

**UNC Workgroup 0431 Minutes**  
**Shipper/Transporter – Meter Point Portfolio Reconciliation**  
**Thursday 24 October 2013**  
**Consort House, 6 Homer Road, Solihull B91 3QQ**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Alex Ross-Shaw	(ARS)	Northern Gas Networks
Andrew Margan	(AM)	British Gas
Colette Baldwin	(CB)	E.ON UK
David Addison	(DA)	Xoserve
David Corby	(DC)	National Grid
David Mitchell	(DM)	Scotia Gas Networks
Hilary Chapman	(HCh)	Xoserve
Huw Comerford	(HCo)	Utilita
Kirsten Elliott-Smith	(KES)	Cornwall Energy
Lorna Lewin	(LL)	DONG Energy
Mark Jones	(MJ)	SSE
Rob Cameron-Higgs	(RCH)	First Utility
Steve Mulinganie	(SM)	Gazprom

*Copies of all papers are available at: [www.gasgovernance.co.uk/0431/241013](http://www.gasgovernance.co.uk/0431/241013)*

*The Workgroup Report is due to the UNC Modification Panel on 19 December 2013.*

**1.0 Review of Minutes and Actions from previous meeting****1.1. Minutes**

Minutes accepted.

**1.2. Actions**

**0901:** Xoserve to provide the Workgroup with the UK Link defined rules to provide clarity around the provision and content of Reconciliation Reports.

**Update:** DA confirmed that the UK Link committee were being consulted about the provision and content of the reports. The Workgroup considered how the reports should highlight the management of unregistered sites. They discussed how the report would handle the scenario where two suppliers claim a site, which is not registered on UK Link and where it is claimed by two suppliers. It was agreed that the report should flag to both Shippers if the site is registered with a party or not, and that it would only identify the registration with the registered party. It would not report to other claimants who the who the other registered party was.

DA asked for a view from the Workgroup whether to provide a single report with scenarios flagged or individual scenario reports. The benefit of having a consolidated report was discussed; some parties expressed a preference for a consolidated report to enable Shippers to identify if a site falls into more than one category. However, others preferred individual scenario reports to enable the report to be issued to individual departments. The Workgroup asked if the reports could be provided in a format that allowed a single report with the ability for organisations to separate. **Complete.**

## 2.0 Business Rules and Legal Text review

The Workgroup considered the Business Rules and Legal Text.

AM asked whether it was necessary to register a new MPRN when an error had been made with setting a site to dead, within Business Rule 6. He explained the consequences to Shipper systems and impact to customers accounts and direct debits. It was recognised that this was not an issue for this modification, however it highlighted an issue relevant to the industry, which may wish to be addressed.

The Workgroup considered whether the term relevant Supplier was required within Section 2.12.1 of the legal text. It was believed that the section should simply refer to a Supplier.

DM agreed to review the comments made on the legal text and provide a revised version to allow the report to be completed at the 05 November meeting.

### *Next Steps*

Text to be revised and submitted to Workgroup.

## 3.0 Any Other Business

None raised.

## 4.0 Diary Planning

Further details of planned meetings are available at: [www.gasgovernance.co.uk/Diary](http://www.gasgovernance.co.uk/Diary)

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

Tuesday 05 November 2013, 10:30 at Consort House, 6 Homer Road, Solihull B91 3QQ

Thursday 28 November 2013, 10:30 at ENA, 52 Horseferry Road, London SW1P 2AF

### Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0901	09/10/13	2.0	Xoserve to provide the Workgroup with the UK Link defined rules to provide clarity around the provision and content of Reconciliation Reports.	Xoserve (DA)	<b>Complete</b>