

## UNC Governance Workgroup Minutes

Monday 30 March 2020

via teleconference

### Attendees

|                                       |       |                       |
|---------------------------------------|-------|-----------------------|
| Loraine O'Shaughnessy (Chair)         | (RH)  | Joint Office          |
| Maitrayee Bhowmick-Jewkes (Secretary) | (MBJ) | Joint Office          |
| Mike Berrisford                       | (MB)  | Joint Office          |
| Andy Clasper                          | (AC)  | Cadent                |
| Guv Dosanjh                           | (GD)  | Cadent                |
| Tracey Saunders                       | (TS)  | Northern Gas Networks |
| Shanna Barr                           | (SB)  | Northern Gas Networks |
| Steve Mulinganie                      | (SM)  | Gazprom               |
| Phil Lucas                            | (PL)  | National Grid         |

Copies of all papers are available at: <http://www.gasgovernance.co.uk/gov/300320>

### 1. Introduction and Status Review

Loraine O'Shaughnessy (LOS) welcomed all attendees.

LOS informed the Workgroup that the meeting was not quorate as there was only one Shipper representative attending. She reminded Workgroup that the Standard Terms of Reference for UNC Workgroups rules require at least two Shippers and two Transporters for the meeting to be quorate.

LOS advised that this meeting had been scheduled to discuss Modification 0708 which had been sent back from the UNC Modification Panel at the 19 March 2020 meeting for further to allow the industry the opportunity to discuss the Legal Text. In light of this, LOS asked the Workgroup participants if they were prepared to continue with the meeting, although no decisions could be made due to quoracy.

Steve Mulinganie (SM) offered to represent other Shipper parties as the Director of ICOSS to meet the quoracy requirement, stating he had done so previously. However, Tracey Saunders (TS) advised that the meeting would still not be quorate as she had been informed by the Joint Office after the previous meeting that an ICOSS representative was not able to represent other Shippers. Maitrayee Bhowmick-Jewkes (MBJ) confirmed that the minutes from the 02 December 2019 meeting, confirmed this.

SM challenged this and asked for further clarification on where this rule is set out.

In response, Mike Berrisford (MB) stated that paragraph 5.0 of the UNC Modification Rules set out the rules in relation to quoracy. He added that these rules apply to all meetings under the Modification Panel, including Workgroups.

There was a brief debate on the lack of clarity around quoracy. SM further highlighted that at a UNC Modification Panel meeting he is able to act as an 'alternate' for another Shipper. He questioned why this rule does not apply to Workgroup quoracy. MB clarified that the Joint Office could accept SM as an alternate for another Shipper on receipt of a written request, but unfortunately in this instance one had not been provided ahead of the meeting.

The Workgroup asked the Joint Office to review the quoracy rules. In particular, SM requested the Joint Office confirm whether he could represent other Shippers at a meeting to fulfil quoracy in his role as the Director of ICOSS.

**New Action 0301:** Joint Office (LOS) to a) check and confirm Workgroup quoracy rules and whether the Director of ICOSS in his capacity can represent other Shipper members and b) clarify the rules for alternates.

SM also asked the Joint Office to clarify the rules of acting as an alternate to other Shippers.

Workgroup participants acknowledged that the lack of quoracy was disappointing as TS had already progressed Modification 0708S as far as possible. However, without the Workgroup satisfying the quoracy requirement and in order to avoid setting a precedent for holding meetings without quoracy being fulfilled, it was agreed that the meeting could not progress.

TS stated she would send the Joint Office an updated copy of Draft Modification 0708S so that the Workgroup Report could be completed and submitted to Panel on 16 April to review. LOS confirmed that she would liaise with TS to update the Workgroup Report for submission to Panel.

The meeting was thereafter adjourned.

## 2. Diary Planning

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

| Time / Date                         | Venue  | Workgroup Programme   |
|-------------------------------------|--|---|
| 10.30<br>Wednesday<br>22 April 2020 | Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA or via teleconference (depending on BCM) | Standard Governance Workgroup Agenda including: <ul style="list-style-type: none"><li>• BEIS/Ofgem Update</li><li>• Consideration of Workgroups 0676R and 0708S</li><li>• Continued review of the Issue log</li></ul> |

**Action Table (as at 30 March 2020)**

| <b>Action Ref</b> | <b>Meeting Date</b> | <b>Minute Ref</b> | <b>Action</b>   | <b>Owner</b>       | <b>Status Update</b>   |
|-------------------|---------------------|-------------------|---|--------------------|------------------------|
| <b>1104</b>       | 04/11/19            | 8.0               | Joint Office (PG) to review the use of pre-meeting briefs by JO meeting Chairs.   | Joint Office (PG)  | <b>Carried Forward</b> |
| <b>1105</b>       | 04/11/19            | 8.0               | Joint Office (PG) to review whether they can publish consolidated minutes for Workgroups with more than one Modification.   | Joint Office (PG)  | <b>Carried Forward</b> |
| <b>1201</b>       | 02/12/19            | 2.0               | Joint Office (RH) to explore Webex and Skype as possible options for holding meetings.  | Joint Office (RH)  | <b>Carried Forward</b> |
| <b>1202</b>       | 02/12/19            | 5.0               | Xoserve (Fiona Cottam) as CDSP to provide update on DESC (Joint Office to email FC this action)   | Xoserve (FC)       | <b>Carried Forward</b> |
| <b>1203</b>       | 02/12/19            | 5.0               | Xoserve (Fiona Cottam) as CDSP to provide update on DESC (Joint Office to email FC this action)   | Xoserve (FC)       | <b>Carried Forward</b> |
| <b>0101</b>       | 22/01/20            | 8.0               | Joint Office (RH) to send out BEIS consultation to the industry.  | Joint Office (RH)  | <b>Pending</b>         |
| <b>0301</b>       | 30/03/20            | 1.0               | Joint Office (LOS) to a) check and confirm Workgroup quoracy rules and whether the Director of ICOSS in his capacity can represent other Shipper members and b) clarify the rules for alternates. | Joint Office (LOS) | <b>Pending</b>         |