

UNC Distribution Workgroup Minutes
Thursday 22 December 2011
at 31 Homer Road, Solihull, B90 1LF

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HC)	Joint Office
Alan Raper	(AR)	National Grid Distribution
Andy Clasper	(AC)	National Grid Distribution
Anne Jackson	(AJ)	SSE
Chris Warner	(CW)	National Grid Distribution
David Addison	(DA)	Xoserve
Emma Smith	(ES)	Xoserve
Ed Hunter	(EH)	RWE npower
Erika Melén	(EM)	Scotia Gas Networks
George Glenn*	(GG)	Scottish Power
Graham Wood*	(GW)	British Gas
Joanna Ferguson	(JF)	Northern Gas Networks
Joel Martin	(JM)	Scotia Gas Networks
Marie Clarke*	(MC)	Scottish Power
Sue Davies	(SD)	Wales & West Utilities
Steve Mulinganie	(SM)	Gazprom
Sue Prosser	(SP)	Xoserve
Tabish Khan	(TK)	Ofgem
Wayne Hodgkins	(W)	Shell

*denotes teleconference

Copies of all papers are available at: www.gasgovernance.co.uk/dist/221211.

1. Introduction and Status Review

1.1. Minutes from the previous meetings

DA requested an amendment to the minutes dated 28 November 2011. He advised that in section 2.4, there is a paragraph that states:

DA was concerned about the level of information that would be provided to Xoserve with a claim and wanted to understand how the information and validation would be managed. He was keen to ensure Xoserve were in a position to undertake validation on the provided information.

DA suggested the minutes should read as follows:

DA was concerned about the level of information that would be provided to Xoserve with a claim and wanted to understand how the information and **any** validation would **be expected to** be managed. **Although the proposed modification is explicit that Xoserve would not validate this information, he was keen to understand all parties expectations surrounding** ensure Xoserve were in a position to undertake validation on the provided information.

The minutes from the previous meeting were then accepted.

1.2. Review of actions from previous meetings

See Section 3 Issues for outstanding Action updates.

1.3. Modifications with Ofgem

BF provided a brief update on the live modifications.

2. Workgroups

The following Workgroup meetings took place:

2.1. 0404 - Profiling payment of LDZ capacity transportation charges for Small Shipper Organisations

(Report to Panel 16 March 2012) – Minutes at:

www.gasgovernance.co.uk/0404/221211

2.2. 0379 /0379A - Provision for an AQ Review Audit

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

www.gasgovernance.co.uk/0379/221211

2.3. 0403 – EU Third Package: 21 day switching with flexible objection period

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

www.gasgovernance.co.uk/0403/221211

3. Issues

3.1. ISS 0018, Handling of Emergency Situations at Priority Customer Sites

It was acknowledged that this is not a UNC related issue, however consideration would be given at a later date.

3.2. ISS 0028 - Status of new connections prior to the completion of reinforcement works

No further update; item deferred.

3.3. ISS 0029 - Communication of CO Poisoning Incidents

Action update:

Dis0901: 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: EM confirmed that Transporters are in the process of updating the Shipper communication documentation, which should cover all these actions.

Carried Forward

3.4. ISS 0031 - Settlement Dispute Process

Actions update:

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

Update: Item deferred. **Carried Forward**

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

Update: Item deferred. **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: DA provided a brief presentation illustrating the process for adjustment requests. He explained the charge recalculation process and the checks that are undertaken. The proposed modification will state that there are no requirements on Xoserve to validate the information provided by Shippers. He wished to understand other parties expectations in terms of required validation. The presentation highlighted that Xoserve performs a number of validation activities currently, any extension of the potential period that Xoserve may be required to validate might have significant impacts to UK Link and non UK Link systems. **Complete**

3.5. New Issues

JF raised a new issue on the potential data requirements for the implementation of the DECC Smart Metering Implementation Plan. She provided a presentation and suggested that parties will need to start thinking about the issue and the system impacts. Once the system impacts are identified, there will be a need to raise UNC and SPAA modifications to mandate file format changes.

JF confirmed that the governance will be managed through the DECC programme. It was agreed to raise an issue to keep track on the progress of the issue, with a medium level.

4. Any Other Business

4.1 None raised.

5. Diary Planning

Further details of planned meetings are available at: www.gasgovernance.co.uk/Diary

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
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Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
Dis0901	07/09/11	4.3.1	ISS 0029 - Transporters to: <ul style="list-style-type: none"> • 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. 	ALL DN's	Carried Forward
Dis1001	26/10/11	2.4	ISS 0031 - Check out the legal basis for proposing these changes.	On behalf of GDF Suez (GE)	Carried Forward
Dis1002	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)	Carried Forward
Dis1003	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)	Complete