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**UNC Distribution Workgroup Minutes**  
**Thursday 27 October 2011**  
**at 31 Homer Road, Solihull B91 3LT**

**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
Chris Hill	(CH)	first:utility
Chris Warner	(CW)	National Grid Distribution
Darren Lindsay	(DL)	E.ON UK
David Addison	(DA)	Xoserve
Emma Smith	(ES)	Xoserve
Erika Melen	(EM)	Scotia Gas Networks
Gareth Evans	(GE)	Waters Wye
George Glen	(GG)	ScottishPower
Joel Martin	(JM)	Scotia Gas Networks
Karen Kennedy	(KK)	ScottishPower
Linda Whitcroft	(LW)	Xoserve
Lisa Harris	(LH)	Shell
Lorna Lewin	(LL)	Shell
Richard Vernon	(RV)	RWE npower
Sasha Pearce	(SP)	RWE npower
Stefan Leedham	(SL)	EDF Energy

*Copies of all papers are available at: <http://www.gasgovernance.co.uk/dist/271011>.*

**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)**

**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

**Update:** Covered at the Issues Group (26 October 2011). **Carried Forward.**

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

**Update:** Covered at the Issues Group (26 October 2011). **Carried Forward.**

### 1.3. Review of Live Modifications

Ofgem's representative not present to give update; deferred.

## 2. Workgroups

Individual meetings/updates of the following Workgroups took place:

- 2.1. 0369 – Re-establishment of Supply Meter Points – measures to address shipperless sites

(Report to Panel 17 November 2011) – Minutes at:

[www.gasgovernance.co.uk/0369](http://www.gasgovernance.co.uk/0369)

- 2.2. 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) - Papers at:

[www.gasgovernance.co.uk/0375](http://www.gasgovernance.co.uk/0375)

BF confirmed that the Workgroup Report had been finalised and will be considered by the November Panel.

- 2.3. 0378 - Greater Transparency over AQ Appeal Performance

(Report to Panel 20 October 2011) – Papers at:

[www.gasgovernance.co.uk/0378](http://www.gasgovernance.co.uk/0378)

The Workgroup Report was accepted by Panel as a short notice item, and the Panel determined that the modification proceed to consultation; the legal text is being prepared prior to issue for consultation.

- 2.4. 0379 - Provision for an AQ Review Audit

(Report to Panel 19 January 2012) – Minutes at:

[www.gasgovernance.co.uk/0379](http://www.gasgovernance.co.uk/0379)

- 2.5. 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)

- 2.6. 0396 - EU Third package: Three week switching

(Report to Panel 17 November 2011) – Minutes at:

[www.gasgovernance.co.uk/0396](http://www.gasgovernance.co.uk/0396)

- 2.7. 0398 - Limitation on Retrospective Invoicing and Invoice Correction (3 to 4 year solution)

(Report to Panel 15 December 2011) – Papers at:

[www.gasgovernance.co.uk/0398](http://www.gasgovernance.co.uk/0398)

To be considered at the next Workgroup meeting on 11 November 2011.

- 2.8. 0399 - Transparency of Theft Detection Performance

(Report to Panel 15 December 2011) – Minutes at:

[www.gasgovernance.co.uk/0399](http://www.gasgovernance.co.uk/0399)

### 3. Issues

#### 3.1. ISS 018 Handling of Emergency Situations at Priority Customer Sites

'On hold' until further notice.

#### 3.2. ISS 0028 Status of new connections prior to the completion of reinforcement of the AQ table

Discussed at separate meeting (26 October 2011); minutes available at: [www.gasgovernance.co.uk/dis/261011](http://www.gasgovernance.co.uk/dis/261011)

#### 3.3. ISS 0029 Communication of CO Poisoning Incidents

Discussed at separate meeting (26 October 2011) and Actions Dis0901 and 0902 reviewed; minutes available at: [www.gasgovernance.co.uk/dis/261011](http://www.gasgovernance.co.uk/dis/261011)

#### 3.4. ISS 0031 Communication of CO Poisoning Incidents

Discussed at separate meeting (26 October 2011) and Actions Dis0901 and 0902 reviewed; minutes available at: [www.gasgovernance.co.uk/dis/261011](http://www.gasgovernance.co.uk/dis/261011)

#### 3.5. ISS 0032 'K' Factor Concept

Discussed at separate meeting (26 October 2011) and Actions Dis0901 and 0902 reviewed; minutes available at: [www.gasgovernance.co.uk/dis/261011](http://www.gasgovernance.co.uk/dis/261011)

#### 3.6. ISS 0033 Creation of MPRNs

Discussed at separate meeting (26 October 2011) and Actions Dis0901 and 0902 reviewed; minutes available at: [www.gasgovernance.co.uk/dis/261011](http://www.gasgovernance.co.uk/dis/261011)

#### 3.7. New Issues

None raised.

### 4. Any Other Business

#### 4.1 Modification 0403 – EU Third Package: 21 day switching with flexible objection period

AJ gave an initial presentation (in advance of the formal Workgroup meeting planned for 11 November 2011), explaining the rationale for the proposed change and outlining the solution and the advantages that had been identified. CW questioned if the Shippers wanted to be more specific in what they send in under UNC.

AJ then explained how different scenarios would be addressed, depending on where the Bank Holiday(s) occurred/did not occur in the different phases of the 21 day switching period.

*Illustration 2* – it was noted the Objection Period flexes to absorb the Bank Holiday (Shipper loses one day in which to object).

*Illustration 3* – Some submission time to Xoserve is reduced, but not the Shipper's ability to do the work.

*Illustrations 5 and 6* - Christmas time offers the worst scenario. AJe observed if confirmation comes in to Xoserve early on the Friday the system would send out the information to the incumbent immediately – it does not delay it – effectively ‘giving’ the Shipper that day.

AJ stressed that it would only want to flex downwards when it was necessary, to be compliant with the EU directive, then went on to detail some possible difficulties that had been identified together with suggestions for mitigation. Views were then sought.

SL understood and indicated support for the modification, but had concerns regarding potential Shipper impact – flexing might prove difficult for some parties, and there might be bigger system impacts that currently believed. DL thought consideration should also be given to potential impacts when losing a customer. SL indicated that he intended to carry out some internal analysis and would return with a view.

#### **4.2 Issues Group Meetings**

BF had sought the participants’ views on the experience of yesterday’s separate Issues meeting. It was felt that this had provided a good opportunity for a more adequate discussion of the Issues, which was sometimes unavoidably lacking when tabled towards the end of the Distribution Workgroup day, when pressure of other business relating to the formal Modifications absorbed most of the available time.

This greater flexibility had been welcomed and it was suggested that similar teleconference opportunities could be planned in to follow Distribution Workgroup days to enable the covering of Issues in the event that other Workgroup business resulted in the restriction of the remaining time available. If not required these could then be easily cancelled.

It was agreed at yesterday’s meeting that an Issues Group meeting, via teleconference, be arranged for 10:00 on Monday 28 November 2011. A decision to retain or cancel the arrangements would then be made at the conclusion of the Distribution Workgroup on 24 November 2011.

#### **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**

Friday 11 November 2011, 10:00, the Holiday Inn, 61 Homer Road, Solihull B91 3QD

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

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**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
<b>Dis0901</b>	07/09/11	4.3.1	Transporters to: <ul style="list-style-type: none"> <li>• Obtain a current mailing list from ENA and confirm who in each Shipper organisation receives the information</li> <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 provided at Issues Group (26/10/11)  <b>Carried Forward</b>
<b>Dis0902</b>	07/09/11	4.3.1	Shippers to confirm whom in each Shipper organisation should receive the notifications relating to Incidents of all reportable incidents.	ALL SHIPPERS	Update provided at Issues Group (26/10/11)  <b>Carried Forward</b>