

**UNC Workgroup 0421 (0379A) Minutes  
Provision for an AQ Review Audit  
Wednesday 06 June 2012  
via teleconference**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Lorna Dupont (Secretary)	(LD)	Joint Office
Andrew Margan	(AM)	British Gas
Cesar Coelho	(CC)	Ofgem
Chris Warner	(CW)	National Grid Distribution
David Addison	(DA)	Xoserve
Edward Hunter	(EH)	RWE npower
Elaine Carr	(EC)	ScottishPower
Marie Clarke	(MC)	Scottish Power
Tim Davis	(TD)	Joint Office

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0421/060612>

**1. Review of Minutes and Actions****1.1 Minutes**

The minutes of the previous meeting were accepted.

**1.2 Actions**

No actions remained outstanding.

**2. Workgroup Report**

At the previous meeting those present had agreed to consider an amended Modification, legal text and Workgroup Report at short notice.

MC explained the subsequent changes made to the Modification, the Reporting Suite and the Guidelines.

In response to a question from AM, BF confirmed that amended legal text had not been received following the last meeting. The legal text provider (Wales & West Utilities) was not present at this meeting.

The draft Workgroup Report was reviewed.

DA reported that Xoserve had carried out some preliminary analysis in terms of the Solution, though it did not have a formal ROM request/response available yet, and had based it on the indicative costs/matrix of a similar modification (0334) for consideration. Looking at this, the analysts believed it would take between 6-12 months to implement, and advocated not splitting the two phases, because of the complexities identified at the front end. DA asked if a full detailed ROM was required (he indicated that this would take 4-6 weeks to complete) or if high level costs (somewhere in the range of £500k to £1m) were sufficient to inform Consultation responses. BF reminded that the Workgroup must report to the UNC Modification Panel on 21 June 2012 so there was no time to wait for a ROM to be carried out for inclusion in this Report; however, the Panel may request that a formal cost estimate be produced prior to Consultation. Following questions from various parties, it was

believed that the estimated costs would be related to potential system developments/changes.

The Workgroup then reviewed the impact of the modification on the relevant objectives.

The views of the Workgroup were encapsulated within the Report as the discussions progressed.

The Workgroup considered that the Modification was sufficiently developed to proceed to Consultation and recommended that the Panel request the provision of formal legal text and a cost estimate prior to its being formally issued for Consultation.

At the appropriate point in the process any associated/related documents will need to be approved by UNC Committee.

The Workgroup Report was completed and will be submitted to the June UNC Modification Panel for its consideration.

**3. Any Other Business**

None raised.

**4. Diary Planning for Workgroup**

No further meetings were required.