

**UNC Workgroup 0691S Minutes
CDSP to convert Class 2, 3 or 4 meter points to Class 1 when
G1.6.15 criteria are met**

Tuesday 25 February 2020

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

Attendees

Lorraine O'Shaughnessy (Chair)	(LOS)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Andy Clasper	(AC)	Cadent
David Mitchell	(DM)	SGN
Ellie Rogers	(ER)	Xoserve
Fiona Cottam	(FC)	Xoserve
Kirsty Dudley *	(KD)	E.ON
Lorna Lewin *	(LL)	Orsted
Louise Hellyer	(LH)	Total
Luke Reeves *	(LR)	EDF Energy
Mark Bellman	(MB)	Scottish Power
Mark Palmer *	(MP)	Orsted
Rebecca Hailes	(RH)	Joint Office
Rhys Kealley	(RK)	British Gas
Rob Johnson *	(RJ)	Waters Wye Associates
Rose Kimber	(RK)	CNG Ltd
Stephanie Clements *	(SK)	Scottish Power
Steven Britton *	(SB)	Cornwall Insight
Tony Perchard	(TP)	DNV-GL
Tracey Saunders	(TS)	Northern Gas Networks

**via teleconference*

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0691/250220>

The Workgroup Report is due to be presented at the UNC Modification Panel by 19 March 2020.

1. Introduction and Status Review

The meeting was confirmed to be quorate.

1.1. Approval of Minutes (21 January 2020)

The minutes from the previous meeting were approved.

2. Review Amended Modification v7.0

Lorraine O'Shaughnessy (LOS) confirmed an amended Modification Version 7.0 had been provided for consideration today.

Rhys Kealley (RK) summarised the changes to the Modification, this included updates to the Modification timeline, the correct reference to supply point amendments, changes to the business rules, and an update to the Relevant Objective's table.

RK clarified as the IGT UNC referred to the appropriate sections within the UNC there is not a requirement for an IGT Modification and that this can be reflected in the workgroup report. RK also confirmed that there will be a corresponding Change Proposal - XRN5038 which will guide the implementation date.

3. Confirmation of Legal Text

Ellie Rogers (ER) provided the Workgroup with some comments via email on the morning of the meeting on the initial Section G Legal Text provided by Scotia Gas Networks. The Workgroup agreed to consider the late submission of comments to aid progression of the Modifications' assessment.

It was noted that the legal text was provided on 12 February 2020 and the Modification was amended to Version 7.0 on 14 February 2020. DM clarified that during the time of preparing the text, Section TPD G has been amended by another Modification, so the base text had changed. It was recognised that the marked up legal text would need to be redrafted to ensure the amendments are correctly reflected. It was also noted that although SGN had shown marked-up removal of all text prior to section 1.11 this was not to indicate these sections would need to be removed these sections simply did not require amendment.

The Workgroup considered and discussed each of the comments provided by Xoserve ([Xoserve's Legal Text Comments](#)). It was noted that the numbering on Xoserve's feedback didn't align with the Legal text provided on 12 February and this needed to be taken into account when considering the suggested amendments as each number was out by a line.

1.11.10 a spelling correction was required.

1.11.7 ER recommended this whole section is reconsidered as there was some duplication with sections M1.11.2 and G1.6.15. ER also recommended the word 'believes' should not be used and should be removed as there was no discretion for the CDSP. It was agreed by the workgroup that this could be omitted.

1.11.8 ER recommended this section is reconsidered as it did not align with the Modifications Solution. ER confirmed that if a site meets the Class 1 threshold, it will have 28 days to be reclassified via a Reconfirmation or Supply Point Amendment.

1.11.8 (a) ER confirmed the CDSP are given authority to reclassify a site on behalf of a Shipper and this needed to be considered and amended.

1.11.8 (b) ER explained the reclassification process and that Shippers have 2 months to reclassify a site, another 28 days' notice to reclassify and a further 5 days to provide the details for the reclassification. ER recommended the Modification's Solution and Legal Text is reconsidered.

1.11.8 (b) (i) the Workgroup considered the reference to prevailing supply point capacity and the provision of the SOQ / SHQ to enable the supply point amendment. It was agreed this needed further consideration.

1.11.8 (b) and 1.11.8.(e) (iii) ER explained that the CDSP do not utilise a Meter Reading and suggested the Modification's Solution and Legal Text is reconsidered.

1.11.8 (d) ER explained the validation checks undertaken, the use of the default values and suggested an amendment to the Modification and Legal Text.

1.11.8 (f) and 1.11.8 (g) the Workgroup considered the current Transporter obligations for the installation of DM Equipment. ER explained that it is not a CDSP responsibility referring to Section M6.9.4 and recommending removal of these sections.

Mark Bellman (MB) enquired if there was confusion between the obligation within the UNC and supporting processes. Tracey Saunders (TS) noted that the UNC should outline the obligations rather than providing the process detail. It was suggested that the process elements should be re-considered to ensure the right level of detail is inserted into the UNC. It was envisaged Section 1.11.8 (f) and (g) could be removed.

TS suggested it would be helpful if Xoserve could provide a process flow to support the Change Proposal and help parties to fully understand the current requirements and interactions between all stakeholders.

Kirsty Dudley (KD) enquired what would happen if in the event the Shipper doesn't provide the information required recognising there is no incentives or charges to ensure compliance.

New Action 0201: Proposer (RK), Xoserve (ER) and SGN (DM) to reconsider Xoserve's feedback with a view to amending the Modification Solution and Legal Text accordingly.

New Action 0202: Xoserve (ER) to provide a process flow diagram to support the Modification's Change Proposal, and assist understanding the requirements and interactions between stakeholders.
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It was suggested in light of the number of potential changes to the Modification and subsequent changes to the legal text that the Modification should be formally amended and re-assessed in March. LOS advised the workgroup that the Modification was due to report to panel in March and therefore the interim Workgroup Report would state that further assessment is required.

David Mitchell (DM) expressed his preference to assess the amended Modification first to ensure it is in a steady state before re-producing the legal text. DM expressed concern about further refinements and wanted re-assurance at the next Workgroup meeting that there would be no further amendments to the Modification.

RK agreed to provide a copy of the amendments to ER and DM and engage with Xoserve and SGN offline to ensure all elements requiring change had been fully captured for the March meeting, with a view to having the legal text for April.

LOS requested feedback from the Workgroup on whether the Modification required a further extension given the discussions and changes discussed during the meeting, Workgroup agreed in order to ensure that the Modification and Legal Text were fully reviewed an extension would be required. It was suggested that a 3-month extension is requested at the March UNC Panel meeting to allow sufficient time to complete the Workgroup Report.

4. Clarification and confirmation of ROM

The Workgroup briefly considered the original ROM XRN4958 produced in June 2019. LOS presented the two options detailed in the Workgroup Report and RK believed the manual solution Option 2 would be the preferred choice. LOS updated the Workgroup Report to reflect this.

5. Confirmation of whether an equivalent IGT Modification is required

Fiona Cottam (FC) highlighted that the Modification needs to be clear that IGT sites are included within the scope. However, as the IGT UNC points to the appropriate sections within the UNC an equivalent IGT Modification is not required and this was confirmed by RK. See item 2.0 above.

6. Confirmation of whether there is an overlap with Modification 0710 (Action 0103)

RK believed that Modification 0710 – CDSP provision of Class 1 read service and Modification 0691 were mutually exclusive. However, it was recognised that if Modification 0710 was implemented before Modification 0691, caution would be required to ensure elements of Modification 0710 are not overwritten by Modification 0691.

7. Finalise Workgroup Report

Lorraine O’Shaughnessy (LOS) confirmed an interim report would be provided to the UNC Panel in March confirming further assessment is required and that the Workgroup are seeking a 3 months extension.

8. Review of Outstanding Actions

0101: British Gas (RK), SGN (DM) and Xoserve (FC) to investigate and explain if and how the nomination referral process operates and ensure this process is not bypassed.

Update: FC confirmed this process is not relevant to Modification 0691 and will not trigger the Nomination process. **Closed.**

0102: Joint Office (RH) to request the Legal Text at the February 2020 Panel.

Update: LOS confirmed a formal request for Legal Text was made at February’s Panel meeting. **Closed.**

0103: Joint Office (RH) to contact the Proposer (Richard Pomroy) of Modification 0710 - CDSP provision of Class 1 read service, to confirm if there would be an overlap in relation to the Transporter Daily Read equipment and Modification 0691S - CDSP to convert Class 2, 3 or 4 meter points to Class 1 when G1.6.15 criteria are met.

Update: See item 6.0. **Closed.**

0104: British Gas (RK) to amend the wording within Business Rule 1, to say the CDSP ‘should’ notify the Shipper and relevant Transporter immediately upon a site meeting the Class 1 qualifying conditions under G1.6.15 – however this is not proposed to be codified.

Update: RK confirmed this had been undertaken. **Closed.**

0105: Joint Office (RH) to contact Xoserve to clarify if the ROM XRN4958 is still valid from a content and costings perspective.

Update: See item 4.0. FC confirmed XRN4948 was still valid. **Closed.**

0106: British Gas (RK) to supply a statement confirming if an IGT Modification will be required and this statement to be encompassed within the Workgroup Report.

Update: See items 2.0 and 5.0. **Closed.**

9. Next Steps

LOS confirmed that an interim report will be provided to the March UNC Panel requesting a further 3 months for assessment with a view the Workgroup Report could be finalised in April/May.

10. Any Other Business

None Raised.

11. Diary Planning

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

Workgroup meetings will take place as follows:

Time / Date	Paper Publication Deadline	Venue	Programme
10:30 Tuesday 17 March 2020	5pm Monday 09 March 2020	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Review Final Amendments to Modification Consider required amendments to Legal Text
10:30 Tuesday 21 April 2020	5pm Thursday 09 April 2020 (BHs)	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Legal Text Review Develop Workgroup Report
10:30 Tuesday 19 May 2020	5pm Monday 11 May 2020	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Finalise Workgroup Report

Action Table (as at 25 February 2020)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0101	21/01/20	2.0	British Gas (RK), SGN (DM) and Xoserve (FC) to investigate and explain if and how the nomination referral process operates and ensure this process is not bypassed.	British Gas (RK), SGN (DM) & Xoserve (FC)	Closed
0102	21/01/20	4.0	Joint Office (RH) to request the Legal Text at the February 2020 Panel.	Joint Office (RH)	Closed
0103	21/01/20	4.0	Joint Office (RH) to contact the Proposer (Richard Pomroy) of Modification 0710 - CDSP provision of Class 1 read service, to confirm if there	Joint Office (RH)	Closed

			would be an overlap in relation to the Transporter Daily Read equipment and Modification 0691S - CDSP to convert Class 2, 3 or 4 meter points to Class 1 when G1.6.15 criteria are met.		
0104	21/01/20	4.0	British Gas (RK) to amend the wording within Business Rule 1, to say the CDSP 'should' notify the Shipper and relevant Transporter immediately upon a site meeting the Class 1 qualifying conditions under G1.6.15 – however this is not proposed to be codified.	British Gas (RK)	Closed
0105	21/01/20	5.0	Joint Office (RH) to contact Xoserve to clarify if the ROM XRN4958 is still valid from a content and costings perspective.	Joint Office (RH)	Closed
0106	21/01/20	6.0	British Gas (RK) to supply a statement confirming if an IGT Modification will be required and this statement to be encompassed within the Workgroup Report.	British Gas (RK)	Closed
0201	25/02/20	3.0	Proposer (RK), Xoserve (ER) and SGN (DM) to reconsider Xoserve's feedback with a view to amending the Modification Solution and Legal Text accordingly.	British Gas (RK), Xoserve (ER), SGN (DM)	Pending
0202	25/02/20	3.0	Xoserve (ER) to provide a process flow diagram to support the Modification's Change Proposal, and assist understanding the requirements and interactions between stakeholders.	Xoserve (ER)	Pending