

**UNC Distribution Workgroup Minutes**  
**Friday 11 November 2011**  
**Holiday Inn, 61 Homer Road, Solihull B91 3QD**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Lorna Dupont (Secretary)	(LD)	Joint Office
Alan Raper	(AR)	National Grid Distribution
Alex Ross	(ARo)	Northern Gas Networks
Alison Jennings	(AJe)	Xoserve
Anne Jackson	(AJ)	SSE
Brian Durber	(BD)	E.ON UK
Cesar Coelho	(CC)	Ofgem
Chris Warner	(CW)	National Grid Distribution
Claire Thorneywork	(CT)	National Grid NTS
David Addison	(DA)	Xoserve
Edward Hunter	(EH)	RWE npower
Erika Melen	(EM)	Scotia Gas Networks
Harpal Bansal	(HB)	Ofgem
Joe Lloyd	(JL)	Xoserve
Karen Kennedy	(KK)	ScottishPower
Linda Whitcroft	(LW)	Xoserve
Mark Jones	(MJ)	SSE
Matt Smith	(MS)	Xoserve
Richard Carnall	(RC)	Wingas
Ritchard Hewitt	(RH)	National Grid NTS
Rob Johnson	(RJ)	Wingas
Sasha Pearce	(SP)	RWE npower
Stefan Leedham	(SL)	EDF Energy
Steve Mulinganie	(SM)	Gazprom

Copies of all papers are available at: <http://www.gasgovernance.co.uk/dist/111111>.

**1. Introduction and Status Review**

**1.1. Minutes from the previous meetings**

The minutes from the previous meetings were accepted.

**1.2. Review of actions from previous meetings**

**Dis0901: ISS 0029 - Transporters to:**

- 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

**Update:** Deferred to the next meeting. **Carried Forward.**

**Dis0902: ISS 0029 - Shippers to confirm whom in each Shipper organisation should receive the notifications relating to Incidents of CO Poisoning.**

**Update:** Deferred to the next meeting. **Carried Forward.**

**Dis1001: ISS 0031** - Check out the legal basis for proposing these changes.  
**Update:** Deferred to the next meeting. **Carried Forward.**

**Dis1002: ISS 0031** – Consider what should happen in the event that multiple Shippers make a claim.

**Update:** Deferred to the next meeting. **Carried Forward.**

**Dis1003: ISS 0031** – Xoserve to bring information relating to current reconciliation check processes and how these are performed to the next meeting.

**Update:** Deferred to the next meeting. **Carried Forward.**

## 2. Workgroups

Individual meetings of the following Workgroups took place:

- 2.1. 0395 - Limitation on Retrospective Invoicing and Invoice Correction (Report to Panel 16 February 2012) – Minutes at: [www.gasgovernance.co.uk/0395](http://www.gasgovernance.co.uk/0395)
- 2.2. 0398 - Limitation on Retrospective Invoicing and Invoice Correction (3 to 4 year solution) (Report to Panel 15 December 2011) – Minutes at: [www.gasgovernance.co.uk/0398](http://www.gasgovernance.co.uk/0398)
- 2.3. 0402 – Allocated Volume and AQ Comparison (Report to Panel 19 January 2012) – Minutes at: [www.gasgovernance.co.uk/0402](http://www.gasgovernance.co.uk/0402)
- 2.4. 0403 – EU Third Package: 21 day switching with flexible objection period (Report to Panel 19 January 2012) – Minutes at: [www.gasgovernance.co.uk/0403](http://www.gasgovernance.co.uk/0403)

## 3. Issues

BF reminded the group that unless there was sufficient time in which to give the current Issues adequate consideration at the next Distribution Workgroup meeting on 24 November 2011, it was proposed to cover them at the teleconference planned for Monday 28 November 2011.

### 3.1. New Issues

None raised.

## 4. Any Other Business

### 4.1 Proposal to extend the services created by Modification 0279 – historic asset and read data

MS gave a brief presentation. In response to Shipper feedback indicating a requirement for this meter point asset and read information for the period prior to the relevant supply point registration to be available on a more frequent basis to allow the timely resolution of any data discrepancies, Xoserve had identified two options

(with variations). The options were explained, and the data items to be included were listed. MS added that, in Xoserve's opinion, Option 2b was the most feasible. When asked for views, Shippers present welcomed this approach and believed it to be a good idea.

A modification proposal is to be raised.

#### **4.2 Departure from ScottishPower**

KK advised the group that she would be leaving ScottishPower at the end of December.

On behalf of the Workgroup BF thanked KK for her valued participation and contributions to the work of the Distribution Workgroup and wished her well for the future.

### **5. Diary Planning**

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

The following meetings are scheduled to take place:

#### **2011**

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

Monday 28 November 2011, 10:00, Teleconference (provisional - Issues only)

Monday 05 December 2011, (provisional), details to be confirmed

Thursday 22 December 2011, 10:00, 31 Homer Road, Solihull, B91 3LT

#### **2012**

Thursday 26 January 2012, 10:00, 31 Homer Road, Solihull, B91 3LT

Thursday 23 February 2012, 10:00, Elexon, 350 Euston Road, London NW1 3AW.

Thursday 22 March 2012, 10:00, Elexon, 350 Euston Road, London NW1 3AW.

Thursday 26 April 2012, 10:00, 31 Homer Road, Solihull, B91 3LT

Thursday 24 May 2012, 10:00, Elexon, 350 Euston Road, London NW1 3AW.

Thursday 28 June 2012, 10:00, Elexon, 350 Euston Road, London NW1 3AW.

Thursday 26 July 2012, 10:30, 31 Homer Road, Solihull, B91 3LT

### UNC Distribution Workgroup - Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
<b>Dis0901</b>	07/09/11	4.3.1	ISS 0029 - Transporters to: <ul style="list-style-type: none"> <li>• Provide an end-to-end overview of the Transporters' Incident Procedure</li> <li>• Clarify Transporters' expectations of what actions/responses Shippers must take/make in response to communications received</li> <li>• Consider appropriate testing of the communication process with Shippers.</li> </ul>	ALL DNs	Update to be provided. <b>Carried Forward</b>
<b>Dis0902</b>	07/09/11	4.3.1	ISS 0029 - Shippers to confirm whom in each Shipper organisation should receive the notifications relating to Incidents of all reportable incidents.	ALL SHIPPERS	Update provided. <b>Carried Forward</b>
<b>Dis1001</b>	26/10/11	2.4	ISS 0031 - Check out the legal basis for proposing these changes.	On behalf of GDF Suez (GE)	<b>Carried Forward</b>
<b>Dis1002</b>	26/10/11	2.4	ISS 0031 – Consider what should happen in the event that multiple Shippers make a claim.	On behalf of GDF Suez (GE)	<b>Carried Forward</b>
<b>Dis1003</b>	26/10/11	2.4	ISS 0031 - Bring information relating to current reconciliation check processes and how these are performed to the next meeting.	Xoserve (LW)	<b>Carried Forward</b>