

**UNC Workgroup 0431S Minutes**  
**Shipper/Transporter - Meter Point Portfolio Reconciliation**  
**Tuesday 18 December 2012**  
**at 31 Homer Road, Solihull, B91 3LT**

**Attendees**

|                        |       |                                  |
|------------------------|-------|----------------------------------|
| Bob Fletcher (Chair)   | (BF)  | Joint Office of Gas Transporters |
| Helen Cuin (Secretary) | (HC)  | Joint Office of Gas Transporters |
| Alan Raper             | (AR)  | National Grid Distribution       |
| Alex Ross-Shaw         | (ARS) | Northern Gas Networks            |
| Andrew Wallace         | (AW)  | Ofgem                            |
| Anne Jackson           | (AJ)  | SSE                              |
| Chris Warner           | (CW)  | National Grid Distribution       |
| Collette Baldwin       | (CB)  | E.ON UK                          |
| David Addison          | (DA)  | Xoserve                          |
| David Corby            | (DC)  | National Grid NTS                |
| Ed Hunter              | (EH)  | RWE npower                       |
| Emma Lyndon            | (EL)  | Xoserve                          |
| Erika Melén            | (EM)  | Scotia Gas Networks              |
| Gareth Evans           | (GE)  | Waters Wye Associates            |
| Lorna Lewin            | (LL)  | DONG                             |
| Marie Clark            | (MC)  | Scottish Power                   |
| Naomi Anderson         | (NA)  | EDF Energy                       |

Copies of all papers are available at: [www.gasgovernance.co.uk/0431/181212](http://www.gasgovernance.co.uk/0431/181212)

Workgroup Report is due to the UNC Modification Panel on 18 April 2013.

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

**1.1. Minutes**

The minutes of the previous meeting were accepted.

**1.2. Actions**

**0001:** Transporters to confirm the nature of Supplier portfolio requests.

**Update:** EM confirmed SGN are still looking at the possible use of supplier letters to assist the cleansing data. **Carried Forward**

**0002:** Transporters to consider the use of SPAA for the provision of data.

**Update:** See Action update 0002. **Complete**

**2.0 Discussion**

GE asked about the process and where Transporters find any deviants/discrepancies in data, what was their intention. EM confirmed that any discrepancies would be provided back to the party who provided the original data and they would be asked to review and correct any identified discrepancies.

Initially it had been anticipated the Transporters would need to request the MPRN, site address and meter serial numbers, to assist with identifying any discrepancies, though this was under review.

A further update is to be provided in January.

### 3.0 Any Other Business

None.

### 4.0 Diary Planning

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

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

Thursday 24 January 2013, at 10:15, 31 Homer Road, Solihull B91 3LT

#### Action Table

| Action Ref | Meeting Date | Minute Ref | Action  | Owner   | Status Update   |
|------------|--------------|------------|---|---------|-----------------|
| 0001       | 13/11/12     | 2.0        | Transporters to confirm the nature of Supplier portfolio requests.  | Xoserve | Carried Forward |
| 0002       | 13/11/12     | 2.0        | Transporters to consider the use of SPAA for the provision of data. | Xoserve | Completed       |