExA agreements

ST confirmed no further update was available.

### 3.2 025Dis, User Pays

JM confirmed that UNC0213V was out for consultation with suggested Legal Text, the consultation closing date is 06 February 2009.

### 3.3 031Dis, Maintenance of Best Practice Guidelines for gas and electricity network operator credit cover

JD was unable to report whether Ofgem will be leading a review. ST suggested that Transporters may raise a Review Proposal to enable a joint review with Ofgem and iGTs.

### 3.4 032Dis, Primes & Subs

AS provided a presentation regarding the sub-deduct survey process. He confirmed that the letters are still to be finalised and that the process is likely to start April / May 2009.

RS asked about the labelling of sites. AS suggested that during the site survey process a note could be made of meters that are not labelled however he pointed out other opportunities for labelling meters which have been

identified without a label. ST suggested that this could be completed as a follow on exercise or as part of the survey process.

ST requested that all Shippers provide Transporters with a contact for the process. It was agreed that Shippers would provide at least one contact name, an email address and a telephone number. RM asked if each Transporter could also provide contact details.

RS questioned when draft letters would be available. ST suggested that consideration ought to be given whether to include the Transporter and Shipper contacts within the letter to ensure any contact made by the customer is targeted and avoid the possibility of some customers phoning a general enquiry line about the letter. It was agreed that the draft letters would be provided to the Joint Office to publish on the website.

It was agreed that 15 working days would be sufficient for Shippers to respond to the Transporters request for site contacts.

**Action 0101:** Shippers to provide Transporters with contact details for the sub-deduct survey process.

**Action 0102:** Transporters to provide Shippers with contact details for the sub-deduct survey process.

**Action 0103:** Draft sub-deduct survey letters to be provided and published on the Joint Office website.

#### **4. AOB**

None

##### **4.1 National Gas Incident Site**

EM provided a short presentation reminding all parties to update relevant contact details.

##### **4.2 Update from iGT Modification Panel**

ST reported that no further meetings have been held since the previous Workstream Meeting, however he reported that Ofgem had rejected the iGT code credit rule proposal.

#### **5. Diary Planning for Workstream**

Additional Workstream Meetings:

ERP Mods: 15 January 2009, 10:00 Holiday Inn, 61 Homer Road, Solihull.

ERP Mods: 04 March 2009, 10:00 Holiday Inn, 61 Homer Road, Solihull.

Ordinary Distribution Workstream Meetings:

Thursday 29 January 2009, 11:00 31 Homer Road, Solihull

Thursday 26 February 2009, 10:00, Elexon, 350 Euston Road, London

Thursday 26 March 2009, 10:00, Elexon, 350 Euston Road, London

Thursday 23 April 2009, Holiday Inn, 61 Homer Road, Solihull

Thursday 28 May 2009, 10:00, Elexon, 350 Euston Road, London

Thursday 25 June 2009, 10:00, Elexon, 350 Euston Road, London

Thursday 23 July 2009, Holiday Inn, 61 Homer Road, Solihull

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**Action Table (Appendix 1)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
DIS0903	25/09/08	3.5	National Grid to examine the possibility of meter labelling as part of the Prime and Subs survey process	National Grid (CW)	Closed replaced by 0903a
Dis0903a	06/01/09	3.4	All Transporters to examine the possibility of meter labelling as part of the Prime and Subs survey process.	All Transporters	Pending
DIS0904	25/09/08	3.5	National Grid to draft a Primes and Subs ownership investigation process for further consideration by other DNOs.	National Grid (AS/CW)	Complete
DIS1003	23/10/08	2.1	British Gas to make available the UNC0228 figures and the workings to enable further Shipper interrogation.	British Gas (MD)	Complete
DIS0101	06.01.09	3.4	Shippers to provide Transporters with contact details for the sub	All Shipper	Pending
DIS0102	06.01.09	3.4	Transporters to provide Shippers with contact details for the sub	All Transporters	Pending
DIS0103	06.01.09	3.4	Draft sub-deduct survey letters to be provided and published on the Joint Office website.	Transporters	Complete