

UNC Workgroup 0564R Minutes Review of Annual Read Meter Reading requirements

Thursday 25 February 2016

Energy UK, Charles House, 5-11 Regent Street, London SW1Y 4LR

Attendees

Alex Ross-Shaw*	(ARS)	Northern Gas Networks
Andy Clasper	(AC)	National Grid Distribution
Angela Love	(AL)	ScottishPower
Bob Fletcher (Chair)	(BF)	Joint Office
Chris Warner	(CW)	National Grid Distribution
Colette Baldwin	(CB)	E.ON UK
David Mitchell	(DM)	Scotia Gas Networks
David Reilly	(DR)	Ofgem
Fraser Mathieson	(FM)	Scotia Gas Networks
Gavin Anderson	(GA)	EDF Energy
Hilary Chapman	(HC)	Xoserve
John Welch	(JW)	RWE npower
Karen Visgarda (Secretary)	(KV)	Joint Office
Kirsten Elliott-Smith	(KES)	Cornwall Energy
Lorna Lewin	(LL)	DONG Energy
Mark Jones	(MJ)	SSE
Rachel Hinsley	(RH)	Xoserve
Richard Pomroy*	(RP)	Wales and West Utilities
Robert Cameron-Higgs*	(RCH)	Good Energy
Steve Mulinganie*	(SM)	Gazprom

* via teleconference

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0564/250216>

The Workgroup Report is due to be presented at the UNC Modification Panel by 16 June 2016.

1.0 Introduction and Status Review

1.1. Approval of Minutes (28 January 2016)

The minutes of the previous meeting were approved.

2.0 Review of Outstanding Actions (*with a view to a final assessment of any identified requirements*)

0101: *Annual Read MPRNs* - Xoserve to provide a formula to clarify how the figures had been derived.

Update: RH explained that Xoserve were expecting National Grid Distribution to handle the Annual Read MPRN's in-house and that this had been clarified previously, so this action could now be closed. **Closed.**

0102: *Annual Must Reads Transporter trial exercise* - Xoserve to clarify notification route to Shippers (e.g. email, CMS, etc).

Update: AC overviewed the schematic '0564R – Review of Annual Read Meter Reading requirements' and he said he thought there had been some earlier confusion over the word 'trial' as referred to in the Workgroup Report, specifically in relation to meter points

without a meter read in the categories 3 to 4 years and more than 4 years. AC moved on to explain the overview of the trial and explained their meter reading agent would visit 100 sites in line with the current 'must read' process during March and April 2016 for the 3 to 4 years category, which was going to be a random population and spread equally geographically across the National Grid Distribution Networks.

AL asked if they did get a read, would this be passed on to the Shipper, AC confirmed yes it would. RP asked if this was being undertaken in the normal process and AC confirmed this was correct and nothing different was being changed or altered. GA asked if a trial was going to be undertaken on the 4 years and more, both CW and AC said that was currently under discussion at the present time. CB asked within the time period that the trial would be undertaken, had a Change of Supplier event (COS) been taken into consideration? AC said he would investigate this matter in relation to the trial criteria. It was then agreed this action could be closed. **Closed.**

3.0 Completion of Workgroup Report

BF said in view of the trial being undertaken, this would mean the Workgroup Report would be incomplete in terms of analysis of the outcomes and it was important that the results should be added. He said he would tailor the report accordingly and request an extension to the June Panel, updating it in May with the findings and then submit an interim Workgroup Report to the March Panel.

4.0 Next Steps

BF summarised the next steps. It was anticipated the Workgroup would:

- *Request an extension to the June Panel, to enable the May Trial data to be included in the Workgroup Report.*
- *Consider/finalise the Workgroup Report.*

All meeting papers should be provided to the Joint Office at least 5 days in advance of each meeting so that intending participants have sufficient opportunity to review. For the next meeting papers should be provided by 20 April 2016.

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
10.30 Thursday 28 April 2016	Energy UK, Charles Street, 5-11 Regent Street, SW1Y 4LR	<ul style="list-style-type: none"> • <i>Request an extension to the June Panel, to enable the April Trial data to be included in the Workgroup Report.</i> • <i>Consider the initial trial data the Workgroup Report.</i>
10.30 Thursday 26 May 2016	31 Homer Road, Solihull B91 3LT	<ul style="list-style-type: none"> • <i>Complete the Workgroup Report</i>

Action Table (28 January 2016)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0101	28/01/16	2.0	<i>Annual Read MPRNs</i> - Xoserve to provide a formula to clarify how the figures had been derived.	Xoserve (HC/RH)	Closed
0102	28/01/16	4.0	<i>Annual Must Reads Transporter trial exercise</i> - Xoserve to clarify notification route to Shippers (e.g. email, CMS, etc).	Xoserve (HC/RH)	Closed