

**UNC Workgroup 0425 Minutes**  
**Re-establishment of Supply Meter Points – Shipperless sites**  
**Thursday 22 November 2012**  
**ENA, Dean Bradley House, 52 Horseferry Road, London SW1P 3AF**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office of Gas Transporters
Lorna Dupont (Secretary)	(LD)	Joint Office of Gas Transporters
Alan Raper	(AR)	National Grid Distribution
Alex Ross	(ARo)	Northern Gas Networks
Andrew Margan	(AM)	British Gas
Andrew Wallace	(AW)	Ofgem
Anne Jackson	(AJ)	SSE
Brendan Murphy	(BM)	Waters Wye Associates (for Total and Corona)
Chris Warner	(CW)	National Grid Distribution
Collette Baldwin	(CB)	E.ON UK
David Addison	(DA)	Xoserve
David Corby*	(DC)	National Grid NTS
David Mitchell	(DM)	Scotia Gas Networks
Erika Melén	(EM)	Scotia Gas Networks
Lorna Lewin	(LL)	DONG
Marie Clark	(MC)	Scottish Power
Tom Breckwoldt	(TB)	Gazprom

\* *via teleconference*

Copies of all papers are available at: [www.gasgovernance.co.uk/0425/221112](http://www.gasgovernance.co.uk/0425/221112)

The Workgroup Report is due to the UNC Modification Panel on 21 February 2013.

**1. Review of Minutes and Actions from previous meeting**

**1.1. Minutes**

The minutes of the previous meeting were accepted.

**1.2. Actions**

**1001:** All Transporters to double-check what the GSRU requirements are with regard to what happens when a Transporter visits a site and finds that whilst no meter is present, the customer states that they still require gas.

**Update:** Transporters reported on their processes.

*WWU* - Representative not present; no update provided.

*SGN* - EM reported that customers are given 6 weeks to obtain a Supplier/get a meter fitted, and that communications are sent to the customer during this period. If there is then no evidence of the supply being used it will be cut off.

*NGN* – ARo reported that its process was very similar to that of SGN, and made reference to an internal policy document, which it also followed.

Various scenarios were discussed (no service, no meter, no supply contract, theft in conveyance, and a combination of these factors) and Shippers sought further clarity as

to when/what communications were made to/left with the customer, and what the Shipper could do about a situation that appeared to be out of its control. EM will find out more details and report back.

AM asked if there was any formal requirement for Transporters to provide evidence as to what actions they had taken in these instances. Transporters indicated that records were kept. AJ asked if standard letters were used to communicate with customers.

**New Subsidiary Action 1001A: Establish details regarding when/what communications are made to/left with the customer, and what the Supplier could do about a situation that appeared to be out of its control.**

**Closed**

## 2. Business Rules / Discussion

The modification had been amended following discussion at the previous meeting, and the changes made to the Business Rules were explained by AM. The key points of the modification were reiterated.

Scenarios were discussed and it was questioned whether any reporting elements should be associated/included with these requirements. The modification may introduce new data items not previously captured and the Proposer was considering whether a separate modification might be required to address this. AM confirmed that no reporting element was likely to be added to Modification 0425. CW observed that SPAA was the appropriate vehicle for this sort of activity and a proper reporting framework was better placed in SPAA – this should be considered before raising a further modification. Theft of Gas was about Supplier and Transporter behaviours, and it was important not to mix up/confuse Supplier and Shipper activities.

### *Legal Text*

CW confirmed that the legal text was under preparation; it was a complex area and he expected to liaise with AM over the next couple of weeks. The text may be ready for the next Workgroup meeting on 18 December 2012.

### *Costs*

AM confirmed that he had received the costings from Xoserve. He pointed out that if Modification 0424 was not implemented then the development costs will default into and be recovered through this Modification 0425; both scenarios had been addressed within the costings.

DA confirmed that reporting had not been included in the costings.

Referring to Section 5 Impacts and Costs, DC was not clear if this included National Grid NTS or not in 'All Transporters' and sought further clarity. AM confirmed that the figures of £10k - £45k were operational costs on all Transporters.

### *Attachment of the Asset*

DA reminded the Workgroup that as part of Modification 0425, the Transporters' Agent would not attach assets found at site, as, by definition, this would be a different meter. In Modification 0424 he reminded the group that in the event that a User failed to reverse the isolation and withdrawal, after a defined period of time Xoserve would do so on that User's behalf. Whilst in practice, the reversal of the isolation would result in Xoserve re-installing the asset this was considered to be the most expedient solution option, as reversal functionality did not exist and was not considered efficient to develop for this modification. In instances where the GSIU visit highlighted meter details that were inconsistent with the asset details on Sites and Meters - provided that it was considered the asset was the same asset as that which had been reported as removed - Xoserve would reverse the removal by installing the asset consistent with the information held on Sites and

Meters, but flag to the relevant User the details of this inconsistency. AM indicated that he assumed that such inconsistent data items might be billing attributes such as 'Metric/Imperial Indicator' but that the Meter Serial Number indicated that it was the same meter – this was confirmed. DA indicated that this facet of Modification 0424 had been developed as part of the Workgroup 0369 discussions, and wanted to ensure that Workgroup 0425 was aware of this, and understood the reason for the different approach between the two modifications.

### 3. Workgroup Report

The intention is to review the legal text and the costings and finalise the Workgroup Report at the December meeting.

### 4. Any Other Business

None.

### 5. Diary Planning

The next Workgroup meeting will take place within the business proceedings of the Distribution Workgroup on:

Tuesday 18 December 2012, at 31 Homer Road, Solihull B91 3LT.

**Action Table**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0425 1001	05/10/12	2.	To double-check what the GSRU requirements are with regard to what happens when a Transporter visits a site and find that whilst no meter is present, the customer states that they still require gas.	Transporters	Closed
0425 1001A	22/11/12	1.2	<i>Subsidiary action relating to Action 1001:</i> Establish details regarding when/what communications are made to/left with the customer, and what the Shipper could do about a situation that appeared to be out of its control.	SGN (EM)	Pending