

**UNC Workgroup 0479S/0479A Minutes  
Inclusion of email as a valid UNC communication  
Thursday 28 August 2014  
at 31 Homer Road, Solihull B91 3LT**

**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
Andy Clasper	(AC)	National Grid
Anne Jackson	(AJ)	SSE
Chris Warner	(CW)	National Grid Distribution
Colette Baldwin	(CB)	E.ON UK
Darren Healey	(DH)	First Utility
David Addison	(DA)	Xoserve
Fergus Healy	(FH)	National Grid NTS
Gareth Evans	(GE)	Waterswye
Hilary Chapman	(HCh)	Xoserve
Ian Hollington	(IH)	Joint Office
Kirsten Elliott-Smith*	(KES)	Cornwall Energy
Mark Amos	(MA)	National Grid NTS
Martin Connor	(MC)	National Grid NTS
Richard Vernon	(RV)	RWE Npower
Rob Johnson*	(RJ)	Wingas
Steve Mulinganie	(SM)	Gazprom

\* via teleconference

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0479/280814>

The Workgroup Report is due to be presented at the UNC Modification Panel by 20 December 2014.

**1.0 Review of Minutes and Actions**

**1.1. Minutes**

The minutes of the previous meeting were accepted.

**1.2. Actions**

None outstanding.

**2.0 Workgroup Report**

ARS explained the changes that had been made to Modification 0479S, which related mainly to consistency in the use of terminology, particularly the use of the term “all existing forms of communication” and this led onto a discussion over the governance of changes to communication methods.

SM voiced his concerns about the modification meeting the criteria for self-governance. His opinion is that it does not because its implementation would cause the industry to incur additional costs. BF advised that this issue was discussed at panel and their view

was that both modifications should follow the same governance path. If a situation arose where they were different, Ofgem would wish to review both modifications to be able to make a decision on the modification that was not Self Governance. It was agreed to discuss this further as the modification progressed, with the Workgroup making recommendations to Panel on the Self Governance status for both modifications.

## **2.1. Review Alternate Modification**

CB explained that whilst she supported the original modification she had concerns over the methodology and so wished to see a set of guidelines introduced. To facilitate this she had produced some working principles which she went through.

The Workgroup considered the system and commercial aspects of the use of email. DA suggested guidance ought to be given to the UK Link committee and that the method for flowing information cannot be changed for time critical communications without a UNC modification. For non-time critical communications this would be subject to bilateral agreement. The workgroup discussed having a list of communications that could be consideration and parties entering into bilateral agreements to use email.

The Workgroup considered the remit of the UK Link committee and that the representatives at UK Link committee are primarily system focussed and may not be aware of certain commercial concerns.

DA suggested to simplify discussions the workgroup may want to consider excluding UK Link communications that use IX, batching and ANS. DA confirmed that SIS has since been removed. CB enquired how the industry would want to consider processes that create a new UK Link communication. Where there is a new line or an amendment to the UK Link Manual Appendix 5b this would require approval from the UNC committee.

The use of email in various scenarios was discussed and CB agreed to amend the business rules to include a statement to the effect that UK Link Communications were excluded from email.

### **Action 0801. CB to amend the business rules to exclude UK Link Communications from email.**

FH suggested a party providing any formal communication should not initiate formal notifications via email but any party who wants to receive conventional notices via email can request such notice via email. This would prevent parties providing conventional notices by any other means other than requested by the recipient.

SM suggested if a party wished to enter into a dialogue to consider email for certain communications this can be agreed with each party and where the party doesn't respond, the status quo remains i.e no change. A simple process for opting in.

The Workgroup also discussed the possibility that each Transporter may wish to communicate using different methods and whether Transporters should use a combined communication list.

The Workgroup considered the use of box email address accounts and that these should be allowed and may be preferable. The use of primary and secondary email address nominations were also considered.

It was recognised that currently some parties and processes are using email when it was not recognised as a communication method under the UNC.

The following points were discussed by the workgroup: what communications can and cannot be sent by email and maintaining up to date email addresses; CB agreed to amend the modification to allow for the use of a nominated primary user.

**Action 0802. CB to amend the modification to allow for the use of a nominated primary user.**

It was decided that due to the size and complexity of the issues surrounding this modification, further discussions would be carried out at a separate meeting dedicated purely to this workgroup. The suggested date for this meeting was 03 October 2014.

**2.2 Legal Text Update**

The Workgroup considered if the modifications were clearly defined to allow the preparation of Legal Text.

**3.0 Next Steps**

Workgroup to consider the modifications further on 03 October .

**4.0 Any Other Business**

None

**5.0 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 on:

10.30am Friday 03 October 2014 at 31 Homer Road, Solihull B91 3LT

**Action Table**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
<b>0801</b>	28/0814	2.1	CB to amend the business rules to exclude UK Link Communications from email	EON.UK (CB)	<b>Pending</b>
<b>0802</b>	2/08/14	2.1	CB to amend the modification to allow for the use of a nominated primary user	EON.UK (CB)	<b>Pending</b>