

**UNC Workgroup 0819 Minutes
Establishing/Amending a Gas Vacant Site Process
10:00 Tuesday 31
via Microsoft Teams**

Attendees		
Rebecca Hailes (Chair)	(RH)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Aleksandra Cebo	(ACe)	EDF Energy
Clare Manning	(CM)	E.On Next
Claire Louise Robert	(CR)	ScottishPower
Dan Stenson	(DS)	Brook Green Trading
David Mitchell	(DM)	SGN
Ellie Rogers	(ER)	Xoserve
Fiona Cottam	(FC)	Xoserve
Guv Dosanjh	(GD)	Cadent
Kathryn Adeseye	(KA)	Xoserve
Lee Greenwood	(LG)	British Gas
Louise Hellyer	(LH)	Total Energies Gas & Power
Mark Field	(MF)	Sembcorp
Mark Jones	(MJ)	SSE
Oorlagh Chapman	(OC)	Centrica
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/0819/310123>

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/310123>.

1.0 Introduction and Status Review

1.1. Approval of Minutes (29 November 2022)

The minutes from the meeting held on 29 November 2022 were approved.

1.2. Approval of Late Papers

Rebecca Hailes (RH) advised Workgroup that 3 papers were provided late for Workgroup to consider; Workgroup accepted the late papers.

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: The Entry and Exit Criteria Presentation pack was reviewed as part of the main agenda. No further action. **Closed**

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

Update: Lee Greenwood (LG) confirmed the flow charts have been provided and will be reviewed as part of the meeting. **Closed**

2.0 Amended Modification

Lee Greenwood (LG) provided a view of the three documents provided for the meeting:

1. Draft Amended Modification
2. Entry & Exit Criteria
 - a. Timeline
3. Amending a Gas Vacant Site Process Guidance Document

Amending a Gas Vacant Site Process Guidance Document (draft v1.0 dated November 2022)

LG highlighted that it is up to the Shipper to provide evidence that the site is vacant.

During the review of this document, Workgroup discussed the best terminology to use for person/persons that has attempted to gain access to the property to obtain meter reading and agreed that the *Shipper Authorised Representative* should be used instead of *meter reader* in the paragraph as shown below.

Shippers must be able to show the meter reader has attempted to visit and access the property to obtain meter reading(s). There must be two visits, at least 3 months apart but no more than 9 months apart, with the latest visit being within 3 months of requested entry to the Gas Vacant process.

The Guidance Document will be updated accordingly.

Ellie Rogers (ER) clarified that when the CDSP puts the Vacant status on the account and performs their necessary checks, (if there are any actual reads within the time period), the request would be rejected because it does not meet the criteria.

Draft Amended Modification

The Business Rules were reviewed by Workgroup and certain scenarios pertinent to each Business Rule for consideration were discussed. Where there was specific interaction regarding particular sections of the Modification with the Workgroup, this has been captured within the minutes for each Business Rule.

Business Rule 2

Where a Shipper has ensured that the proposed Vacant site criteria has been met and wishes to utilise the Gas Vacant process, the Shipper will notify the CDSP to enter the site into "Vacant status".

ER clarified that if a Shipper decides to put a Site it into the Vacant Site process, but there are some inflight transactions happening, CDSP would need to consider if the Vacant Site flag goes ahead, and the request would be rejected if there is a shipper transfer waiting to happen.

Workgroup agreed that the CDSP validation rules need to be in the Guidance Document or the Modification itself.

Clarification was provided that the Vacant Site is only pertinent to the current Shipper.

When asked what happens in electricity, it was clarified that if there is a change of supplier, then the vacant status is removed; the new Supplier needs to ascertain their own status for the Site.

Business Rule 4: Capacity Relief

Capacity Relief - Where a site has been in a Vacant status for 12 months or more with the same Registered User, the Shipper will have the option to request a change to the Annual Quantity

(AQ) of the site to set the AQ to 1 via a new Vacant site “eligible cause” as per Transportation Principle Document (TPD) G 2.3.21 to receive Capacity relief.

Workgroup noted that if the Registered User remains the same, once the Site is vacant, attempts should still be made to read the meter and records of attempts need to be kept.

Business Rule 5: Exit Criteria

A site will trigger the removal from Vacant status when:

- 1. Change of Shipper or Supplier event (CoS)*
- 2. Supplier of Last Resort (SoLR) event has taken place*
- 3. AQ Correction has been completed*
 - a. If the AQ correction is to 1 the Vacant status remains*
- 4. Site undergoes a Class Change*
- 4. Read is submitted into UK Link*
- 5. ONJOB is submitted into UK Link*

For the avoidance of doubt, in relation to points 5 and 6, the trigger is the Read or ONJOB being submitted to the CDSP, regardless of it being accepted and processed centrally.

Based on Workgroup discussion, LG noted refinements to the wording.

It was noted that the SoLR would not apply if the site is in the Special Administration Regime. (The Special Administration Process is used when the Supplier portfolio is above a certain size, this process is used because there are just too many customers to able to do a SoLR.)

- SoLR - the Company has ceased to trade as a Supplier, and Supplier of Last Resort is appointed; the portfolio is moved to them in its entirety.
- Special Administration Regime - the Supplier continues to trade under the administrators and the portfolio remains with them during this time, (which can be months/years), until it is sold or trades out of administration etc.

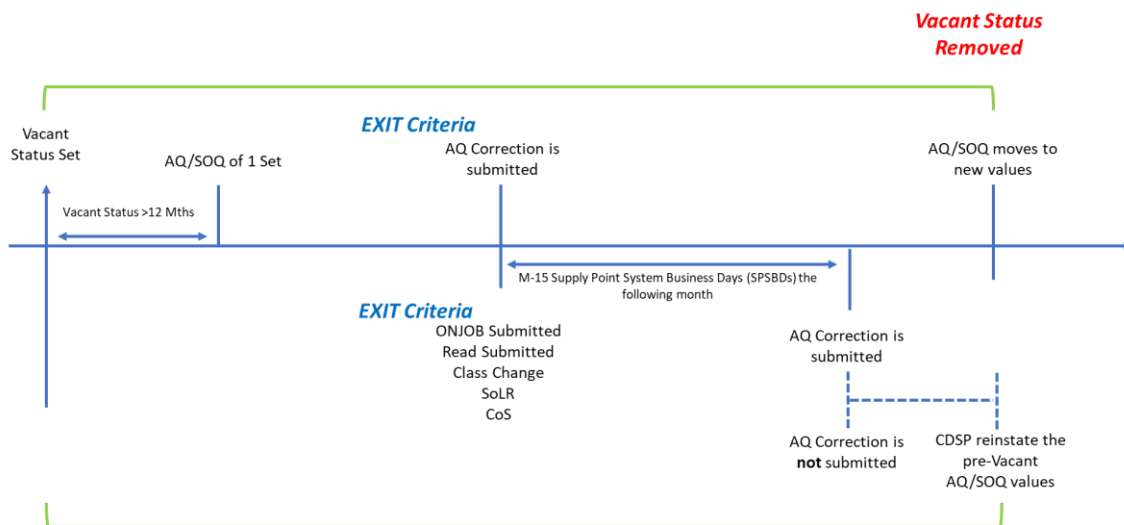
Business Rule 6: Vacant status removal - Settlement and Commodity Relief

- a) Where the site AQ has not been reduced to 1, the CDSP will remove the Vacant status with Settlement Performance Obligations, Commodity Costs, Daily Allocation and UIG recommencing, when any of the above Exit Criteria are triggered.*
- b) Where the site AQ has been reduced to 1, the Vacant status will be removed in line with the updated AQ becoming effective as per the business rules below.*

It was confirmed that the vacant site flag will not get removed until an AQ correction is submitted.

ER explained that when the AQ correction is submitted by the new Supplier, the AQ/SOQ moves to the new values, that is when the Vacant status is removed.

Capacity Exit Criteria



New Action 0101: *Capacity Exit Criteria - CDSP (ER) to confirm the M-15 Supply Point System Business Days the following month scenario when the AQ Correction is submitted and provide some worked examples.*

Guv Dosanjh (GD) advised, as Legal Text provider, he does not think Cadent is in a position to formally provide Legal Text. Instead, he proposed that LG makes the relevant amendments to the Modification and Guidance Document, for offline discussion.

Mark Field (MF) noted that where a new supplier might not know of a vacant site and might not update the AQ, this could be missed for a very long time.

Fiona Cottam (FC) provided clarity:

New AQ Corrections take effect "from and including the first Day of the first month which begins at least 15 Supply Point Systems Business Days after the date on which the User gave notice". TPD G2.3.27.

When asked, LG confirmed that it has been agreed that a communication can be provided to make a new Shipper/Supplier aware of the Vacant status.

Workgroup considered and agreed that, when a pre-vacant site AQ is reinstated, the backstop date logic should not be applied, therefore, a "for the avoidance of doubt" statement may be required for this Business Rule.

New Action 0102: *Business Rule 6 - CDSP (ER) to consider a "for avoidance of doubt" statement for when a pre-vacant site AQ is reinstated, this will then be applied to Business Rule 6 in the Modification.*

Many scenarios were discussed where Workgroup considered if the scenario; solution and Business Rule would work.

New Action 0103: Proposer (LG) to provide more comprehensive flow charts that cover additional scenarios as discussed at Workgroup.

Workgroup requested examples; detailed diagrams and for the flow charts to be placed into the Guidance Document.

Supplemental

This Modification also seeks to introduce additional reporting in the Performance Assurance Report Register (PARR) regarding the Vacant sites process. This is likely to include the count

of Supply Meter Points where the CDSP have been notified of Vacant criteria being met and the total count of sites that have a Vacant Status and the duration they have had this status.

New Action 0104: Joint Office (RH) to raise awareness of this Modification to the Performance Assurance Committee (PAC) for them to consider what reporting they would like.

Summary

RH summarised:

- LG to update the solution in the Modification and submit to become v2.0???
- As the Guidance Note will be a UNC Related Document to accompany the Modification, this should be included as an appendix to the Modification
- The Entry & Exit Criteria Flow charts to be included in the Guidance Document
- LG to submit amended Modification, updated Guidance Document and more detailed flow charts

New Action 0105: Joint Office (RH) to request Modification extension to May 2023.

3.0 Development of the Workgroup Report

The Workgroup Report development will commence at the next meeting in February 2023.

4.0 Next Steps

RH noted the next steps as being:

- Proposer to submit amended Modification; updated Guidance Document and Entry & Exit Criteria (New Action 0103).
- Joint Office will raise awareness of this Modification to the Performance Assurance Committee (New Action 0104).
- ER confirmed that CDSP will continue to look at the Rough Order of Magnitude (ROM) and update Workgroup at the next meeting in February 2023.
- Joint Office will request an extension to May 2023 at the next UNC Modification Panel (New Action 0105).

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
10:00 Thursday 23 February 2023	5pm 14 February 2023	Microsoft Teams	Standard Agenda

Action Table (as at 31 January 2023)

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.	Proposer (LG)	January 2023	Closed
0904	22/09/22	1.0	Create flow charts with worked examples to illustrate the Exit Criteria.	Proposer (LG)	January 2023	Closed
0101	31/01/23	2.0	<i>Capacity Exit Criteria</i> - CDSP (ER) to confirm the <i>M-15 Supply Point System Business Days the following month</i> scenario when the AQ Correction is submitted and provide some worked examples	CDSP (ER)	February 2023	Pending
0102	31/01/23	2.0	<i>Business Rule 6</i> - CDSP (ER) to consider an 'for avoidance of doubt' statement for when the AQ is reinstated which will then be applied to Business Rule 6 in the Modification	CDSP (ER)	February 2023	Pending
0103	31/01/23	2.0	Proposer (LG) to provide more comprehensive flow charts that cover additional scenarios as discussed at Workgroup to cover all the scenarios covered today	Proposer (LG)	February 2023	Pending
0104	31/01/23	2.0	Joint Office (RH) to raise awareness of this Modification to the Performance Assurance Committee (PAC) for them to consider what reporting they would like	Joint Office (RH)	February 2023	Pending
0105	31/01/23	2.0	Joint Office (RH) to request Modification extension to May 2023	Joint Office (RH)	February 2023	Pending