

**UNC Distribution Workgroup Minutes**  
**Monday 04 February 2103**  
**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 Margan	(AM)	British Gas
Anne Jackson	(AJ)	SSE
Chris Warner	(CW)	National Grid Distribution
Colette Baldwin	(CB)	E.ON UK
David Addison	(DA)	Xoserve
David Mitchell	(DM)	Scotia Gas Networks
Erika Melén	(EM)	Scotia Gas Networks
Gareth Evans*	(GE)	Waters Wye Associates
Lorna Lewin	(LL)	DONG
Richard Vernon	(RV)	RWE npower
Rob Cameron-Higgs*	(RCH)	Wales & West Utilities

\* via teleconference

Copies of all papers are available at: <http://www.gasgovernance.co.uk/Dist/040213>

**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)**

**0102:** ISS 0054 - Xoserve to provide details of what data is triggered when a Shipper disaggregates a supply point and sets a meter point to dead.

**Update:** DA confirmed that Xoserve were in the process of writing to all Shippers to advise of their population of dead meters and will also provide an end-to-end process for the management of dead meter points with an aggregated supply point. **Carried Forward.**

**2. Workgroups**

The following individual Workgroup meetings took place:

**2.2** 0437S – Retention of MAM ID in Transporter Systems at Change of Shipper  
 (Report to Panel 21 February 2013) – Minutes at:  
[www.gasgovernance.co.uk/0437](http://www.gasgovernance.co.uk/0437)

**2.1.** 0445 - Amendment to the arrangements for Daily Metered Supply Point Capacity  
 (Report to Panel 16 May 2013) – Minutes at:  
[www.gasgovernance.co.uk/0445](http://www.gasgovernance.co.uk/0445)

**2.2.** 0425 - Re-establishment of Supply Meter Points – Shipperless sites  
 (Report to Panel 21 February 2013) – Papers at:  
[www.gasgovernance.co.uk/0425](http://www.gasgovernance.co.uk/0425)

- 2.3. 0428 - Single Meter Supply Points  
(Report to Panel 21 March 2013) – Papers at:  
[www.gasgovernance.co.uk/0428](http://www.gasgovernance.co.uk/0428)

**3. Issues**

**3.1. ISS 0052 - Transfer of Assets**

Item on hold until Transporters and Ofgem have produced lessons learnt document.

**3.2. ISS 0054 - Site Re-aggregation**

Item scheduled for discussion on 28 February 2013. See Action 0102 update.

**3.3. New Issues**

**3.3.1. ISS 0055 – End User letters for Shipperless Sites (Unregistered Sites)**

CB enquired about the progress of Transporters issuing End User letters to address Shipperless Sites.

CW aimed to reassure Shippers that Transporters were working very hard to address Shipperless sites. He confirmed work was being undertaken through the Xoserve Shipperless Sites Workgroup, and further data cleansing was required before letters were issued. The next Shipperless Sites Meeting will be held on 05 March 2013.

CW explained that route cause/measures analysis and data cleansing was taking place but Transporters were not intending to write to letters to customers at this point in time, until further data cleansing has been undertaken to ensure Transporters avoid writing to customers who have legitimate contracts.

AJ suggested more frequent industry meetings should be considered to increase momentum and ensure actions are being taken. AJ challenged that the route cause report has been available for quite a while and looked for further progress.

CW reiterated that the Transporters wish to avoid writing letters and potentially upsetting Shipper customers, however CB suggested that this could be easily addressed by the tone of the letter to initiate contact and encourage further interaction.

Transporters assured the Shippers that they would discuss the progress with Xoserve and the way forward, to provide an update. CW acknowledged the concerns expressed today and agreed to provide feedback to the relevant industry forums.

It was agreed to raise an issue relating to Unregistered Sites with a high priority to enable regular Transporter updates at the Distribution Workgroup.

**4. Any Other Business**

None raised.

**5. Diary Planning**

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

Distribution Workgroup meetings will take place on:

Thursday 28 February 2013, at 10:30 ENA, 52 Horseferry Road, London SW1P 2AF

Wednesday 06 March 2013 at 10:30, 31 Homer Road, Solihull, B91 3LT

Thursday 28 March 2013, at 10:30 ENA, 52 Horseferry Road, London SW1P 2AF

**Action Table**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
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Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0102	07/01/2013	3.1.1	Xoserve to provide details of what data is triggered when a Shipper disaggregates a supply point and sets a meter point to dead.	Xoserve (DA)	Carried Forward