

**UNC Workgroup 0479S/0479A Minutes
Inclusion of email as a valid UNC communication
Friday 12 December 2014
31 Homer Road, Solihull B91 3LT**

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Ian Hollington (Secretary)	(IH)	Joint Office
Alex Ross-Shaw	(ARS)	Northern Gas Networks
Azeem Khan	(AK)	Npower
Chris Warner	(CW)	National Grid Distribution
Colette Baldwin	(CB)	E.ON UK
David Mitchell	(DM)	Scotia Gas Networks
Edward Hunter	(EH)	Npower
Gareth Evans	(GE)	WatersWye
Hilary Chapman	(HCh)	Xoserve
Kirsten Elliott-Smith	(KES)	Cornwall Energy
Lorna Lewin	(LL)	DONG Energy
Mark Jones	(MJ)	SSE
Martin Connor	(MC)	National Grid NTS
Rob Johnson	(RJ)	Wingas
Shiv Singh	(SS)	National Grid Distribution
Steve Mulinganie*	(SM)	Gazprom

* *via teleconference*

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0479/121214>

The Workgroup Report is due to be presented at the UNC Modification Panel by 18 December 2014.

1.0 Review of Minutes and Actions

1.1. Minutes

The minutes of the previous meeting were accepted.

1.2. Actions

1101: NGN to consider the use of term Business Days for deeming receipt of emails which roll over into the next working day (ie. received after 16:01 hrs)

Update: The Workgroup agreed that this item was complete. **Complete**

0802: 1102: Xoserve to assess the requirements of a register and provide a view on the management of such a register including a view of potential costs.

Update: The Workgroup agreed that this item was complete. **Complete**

1103: Transporters to provide a view on individual modifications to insert email as a form of communication for processes within the UNC

Update: The Workgroup agreed that this item was complete. **Complete**

2.0 Workgroup Report

The workgroup discussed the current position with regards to the Workgroup Report and ARS advised that the Legal Text had not been requested for Modification 0479A as the solution required further development. It was noted that changes were expected and the information required to make these was not as yet available. CB and ARS discussed the potential changes to the business rules concerning the use of email. HC apologised for not contacting CB sooner to provide their views on the development of the business rules for 0479A but they would aim to do this soon.

There was a general discussion as to whether the two modifications should be separated although there was no consensus view over whether this should happen. ARS felt it would be beneficial to get clarity on the use of email for communications sooner as there was an expectation that certain types of communications were being developed in Project Nexus for this purpose and supported separating the modifications - the alternative could follow later as it builds on 0479S. CB and MC challenged this view as 0479A provided controls that were missing in 0479S.

The general view of the workgroup was that 0479A needed further development and this should be completed as soon as possible so as to crystallise Project Nexus requirements.

3.0 Next Steps

The Workgroup report is to request additional time from Panel and if granted, these modifications will be considered further, within the Distribution Workgroup meeting, on Thursday 22 January 2015.

BF noted that the Transporter agent as committed to work with the Proposer to further develop the requirements and agreed to provide an interim report to Panel requesting an extension to the reporting date to March 2015.

HC and CB are to review the business rules and amended as necessary. It was observed that ARS may request that the two modifications are uncoupled.

4.0 Any Other Business

There were no items discussed under this section.

5.0 Diary Planning

Further details of planned meetings are available at: www.gasgovernance.co.uk/Diary

Workgroup meetings will take place as follows:

Time / Date	Venue	Workgroup Programme
Thursday 22 January 2015	31 Homer Road, Solihull, B91 3LT	<ul style="list-style-type: none"> • Amended Modification (business rules) • Consideration of Legal Text • Consider Workgroup report

Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1101	05/11/14	2.2	NGN to consider the use of term Business Days for deeming receipt of emails which roll over into the next working day (ie. received after 16:01 hrs)	NGN (ARS)	Complete
1102	05/11/14	2.2	Xoserve to assess the requirements of a register and provide a view on the management of such a register including a view of potential costs.	Xoserve (DA)	Complete
1103	05/11/14	4.1	Transporters to provide a view on individual modifications to insert email as a form of communication for processes within the UNC.	All Transporters (CW)	Complete