

UNC Distribution Workgroup Minutes
Thursday 24 June 2021
via Microsoft Teams

Attendees		
Alan Raper (Chair)	(AR)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Rebecca Hailes	(RH)	Joint Office (<i>Observer</i>)
Andy Clasper	(AC)	Cadent
Claire Louise Roberts	(CLR)	Scottish Power (<i>0763R Workgroup only</i>)
Claire Manning	(CM)	E.ON Energy
Dan Simons	(DS)	Gemserv
Dave Mitchell	(DMi)	SGN
David Addison	(DA)	Xoserve
David Morley	(DMo)	Ovo Energy
Ellie Rogers	(ER)	Xoserve
Fiona Cottam	(FC)	Xoserve (<i>0763R Workgroup only</i>)
Fraser Mathieson	(FM)	SPAA/Electralink (<i>0734S Workgroup only</i>)
Guv Dosanjh	(GD)	Cadent
Jaimee LeResche	(JL)	Xoserve (<i>0769S Workgroup only</i>)
Jayne McGlone	(JMc)	Xoserve (item 3 only)
Jennifer Randall	(JR)	National Grid
Jenny Rawlinson	(JW)	BU UK
Kate Lancaster	(KL)	Xoserve
Mark Jones	(MJ)	SSE
Martin Attwood	(MA)	Xoserve (<i>0763R Workgroup only</i>)
Oorlagh Chapman	(OC)	British Gas
Ryan Prince	(RP)	Xoserve (<i>0763R Workgroup only</i>)
Steve Mulinganie	(SM)	Gazprom Energy
Tom Faulkner	(TF)	Cornwall Insight
Tracey Saunders	(TS)	Northern Gas Networks

Copies of all papers are available at: <https://www.gasgovernance.co.uk/dist/240621>

1. Introduction and Status Review

Alan Raper (AR) welcomed everyone to the meeting.

1.1. Approval of Minutes (27 May 2021)

David Morley (DMo) wished to note a required amendment to the Workgroup 0767 minutes within item 2.1.3 believing there was a missing action from the minutes which needed to be recorded. AR confirmed this would be considered during Workgroup 0767.

The minutes from the Distribution Workgroup were approved.

1.2. Approval of late papers

AR advised the Workgroup that one late paper had been received for item 5.2 Distribution Network Operator Designated Class 1 Guidance Document. The Workgroup accepted all the papers submitted.

1.3. Review Outstanding Actions

Action 0201: Modifications with Ofgem: ML to consider and update Workgroup with the more detail around the strategy for *Modification 0687 - Creation of new charge to recover Last Resort Supply Payments*.

Update: AR advised that the progression of Modification 0687 is still under discussion and will be considered during agenda item 1.4 Modifications with Ofgem. **Carried Forward**

1.4. Modifications with Ofgem

Rebecca Hailes (RH) referred to the Ofgem publication dates timetable, available at: <https://www.ofgem.gov.uk/publications/code-modificationmodification-proposals-ofgem-decision-expected-publication-dates-timetable>.

RH also noted Modification 0687 confirming this is still under review and Modification 0696V noting the expected decision date is to be confirmed.

Modifications with Ofgem for Decision – Expected publication dates timetable					
Mod Ref	Title	Lead Team	Final Mod Report Received	Ofgem expect to conduct an IA or Consultation	Expected Publication Date
0687	Creation of new charge to recover Last Resort Supply Payments	Switching Programme	17/010/2019	No	29/10/2021
0696V	Addressing inequalities between Capacity booking under the UNC and arrangements set out in relevant NExAs	Gas Markets and Systems	22/05/2020	TBC	TBC 2021

1.5. Pre-Modification discussions

1.5.1. Micro Business Identifier

Steve Mulinganie (SM) provided a draft Modification and explained that the intent of the Modification is to have a flag within Central Systems to identify a Micro Business which can be used by relevant Parties. The introduction of a Micro Business identifier within Central Systems will assist the appropriate management of the Micro Business Customer cooling off period during the switching process.

It was recommended that this Modification should follow Self-Governance procedures and will be submitted to the July UNC Modification Panel.

SM clarified as this change is being made to incorporate Ofgem's proposed changes for Micro Business for there to be a requirement for a cooling off period and that this change would not have a direct impact on the faster switching programme.

David Addison (DA) confirmed a Change Proposal (CP) will need to be raised to support this change.

SM wished to provide parties an opportunity to review the draft Modification Proposal and provide any comments by close of play on Wednesday 30 June 2021, to allow the draft Modification to be finalised and formally submitted.

Jenny Rawlinson (JW) enquired about the likely IGT UNC impacts. SM believed there may be an impact to the IGT UNC and confirmed if an IGT UNC Modification is required this would be raised.

RH suggested that the proposal may have a Significant Code Review (SCR) impact and enquired about the impacts to the Retail Energy Code (REC) and if the Cross Code Steering Group should be made aware of the Modification. It was agreed to draw attention to this Modification at the next Cross Code Steering Group meeting.

New Action 0601: Workgroup to provide comments to Steve Mulinganie, Gazprom on the draft Micro Business Identifier Modification (please see contact details provided in Modification).

New Action 0602: Joint Office (RH) to flag Micro Business Identifier Modification at the next Cross Code Steering Group

2. Workgroups

2.1. 0734S – Reporting Valid Confirmed Theft of Gas into Central Systems

(Due to report to Panel 19 August 2021)

<https://www.gasgovernance.co.uk/0734>

2.2. 0749R - Increased DM SOQ Flexibility

(Report to Panel 21 October 2021)

Meeting postponed

<https://www.gasgovernance.co.uk/0763>

2.3. 0763R - Review of Gas Meter By-Pass Arrangements

(Report to Panel 21 October 2021)

<https://www.gasgovernance.co.uk/0763>

2.4. 0767 - Incorporation of AUGE Framework Document into the UNC main body

(Report to Panel 18 November 2021)

<https://www.gasgovernance.co.uk/0763>

2.5. 0769S - Adding Local Authorities as a new User type to the Data Permissions Matrix

(Report to Panel 19 August 2021)

<https://www.gasgovernance.co.uk/0769>

3. CSS Consequential Changes – Transitional Modification

David Addison (DA) explained there was a need for a transitional modification, to proceed with an agreed change approved through the CSS programme referring to Change Request CR071 for removing the inflight switch transitions. DA hoped that the Transitional Modification would be drafted to allow a pre-modification discussion at the next meeting in July.

DA advised that Ofgem are actively looking at non-Monday implementations. DA explained there is a risk to some processes in relation to non-effective business days which could have a level of complexity, such as turning off AQ processes or bringing forward / delaying transfers due to a non-effective day.

SM understood there were a couple of proposals with regards to implementation dates and 'dead zones', one of which being to look at weekend implementations.

DA explained there may be some consequential impacts to the industry for example; holding back batch jobs, ensuring invoice generation is not impacted, and disapplying SLAs.

SM suggested that Xoserve provide information on the processes affected and key dates, to allow consideration with a view to limiting any commercial risk.

DA believed there were 33 dates in question which Xoserve will start working on and updates given.

DA also wished to provide the Workgroup with an update following a conversation at UNC panel in relation to Modification 0762S - Adding the Retail Energy Code Company as a new User type to the Data Permissions Matrix. DA explained the need to consider a concern raised about protection of information within the UNC and the need to consider how the Data Permission Matrix (DPM) references and interacts with REC's equivalent document, the Data Access Matrix, (DAM). DA confirmed that Xoserve are producing a paper to circulate to the industry to draw attention to the important elements to be considered.

DA suggested that parties may wish to consider these elements when responding to the Ofgem consultation in relation to the REC Data Access Schedule which ends on 30 July 2021: https://www.ofgem.gov.uk/sites/default/files/docs/2021/04/rec_v.3.0_consultation_document_-_final_corrected_08-apr-2021_0.pdf

Jenny Rawlinson (JR) welcomed the support Xoserve were able to provide to help understand and identify what the likely concerns could be and if there are potential disadvantages.

SM asked if Xoserve (DA) could share their response to the consultation for parties to consider in support of Shippers understanding which elements Shippers may need to consider.

4. Issues

None raised.

5. Any Other Business

5.1. User Representative Appointment Process

RH highlighted that the Nomination window is now open for Single Points of Contact, (SPoCs), to nominate Shipper User representatives for the UNC Modification Panel and the various UNC Sub-Committees and DSC Committees. The window for nominations closes on Monday 09 July 2021.

RH encouraged parties to submit their nominations.

5.2. DNO Designated Class 1 Guidance Document

David Mitchell (DM) provided an overview of the changes, which were intended to follow on from a change to the title of the document approved through Fast-Track Modification 0757 - Amendment to Ratchet Process Guidance Document Name.

DM confirmed the title of the document was amended from "Class 1 Ratchet Charge Guidance Document" to "Distribution Network Operator Designated Class 1 Guidance Document".

The Workgroup did not raise any concerns with the provided changes, which would require UNCC approval. The Workgroup were asked to consider the changes and provide feedback in good time for the document to be submitted to the July UNCC meeting.

New Action 0603: Workgroup to review the proposed changes to the Distribution Network Operator Designated Class 1 Guidance Document and provide comments by Wednesday 30 June 2021, to allow submission to the July UNCC for approval.

5.3. Implementation Update on Modification 0710

Tracey Saunders (TS) provided an update on the implementation of Modification 0710S - CDSP provision of Class 1 read service. TS explained the intention to postpone implementation to 01 April 2023 as resources required to novate the existing contracts to the CDSP to facilitate implementation on 01 September 2021 could be better deployed on the procurement event to acquire the CDSP's service provider. It was therefore proposed that this is delayed until the service provider has been procured.

5.4. 5.4 Consideration for Guidance Documents to assist implementation of Modification 0701.

Steve Mulinganie (SM) explained due to complex issues with the arrangements and central system, there may be a need for guidance documents to help understand how this process works.

It was noted that implementation of Modification 0701 - Aligning Capacity booking under the UNC and arrangements set out in relevant NExAs, was being deferred until November 2022.

SM expressed the need to consider the November implementation and consequential impact rolling this out over the winter period.

TS explained this was post a CSS solution, expressing she would have liked to have seen an implemented earlier, however the additional cost could be justified. With the handful of sites impacted, TS suggested it may be worth looking at portfolios and for Shippers to advise if there would be an issue with delaying the implementation.

Ellie Rogers (ER) confirmed that the Modification had been approved and could be moved into solution development: at this stage it was understood that the ratchet process did not need to be being touched. ER explained that the high-level solution needs to be issued and assessed to see if a winter implementation was viable.

ER confirmed that if not November 2022 was not desirable, the next logical date for implementation would be June 2023 as this coincided with the subsequent major release.

TS believed the number of actual sites impacted would be minimal and these could be notified in advance to be prepared. TS confirmed that the Transporters would be happy to work with ICSS to identify potentially affected sites and mitigate the impact.

New Action 0604: *Modification 0701* – Workgroup to understand the Modification’s Solution and interactions with winter processes.

New Action 0605: *Modification 0701* – Workgroup to consider the materiality delaying implementation.

New Action 0606: *Modification 0701* – Workgroup to consider the governance and status of a guidance document.

5.5. Meeting to be arranged for consideration of AUG Modification.

In relation Modification 0767 - Incorporation of AUGE Framework Document into the UNC main body, SM enquired when a meeting would be set up to consider the alternative approach to introduce an independent audit and the controls and assurances. SM explained this required a wider audience than that suggested by the UNCC action and hoped to have a meeting ahead of the July UNC Modification Panel. It was suggested that a meeting should be organised within the next 2 weeks.

6. Diary Planning

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

Time / Date	Venue	Workgroup Programme
Thursday 10:00 22 July 2021	Teleconference	Distribution Workgroup standard Agenda
Thursday 10:00 26 August 2021	Teleconference	Distribution Workgroup standard Agenda
Thursday 10:00 23 September 2021	Teleconference	Distribution Workgroup standard Agenda
Thursday 10:00 28 October 2021	Teleconference	Distribution Workgroup standard Agenda

Action Table (as of 24 June 2021)						
Action Ref	Meeting Date	Minute Ref	Action	Reporting Month	Owner	Status Update
0201	25/02/21	1.4	Modifications with Ofgem: ML to consider and update Workgroup with the more detail around the strategy for <i>Modification 0687 - Creation of new charge to recover Last Resort Supply Payments.</i>	July 2021	Ofgem (ML)	Carried Forward
0601	24/06/21	1.5.1	Workgroup to provide comments to Steve Mulinganie, Gazprom on the draft Micro Business Identifier Modification (please see contact details provided in Modification).	July 2021	All	Pending
0602	24/06/21	1.5.1	Joint Office (RH) to flag Micro Business Identifier Modification at the next Cross Code Steering Group	July 2021	Joint Office (RH)	Pending
0603	24/06/21	5.2	Workgroup to review the proposed changes to the Distribution Network Operator Designated Class 1 Guidance Document and provide comments by Wednesday 30 June 2021, to allow submission to the July UNCC for approval.	July 2021	All	Pending
0604	24/06/21	5.4	<i>Modification 0701</i> – Workgroup to understand the Modification's Solution and interactions with winter processes.	TBC	All	Pending
0605	24/06/21	5.4	<i>Modification 0701</i> – Workgroup to consider the materiality delaying implementation.	TBC	All	Pending
0606	24/06/21	5.4	<i>Modification 0701</i> – Workgroup to consider the governance and status of a guidance document.	TBC	All	Pending