

Meeting Details

Meeting Description:	Shipperless and Unregistered Sites Working Group
Meeting Date:	8 th June 2011
Attendees:	<p>Alison Jennings (AJe) Xoserve, Mark Woodward (MW) Xoserve, Karen Anthony (KA) Xoserve, Cesar Coelho (CC) Ofgem, Andrew Wallace (AW) Ofgem, Carol Lincoln (CL) EoN, Chris Warner (CW) NG, Naomi Anderson (NA) EDF, James Chapple (JC) SSE, Anne Jackson (AJa) SSE, Steve Mulinganie (SM) Gazprom, Joanna Ferguson (JF) Northern, Alex Ross (AR) Northern, Nadina Johnson (NJ) BG, Sue Cropper (SC) BG, Sharon Broadley (SB) SCP</p> <p>Via Teleconference:</p> <p>Lynne Fallon (LF) BG, Sunny Vara (SV) First Utility</p>
Apologies:	Dave Watson (DW) BG, Joel Martin (JM) SGN, Lisa Warnock (LW) SGN, Simon Trivella (ST) W&W

Completed Actions

Ref.	Description	Action	Status
1-92, 94,95, 97 & 98	These actions are now complete and have been archived for future reference		

Actions from meeting held on 03/11 /10

Ref.	Description	Action	Status
93	<p><u>Strawman presentation</u></p> <p>ACTN: DW to send e-mail to AW providing examples of sites with meters fitted without contracts in place Update: 6th April no examples received as yet, to be provided</p>	DW	Ongoing
	<p>ACTN: DW to speak to Health & Safety Executive to gain understanding on their view on safety issues surrounding this process Update: 6th April raised with Health & Safety Executive response expected back 15th April</p>	DW	Ongoing
	<p>ACTN: DW to speak to BG lawyers regarding the details of the Pipeline Act to understand the impacts of this on the proposed MOD Update: 6th April further clarification required on why this should have any relevance to proposed MOD – Action MW to clarify</p>	DW	Ongoing
	<p>KS advised that once work is completed on site the UIPs advise the DNs; this should trigger the start of the process however xoserve are currently not aware of when the service is actually laid as the MPRN is created at quote acceptance stage ACTN: DW to speak to AJ regarding the trigger for the start of the process and the clock to start ticking</p> <p>Update: 8th June – DW unable to attend this meeting therefore all items are to be carried forward.</p>	DW	Ongoing

Actions from meeting held on 02/02/2011

Ref.	Description	Action	Status
96	<p>Ofgem to provide the group with their view on the protection of vulnerable customers Update: 6th April – Ofgem provided views which consisted of:</p> <ol style="list-style-type: none"> 1) Identifying appropriate methods of payment 2) Disconnection during winter month period 3) Backbilling – Customer with meter wanting to sign up contract <p>ACTN: Comments from Group on above Ofgem views</p> <p>Update: 8th June AW has been looking at practical solutions on how customers should be treated going forward; this process links into the Strawman proposal. This issue will be dealt with as part of the root cause proposals.</p>		Complete

Actions from meeting held on 06/04/2011

Ref.	Description	Action	Status
99	<p><u>National Grid/BGT Trial</u></p> <p>ACTN: CW to provide further clarity on the material to be left by BGT on behalf of National Grid to ensure safeguards in place so that that end user has choices to obtain a supplier</p> <p>ACTN: Group to direct any comments relevant to the presentation to CW or AW</p> <p>ACTN: Group to provide comment on any additional measures to demonstrate the success criteria to be used for the trial</p> <p>Update: 8th June CW advised suspension in current plans; awaiting BG proposals to include all shippers/suppliers. JF advised that Northern are looking at similar project to be conducted by their industrial staff during the summer.</p>	<p>CW</p> <p>ALL</p>	

100	<p>Root Causes</p> <p>ACTN: Request by Networks to receive sample of shipper raised MNC's to site visit and establish reasons for initial request from shipper Update: 8th June JF advised that out of their sample of 10 MNCs: 4 were pre 2002, 3 were post 2002 and 3 had no details.</p>	MW	Complete
	<p>ACTN: AW suggested looking at a best practice notice board to provide some of the suggestions and recommendations Update: 8th June MW spoken to Xoserve web developers to look at providing hints & tips on existing or new web page. Will be looking into this further in August. Xoserve Customer Team will discuss during shipper meetings.</p>	MW	Ongoing
	<p>ACTN: Sub Group to be formed looking at:</p> <ol style="list-style-type: none"> 1. Industry agreement surrounding the business rules as to what circumstances constitutes the creation and labelling of a new service and the use of M Number from an existing service. 2. The procedure around cancelled services – To include services which are deferred. 3. Labelling of services (Allocation) – Should also work in conjunction with any business rules for IGT's 4. The procedure and governance for dealing with services which are removed. 5. Optimal timescales for the request and creation of an M Number on Sites and Meters <p>ACTN: All to review draft root cause document and provide feedback Update: 8th June group formed and initial meeting taken place 8th June, invite to be extended further to all interested parties in due course.</p>	ALL	Complete

Actions from meeting held on 08/06/2011

Ref.	Description	Action	Status
101	In order to reach some conclusion to the Shipperless and Unregistered Workgroup, group needs give thought to the way forward. ACTN: Group to discuss ways forward and possible MODs ready for next meeting.	All	
102	ACTN: MW to provide volumes on 'meter worker' provided C&Ds.	MW	
103	ACTN: MW to provide the AQ breakdown for those LSP sites that remain unregistered	MW	
104	MW ran through the final pages of the root cause document and the potential 4 areas for discussion. In relation to point 4, those MPRNs to be set to EX after 5 years; in terms of current volumes this equates to approximately 676 MPRNs. ACTN: MW to send whole portfolio of the MPRNs to any interested parties; networks and shippers.	MW	
105	AJ advised that we have had no comments at all on draft unregistered report and would hope to have the draft document published on Joint Office by the end of June. ACTN: AW raised issue surrounding funding, networks to give this issue some consideration. ACTN: Group to provide feedback to draft report during the next couple of weeks with a view to publishing the document by end of June.	Networks All	

Minutes

1. Introductions

Introductions were carried out.

2. Actions from Previous Meetings

MW ran through all previous actions.
See Updates Above.

3. Stats and Unregistered reports

MW ran through the industry stats.

AJ reiterated the importance of shippers responding to the bi-monthly reports sent out by Xoserve.

MW extended his offer to the group to visit interested Shippers and UIPs as part of the unregistered educational 'road shows' that Xoserve are offering. Any interested parties should contact MW or KA.

4. AOB

None

Next Meeting: 11.00am –1.00pm (including lunch), 27th July 2011, Conference Room 5, 31 Homer Road Solihull