

## Standards of Service Sub-committee Minutes

Thursday 25 January 2007

### Novotel, Birmingham International Airport

#### Attendees

Julian Majdanski (Chair)	JM	Joint Office of Gas Transporters
Helen Cuin (Secretary)	HC	Joint Office of Gas Transporters
Mark Jones	MJ	Scottish & Southern
Alex Travell	AT	E.On Energy <b>(Member)</b>
Simon Howe	SH	RWE Npower <b>(Member)</b>
Linda Whitcroft	LW	xoserve
James Boraston	JB	RWE Npower

#### Apologies

Adam Frak	SSE <b>(Member)</b>
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#### 1. Status Review

##### 1.1. Minutes from July SoS Sub-committee meeting

No comments were received. The Minutes of the previous meeting were approved.

##### 1.1. Review of Actions from July SoS Sub-committee meeting

No outstanding actions to be reviewed.

#### 2. Performance and Payments to Date

Members highlighted that they had not been provided with the Performance and Payments Report. LW agreed to establish who is responsible for publication of the data, ensure members are provided with a copy, and add members email to the circulation list for the provision of future reports.

#### 3. AOB

None

#### 4. Diary Planning for Workstream

Thursday 26 July 2007, 10:00 at Novotel, Birmingham International Airport (following Distribution Workstream)

#### Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
SoS0706	27.07.06	3	JM to write out in advance of the next meeting seeking a view as to whether to hold the meeting.	Joint Office (JM)	Action: Complete
SoS0101	25.01.07		LW to establish who is responsible for publication of data and add members email to the circulation list for the provision of future reports.	xoserve (LW)	Action: Pending