

**UNC Distribution Workgroup Minutes**  
**Monday 05 December 2011**  
**at 31 Homer Road, Solihull, B91 3LT**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HC)	Joint Office
Alan Raper	(AR)	National Grid Distribution
Alison Jennings	(AJe)	Xoserve
Anne Jackson	(Aja)	SSE
Chris Warner	(CW)	National Grid Distribution
David Addison	(DA)	Xoserve
Ed Hunter	(EH)	RWE npower
Erika Melén	(EM)	Scotia Gas Networks
Gareth Evans	(GE)	Waterswye
Graham Wood	(GW)	British Gas
Karen Kennedy	(KK)	Scottish Power
Linda Whitcroft	(LW)	Xoserve
Lorna Lewin	(LL)	Shell
Mark Jones	(MJ)	SSE
Steve Mulinganie	(SM)	Gazprom

*Copies of all papers are available at: [www.gasgovernance.co.uk/dist/051211](http://www.gasgovernance.co.uk/dist/051211).*

**1. Introduction and Status Review**

**1.1. Minutes from the previous meetings**

The minutes from the previous meetings on 24 November and 28 November 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 Issues meeting. **Carried Forward.**

**Dis1001: ISS 0031** - Check out the legal basis for proposing these changes.

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

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

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

## 2. Workgroups

The following Workgroup meetings took place:

- 2.1. 0379 /0379A - Provision for an AQ Review Audit  
(Report to Panel - January 2012) – Minutes at:  
[www.gasgovernance.co.uk/0379](http://www.gasgovernance.co.uk/0379)
- 2.2. 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)
- 2.3. 0403 – EU Third Package: 21 day switching with flexible objection period  
(Report to Panel - January 2012) – Minutes at:  
[www.gasgovernance.co.uk/0403](http://www.gasgovernance.co.uk/0403)

## 3. Issues

No new issues raised.

## 4. Any Other Business

4.1 None raised.

## 5. Diary Planning

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

The following Workgroup meetings are scheduled:

### 2011

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	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 DN's	Update to be 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>