

**UNC Workgroup 0819 Minutes
Establishing/Amending a Gas Vacant Site Process
10:00 Tuesday 29 November 2022
via Microsoft Teams**

Attendees		
Rebecca Hailes (Chair)	(RH)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Vera Li	(VL)	Joint Office
Aleksandra Cebo	(ACe)	EDF Energy
Andy Clasper	(AC)	Cadent Gas
Clare Manning	(CM)	E.On Next
Claire Louise Robert	(CR)	ScottishPower
David Mitchell	(DM)	SGN
Ellie Rogers	(ER)	Xoserve
Gareth Evans	(GE)	Waters Wye Associates
Howard Gormley	(HG)	Cadent Gas
Kathryn Adeseye	(KA)	Xoserve
Louise Hellyer	(LH)	Total Energies Gas & Power
Mark Jones	(MJ)	SSE
Oorlagh Chapman	(OC)	Centrica
Sally Hardman	(SH)	SGN
Steve Mulinganie	(SM)	SEFE Energy Ltd
Tom Stuart	(TS)	Wales & West Utilities
Tracey Saunders	(TSa)	Northern Gas Networks

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0819/291122>

The Workgroup Report is due to be presented at the UNC Modification Panel by 16 March 2023.

Please note these minutes do not replicate/include detailed content provided within the presentation slides, therefore it is recommended that the published presentation material is reviewed in conjunction with these minutes.

Copies of all papers are available at: <https://www.gasgovernance.co.uk/dist/291122>

1.0 Introduction and Status Review

1.1. Approval of Minutes (22 September & 02 November 2022)

In the absence of the Proposer, approval of the minutes from the meetings held on 22 September 2022 and 02 November 2022 were deferred to 12 December 2022.

1.2. Approval of Late Papers

There were no Late Paper.

1.3. Review of Outstanding Actions

Action 0903 (LG): For Exit Criteria point 4. "AQ (Annual Quantity) Correction has been completed"; needs further clarification with regards to the reason code used.

Update: Entry and Exit Criteria Presentation pack received. Due to the absence of proposer, this will be presented to Workgroup at the next meeting. **Carried Forward**

Action 0904 (LG): Create flow charts with worked examples to illustrate the Exit Criteria.

Update: In the absence of LG, RH confirmed the flow charts have been received and will be presented to Workgroup at the next meeting planned for 29 November 2022. **Carried Forward**

2.0 Amended Modification

No further amendment on the Draft amended Modification has been received.

Kathryn Adeseye (KA) advised after the October meeting, LG has since had meeting with Ellie Rogers (ER) updating the Solution Section and Business Rules. LG has also had a meeting with Andy Clasper (AS) in November, progress has been made on the Modification's Business Rules and creation of supporting document to remove some of the low-level detail from the original Modification. No final detail is available yet for discussion.

RHa confirmed that no further action could be taken in Workgroup without the Proposer and since this Modification is due to report to Panel on 16 March 2023 so will reconvene in next Workgroup meeting on 26 January 2023.

3.0 Development of the Workgroup Report

Not applicable at time of meeting.

4.0 Next Steps

RHa noted the next steps as being:

- LG to submit Amended Modification prior to January Distribution Workgroup Meeting

5.0 Any Other Business

None.

6.0 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
Thursday 26 January 2023	5pm 19 January 2023	Microsoft Teams	Standard Agenda

Action Table (as at 29 November 2022)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Reporting Month	Status Update
0903	22/09/22	1.0	For Exit Criteria point 4. "AQ Correction has been completed"; needs further clarification with regards to the reason code used.	LG	January 2023	Carried Forward
0904	22/09/22	1.0	Create flow charts with worked examples to illustrate the Exit Criteria.	LG	January 2023	Carried Forward