

UNC Distribution Workgroup Minutes

Wednesday 22 May 2019

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

Attendees

Chris Shanley (Chair)	(CS)	Joint Office
Kully Jones (Secretary)	(KJ)	Joint Office
Alan Raper	(AR)	Joint Office
Alexander Mann*	(AM)	Gazprom
Andy Clasper	(AC)	Cadent
Brandon Rodrigues*	(BR)	ESP Utilities
Carl Whitehouse*	(CW)	Shell
Dave Addison	(DA)	Xoserve
David Mitchell	(DM)	SGN
Edward Fyfe*	(EF)	SGN
Ellie Rogers	(ER)	Xoserve
Gareth Evans	(GE)	Waters Wye Associates Ltd
Guv Dosanjh	(GD)	Cadent
Lorna Lewin*	(LL)	Orsted
Louise Hellyer*	(LH)	Total (joined at 12pm)
Mark Jones	(MJ)	SSE
Megan Coventry*	(MC)	SSE
Michael Lain*	(ML)	E.ON
Nitin Prajapati	(NP)	Cadent
Richard Pomroy	(RP)	Wales & West Utilities
Shardul Pandit*	(SP)	Wales & West Utilities
Steve Britton*	(SB)	Cornwall Insight
Tracey Saunders	(TS)	Northern Gas Networks

**via teleconference*

Copies of all papers are available at: <http://www.gasgovernance.co.uk/dist/220519>.

1. Introduction and Status Review

Chris Shanley (CS) welcomed everyone to the meeting and invited introductions.

1.1. Approval of Minutes (25 April 2019)

The minutes from the previous meeting were accepted.

1.2. Modifications with Ofgem

None

1.3. Pre-Modification discussions

None

2. Workgroups

The following Workgroup meetings took place:

- 2.1. **0647 - Opening Class 1 reads to Competition (including IGT Modification 119 – Opening Class 1 read services on IGT Meter Supply Points to Competition)**
(Report to Panel 20 June 2019)
<https://www.gasgovernance.co.uk/0647>
- 2.2. **0682 - Market Participant MDD Migration to UNC Governance from the SPAA**
(Report to Panel 20 June 2019)
<https://www.gasgovernance.co.uk/0682>
- 2.3. **0687 - Clarification of Supplier of Last Resort Cost Recovery Process**
(Report to Panel 15 August 2019)
<https://www.gasgovernance.co.uk/0687>
- 2.4. **0689 - Removing the requirement to support Invoice queries before the due date with information from the .AML file**
(Report to Panel 15 August 2019)
<https://www.gasgovernance.co.uk/0689>
- 2.5. **0692S - Automatic updates to Meter Read Frequency**
(Report to Panel 21 November 2019)
<https://www.gasgovernance.co.uk/0692>

3. Issues

3.1. New Issues

No new issues were raised.

4. Review of Outstanding Actions

No outstanding actions.

5. Any Other Business

5.1. UNC Election Process

CS reminded Workgroup participants of the UNC Election process and provided a brief walkthrough of the guidelines for the UNC Shipper Representative Appointment Process which are published on the Joint Office website at:

<https://www.gasgovernance.co.uk/elections>.

He reminded participants that UNC Panel appointments are for 2 years and all other appointments run from 01 October to 30 September annually. A UNCC change was discussed at the Modification Panel in relation to PAC appointments and a decision is awaited on this.

He also provided a reminder on the timescales signalling that the Single Point of Contacts need to update their contacts by the end of June. The Nomination process will then commence from 01 July lasting for no more than 3 weeks. If elections are required these will be held from 01 August and notification of the elected candidate will be issued by 01 September with elected members taking up positions from 01 October.

In addition, he highlighted the current vacancies and indicated that where a mid-year process is necessary this will be triggered via an expression of interest and will be for the residual of the current gas year.

6. Outstanding Action(s)

None.

7. 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
10:30, Thursday 27 June 2019	Elexon, 350 Euston Road, London NW1 3AW	Distribution Workgroup standard Agenda
10:30, Thursday 25 July 2019	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Distribution Workgroup standard Agenda
10:30, Thursday 22 August 2019	Elexon, 350 Euston Road, London NW1 3AW	Distribution Workgroup standard Agenda

Action Table (as at 22 May 2019)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
			No outstanding actions		