

UNC Distribution Workgroup Minutes
10:00 Monday 11 December 2023
via Microsoft Teams

Attendees		
Rebecca Hailes (Chair)	(RHa)	Joint Office
Nikita Bagga (Secretary)	(NB)	Joint Office
Andy Clasper	(AC)	Cadent
Charlotte Gilbert	(CG)	BU-UK
Conor Adams	(CA)	Scottish Power
Dan Simons	(DS)	Joint Office
David Mitchell	(DMi)	SGN
David Morley	(DMo)	Ovo
Edward Allard	(EA)	Cadent
Ellie Rogers	(ER)	CDSP (Xoserve)
Fiona Cottam	(FC)	CDSP
Helen Bevan	(HB)	PAFA/Gemserv
James Lomax	(JLo)	Cornwall Insight
Kathryn Adeseye	(KA)	CDSP (Xoserve)
Lee Greenwood	(LG)	Centrica
Linda Hannaby-Doyle	(LHD)	Scottish Power
Phil Hobbins	(PH)	National Gas
Louise Hellyer	(LH)	TotalEnergies Gas & Power
Marina Papathoma	(MP)	Wales & West Utilities
Steve Mulinganie	(SM)	SEFE Energy Limited
Tom Stuart	(TS)	Wales & West Utilities

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/Dist/111223>

1. Introduction and Status Review

Rebecca Hailes (RHa) welcomed everyone to the meeting.

RHa informed the Workgroup that Modification 0850 would not be discussed as it was in the process of being withdrawn by the Proposer; Steve Mulinganie (SM) advised that the notice to withdraw would be sent. The Pricing Timeline for GDN's slide was brought to the attention of the Workgroup. This can be found here: <https://www.gasgovernance.co.uk/Dist/111223>

Please refer to the presentation slides published for further details.

Further confirmation was given that Modification 0862 would also not be discussed during this Workgroup as it had been deferred to January 2024.

1.1. Approval of Minutes (23 November 2023)

The minutes from 23 November 2023 were approved.

1.2 Approval of late papers

RHa advised that no papers for the meeting had been submitted late.

1.3. Review Outstanding Actions

RHa confirmed that no Actions had been carried forward from the November meeting.

1.4. Modifications with Ofgem

The Chair advised that a report was available on the Ofgem website at <https://www.ofgem.gov.uk/publications/code-modificationmodification-proposals-ofgem-decision-expected-publication-dates-timetable> dated 20 November 2023 and shows the expected decision dates for all Modifications currently awaiting an Ofgem decision.

- [UNC 0855](#) – Settlement Adjustments for Supply Meter Points impacted by the Central Switching System P1 Incident – Expected date of decision: 5 January 2024.
- [UNC 0839](#) – Revision of the Modification Panel Membership Cessation Provisions – Expected date of decision: 12 January 2024.
- [UNC 0831/A](#) – Allocation of LDZ UIG to Shippers Based on a Straight Throughput Method – Expected date of decision: 23 January 2024.
- [UNC 0823](#) – Amendment to the Allocation of Entry Capacity and Flow Quantities to Qualifying CNCCD Routes: Expected date of decision: 26 January 2024.

1.5. Pre-Modification discussions

1.5.1. Permitting DNOs to charge Shippers negative SoLR unit rates

Tom Stuart (TS) provided the Workgroup with an update on the Pre-Modification which is now numbered Modification 0865, advising that feedback was requested from Shipper Members to see if they have the capacity to deal with negative charges. So far, only one response had been provided by Centrica confirming their capacity to deal with this.

David Morley (DMo) questioned whether a negative rate would be a credit, to which RHa confirmed it would. RHa further explained the reasoning behind the Modification was that some repayment of SoLR charges may be required later in the year and this would be processed through a negative charge rate. This Modification is due to be discussed at the Panel meeting on Thursday 14 December, to be introduced as a new Modification.

Louise Hellyer (LH) from TotalEnergies advised that there did not appear to be any issues at TotalEnergies.

SM explained to the Workgroup that this Modification would not affect the non-domestic market. The rationale was to enable a return when there has been an overpayment, therefore affecting the domestic market and the Shipper's individual systems. There did not appear to be any concerns at SEFE Energy.

<p>New Action 0112: RHa to send a mail out using appropriate wording provided by TS to UNC mailing list requesting Shippers to confirm whether they have capacity to handle negative rates in their system.</p>
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2. CSS REC Consequential Changes Update

Ellie Rogers (ER) provided the Workgroup with an update on the CSS REC Consequential Changes, advising that there were 3 points to cover under this agenda item.

The first point was in relation to the isolated sites sitting within the SoLR portfolio. Due to some suppliers no longer trading, there are several stranded meter points, circa 100, where invoices are still being sent to. This is due to the site being isolated, despite it being closed. There is a Derogation in place until the issue is resolved, allowing CDSP to change the status of those sites to "live" to allow another supplier to take on the site within their portfolio. CDSP would then change

the status of the site to “dead” so the site would no longer be considered stranded. The enduring fix is to be raised as a Modification in the New Year in conjunction with Dave Addison .

SM questioned whether this would be an Authority Direction Modification, advising that this could be a Modification subject to an Ofgem direction given the significance. This is a discussion to be had further with Dave Addison.

DMo raised whether setting a site to “live” temporarily would cause a knock-on effect however ER explained that the process is done quickly, with the supplier taking over the site immediately.

Lee Greenwood (LG) raised concerns regarding instances where sites are isolated incorrectly and what CDSP plan to do in these events. ER advised that presently, CDSP have not come across any sites which have been isolated incorrectly however checks will be conducted to ensure that the site has been correctly isolated before the status is changed. This will feed into the development of the Modification to be included as part of the Modification Workgroup Development.

The second update was in relation to REC Change R0067 which related to technical solutions where a message is missing, allowing CDSP to request the re-sending of the message. This Change successfully went live over the weekend and it was agreed with the REC Code Manager to manually trigger re-sending messages in the instance of an identified missing message. There is no impact on the UNC parties however, CDSP wanted to bring this to the attention of the Workgroup.

The third update was about R0153 to address situations of missing messages. ER explained that when an outgoing shipper withdraws from a site before a new switch comes into effect, this causes a failure. This is going to be addressed however the process has just begun. For further details, please refer to the REC Portal.

3. Workgroups

3.1. **0850 – Amendments to Allocation of Unidentified Gas Expert (AUGE) arrangements to introduce a new Residual Upstream Contributor**

Withdrawn

(Report to Panel 18 July 2024)

<https://www.gasgovernance.co.uk/0850>

3.2. **0851R - Extending the Annually Read PC4 Supply Meter Point (SMP) read submission window**

(Report to Panel 18 July 2024)

<https://www.gasgovernance.co.uk/0851>

3.3. **0862 – Amendments to the current Unidentified Gas Reconciliation Period arrangements**

Deferred to January 2024

(Report to Panel 16 May 2024)

<https://www.gasgovernance.co.uk/0862>

3.4. **0863 – Erroneous Transfers Exception Process**

(Report to Panel 16 May 2024)

<https://www.gasgovernance.co.uk/0863>

4. Distribution Workgroup Change Horizon

Please note that the specifics of this report can be reviewed at <http://www.gasgovernance.co.uk/Dist/111223>; as such, they are not replicated here.

Kathryn Adeseye (KA) presented an update to the Workgroup, advising that there was not much additional information to be presented due to the small gap between this meeting and the previous one.

Modifications 0701, 0770 and 0853 have all been removed from the Roadmap due to successful implementation in November.

Modification 0836S has progressed to implementation and is due to go live on 18 December 2023.

Please refer to the presentation slides published for a detailed update.

5. Product Class Capacity

ER provided an update to the Workgroup advising that this is being worked on internally by CDSP. CDSP is hoping to present in the New Year with an update on discussions with Shipper Members.

6. Issues

No issues were presented by the Workgroup.

7. Any Other Business

7.1. Priority Customers Update

Phil Hobbins (PH) was due to present an update on Priority Customers however was unable to attend the meeting.

Please refer to the presentation slides published for a detailed update. Please contact Phil Hobbins with any queries philip.hobbins@nationalgas.com

New Action 0212: RHa to write out to UNC Members and invite people to send comments/queries directly to PH in relation to Priority Consumers Update.

8. Diary Planning

Further details of planned meetings are available at:

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

Time / Date	Paper Publication Deadline	Venue	Programme
Thursday 10:00 25 January 2024	5 pm 17 January 2024	Microsoft Teams	Standard Agenda including any Modification Workgroups relating to Distribution Workgroup

Distribution Workgroup Action Table

Action Ref	Meeting Date	Minute Ref	Action	Reporting Month	Owner	Status Update
0112	11/12/2023	1.5.1	RHa to send a mail out using appropriate wording provided by TS to UNC mailing list requesting Shippers to confirm whether they have capacity to handle negative rates in their system.	January 2024	RHa	Pending
0212	11/12/1023	7.1	RHa to write out to UNC Members and invite people to send comments/queries directly to PH in relation to Priority Consumers Update.	January 2024	RHa	Pending

**UNC Workgroup 0851R Minutes
Extending the Annually Read PC4 Supply Meter Point (SMP) read
submission window**

Monday 11 December 2023

via Microsoft Teams

Attendees

Rebecca Hailes (Chair)	(RHa)	Joint Office
Nikita Bagga (Secretary)	(NB)	Joint Office
Andy Clasper	(AC)	details
Charlotte Gilbert	(CG)	BU-UK
Conor Adams	(CA)	Scottish Power
Dan Simons	(DS)	Joint Office
David Mitchell	(DMi)	SGN
David Morley	(DMo)	Ovo
Edward Allard	(EA)	Cadent
Ellie Rogers	(ER)	CDSP (Xoserve)
Fiona Cottam	(FC)	CDSP
Helen Bevan	(HB)	PAFA/Gemserv
James Lomax	(JLo)	Cornwall Insight
Kathryn Adeseye	(KA)	CDSP (Xoserve)
Lee Greenwood	(LG)	Centrica
Linda Hannaby-Doyle	(LHD)	Scottish Power
Louise Hellyer	(LH)	TotalEnergies Gas & Power
Marina Papatoma	(MP)	Wales & West Utilities
Steve Mulinganie	(SM)	SEFE Energy Limited
Tom Stuart	(TS)	Wales & West Utilities

This Workgroup meeting will be considered quorate provided at least two Transporter and two Shipper User representatives are present.

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/0851/111223>

The Workgroup Report is due to be presented at the UNC Modification Panel by 18 July 2024

1.0 Outline of Request

Rebecca Hailes (RHa) invited the Proposer to explain the aim of the Review. David Morley (DMo) accordingly presented a series of slides to the Review Group, a copy of which can be found at <http://www.gasgovernance.co.uk/0851/231123> and as such their content is not replicated here.

1.1 Approval of Minutes (23 November 2023)

The minutes from 23 November 2023 were approved.

1.2 Approval of late papers

DMo apologised for providing the presentation slides late. CDSP had agreed to a later-than-normal submission date with the Joint Office at November Workgroup and would not be treated as a late paper due to the quick turnaround between November and December Workgroups relating to Action 0211.

Workgroup participants agreed to consider both documents.

Review Outstanding Actions

Action 0111: PAFA (AJ) to obtain PAC views on possible actions related to this Review group and on what they would wish to contribute

Update: Helen Bevan (HB) advised that this is due to be presented to PAC tomorrow with further information expected in January 2024.

Carried Forward.

Action 0211: Xoserve (FC/ER) to ensure nothing is fundamentally tied to the 25 SPSBD window stop.

Update: Slide deck provided by CDSP. The Workgroup discussed this Action in detail at points 2 and 3 below.

Closed.

2.0 Consider Solution Options

DMo presented the Proposed Solution options to the Workgroup advising that the changes he had made are simple and that the only viable solution is to expand the SMP read submission window.

DMo advised that the 80 day option aligns with the electricity market-wide timetables which will be implemented. The impact of the 80 days is not fully understood at this stage in terms of increased volumes. A view from PAC underpinned by data from CDSP will need to be obtained on this. The Workgroup discussed what additional data would be required for visibility and it was clarified that this would be requested from PAC. DMO discussed the use of staggered benchmarks as an appropriate assurance technique to ensure the Modification is satisfied.

Fiona Cottam (FC) raised to the Workgroup the current wording of the Code TPD Section M 5.9.4 and the impact this would have. At present, the Code is drafted to state “*100% of readings submitted*” which is actually qualified as 100% of what has been obtained. Therefore, if looking at a percentage of these readings, the percentage of the readings obtained will be unknown until the end. It is based on what is obtained. The wording will therefore need to be amended and considered by PAC.

The Propser showed the proposed Business Rules/updates to Code:

“5.9.3 Each User shall use best endeavours to comply with the requirements in paragraph 5.9.4.

5.9.4 The requirement referred to in paragraph 5.9.3 is that, of the Valid Meter Readings obtained by a User pursuant to paragraphs 5.9.7 to 5.9.12 in respect of Relevant Class 4 Supply Meters on any particular Day:

(a) not less than 50% are submitted by the 10th Supply Point Systems Business Day after the Read Date;

(b) not less than 100% are submitted by the 25[60]th Supply Point Systems Business Day after the Read Date and the CDSP shall notify each User of its performance in such respect.”

DMo further raised that PAC may wish to consider whether they want further layers in relation to the staggered benchmarks (in addition to the two shown above). The feedback from PAC can be used as a consideration for the Modification.

New Action 0112: PAC to consider whether they want staggered benchmarks and if so, does the suggestion on the slide 5 work for PAC? If not, can PAC suggest anything else. Consideration of wording in TPD Section M 5.9.4.

DMo went on to discuss the outstanding questions in relation to the Proposed Solution, in particular discussing the move from 15 SPSBD to 25 SPSBD and the justification for this.

The CDSP explained that due to the length of time since the 15 SPSBD was amended to 25 SPSBD (c10 years ago), information on the rationale behind this change is not available. At a very high level, this change was carried out as the industry wished to increase the read submission window and 25 SPSBD was considered an appropriate increase to the existing read submission window of 15 SPSBD.”

“CDSP advised that the capacity and capabilities of their systems are based on the customer requirements provided by the industry at the time the systems were originally developed. Any subsequent enhancements to the CDSP’s systems are tailored in line with customer requirements as they evolve.”

RHa requested further information to be obtained from the customers in relation to Shippers withholding reads. There was discussion about whether E.On would be able to provide further detail on withholding reads and SM is to consider making contact to obtain this information. In fact all Shippers should be invited to submit information if they are able.

Please refer to the presentation slides published for further details.

3.0 Review Discussion

The Workgroup discussed the 25 SPSBDs period in which Shipper Members have to submit their readings. There appeared to be concerns surrounding this period not being long enough and an extended period to be discussed and agreed upon amongst the Workgroup in the event further reads can be loaded to enable reconciliation.

FC provided an overview to the Workgroup, discussing the reconciliation process in relation to reads submitted, advising that [60] is only an illustration at this stage and this extended period is to be agreed upon, further noting that this would cause delays to the reconciliation charges.

The Workgroup discussed the periods of risk and the ability to allow time for a further site visit to obtain a meter reading, if necessary.

Louise Hellyer (LH) put forward the idea of aligning with the invoice cut-off dates and working backwards from this date to ensure that the Shipper Members are not entering into Month +4. The issue regarding bank holidays was raised to keep in mind as these will affect the submission deadlines for the reads in line with the reconciliation process.

The idea of aligning with the settlement timetables was put forward to the Workgroup however it was discussed that this may add an additional layer of complexity. The extension period will need to strike a balance between extending as far as necessary but no more than necessary.

Steve Mulinganie (SM) advised that the purpose is to obtain as many reads as possible to ensure the accuracy of the settlement.

Lee Greenwood (LG) suggested to the Workgroup the option of writing out to Shipper Members and suppliers to obtain their views. HB advised that this point will be discussed with PAC tomorrow and if PAC can use information it already has or obtain further information through an RFI this may be the best method.

FC informed the Workgroup that in the event of delays regarding the submission of reads, this will have no effect on the reconciliation **value**. For example, if the read is not processed until Month +4 instead of Month +3, the apportionment of the energy and the financial value will remain the same. In this example, the Month +4 rates will not be applied to alter the financial value. The idea is that it will still go through the UIG reconciliation process and will go into the 12-month sharing pot.

The amendment invoice is cash-neutral from an energy point of view and there will not be an impact on the cash flow.

FC drew attention to the AQ Calculation Process slide, explaining this process focuses on the month-end reads where a peak is usually seen. This AQ Process is due to go live in May 2024 due to the cycle of calculation, NRL files, notification process and window for the AQ corrections. The risk associated with this process relates to an individual risk with a knock on effect to industry processes.

DMo discussed the staggered benchmarks, explaining that it should encourage a majority of reads to be submitted at the front end of the window which is extended to allow for any issues which may arise, to be resolved.

The impact of a late AQ Process would affect timing, with FC advising that the next time a meter reading is obtained, a meter point reconciliation would also be received. This would need to be corrected through the reconciliation process.

FC informed the Workgroup, in relation to the PAC meeting which is due to go ahead tomorrow, that a more detailed presentation would be provided. PAC will need to track the Modification and review the requirements and timetable for reporting if it is to be extended. The increase of checkpoints/benchmarks will mean more analysis to apply performance assurance techniques. Benchmarks will be used as data will not be available until a later point in time.

RHa asked what the effect on the Winter Annual Ratio (WAR) Band calculations would be. Please refer to slide 8 of the CDSP Presentation for Action 0211 for further information. FC advised that the recommendations are unlikely to improve the WAR Bands situation due to the timing of when calculations need to happen. For example, if the reads are not obtained within the 25 SPSBD window, there is a risk of a good read potentially going to waste from a WAR Bands point of view (a pair of reads from Nov/Dec and Mar/April are required to calculate the appropriate WR band for a site's consumption pattern). This will be covered further in the training materials. The impact will be based on the change of behaviour of individuals. The level of risk will be monitored based on these changes in behaviour.

FC discussed the ability to submit a further read within the 25 SPSBD window. This will still have to pass the validation check but will be possible even in the event of a change in Shipper.

The relevant clause within the UNC would need to be located and updated. DMO advised he would look into this.

In relation to the Must-Reads, FC suggested writing out to Transporter Members to obtain their opinion on the 25 SPSBD, which the UK Link currently awaits before calculating the reconciliation so it can be used in the profiling of energy. ER highlighted that in relation to IGTs, if a Must-Read is triggered, and this is obtained by IGT once the window has passed, this will therefore negate the need for Shipper Members to pay, as the read would be considered unusable due to missing the deadline.

New Action 0212: CDSP to consider what the optimal supply point business days is such that the impact is to only extend by one month's cycle. What is the sweet spot?

ER advised that the figures on the reads had now been obtained, stating that an average of 4.4 million are received on a daily basis. The UK Link Manual states that the maximum peak is 32 million however this has not been reached yet. There were 4 occasions where the average was above 10 million, but never 11 million. RHa requested for the slide with these additional figures to be shared by ER.

Please refer to the presentation slides published for further detail.

<https://www.gasgovernance.co.uk/0851/111223>

4.0 Next Steps

RHa confirmed the next steps are:

- Awaiting input from PAC regarding staggered benchmarks;
- Awaiting action updates from anything outstanding – Shipper, PAC, CDSP; and
- Awaiting impact from PAC and whether they would put out another RFI to obtain further information in relation to Action 0111 and Action 0411.

5.0 Any Other Business

No other business was raised.

6.0 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	Paper Publication Deadline	Venue	Workgroup Programme
10:00 Thursday 25 January 2024	5 pm 17 January 2024	Microsoft Teams	<ul style="list-style-type: none"> • Consider options presented in light of CDSP feedback • Assessment of any data available and any further data required • Workgroup assessment of options for a Modification

0851R Workgroup Action Table						
Action Ref	Meeting Date	Minute Ref	Action	Reporting Month	Owner	Status Update
0111	23-Nov-23	1	PAFA (AJ) to obtain PAC views on possible actions related to this Review group and on what they would wish to contribute.	January 24	PAFA (AJ)	Carried Forward
0211	23-Nov-23	1	Xoserve (FC/ER) to ensure nothing is fundamentally tied to the 25 SPSBD window stop	December 23	CDSP (FC/ER)	Closed

0851R Workgroup Action Table						
Action Ref	Meeting Date	Minute Ref	Action	Reporting Month	Owner	Status Update
0311	23-Nov-23	1	(Shippers) To confirm if they hold back meter reads that they anticipate won't meet the valid read criteria.	December 23	Shippers	Pending
0411	23-Nov-23	1	PAFA (AJ) to review PAC RFI data and ascertain if sufficient detail for Review purposes. If not ask if PAC would issue an RFI on behalf of the Review Group.	January 24	PAFA (AJ)	Pending
0112	11-Dec-23	2	PAC to consider whether they want staggered benchmarks and if so, does the suggestion on the slide 5 work for PAC? If not, can PAC suggest anything else. Consideration of wording in TPD Section M 5.9.4.	December 23	PAC	Pending
0212	11-Dec-23	3	CDSP to consider what the optimal supply point business days is such that the impact is to only extend by one month's cycle. What is the sweet spot?	December 23	CDSP	Pending

UNC Workgroup 0863 Minutes
Erroneous Transfers Exception Process
Monday 11 December 2023
via Microsoft Teams

Attendees

Rebecca Hailes (Chair)	(RHa)	Joint Office
Nikita Bagga (Secretary)	(NB)	Joint Office
Andy Clasper	(AC)	Cadent
Charlotte Gilbert	(CG)	BU-UK
Conor Adams	(CA)	Scottish Power
Dan Simons	(DS)	Joint Office
David Mitchell	(DMi)	SGN
David Morley	(DMo)	Ovo
Edward Allard	(EA)	Cadent
Ellie Rogers	(ER)	CDSP (Xoserve)
Fiona Cottam	(FC)	CDSP
Helen Bevan	(HB)	PAFA/Gemserv
James Lomax	(JLo)	Cornwall Insight
Kathryn Adeseye	(KA)	CDSP (Xoserve)
Lee Greenwood	(LG)	Centrica
Linda Hannaby-Doyle	(LHD)	Scottish Power
Louise Hellyer	(LH)	TotalEnergies Gas & Power
Marina Papathoma	(MP)	Wales & West Utilities
Steve Mulinganie	(SM)	SEFE Energy Limited
Tom Stuart	(TS)	Wales & West Utilities

This Workgroup meeting will be considered quorate provided at least two Transporter and two Shipper User representatives are present.

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The Workgroup Report is due to be presented at the UNC Modification Panel by 16 May 2024

1.0 Introduction and Status Review

Rebecca Hailes (RHa) invited the Proposer to explain the proposal of this Modification.

1.1. Approval of Minutes (23 November 2023)

The minutes from 23 November 2023 were approved.

1.2. Approval of Late Papers

RHa confirmed that no papers for the meeting had been submitted late.

1.3 Review of Outstanding Actions

There were no Outstanding Actions.

2.0 Initial Discussion

Steve Mulinganie (SM) advised that he had written to REC and had received a response from Lorna Mallon after which a further conversation is to be had. The current view is that this issue does not sit with REC and the rationale for this is that the schedule is not mandatory for the suppliers.

SM advised that work is yet to be started as they are awaiting confirmation as to who is best suited to deal with this Modification. SM confirmed that this is not a time-critical Modification.

David Morley (DMo) highlighted that it is mandatory for domestic suppliers and voluntary for non-domestic suppliers. He therefore questioned whether the solution affects non-domestic suppliers with SM advising both domestic and non-domestic would be affected.

SM is awaiting a further meeting with REC, following which, he is looking to share with the Workgroup the discussions. At present, he is unsure if he has authority to do so. Due to the drafting, this has caused difficulty in terms of implementing into the Retail Code.

SM clarified to the group that Erroneous Transfer relates to parties who agree to do something but one party fails to act. If left to the UNC, this Modification might develop differently however SM shared his reluctance to allocate work until the option of a REC modification has been exhausted. SM advised he is hoping to have further information by the end of January 2024, he is currently looking to facilitate the meeting with REC to discuss further.

New Action 1201: SM to provide an update to the Workgroup following discussions with REC.
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2.1. Issues and Questions from Panel

There were no Issues or Questions from the Panel.

2.2. Initial Representations

There were no Initial Representations.

2.3. Terms of Reference

The standards Terms of Reference can be found at the following link:
<https://www.gasgovernance.co.uk/mods>

3.0 Next Steps

Rebecca Hailes (RHa) confirmed that the next step for this Modification is for SM to provide an update following discussions with REC.

4.0 Any Other Business

No other business was raised.

5.0 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	Paper Publication Deadline	Venue	Workgroup Programme
10:00 Thursday 25 January 2024	5 pm 17 January 2024	Microsoft Teams	<ul style="list-style-type: none"> Consider any Initial Representations received and Panel Questions. Review Business Rules.

0863 Workgroup Action Table						
Action Ref	Meeting Date	Minute Ref	Action	Reporting Month	Owner	Status Update
0112	11/12/2023	2	SM to provide an update to the Workgroup following discussions with REC.	January 2024	SM	Pending