Meeting Details

Meeting Description:	Shipperless and Unregistered **(S&U)** Sites and MPRN Creation Working Group	
Venue	Conference Rooms 5&6, 31 Homer Road, Solihull	
Meeting Date:	15th March (10am)	
	Name	**Organization**
Attendees	Suzanne Cullen (SC)	Xoserve
	Mark E. Smith (MES)	
	Emma Smith (ES)	
	Lee Jackson (LJ)	
	Alex Ross-Shaw (ARS)	Northern Gas Networks
	Joanna Ferguson (JF)	
	Chris Warner (CW)	National Grid Gas
	Andy Clasper (AC)	
	Alan Raper (AR)	
	Nigel Winnan (NW)	Wales and West Gas Networks
	David Mitchell (DM)	Scotia Gas Networks
	Lisa Warnock (LWa)	
	Lee Wileman (LWi)	British Gas
	Sue Cropper (SC)	
	Carol Lincoln (CL)	E.ON
	Richard Vernon (RV)	Npower
	Anne Jackson (AJ)	SSE
	Aiyesha Andrade (AAn)	Dong Energy
	Zenon Przybyszewski	Morland Utilities
	Andrew Wallace (AW)	Ofgem
	Karl Miller (KM)	Lloyds Register
	Via Teleconference:	
Apologies	Erika Melen (EM)	Scotia Gas Networks
	Steve Mulinganie	Gaz Prom
	Robert Cameron-Higgs (RCH)	Wales and West Utilities
	Naomi Anderson	EDF
	Andrew Archibald (AAr)	Dong Energy
	Marta Kalinowska	Gaz Prom
	Gareth Evans	Waters Wye

Archived Completed Actions

Ref.	Description	Action	Status
1-126, 128-135	**These actions have been completed and archived for future reference**		

Recently Closed Actions

Ref.	Description	Action	Status
136	All to investigate the impact of the proposed MPRN Creation Process Change on their organisations' systems and processes and feedback any issues for the next Workgroup meeting. **Update 15th March – As the MPRN Creation Process Change proposal has been significantly scaled back, the impact on involved parties is insignificant. Therefore this action is closed.**	**All**	**Closed**
137	All Networks to investigate examples of MPRNs set to DE in error. Update 5th December – Networks had nothing to report on this matter. **Update 15th December – Networks had nothing to report and requested that shippers provide further examples for them to investigate.** **Action 137 to be replaced with Action 143**	**All Networks**	**Closed**
138	Xoserve agreed to republish the slides which described when a new MPRN would need to be created. **Update 15th March – The slides were published on the Joint Office website along with the minutes from the workshop in December 2012.**	**Xoserve**	**Closed**
139	Xoserve to investigate if UIPs can have access to Data Enquiry. **Update 15th March – Xoserve reported that it was not possible for UIPs to have access to Data Enquiry as access is based on access to data within an organisation's portfolio of sites. As a UIP does not have a portfolio of sites access is not possible.**	**Xoserve**	**Closed**
140	Xoserve agreed to conduct analysis on a sample of 25 MPRN Creations to determine if any were created as a result of an MPRN being erroneously set to DE. **Update 15th March – The analysis has been completed and no creations due to MPRNs being erroneously set to DE were found.**	**Xoserve**	**Closed**
141	Xoserve to consider different ways of presenting the Industry Statistics to demonstrate the levels of priority of the various pots. **Update 15th March – Xoserve presented options of how the Population statistics could be presented. The group agreed that "greying out" the "Legitimately Unregistered" and "<12 Months Old" pots, and excluding them from the total count was acceptable.** **Xoserve will issue the next set of statistics in this way.**	**Xoserve**	**Closed**

Outstanding actions from previous meetings

Ref.	Description	Action	Status
127	All Distribution Network representatives to discuss possible future Xoserve end user letter exercises. Update 19th September – DNs are in agreement that the resurrection of the EU Letter Process would be worth while. However, a firm detailed decision has not yet been made. All DNs to engage with Xoserve to finalise decision. **Update 5th December – Networks stated that they would favour further desktop investigations. However, they would engage with Xoserve to discuss the possibilities of reintroducing the End User Letter process.**	**All DNs**	**C/Fwd**
142	DNs to consider what actions they could complete to meet the requirements following the Desktop Data Cleansing Exercise conducted by Xoserve.	**All DNs**	**C/Fwd**

Actions from meeting held on 05/12/12

Ref.	Description	Action	Status
143	Shippers to send further examples of MPRNs that they believe to have been set to DE in error to Xoserve who will sort and pass onto the relevant Network.	**All Shippers**	**Open**
144	Xoserve to issue S&U Population Statistics in the agreed new format.	**Xoserve**	**Open**
145	Xoserve to identify a sample of 1000 MPRNs from the Orphaned with Meters pot of the Shipperless and Unregistered in preparation for the start of the trial.	**Xoserve**	**Open**
146	All shippers and Networks to compare the 1000 MPRNs to their respective portfolios to assist in data cleansing of the sample.	**All attending Shippers and Networks**	**Open**

Minutes

1. Introductions

SC welcomed the group and introductions were carried out. SC went on to present the agenda items.

2. Actions from Previous Meetings

SC ran through all previous actions. (See updates above)

Action 143 – Shippers to send further examples of MPRNs that they believe to have been set to DE in error to Xoserve who will sort and pass onto the relevant Network.

3. Stats and Unregistered Reports

SC presented the industry statistics. (See Meeting Slides). SC also presented 2 new options for presenting the S&U Population Statistics.
The group agreed that "greying out" the Legitimately Unregistered and <12 Months Old pots and excluding those pots from the Population total was acceptable.

Action 144 – Xoserve to produce future statistics in the agreed format.

4. Shipperless and Unregistered "Pot" Priorities

At the request of the group in October's meeting, Xoserve was asked to propose priorities for the several pots within the population in order to focus efforts to address the MPRNs contained therein.
MS presented priority 2 sets of ratings for each pot: Primary and Secondary priorities. (See Meeting Slides)
The group concurred with the proposals.

5. S&U Sites DN Update

CW presented an update on behalf of all DNs on the work that the DNs are conducting to address the current population of S&U Sites. (See meeting slides)

6. Desktop Investigation / End User Letter Trial Proposal

Following the DN S&U Sites Update, MS presented a proposal on how Xoserve could conduct desktop investigation, end user lettering, and analysis on a sample of 1000 MPRNs. (See meeting slides) Further discussion between Xoserve and the Networks need to be conducted to finalise details and funding for the exercise.

Action145 – Xoserve to identify a sample of 1000 MPRNs from the Orphaned with Meters pot of the Shipperless and Unregistered in preparation for the start of the trial.

Action 146 – All shippers and Networks to compare the 1000 MPRNs to their respective portfolios to assist in data cleansing of the sample.

7. MPRN Creation Process Change Update

DM presented an update on the proposed changes to the MPRN Creation Process. (See Meeting Slides)
A discussion followed regarding the merits and reasons for the change from the original proposal.

The discussion concluded with an understanding of why the proposal was changed.

8. AOB

None.

Next Meeting – 15th May 2013 (TBC)

Proposed Agenda: **Review Minutes from Last Meeting (15/03/13)**
S&U Statistics
MPRN Creation Process
End User Lettering Update