

## UNC 0652 Workgroup Minutes

### Introduction of winter read/consumption reports and associated obligations

Tuesday 31 July 2018

at Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA

#### Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Carl Whitehouse	(CW)	First Utility
Emma Smith	(ES)	Xoserve
Fiona Cottam	(FC)	Xoserve
Irina Bertrand	(IB)	Brook Green Supply
John Welch	(JW)	npower
Joseph Lloyd	(JL)	Xoserve
Kirsty Dudley*	(KD)	E.ON
Louise Hellyer	(LH)	Total Gas & Power
Luke Reeves*	(LR)	EDF Energy
Mark Bellman	(MB)	Dataserve UK
Mark Palmer*	(MP)	Orsted
Martin Attwood	(MA)	Xoserve
Megan Coventry*	(MC)	SSE
Rhys Kealley*	(RK)	British Gas
Shaheeni Vekaria*	(SV)	Utility Warehouse
Steven Britton*	(SBr)	Cornwall Insight

\* *via teleconference*

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0652/310718>

The Workgroup Report is due to be presented at the UNC Modification Panel by 20 September 2018.

## 1. Introduction and Status Review

### 1.1. Approval of minutes (27 June 2018)

The minutes of the previous meeting were approved.

## 2. Consideration of Amended Modification

John Welch (JW) advised that the objective for the meeting is to see how far the modification can be progressed and confirmed that the original ROM requires updating as that was based on the previous version of the modification.

JW presented a change marked version of the modification (which can be viewed here: <https://www.gasgovernance.co.uk/0652/>) and explained the amendments, which mostly are as follows:

- Title change: as this is now changing more to a suite of reports and additional obligations, the new title should reflect this.
- Timeline has changed to report to UNC Panel in September.
- Amendments have been made, mostly based on what was discussed at the last meeting which includes a slight amendment to Section 5 to highlight the suite of reports and current obligations
- There will be a number of industry reports which are listed under the Business Rules heading in the Solution.
- There is an additional obligation to be added in to Uniform Network Code (UNC) which will facilitate sites where there is no winter consumption because there are no winter reads submitted, the obligation will be to take action in September.
- When asked JW confirmed his preference would be not to anonymise the reports, he will make this clearer in the modification.
- JW will also put some narrative evidence in to the modification to explain some of the decisions around anonymity.
- For clarity, it was explained that there will be:
  - Reports for Users – they will get their own reports
  - Reports for PAC – non-anonymised
  - Reports for Industry - anonymised

## 3. Review of ROM

Fiona Cottam (FC) advised that a formal request, from Joint Office, is required for an updated ROM as the ROM request was for the previous version of the modification.

It was clarified that when a modifications content has changed significantly, and there is a noticeable change to the solution, then a new ROM request should be made to Xoserve via email by Joint Office.

### **New Action 0701: Joint Office to request an updated ROM.**

Louise Hellyer (LH) asked if, waiting for the updated modification, will have an effect on the timescales to fulfil reporting to the UNC Panel.

Emma Smith (ES) clarified that the SLA to produce a ROM is 10 days, so the timescales will not be affected.

BF also clarified at this point that an Interim report to request more time will be presented to the August UNC Panel.

When asked FC clarified that the amendments to the modification are not changing any of the processes for submitting reads, stronger obligations are being set and a suite of reports at key milestones.

## 4. Review of Legal Text

This is carried forward to the next meeting.

## 5. Completion of Workgroup Report

This is carried forward to the next meeting.

## 6. Review of Outstanding Actions

**0601:** Xoserve to submit a revised ROM incorporating the amendments.

**Update:** It was noted that a ROM Request was required. **Closed**

**0602:** JW to submit an amended modification.

**Update:** This has been completed. **Closed**

## 7. Any Other Business

## 8. Next Steps

BF clarified the next steps:

- Joint Office to request an extension from Panel;
- Joint Office to request updated ROM; and
- JW will liaise with NGN for the legal text

## 9. Diary Planning

Further details of planned meetings are available at: <https://www.gasgovernance.co.uk/events-calendar/month>

Workgroup meetings will take place as follows:

Time / Date	Venue	Workgroup Programme
10:00 Tuesday 28 August 2018	Radcliffe House, Blenheim Court Warwick Road Solihull B91 2AA	Detail planned agenda items.  Completion of Workgroup Report

**Action Table (as at 31 July 2018)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
<b>0601</b>	27/06/18	3.0	Xoserve to submit a revised ROM incorporating the amendments.	<b>Xoserve (FC)</b>	<b>Carried Forward</b>
<b>0602</b>	27/06/18	7.0	JW to submit an amended modification. Submitted - close	<b>Npower (JW)</b>	<b>Close</b>
<b>0701</b>	31/07/18	3.0	Joint Office to request an updated ROM.	<b>Joint Office (BF)</b>	<b>Pending</b>