

**UNC Workgroup 0819 Minutes  
Establishing/Amending a Gas Vacant Site Process  
10:00 Thursday 27 April 2023  
via Microsoft Teams**

<b>Attendees</b>		
Rebecca Hailes (Chair)	(RH)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Andy Clasper	(AC)	Cadent
Ben Mulcahy	(BM)	Joint Office
Charlotte Gilbert	(CG)	BU-UK
Clare Manning	(CM)	E.ON
David Mitchell	(DMi)	SGN
Ellie Rogers	(ER)	CDSP
Fiona Cottam	(FC)	CDSP
Guv Dosanjh	(GD)	Cadent
Harry Hailwood	(HH)	Brook Green Supply
Hursley Moss	(HM)	Cornwall Insight
Jenny Rawlinson	(JR)	BU-UK
John R Harris	(JRH)	CDSP
Kathryn Adeseye	(KA)	CDSP
Kevin Clark	(KC)	Utilita
Lee Greenwood	(LG)	British Gas
Louise Hellyer	(LH)	TotalEnergies Gas & Power
Nick King	(NK)	CNG Services
Oorlagh Chapman	(OC)	Centrica
Phil Lucas	(PL)	National Gas Transmission
Tom Stuart	(TSt)	Wales & West Utilities
<b>Apologies</b>		
Steve Mulinganie	(SM)	SEFE Energy Limited
Tracey Saunders	(TS)	Northern Gas Networks

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0819/270423>

The Workgroup Report is due to be presented at the UNC Modification Panel by 18 May 2023 (an extension request has been agreed to be made to the 18 May 2023 UNC Modification Panel).

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/0819/270423>

## 1.0 Introduction and Status Review

### 1.1. Approval of Minutes (23 March 2023)

The minutes from the meeting held on 23 March 2023 were approved.

### 1.2. Approval of Late Papers

Rebecca Hailes (RH) confirmed the draft PARR Report for Workgroup to consider was received on 21 April 2023 and is considered to be a late paper. Workgroup participants agreed to consider the document.

The updated Guidance Document; updated Modification and newly drafted Frequently Asked Questions were received on the day of the meeting.

Workgroup agreed to consider late papers.

### 1.3. Review of Outstanding Actions

**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.

**Update:** This action was considered as part of agenda item 2. **Closed**

**Action 0301:** *Business Rule 4 – Capacity Relief:* Proposer (LG) to include reference to the winter consumption adjustment process in the 'Amending a Gas Vacant Site Process Guidance Document'.

**Update:** This action was considered as part of agenda item 2. **Closed**

**Action 0302:** *Business Rule 7 b) – Vacant status removal - Capacity Relief:* Proposer (LG) to reference backstop in Business Rule 7 b).

**Update:** This action was considered as part of agenda item 2. **Closed**

**Action 0303:** CDSP (KA) to arrange for an agenda item to be added to the next DSC Change Management Committee meeting to raise awareness of Modification 0819 and its interaction with Modification 0816S to see if there are any impacts or consequences in terms of the system implementation (as both Modifications affect the same area of Legal Text - likely to be Section G Paragraph 2.3).

**Update:** Kathryn Adeseye (KA) confirmed that a discussion at DSC Change Management Committee will occur if there are any interactions identified during the detailed design phase. ER added the change pipeline shown to DSC Change shows the proposed delivery for both Modifications. **Closed**

## 2.0 Amended Modification

RH noted the late submission of an amended Modification from the Proposer and invited Lee Greenwood (LG) to provide an update to the Workgroup of the changes made:

### Solution:

LG advised that some of the changes made are as a result of actions from the last Workgroup and some changes are ones that have come out of conversations with the Legal Text provider.

### Business Rule 1

This has been made more specific to the section it refers to (TPD M5.9 Must Reads TPD M5.10).

### Business Rule 2

The addition of an explanation if a shipper submits a request to set the Site to vacant and CDSP holds information that suggests the Vacant Site criteria have not been met, the CDSP will reject the submission for a Vacant status.

### Business Rule 3

This has been made more specific to the section it refers to (TPD M5.9 Must Reads TPD M5.10).

### Business Rule 5

Changes to the 6 exit criteria.

LG noted the first exit criterion has been changed from a submitted event to an accepted event, for the remaining criteria (2-6) the trigger will be submitted.

A site can exit the process by using any AQ correction code except for BR4.

KA clarified that the Read is submitted into UK Link under criteria number 5, which means when the read is referred to, it is a New Read.

When asked, Legal Text provider Any Clasper (AC) clarified this is quite complex legal text and he has been working closely with CDSP and the Proposer.

### **Business Rule 7**

LG advised the changes made to this Business Rule satisfy outstanding Action 0302:

**Action 0302:** *Business Rule 7 b) – Vacant status removal - Capacity Relief:* Proposer (LG) to reference backstop in Business Rule 7 b). **Action Closed**

### **PARR Reports:**

A view of the suggested PARR Reports was provided by ER who confirmed the proposed format of the PARR Reports to support the Modification.

The PAC has detailed what they are looking for and Workgroup had no comments. This satisfies outstanding Action 0104:

**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. **Action Closed**

### **Legal Text**

RH noted that because both Modification 0816S and Modification 0819 are updating the same section of the UNC, it is assumed DMi, and AC will work together on the Legal Text drafting.

Andy Clasper (AC) noted that because of the additional changes in Modification 0816S, there may be a need for a fast-track Modification to update any numbering differences.

### **Guidance Document:**

LG provided a review of the changes made to the Guidance Document, which is now titled Vacant Site Guidance Document. It will become a UNC Related document and includes changes to the following sections:

### **Rejection of Vacant Status**

ER noted that she will double-check the criteria parameters are workable and confirm back to the Proposer, before the next Workgroup on 27 May.

In terms of rejection codes when the CDSP do reject a request, Louise Hellyer (LH) asked if there will be a specific rejection code that will describe the reason for rejection. ER advised that will be determined during the Detailed Design phase and noted LH's preference.

### **AQ Corrections to 1 – Winter Consumption**

LG advised the addition of this topic satisfies outstanding Action 0301.

**Action 0301:** *Business Rule 4 – Capacity Relief:* Proposer (LG) to include reference to the winter consumption adjustment process in the 'Amending a Gas Vacant Site Process Guidance Document'. **Closed**

No further comments from Workgroup.

### **Frequently Asked Questions:**

LG advised this document is a work in progress and is to highlight some questions about the process that have been asked.

When Jenny Rawlinson (JR) asked how this Modification will apply to IGT sites, as they have a different charging methodology to GDN sites, Orlagh Chapman (OC) noted she is raising an IGT Modification and will work through the differences within the IGT Workstream.

It was suggested that a link to the CDSP E-Learning area would be a good addition to the Frequently Asked Questions (<https://www.xoserve.com/learning-hub/training-and-e-learning/e-learning-materials/>).

LG confirmed the Frequently Asked Questions will be added to the bottom of the Guidance Document going forward.

It was agreed that the Guidance Document and the Frequently Asked Questions will be appended to the Modification in an appendix.

### 3.0 Completion of the Workgroup Report

Recognising an extension request is pending, RH completed amendments in-line with the feedback provided by the Workgroup participants in attendance.

It was noted that Customers could potentially receive lower bills based on more accurate site consumption.

Workgroup discussed if there would be any costs offset for bringing in this change, e.g. CDSP costs.

ER advised that when this change is submitted to the DSC Change Management Committee funding could be split between Shippers and DNs.

The detail of the funding will be in the Rough Order of Magnitude (ROM) and the DSC Change Management Committee will need to agree on that funding.

### 4.0 Next Steps

RH noted the next steps:

- Legal Text to be requested at the 18 May 2023 UNC Modification Panel
- Submission of extension request to UNC Modification Panel on 18 May 2023

### 5.0 Any Other Business

None.

### 6.0 Diary Planning

*Further details of planned meetings are available at:*

Workgroup meetings will take place as follows:

Time / Date	Paper Publication Deadline	Venue	Programme
Thursday 10:00 25 May 2023	5 pm 16 May 2023	Microsoft Teams	Standard Agenda including any Modification Workgroups relating to Distribution Workgroup

**Action Table (as of 27 April 2023)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Reporting Month	Status Update
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	Closed
0301	23/03/23	2.0	<i>Business Rule 4 – Capacity Relief:</i> Proposer (LG) to include reference to the winter consumption adjustment process in the	Proposer (LG)	April 2023	Closed

**Action Table (as of 27 April 2023)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Reporting Month	Status Update
			'Amending a Gas Vacant Site Process Guidance Document'.			
<b>0302</b>	23/03/23	2.0	<i>Business Rule 7 b) – Vacant status removal - Capacity Relief:</i> Proposer (LG) to reference backstop in Business Rule 7 b)	Proposer (LG)	April 2023	<b>Closed</b>
<b>0303</b>	23/03/23	2.0	CDSP (KA) to arrange for an agenda item to be added to the next DSC Change Management Committee meeting to raise awareness of Modification 0819 and its interaction with Modification 0816S to see if there are any impacts or consequences in terms of system implementation (as both Modifications affect the same area of Legal Text - likely to be Section G Paragraph 2.3).	CDSP (KA)	April 2023	<b>Closed</b>