

UNC Distribution Workgroup Minutes
Thursday 28 May 2020
via Teleconference

Attendees		
Alan Raper (Chair)	(AR)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Kate Elleman	(KE)	Joint Office
Andy Clasper	(AC)	Cadent
Carl Whitehouse	(CW)	Shell Energy
David Addison	(DA)	Xoserve
David Mitchell	(DM)	SGN
Ellie Rogers	(ER)	Xoserve
Fiona Cottam	(FC)	Xoserve (<i>Agenda Item 3.0 and 4.0 only</i>)
Guv Dosanjh	(GD)	Cadent
India Koller	(IK)	SGN
Kirsty Dudley	(KD)	E.ON
Lorna Lewin	(LL)	Orsted
Max Lambert	(ML)	Ofgem
Nitin Prajapati	(NP)	Cadent
Paul O'Toole	(PO)	Northern Gas Networks
Paul Bedford	(PB)	Opus Energy
Phil Lucas	(PL)	National Grid
Richard Pomroy	(RP)	Wales & West Utilities
Sally Hardman	(SH)	SGN
Shanna Barr	(SB)	Northern Gas Networks
Steve Britton	(SBr)	Cornwall Insights
Steve Mulinganie	(SM)	Gazprom Energy
Tracey Saunders	(TS)	Northern Gas Networks

Copies of all papers are available at: www.gasgovernance.co.uk/dist/230420

1. Introduction and Status Review

Alan Raper (AR) welcomed everyone to the meeting and invited introductions.

1.1. Approval of Minutes (23 April 2020)

The minutes from the previous meetings were accepted.

1.2. Review Outstanding Actions

Action 1102: *NGIS Reports* - DNs to investigate internally and report back to Workgroup.

Update: This has now been passed to Gareth Evans on behalf of ICoSS. Steve Mulinganie (SM) advised Gareth Evans will provide an update in due course by way of a briefing note which will be circulated. **Carried Forward**

Action 1202: Xoserve (DA) to assess the material effort to correct the formula for Class 3 and 4 New Supply Meter Points – reference AQ setting.

Update: Dave Addison (DA) advised there is no update at present. He did confirm there will be a UNC Code change required, but this is not a high priority at present. **Carried Forward**

Action 0101: *NGIS Reports: (Action 1102):* SM will gather support and comments from ICOS members and send email to all DNs directly.

Update: *Linked with 1102:* (SM) advised Gareth Evans will provide an update in due course by way of a briefing note which will be circulated. **Carried Forward**

Action 0103: *Where requested the CDSP is required to pass a period of consumption data to an Incoming Shipper User when there is a Change of Tenancy (CoT):* DA to liaise with SM regarding the potential to raise a Change Request with Ofgem in relation to the specific data item.

Update: DA will follow this up over the course of the next month. He recognises that CDSP need to do something different in order to make sure it is clear. He advised that the CoT Flag is not being used anywhere within CSS processes. **Carried Forward**

Action 0104: *CDSP is required to pass a period of consumption data to an Incoming Shipper User when there is a Change of Tenancy (CoT):* All Shippers to provide an informal view to Xoserve for them to consider options.

Update: DA confirmed nothing has been received in terms of Shippers providing an informal view. He advised that this is dependent on Action 0103. CDSP are required to provide a consumption report to an incoming shipper on request during a CoT. DA advised that if there is a break caused by a CoT, then the consumption period would be curtailed. DA is unsure what the benefit of the consumption report, although it seems to be largely advisory. DA is still information gathering. **Carried Forward**

1.3. Modifications with Ofgem

Max Lambert (ML) drew attention to the current status of the Modifications awaiting Ofgem direction:

0687 - Creation of new charge to recover Last Resort Supply Payments:

www.gasgovernance.co.uk/0687/

- Authority decision to 'send back' Modification 0687 received 09 October 2019
- Final Modification Report resubmitted, as requested by the Authority, 17 October 2019
- Awaiting Authority decision
- RP advised that CDSP have been authorised by DSC Change Management Committee to work on the changes required for Modification 0687. Given that this work is being done in advance of an Ofgem decision, it should be noted that Xoserve are working at risk.

0692S - Automatic updates to Meter Read Frequency:

www.gasgovernance.co.uk/0692/

- Appeal received from EDF 07 January 2020
- See the published background to the Appeal of this Modification dated 10 January 2020
- A revised Notice of Implementation was published 16 January 2020.

0711 – Update of AUG Table to reflect new EUC bands

www.gasgovernance.co.uk/0711/

- Final Modification Report submitted 27 March 2020
- Awaiting Authority decision

0721 (Urgent) – Shipper submitted QAQ Corrections during COVID-19

www.gasgovernance.co.uk/0721

- Ofgem decision is due early week commencing 1 June 2020

0725 (Urgent) – Ability to Reflect the Correct Customer Network Use and System Offtake Quantity (SOQ) During COVID-19

www.gasgovernance.co.uk/0725

- Ofgem are aware of the criticality and urgency of this Modification and expect to make a decision by the end of the week.
- A notice of Non-Implementation for Modification 0725 has been published.

AR requested a more detailed update from Ofgem at the next meeting in June 2020.

1.4. Pre-Modification discussions

No pre-modification discussions to be had.

2. Workgroups

2.1. 0697S – Alignment of the UNC TPD Section V5 and the Data Permissions Matrix

(Report to Panel 16 July 2020)

www.gasgovernance.co.uk/0697

2.2. 0710 CDSP provision of Class 1 read service

(Report to Panel 17 September 2020)

www.gasgovernance.co.uk/0710

3. UIG Update

FC provided an overview of the UIG update and explained the COVID-19 lockdown is going to be a major contributor to UIG due to some sites consuming little or no gas and some sites consuming more gas than expected.

The Non-Daily Metered (NDM) Algorithm parameters are set annually and have no concept of lockdown and due to current consumption patterns, there is a net over-allocation to NDM sites.

Referring to the graph included in the published presentation, FC advised this is updated weekly and is published on xoserve.com.

FC explained the graph titled, “How is UIG Trending Now”, shows the start of where homeworking was widespread, (18 March 2020), and that where previously there was a noticeable weekend to weekday trend, this is now becoming less clear now.

The second graph of the presentation shows pre and post reconciliation which is updated monthly and relies on data associated with the Amendment Invoice monthly process.

This graph shows the current UIG and allocated UIG as a percentage. The Current UIG is updated each month ending after reconciliation and then published on the Xoserve website with the raw data.

FC went on to advise Workgroup of what the likely impact would be on UIG of the Urgent Modifications:

- 0722 – Estimated Meter Readings as Actuals
 - Triggers quicker reconciliation to correct the allocated position and UIG
 - Has a minor prospective impact on AQs
- 0723 – Use of Isolation Flag (has the effect of removing these sites from allocation)
 - Should make UIG less negative
 - Meter status change requires a meter reading which need to be the same for entering and exiting isolation
 - Will trigger a reconciliation of previous over-allocations

- 0724 - Amendment to Ratchet charges during COVID-19 period
 - No settlement impacts

FC clarified that UIG would continue to be volatile during and after lockdown as NDM Allocation would not react quickly to usage changes and noted that for matters to stabilise, Shippers would need to correct / reverse actions taken under Modification 0722 and Modification 0723 rules.

SM asked, in addition to the Urgent Modifications what happens with the Formula Year AQ (FYAQ). FC clarified that because in this usage reduction was occurring in Spring/Summer the impact will possibly be less than if consumption reduced in the Winter. So overall, for Domestic sites, the high level of home-working could push up Domestic AQs while it would reduce Industrial and Commercial AQs, as those sites are using less.

4. COVID-19 Issues

AR provided Workgroup with a view of the template he is intending to use for the interim report for the June UNC Panel meeting.

4.1. Review of Modification 0722 - Allow Users to submit Estimated Meter Reading during COVID-19

AR showed onscreen the Final Modification Report and reminded Workgroup that the purpose of the Modification is to Allow Users to submit Estimated Meter Readings as Actual Meter Readings for Non-Daily Meter sites during COVID-19 “lock-down”.

There was a lengthy discussion how to differentiate actual meter readings vs actual meter readings that are estimated.

It was asked that, in terms of the metrics, could Shippers be asked to report how many of this type of meter readings they are submitting.

TS advised that this Modification will naturally exit when things get back to normality and actual readings are available it will self-correct.

Summary of discussion:

- There could be a minor impact on Commodity revenue for Network Operators.
- The actual change in consumption could have a consequential effect on rolling AQ and Formula Year AQ, although FC advised a site that is still submitting its readings would be in the same position as a site providing estimates.
- The provision of additional information to PAFA or CDSP to support the exit strategy is required and DA will need to assess what changes CDSP might need to do to help with the exit strategy.
- There may be consequential impacts around change of shipper events. DA clarified that if further information relating to the sites submitting estimated actuals is made available, CDSP might be able to do provide assistance / reporting.
- For instance, there may be a service to assist with change of shipper and reduce the incidence of inter-shipper disputes by populating a data base and advising the incoming shipper that the supply point has been subject to 0722-measures.

New Action 0601: *Review of Modification 0722 - Allow Users to submit Estimated Meter Reading during COVID-19:* CDSP (DA) to provide more detail in terms of how ‘this’ could work.

New Action 0602: *Review of Modification 0722 - Allow Users to submit Estimated Meter Reading during COVID-19:* CDSP to start developing options.

4.2. Review of Modification 0723 – Use of the Isolation Flag to identify sites with abnormal load reduction during COVID-19 period

AR reminded Workgroup that this Modification aims to enable Shippers to utilise the central systems isolation flag, under specific circumstance, without the normal warranted activities to have taking place., allowing for sites where businesses have closed due to COVID-19 to be excluded from allocation, and therefore from UIG allocation during the relevant period.

This Modification will be easier to track than modification 0722. FC advised Xoserve can track the number of isolations but not the number of COVID-19 related isolations.

FC clarified that the isolation averages are:

- March 95pd
- April 124 pd
- May (12th – 27th) 45pd

FC clarified there is an element of retrospectivity in isolations which can trigger a back-dated reconciliation.

DA advised that if a site is isolated, Users would not be able to use Modification 0721.

Workgroup were advised that there is no effect on transportation revenue as transportation charges continue, provided the site is not withdrawn. The AQ calculation ceases from the date of isolation, and when it restarts, when the isolation flag is removed, ignores the period of isolation.

4.3. Review of Modification 0724 – Amendment to Ratchet charges during COVID-19 period

AR reminded Workgroup that this Modification seeks to make Ratchet charge changes during COVID-19 period to avoid the application of incentive charges where consumption at specific sites is increased above the agreed booked capacity to support local/national needs during the COVID-19 pandemic

Workgroup agreed, in terms of impacts, this will be low in terms of volume and will not have the same effect on the energy processes as Modification 0722 and 0723.

The metrics on what should need to be reported on was discussed, initial thoughts where:

- Number of applications
- Number of accepted applications

It was confirmed that capacity would be ratcheted and it is the ratchet charge that would be reversed. It was also agreed that ratchet mechanism ceases to have effect on 31 May 2020, and therefore it would be wise to wait a few weeks after the end of May 2020 to process and report on usage.

5. CSS Consequential Changes – Detailed Design Report

DA advised there is no specific update and highlighted that the Retail Code consolidation date is now 1 September 2021 as opposed to April 2021.

6. Issues

Nothing raised at this meeting.

7. Any Other Business

7.1. User Representatives Appointment Process

AR presented an overview of the UNC User Election Process for 2020/21 and reminded Workgroup to ensure their respective SPoC information is-up to-date, any amendments need to be submitted to Joint Office by the cut-off date.

Kate Elleman (KE) clarified:

- If the SPoC and the Alternative is correct, Users need to do nothing.
- If the Alternative has changed, inform Joint Office.
- If the If SPoC has changed, inform Joint Office, and confirm who the Alternative is at the same time.

7.2. MN09 Exceptions

Ellie Rogers (ER) provided an explanation of the background to this issue and advised that this went through approval for CDSP to introduce a solution for this issue at UNCC on 21 May 2020. UNCC decided to refer to Workgroup for Workgroup to provide a recommendation to UNCC.

DA explained the MN09 exception is generated as a result of a failure to calculate the Reconciliation Factor. He advised there is a concern that the volume of exceptions could increase with the implementation of Modification 0722 (Urgent) - Allow Users to submit Estimated Meter Reading during COVID-19.

The calculation is defined within Section E – Daily Quantities, Imbalances and Reconciliation, of the UNC.

CDSP are seeking approval from UNCC to implement a solution to handle a recorded volume of zero within these calculations whilst achieving the result in line with the intent of the UNC.

DA is keen to move forward with regards to this change and confirmed there will be no external impacts. This can be taken through as a minor resolution within CDSP systems, if Workgroup are happy to progress without a Modification, DA can take this forward to the DSC Change Management Committee for solution options.

It is preferable that this is done as part of a minor release as it has little system impact and can be implemented as soon as practicable.

Clarification was sought on what the DSC process would be, in terms of an XRN or an internal Change Request, it was confirmed that this will depend on what the solutions is. If it is thought this might cause a bit more of an impact that customers need to be made aware of, it could be a Change Proposal to give visibility.

DA confirmed that the issue would be taken to the Delivery Sub-Group (DSG) for solution options.

When asked, DA confirmed he would assume consent to take forward the recommendation of this divide-by-zero issue the DSC Change Management Committee route.

In answer to a question as to where the solution should be documented, AR suggested that it could be included in the UK-Link manual.

8. Diary Planning

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

Time / Date	Venue	Workgroup Programme
10:00, Thursday 25 June 2020	TBC	Distribution Workgroup standard Agenda
10:00, Thursday 23 July 2020	TBC	Distribution Workgroup standard Agenda

Action Table (as of 23 April 2020)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1102	28/11/19	6.3	NGIS Reports - DNs to investigate internally and report back to Workgroup	DNs	Carried Forward
1202	19/12/19	5.1	Xoserve (DA) to assess the material effort to correct the formula for Class 3 and 4 New Supply Meter Points	Xoserve (DA)	Carried Forward
0101	23/01/20	1.2	NGIS Reports: (Action 1102): SM will gather support and comments from ICOSS members and send email to all DNs directly.	Gazprom Energy (SM)	Carried Forward
0103	23/01/20	3.0	DA to liaise with SM regarding the possibility of having to raise a Change Request to Ofgem, or, Shippers will not be provided the information.	Xoserve (DA/ER)	Carried Forward
0104	23/01/20	3.0	CDSP is required to pass a period of consumption data to an Incoming Shipper User when there is a Change of Tenancy (CoT): All Shippers to provide an informal view for Xoserve to be able to decide the best way forward	All Shippers -	Carried Forward
0601	28/05/20	4.1	Review of Modification 0722 - Allow Users to submit Estimated Meter Reading during COVID-19: CDSP (DA) to provide more detail in terms of how 'this' could work	CDSP (DA)	Pending
0602	28/05/20	4.1	Review of Modification 0722 - Allow Users to submit Estimated Meter Reading during COVID-19: CDSP (DA) to start developing options	CDSP (DA)	Pending

UNC Workgroup 0697S Minutes Alignment of the UNC TPD Section V5 and the Data Permissions Matrix

Thursday 28 May 2020

via Teleconference

Attendees		
Alan Raper (Chair)	(AR)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Kate Elleman	(KE)	Joint Office
Andy Clasper	(AC)	Cadent
Carl Whitehouse	(CW)	Shell Energy
David Addison	(DA)	Xoserve
David Mitchell	(DM)	SGN
Ellie Rogers	(ER)	Xoserve
Guv Dosanjh	(GD)	Cadent
India Koller	(IK)	SGN
Kirsty Dudley	(KD)	E.ON
Lorna Lewin	(LL)	Orsted
Max Lambert	(ML)	Ofgem
Nitin Prajapati	(NP)	Cadent
Paul O'Toole	(PO)	Northern Gas Networks
Paul Bedford	(PB)	Opus Energy
Phil Lucas	(PL)	National Grid
Richard Pomroy	(RP)	Wales & West Utilities
Sally Hardman	(SH)	SGN
Shanna Barr	(SB)	Northern Gas Networks
Steve Britton	(SBr)	Cornwall Insights
Steve Mulinganie	(SM)	Gazprom Energy
Tracey Saunders	(TS)	Northern Gas Networks

Copies of all papers are available at: www.gasgovernance.co.uk/0697/280520

The Workgroup Report is due to be presented at the UNC Modification Panel by 16 July 2020 (a request is being submitted to the June 2020 UNC Modification Panel for a one month extension).

1.0 Introduction and Status Review

1.1. Approval of Minutes (23 April 2020)

The minutes from the previous meeting were accepted.

1.2. Review Outstanding Actions

Action 0101: DA to review data access regarding SPAA items – this includes ETTOS/TRAS; Transporters and Commercial access

Update: DA advised, due to other commitments during the COVID-19 Lockdown, he has not been able to complete this action. **Closed**

2.0 Amended Modification

Ellie Rogers (ER) advised Workgroup that light changes had been made to the Modification and that an updated Modification will be submitted.

ER provided a walkthrough of the current published change marked amended Modification (v5.0 29 April 2020) and highlighted the changes made, which are mainly in the Solution section.

ER explained the Solution now includes the definition of the Data Permissions Matrix (DPM).

The new amendments to the Modification will not change the solution or the Legal Text. ER explained that recently CDSP were advised that Citizens Advice Bureau (CAB) Scotland are no longer providing the service and this has now moved to Advice Direct Scotland. ER suggested whether it is better to have a generic statement in UNC which refers to those bodies that have the 'power of investigation and resolution' and the individual parties will be added/listed in the DPM via the DSC Contract Management Committee.

Some members of the Workgroup agreed that having a level of traceability would be useful.

AC advised that Cadent are working on a solution to the Legal Text for this Modification and also the best approach possible to include Modifications 0702S - Introducing 'Research Body' as a New User Type to the Data Permissions Matrix and UNC TPD Section V5, and Modification 0715S - Amendment of the Data Permission Matrix and UNC TPD Section V5 to add Electricity System Operator (ESO) as a new User type, in order to avoid the raising of an administration Modification.

It was confirmed that the IGT equivalent of Modification 0715S is reporting to the June 2020 IGT Panel and Modification 0702S will report a month later to the July 2020 IGT Panel.

KD commented that she would prefer not to have an administration Modification raised to manage the timing order of Modifications and AC added that the implementation date will determine the order that the Modifications are updated in UNC. If the implementation dates are known, Cadent can then tailor Modification 0697S to remove Modification 0702S and 0715S.

AR suggested the timeline for Modification 0697S may need to be adjusted so that the Conditionality Document, Modification 0702S and Modification 0715S can be implemented at the same time.

Workgroup agreed this Modification should be extended until to August 2020.

New Action 0501: CDSP (ER) to provide an amended Modification including the discussions held on 28 May 2020 Workgroup.

New Action 0502: Joint Office (AR) to request that Modification 0697S is extended to August 2020 UNC Panel.

3.0 Consideration of Legal Text

Workgroup reviewed the legal text where:

- Section V now adds the DPM to the role of the CDSP.
- Most of governance sits in DSC Contract Management Committee, although new parties will still require a UNC Modification.
- Workgroup agreed that the example in 5.5.2 should be removed and ER will update that in the Solution section of the amended Modification.

4.0 Development of Workgroup Report

AR provided a review of the draft Workgroup Report and drew attention to the Impact Assessment where he has explained how the Modification has progressed during development phase.

AR confirmed he will add further wording based on current Workgroup discussions.

KD asked ER if the IGT Modification and the UNC Modification will be consulted on at the same time. ER confirmed this would be the case adding that both the IGT and UNC Modification will be updated at the same time is in discussions with Anne Jackson, IGT Panel Chair.

Going forward to avoid any delays at DSC Contract Management Committee, new User types should have two Modification raised at the same time for both UNC and IGT.

5.0 Next Steps

AR confirmed the next steps for this Modification:

- ER will provide an amended Modification which will include the removal of ESO and Research Body.
- Legal text revision.
- Continue to work up the Operating Guidelines
- Continue to update the Workgroup Report
- Request an extension at the June 2020 UNC Panel for a further month.

6.0 Any Other Business

None.

7.0 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
10:00, Thursday 25 June 2020	Teleconference	Distribution Workgroup Standard Agenda
10:00, Thursday 23 July 2020	TBC	Distribution Workgroup Standard Agenda

Action Table (as of 28 May 2020)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0101	23/01/20	2.0	DA to review data access regarding SPAA items – this includes ETOS/TRAS; Transporters and Commercial access	Xoserve (DA)	Closed

0501	28/05/2020	2.0	CDSP (ER) to provide an amended Modification including the discussions held on 28 May 2020 Workgroup.	CDSP (ER)	Pending
0502	28/05/2020	2.0	Joint Office (AR) to request that Modification 0697S is extended to August 2020 UNC Panel	Joint Office (AR)	Pending

UNC Workgroup 0710 Agenda
CDSP provision of Class 1 Read Service
Thursday 28 May 2020
Via Teleconference

Attendees		
Alan Raper (Chair)	(AR)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Kate Elleman	(KE)	Joint Office
Andy Clasper	(AC)	Cadent
Carl Whitehouse	(CW)	Shell Energy
David Addison	(DA)	Xoserve
David Mitchell	(DM)	SGN
Ellie Rogers	(ER)	Xoserve
Guv Dosanjh	(GD)	Cadent
India Koller	(IK)	SGN
Kirsty Dudley	(KD)	E.ON
Lorna Lewin	(LL)	Orsted
Max Lambert	(ML)	Ofgem
Nitin Prajapati	(NP)	Cadent
Paul O'Toole	(PO)	Northern Gas Networks
Paul Bedford	(PB)	Opus Energy
Phil Lucas	(PL)	National Grid
Richard Pomroy	(RP)	Wales & West Utilities
Sally Hardman	(SH)	SGN
Shanna Barr	(SB)	Northern Gas Networks
Steve Britton	(SBr)	Cornwall Insights
Steve Mulinganie	(SM)	Gazprom Energy
Tracey Saunders	(TS)	Northern Gas Networks

Copies of all papers are available at: www.gasgovernance.co.uk/0710/280520

The Workgroup Report is due to be presented at the UNC Modification Panel by 17 September 2020.

1.0 Approval of Minutes (23 April 2020)

In reviewing the minutes from the previous meeting, it was identified there were two actions there were two actions that had not been formally captured in the minutes and were responded to in this section of the meeting:

New Action 0401: CDSP (DA/ER) to clarify the new CDSP charging structure with a view to having them made visible as part of the development of this Modification.

In order to aid the discussion on this topic, AR showed on screen Cadent's current Metering Charging Statement to demonstrate how the datalogger charges are currently structured and highlighted that some DNs apply different methodologies.

RP added that Shippers requested some time ago a separate read and asset charge and that there will be a requirement for discussion in terms of new arrangements. RP went on to advise

that, as this Modification is not going to be implemented in 2020, and that implementation should be Summer 2021 by which time DNs will have published their charges for Financial Year 2021/2022. Therefore, the concern would only fully materialize in FY 2022/23 and by then, there should have been plenty of time for discussions to resolve charging methodologies and structures.

ER clarified the next stage would be when the contracts are due to expire, the CDSP would negotiate with service providers to get new contracts in place, clarifying it would be managed with engagement with Shippers.

DA advised that, in principle he would not expect to see an increase in charges, with the caveat that CDSP would not want to be replicating different methodologies. In terms of how the costs are derived, as part of the novation of the contract, CDSP would look at accommodating the different methodologies initially.

DA said he would expect in subsequent years there would be a single charging methodology.

RP advised the reason for the differences in charging is that certain costs were incurred in the last 5 years of contract, due to Project Nexus; changes to systems etc., and the WWU approach was to depreciate the lifetime costs over the first 5 years of the contract: other DNs may have taken a different view.

He further noted that WWU charges have gone up and down over the last few years which is reflected in their cost recovery approach.

New Action 0402: RP to incorporate Workgroup discussions [on governance] into a subsequent version of the Modification.

Meeting update: Workgroup discussed this, the outcome of which was that Workgroup agreed an amendment based to the proposed governance route is not required (See item 2.0 below). **Closed**

1.1. Review of outstanding actions relating to Modification 0710

No outstanding actions to review

2.0 Consideration of Amended Modification

The Modification has not been amended since the last meeting held in April 2020.

RP confirmed the governance for this Modification was originally proposed as Authority Direction, a view endorsed by Panel. At the last meeting, held in April 2020, RP suggested it could be Self Governance due to the aspect of competition.

He advised workgroup that the governance of a Modification is decided by UNC Panel and that instead of submitting a revised Modification as he did on 15 April 2020, he needs to reverse the change to the governance in the Modification back to Authority Direction and reflect in the Workgroup Report that Workgroup think it should be Self Governance and then refer to UNC Panel for decision.

The Workgroup Report will be updated to ask UNC Panel to reconsider the governance for this Modification.

New Action 0501: Joint Office (AR) to update the Workgroup Report to ask UNC Panel to reconsider the governance for this Modification.

3.0 Review of Legal Text

RP provided a detailed review of the Legal Text changes to TPD Section M - Supply Point Metering, and referred to the summary of changes provided and published here: www.gasgovernance.co.uk/0710/230420.

In summary, the highlighted changes were as follows:

A number of references to Transporter Daily Read Equipment have been changed to Daily Read Equipment.

Within Section 1.9 - Consumption Adjustment, substantial changes have been made to where the existing paragraph has been re-stated with the change to CDSP or Transporter. (Note; CDSP is responsible for Dataloggers: Transporter for Telemetered Meters)

Section 1.10 – Meter error, has had CDSP added.

When asked, RP clarified that this is currently the Transporters obligation, this section has been updated to state CDSP or Transporter where relevant.

1.14.1 now gives the CDSP the ability to provide and maintain Datalogged Daily Read Equipment.

1.14.2 (c) now has added validating Meter Readings from Telemetered Daily Read Equipment.

3.4 Failures of Special Metering Supply Meter Installations

This section has new text.

Section 5 – Meter Readings

5.1.3 RP advised he will revisit this paragraph as it may need splitting to clarify the responsibilities, in-line with the note above.

RP will amend the wording in 5.6.2 to say, 'in accordance' and remove the word "time", since the paragraph no longer specifies a specific time.

Section 6 – Class 1 Supply Meters

6.2 The definition of Daily Read Equipment has been added.

RP advised a more substantial Section 7 now refers to all arrangements specific to Telemetered Class 1 Supply Meters.

Section 8 which related to service for other GTs has been deleted because it referred to service provision from DNOs to IGTs.

New Action 0502: RP to consider the minor points of clarification of the Legal Text raised at this meeting and to prepare for a legal text finalisation Q&A session at the next meeting in June 2020.

New Action 0503: All Workgroup to review the Legal Text provided and published here: www.gasgovernance.co.uk/0710/

4.0 Completion of Workgroup Report

4.1. Issues and Questions from Panel

4.1.1. Consider whether this modification satisfies the self-governance criteria specifically bearing in mind the effect on competition.

The current view of the proposer is that the Workgroup should reconsider whether or not the proposal should be self-governance and make a recommendation to the Panel in the Workgroup Report, since, as noted above, ultimately, it is down to the Panel to determine the governance route. (See item 2.0)

4.1.2. Consider when should the proposal take effect

This was previously discussed at an earlier meeting, see minutes from that discussion below:

Workgroup considered this question from Panel and agreed implementation should aim for July 2020 but, given current events, the most likely date for the transfer of service provider would be summer 2021.

As Modification 0710 has now been extended to report to UNC Panel in September 2020, the development of the Workgroup Report will begin at the next meeting in June 2020.

5.0 Next Steps

AR confirmed the next steps:

- RP to provide an amended Modification.
- Review of first draft of Workgroup Report at the June 2020 meeting
- CDSP to provide a view on how they plan to deal with the charging mid-year 2021.

6.0 Any Other Business

None.

7.0 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	Venue	Workgroup Programme
10:00, Thursday 25 June 2020	Teleconference	Distribution Workgroup standard Agenda
10:00, Thursday 23 July 2020	TBC	Distribution Workgroup standard Agenda
10:00, Thursday 27 August 2020	TBC	Distribution Workgroup standard Agenda

Action Table (as at 28 May 2020)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0401	23/04/20		CDSP (DA/ER) to clarify the new CDSP charging structure with a view to having them made visible as part of the development of this Modification.	CDSP (DA/ER)	Carried Forward
0402	23/04/20		RP to incorporate Workgroup discussions [on governance] into a subsequent version of the Modification.	WWU (RP)	Closed
0501	28/05/20	2.0	Joint Office (AR) to update the Workgroup Report to ask UNC Panel to reconsider the governance for this Modification.	Joint Office (AR)	Pending
0502	28/05/20	3.0	RP to consider the minor points of clarification of the Legal Text raised at this meeting and to prepare for a legal text finalisation Q&A session at the next meeting in June 2020.	WWU (RP)	Pending
0503	28/05/20	3.0	All Workgroup to review the Legal Text provided and published here: www.gasgovernance.co.uk/0710/ .	All	Pending