

**Workgroup 0364**  
**Minutes**  
**Thursday 03 March 2011**  
**Elxon, 350 Euston Road, London NW1 3AW**

**Attendees**

Tim Davis (Chair)	(TD)	Joint Office
Lorna Dupont (Secretary)	(LD)	Joint Office
Charles Ruffell	(CR)	RWE npower
Chris Wright	(CW)	Centrica
Claire Thorneywork	(CT)	National Grid NTS
Colin Thomson	(CT1)	Scotia Gas Networks
Dave Corby	(DC)	National Grid NTS
Dora Ianora	(DI)	Ofgem
Fergus Healy	(FH)	National Grid NTS
Graham Jack	(GJ)	Centrica
Jacopo Vignola	(JV)	Centrica Storage Ltd
Jeff Chandler	(JC)	SSE
Jill Brown	(JB)	RWE npower
Joanna Ferguson	(JF)	Northern Gas Networks
Lewis Hodgart	(LH)	Ofgem
Malcolm Arthur	(MA)	National Grid NTS
Nick Wye	(NW)	Waters Wye Associates
Phil Broom	(PB)	GDFSuez
Phil Hobbins	(PH)	National Grid NTS
Richard Miller	(RM)	Ofgem
Simon Trivella	(ST)	Wales & West Utilities
Stefan Leedham	(SL)	EDF Energy
Sue Ellwood	(SE)	TPA Solutions

**1. Introduction and Explanation of Workgroup Operation**

*Copies of all papers are available at: <http://www.gasgovernance.co.uk/0364/030311>.*

TD welcomed attendees to the meeting and explained the purpose and the operation of the Workgroup.

**2. Outline of Modification 0364 – An Appeals Process for Entry Capacity Manifest Errors**

SE gave a brief presentation outlining the background and intent of the modification, and the proposed timetable.

**3. Discussion**

RM pointed out that Ofgem had not reached a conclusion as to whether it had the powers to act as the Appeals body within this process.

SL observed that there was an Expert dispute process already in existence under UNC GTA, which might be considered. SE responded that GasTerra's deliberations had concluded that, in its opinion, Ofgem was the most appropriate

body to fulfil this position. SL agreed that Ofgem would be the first choice, but suggested that, in the event that Ofgem must decline the role, then UNC GTA might offer an alternative.

**4. Consider Terms of Reference**

The Workgroup considered the Terms of Reference. TD drew attention to the listed topics, some of which had already received consideration within the earlier presentation.

The Terms of Reference were then accepted and approved.

It was agreed that development of the Workgroup Report would be commenced and a draft Workgroup Report would be published for review and comment in advance of the next meeting. The intention would be to complete the Report at the next meeting.

**Action 0301: Produce and publish a draft Workgroup Report for review and comment.**

**5. Diary Planning for Workgroup**

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

The next Workgroup 0364 meeting will follow the meeting of the Transmission Workgroup on Thursday 07 April 2011, at Elexon, 350 Euston Road, London NW1 3AW.

**Action Log – Workgroup 0364: 03 March 2011**

Action Ref	Meeting Date(s)	Minute Ref	Action	Owner	Status Update
0301	03/03/11	4	Produce and publish draft Workgroup Report for review and comment.	JO (TD)	