

UNC Distribution Workgroup Minutes
Wednesday 07 September 2011
31 Homer Road, Solihull, B91 3LT

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuiin (Secretary)	(HC)	Joint Office
Alex Ross	(AR)	Northern Gas Networks
Alison Jennings	(AJ)	Xoserve
Andrew Wallace	(AW)	Ofgem
Brian Durber	(BD)	E.ON UK
Chris Warner	(CW)	National Grid Distribution
Darren Lindsey	(DL)	E.ON UK
David Watson	(DW)	British Gas
Emma Smith	(ES)	Xoserve
Gareth Evans	(GE)	Waterswye
Joel Martin	(JM)	Scotia Gas Networks
Karen Kennedy	(KK)	Scottish Power
Linda Whitcroft	(LW)	Xoserve
Lisa Harris	(LH)	Shell
Mark Jones	(MJ)	SSE
Mark Woodward	(MW)	Xoserve
Martin Brandt	(MB)	SSE
Nick King	(NK)	National Grid Commercial
Sasha Pearce	(SP)	RWE npower
Simon Trivella	(ST)	Wales & West Utilities
Sue Prosser	(SP)	Xoserve

Copies of all papers are available at www.gasgovernance.co.uk/dist/070911.

1. Introduction and Status Review

1.1. Minutes from the previous meeting(s)

The Minutes from the previous meeting were accepted.

1.2. Review of actions from previous meeting(s)

Action Dis0809: 0335 – Review draft Workgroup Report and submit comments to Joint Office in advance of the 07 September 2011 meeting.

Update: No comments received on legal text it was agree to precede with submitting the Workgroup Report to Panel. **Complete.**

Action Dis0810: 0395 – Provide a list of potential invoice adjustments/causes for 0395 meeting on 12 September 2011.

Update: Action transferred to Workgroup 0395, and deferred 12 September 2011. **Closed.**

Action Dis0811: 0395 – Establish the potential adjustment LSP volume on monthly and daily read sites.

Update: Action transferred to Workgroup 0395, and deferred 12 September 2011. **Closed.**

Action Dis0812: 0395 – Establish the number of must reads actioned on monthly basis for the previous 24 months.

Update: Action transferred to Workgroup 0395, and deferred 12 September 2011. **Closed.**

Action Dis0813: 0395 – 01 April 2012 implementation date - Establish what notice from Ofgem was required.

Update: Action transferred to Workgroup 0395, and deferred 12 September 2011. **Closed.**

2. Modifications

2.1 Modification 0335 – Offtake Metering Error – Payment Timescales

No further update, see item 2.1 Action Update Dis0809.

3. Workgroups

3.1. 0396 - EU Third package: Three week switching

(Report to Panel 17 November 2011)

Minutes at: www.gasgovernance.co.uk/0396/070911

3.2. 0369 - 0369/0369A - Re-establishment of Supply Meter Points – measures to address shipperless sites

(Report to Panel 17 November 2011)

Minutes at: www.gasgovernance.co.uk/0369/070911

3.3. 0375 - Changes to how Unsecured Credit Limits are determined within UNC TPD Section V 3.1.7 (Independent Assessments)

(Report to Panel 17 November 2011)

Minutes at: www.gasgovernance.co.uk/0375/070911

3.4. 0392 - - Proposal to amend Annex A of the CSEP NExA table, by replacing the current version of the AQ table

(Report to Panel 17 November 2011)

Minutes at: www.gasgovernance.co.uk/0392/070911

3.5. 0326VV - Allocation of unidentified gas following the appointment of the Allocation of Unidentified Gas Expert (AUGE)

(Report to Panel 20 October 2011)

Minutes at: www.gasgovernance.co.uk/0326/070911

3.6. 0378 - Greater Transparency over AQ Appeal Performance

(Report to Panel 20 October 2011)

Minutes at: www.gasgovernance.co.uk/0378/070911

3.7. 0387 - Removal of Anonymity from Annual Quantity Appeal and Amendment Reports

(Report to Panel 20 October 2011)

Minutes at: www.gasgovernance.co.uk/0387/070911

3.8. 0390 – Introduction of a Supply Point Offtake Rate Review and Monitoring Process

(Report to Panel 20 October 2011)

Minutes at: www.gasgovernance.co.uk/0390/070911

4. Issues

4.1. ISS 018, Handling of Emergency Situations at Priority Customer Sites

No further update; item deferred.

4.2. ISS 0028, Status of new connections prior to the completion of reinforcement

JM briefly recapped on the issue and Shippers present indicated their support for the raising of a modification.

4.3. New Issues

4.3.1 ISS 0029, Communication of CO Poisoning Incidents

JM explained that currently communications of incidents of CO Poisoning could be made to Shippers via a number of different methods, including fax, email and ANS, and via the Energy Networks Association (ENA) incident website.

The Transporters were now considering simplifying this to communicating through the Incident Notification website operated by ENA and via emails to Shippers, rather than relying on any other additional medium. A brief discussion ensued and the following actions were agreed:

Action Dis0901: Transporters to:

- **Obtain a current mailing list from ENA and confirm who in each Shipper organisation receives the information**
- **Provide an end-to-end overview of the Transporters' Incident Procedure**
- **Clarify Transporters' expectations of what actions/responses Shippers must take/make in response to communications received**
- **Consider appropriate testing of the communication process with Shippers**

Action Dis0902: Shippers to confirm who in each Shipper organisation should receive the notifications relating to Incidents of CO Poisoning.

5. Any Other Business

5.1 Modification 0292 – Proposed change to the AQ Review Amendment Tolerance for SSP sites

Referring to the changes required as a result of this implementation, LW had noted that during previous discussions it had been suggested that Xoserve should send out TO4 files earlier than is currently done, to enable Shippers to have the maximum opportunity to prepare for implementation. Views were sought as to whether this would still be considered to be beneficial before Xoserve started work on this.

Shippers agreed it would be very helpful and beneficial to receive this as early as possible. LW will consider the best method to get the approach approved and formalised (possibly through the UNCC or UK Link Committee).

6. Diary Planning

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

Thursday 22 September 2011, 10:00, Elexon, 350 Euston Road, London NW1 3AW

Monday 10 October 2011, 10.00, 31 Homer Road, Solihull, B91 3LT

Thursday 27 October 2011, 10:30, 31 Homer Road, Solihull, B91 3LT

Thursday 24 Nov 2011, 10:00, Elexon, 350 Euston Road, London NW1 3AW.

UNC Distribution Workgroup - Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
Dis0809	25/08/11	2.1	0335 – Review Workgroup Report and submit comments to Joint Office in advance of the 07 September 2011 meeting.	ALL	Complete
Dis0810	25/08/11	5.1	0395 – Provide a list of potential invoice adjustments/causes for 0395 meeting on 12 September 2011.	Xoserve (LW)	Item Transferred to WG0395. Closed
Dis0811	25/08/11	5.1	0395 – Establish the potential adjustment LSP volume on monthly and daily read sites.	Xoserve (LW)	Item Transferred to WG0395. Closed
Dis0812	25/08/11	5.1	0395 – Establish the number of must reads actioned on a monthly basis for the previous 24 months.	Xoserve (LW)	Item Transferred to WG0395. Closed
Dis0813	25/08/11	5.1	0395 – 01 April 2012 implementation date - Establish what notice from Ofgem was required.	Xoserve (LW)	Item Transferred to WG0395. Closed
Dis0901	07/09/11	4.3.1	Transporters to: <ul style="list-style-type: none"> • Obtain a current mailing list from ENA and confirm who in each Shipper organisation receives the information • Provide an end-to-end overview of the Transporters' Incident Procedure • Clarify Transporters' expectations of what actions/responses Shippers must take/make in response to communications received • Consider appropriate testing of the communication process with Shippers. 	ALL DN's	Pending

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
Dis0902	07/09/11	4.3.1	Shippers to confirm whom in each Shipper organisation should receive the notifications relating to Incidents of CO Poisoning.	ALL SHIPPERS	Pending