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**UNC Distribution Workgroup Minutes**  
**Thursday 24 October 2013**  
**Consort House, 6 Homer Road, Solihull, B91 3QQ**

**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
Colette Baldwin	(CB)	E.ON UK
David Addison	(DA)	Xoserve
David Corby	(DC)	National Grid
David Mitchell	(DM)	Scotia Gas Networks
Hilary Chapman	(HCh)	Xoserve
Huw Comerford	(HCo)	Utilita
Kirsten Elliott-Smith	(KES)	Cornwall Energy
Lorna Lewin	(LL)	DONG Energy
Mark Jones	(MJ)	SSE
Rob Cameron-Higgs	(RCH)	First Utility
Steve Mulinganie	(SM)	Gazprom

*Copies of all papers are available at: [www.gasgovernance.co.uk/Dist/241013](http://www.gasgovernance.co.uk/Dist/241013)*

**1. Introduction and Status Review**

**1.1. Review of Minutes**

Minutes were accepted.

**1.2. Review of actions**

None outstanding.

**1.3. Modifications with Ofgem**

Item not discussed.

**2. Workgroups**

The following Workgroup meetings took place:

**2.1. 0450 - Monthly revision of erroneous SSP AQs outside the User AQ Review Period**

(Report to Panel 19 December 2013) – Papers at:  
[www.gasgovernance.co.uk/0450](http://www.gasgovernance.co.uk/0450)

**2.2. 0463S - Recognition of the '2nd January' Scottish Bank Holiday as a Business Day for Supply Point related transactions**

(Report to Panel 16 January 2014) – Papers at:  
[www.gasgovernance.co.uk/0463](http://www.gasgovernance.co.uk/0463)

**2.3. 0431 - Shipper/Transporter - Meter Point Portfolio Reconciliation**

(Report to Panel 19 December 2013) – Papers at:  
[www.gasgovernance.co.uk/0431](http://www.gasgovernance.co.uk/0431)

**2.4. 0445 – Amendment to the arrangements for Daily Metered Supply Point Capacity**

(Report to Panel 19 December 2013) – Papers at:

[www.gasgovernance.co.uk/0445](http://www.gasgovernance.co.uk/0445)

**3. Issues**

**3.1 ISS 0052 – Transfer of Assets**

On hold.

**3.2 ISS 0054 – Daily Meter Reading – Mandatory Population**

Item not discussed.

**3.3 New Issues**

None raised.

**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)

Workgroup meetings will take place as follows:

Time / Date	Venue	Workgroup Programme
09:00 Monday 04 November 2013	Teleconference 0207 950 1251 Access code, 61858003#	0450
13:00 Tuesday 05 November 2013	Teleconference 0207 950 1251 access code, 21870295#	0450, 0431
10:30 Friday 08 November 2013	Consort House, 6 Homer Road, Solihull B91 3QQ	0445S, 0458, 0466, 0468, 0469, 0470
10:30 Thursday 28 November 2013	ENA, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF	0431, 0445S, 0450, 0463S,
10:30 Tuesday 10 December 2013	Consort House, 6 Homer Road, Solihull B91 3QQ	0458, 0466, 0469, 0470
10:30 Tuesday 07 January 2014	Consort House, 6 Homer Road, Solihull B91 3QQ	TBC