

**UNC Distribution Workgroup Minutes**  
**Thursday 22 April 2021**  
**via Microsoft Teams**

<b>Attendees</b>		
Alan Raper (Chair)	(AR)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Andy Clasper	(AC)	Cadent
Ben George	(BG)	SSE (0758 only)
Carl Whitehouse	(CW)	Shell Energy
Chris Hooper	(CH)	E.ON Energy
Claire Manning	(CM)	E.ON Energy
Dan Simons	(DS)	Gemserv
Darren Lond	(DL)	National Grid (0758 only)
Dave Mitchell	(DM)	SGN
David Addison	(DA)	Xoserve
Ellie Rogers	(ER)	Xoserve
Fiona Cottam	(FC)	Xoserve (Agenda 1.5.1 and 0758 only)
Fraser Mathieson	(FM)	SPAA/Electralink (0734S only)
Gareth Evans	(GE)	Waters Wye Associates (Agenda 1.5.1 and 0758 only)
Guv Dosanjh	(GD)	Cadent
Hannah Morgan Cooper	(HMC)	Ovo Energy (0758 only)
Hilary Chapman	(HC)	SGN
Kate Lancaster	(KL)	Xoserve
Kirsty Dudley	(KD)	E.ON Energy
Mark Bellman	(MB)	ScottishPower (Agenda 1.5.1 and 0758 only)
Mark Jones	(MJ)	SSE
Michael Walls	(MW)	Ofgem (0758 only)
Owen Mason	(OM)	Bulb Energy (0734S only)
Rhys Kealley	(RK)	Centrica (0758 only)
Richard Pomroy	(RP)	Wales & West Utilities
Sam Young	(SY)	Ovo Energy (Agenda 1.5.1 and 0758 only)
Steve Britton	(SB)	Cornwall Insights (0734S only)
Steve Mulinganie	(SM)	Gazprom Energy
Tracey Saunders	(TS)	Northern Gas Networks

Copies of all papers are available at: <https://www.gasgovernance.co.uk/dist/220421>

**1. Introduction and Status Review**

Alan Raper (AR) welcomed everyone to the meeting and informed Workgroup of an additional AOB agenda item requested by Richard Pomroy (RP) relating to Modification 0710 implementation.

**1.1. Approval of Minutes (25 March 2021)**

The minutes from the previous meetings were agreed.

## 1.2. Approval of late papers

AR advised Workgroup that all material for Workgroup to consider were received within the timeline set.

## 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 he has received a statement from Ofgem regarding any Distribution Workgroup related modifications that are Authority Direction, the update will be covered within agenda item 1.4. **Closed**

**Action 0301:** *Significant Measurement Error Notification EM009 - Alrewas EM MTD-* Joint Office to add this topic to the next agenda.

**Update:** This has been added as agenda item 5 for this meeting. Guv Dosanjh was invited to provide an update:

The Independent Technical Expert has been engaged, the scope of work has been agreed and Cadent are now in the final stages of the procurement activity.

GD confirmed that all updates will be provided in the Offtake Arrangements Committee, in order to avoid dual governance, a summary can be provided at this Workgroup.

SM sought clarity as to how it will be ensured this type of error does not happen again considering the amount of money that is involved, he suggested that work is cross checked going forward. While GD agreed with the suggestion, he reiterated he is keen to avoid separate conversations, he noted it is a valid point and would be covered in the Offtake Arrangements Committee.

KD asked if a Post Meeting Summary could be considered, similar to those provided by DESC and PAC and presented at Distribution and Transmission Workgroups.

AR suggested that the related standard agenda item is removed from the Distribution Workgroup agenda and that highlights are relayed to the Workgroup as and when necessary. This update satisfied agenda item 5.0. **Closed**

**Action 0302:** *MAP ID's* - Joint Office to add this topic to the next agenda.

**Update:** This has been added as agenda item 6 for this meeting. **Closed**

**Action 0303:** *Site Visits (Mod 425 Reports)* - SM to forward examples of the CMS notifications in question.

**Update:** SM confirmed the samples have been provided. **Closed**

**Action 0304:** *Site Visits (Mod 425 Reports)* - Joint Office to add this topic to the next agenda.

**Update:** This has been added as agenda item 7 for this meeting. **Closed**

**Action 0305:** *Submission of more reads into Central Systems* - Xoserve (DA) to review the limits that are currently set in order to assess if the limit is still relevant; suitable and can be changed.

**Update:** Review is ongoing. **Carried Forward**

**Action 0306:** *Submission of more reads into Central Systems* - Joint Office to add this topic to the next agenda.

**Update:** This has been added as agenda item 8 for this meeting. **Closed**

#### 1.4. Modifications with Ofgem

AR explained the following update was provided by Max Lambert prior to the meeting:

**Modification 0696 - Addressing inequities between Capacity booking under the UNC and arrangements set out in relevant NExAs**

and

**Modification 0701 - Aligning Capacity booking under the UNC and arrangements set out in relevant NExAs:**

Ofgem have now reprioritised Modification 0701 and have been in discussion with Xoserve on system changes, with a decision being made on this modification in due course. Modification 0696 remains deprioritised.

GD noted that Ofgem requested that these two modifications proceed along the same timeline, however, it now appears that this decision has been reversed.

**Modification 0687: Creation of new charge to recover Last Resort Supply Payments**

Ofgem are expecting a proposal to be put forward under the REC shortly (re: alternative system for recovery of levy payments) after the REC change processes go live on 01 September.

Gareth Evans (GE) noted he is in conversation with the REC Program Head and that further discussions are occurring within Ofgem. GE is hopeful there may be further clarity provided in due course.

Workgroup agreed that the following question should be presented to Panel for Ofgem:

*Now that REC is a reality how will responsibilities be divided?*

AR agreed to ask the Cross Code Steering Group for this to be added to their agenda.

#### 1.5. Pre-Modification discussions

##### 1.5.1. Incorporation of AUGE Framework Document into the UNC main body

**Purpose:**

Incorporate the provisions of the Framework for the Appointment of an Allocation of Unidentified Gas Expert ("AUGE Framework") into the UNC main body, removing the subsidiary document.

**Suggested Governance:** Self-governance

SM explained that during the AUG Sub-committee meetings, concerns were raised regarding compliance with the AUGE Framework. Following discussions held at the UNCC it became clear that UNCC are unable to take any reasonable action as there is nothing in the framework that enables them to address concerns. Ofgem also highlighted they are unhappy to be drawn into a process that should be managed by the Industry. As part of those discussions SM agreed to raise a modification to place the AUGE Framework into the UNC.

GE clarified that the modification is not looking to change how the AUGE Framework works, this will just change where it sits.

RP asked if the intention is to move this process into Code because then it is subject to the Dispute Resolution process which is documented in General Terms Section A. SM confirmed that this is the intention, to provide access to the Dispute Resolution process as it is his view that as

things stand, matters covered by the Framework document do not allow access the Dispute Resolution process.

RP advised that the Dispute Resolution process is usually used between Code parties, therefore, he is unsure if this would fit within that process as it currently stands.

SM suggested that maybe a new Dispute process is required for other matters, rather than what the Dispute Resolution process normally is used for.

FC highlighted that if this modification looks to adjust anything to the timescales and moving any milestones or scope of the role, it should be noted that the AUGE starts working towards the next Gas Year around April/May time.

It was clarified that this modification will look at the management of the AUGE Framework.

KD questioned if this modification sets some sort of precedent if it challenges the opinion of an expert and could potentially contradict the reason why the AUGE Framework document is put in as its own framework in the first place. This in itself raised the question as to why just the AUGE Framework is being suggested to move into Code and why not other frameworks.

SM clarified that because neither the UNCC nor the sub-committee are able to address concerns relating to the current process, then only way to progress this is through another party and to involve another party means the AUGE Framework has to go into UNC itself. KD said the concern is by enabling this challenge, you are removing the distance between Industry and the AUG Expert.

The modification will be submitted to the May UNC Panel for consideration.

## 2. Workgroups

### 2.1. 0741S - Updating specific gender references to neutral terms

(Report to Panel 20 May 2021)

<https://www.gasgovernance.co.uk/0741>

### 2.2. 0734S – Reporting Valid Confirmed Theft of Gas into Central Systems

(Due to report to Panel 17 June 2021)

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

### 2.3. 0746 - Clarificatory change to the AQ amendment process within TPD G2.3

(Due to report to Panel 17 June 2021)

<https://www.gasgovernance.co.uk/0746>

### 2.4. 0664V - Transfer of Sites with Low Valid Meter Reading Submission Performance from Classes 2 and 3 into Class 4

(Due to report to Panel 20 May 2021)

<https://www.gasgovernance.co.uk/0664>

### 2.5. 0758 - Temporary extension of AUG Statement creation process

(Due to report to Panel 20 May 2021 )

<https://www.gasgovernance.co.uk/0758>

### 2.6. 0762S - Adding the Retail Energy Code Company as a new User type to the Data Permissions Matrix

(Due to report to Panel 17 June 2021)

<https://www.gasgovernance.co.uk/0762>

### 2.7. 0763R - Review of Gas Meter By-Pass Arrangements

(Report to Panel 21 October 2021)

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

**3. COVID-19 Issues**

AR confirmed this will no longer be a standard agenda item, any future updates will be received as AOB.

**4. CSS Consequential Changes – Detailed Design Report**

No update available for this meeting.

**5. Significant Measurement Error Notification EM009 - Alrewas EM MTD**

The content for this agenda item was received as part of Action 0301.

AR confirmed this will no longer be a standard agenda item, any future updates will be received as AOB.

**6. MAP ID's**

SM was no longer on the call at this point in the agenda, Workgroup agreed to defer this item until the May 2021 Workgroup.

**7. Site Visits (Mod 425 Reports)**

Workgroup agreed to defer this item until the May 2021 Workgroup.

**8. Submission of more reads into Central Systems**

Workgroup agreed to defer this item until the May 2021 Workgroup.

**9. Issues**

None raised.

**10. Any Other Business**

**10.1. User Representative Appoint Process**

AR highlighted that the User Representative Appointment Process would be commencing during May with a reminder for organisations to update their Single Points of Contacts (SPoCs) and by 01 July an invitation will be issued to these contacts for nominating representatives for the various Committees and Panel.

**10.2. Modification 0710 Implementation**

RP explained that there is a need to resolve some contractual issues in regard to the ownership of data-logger equipment installed on sites. It is anticipated that the implementation of the UNC Modification will be delayed from June to August 2021, to allow additional time to complete the novation contractual arrangements.

**11. 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 27 May 2021	Teleconference	Distribution Workgroup standard Agenda
Thursday 10:00 24 June 2021	Teleconference	Distribution Workgroup standard Agenda
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
Thursday 10:00 25 November 2021	Teleconference	Distribution Workgroup standard Agenda
Thursday 10:00 13 December 2021	Teleconference	Distribution Workgroup standard Agenda

<b>Action Table (as of 22 April 2021)</b>						
<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Reporting Month</b>	<b>Owner</b>	<b>Status Update</b>
<b>0201</b>	25/02/21	1.4	<b>Modifications with Ofgem:</b> 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>	<b>March April- May 2021</b>	Ofgem (ML)	<b>Carried Forward</b>
<b>0301</b>	25/03/21	6.1	<i>Significant Measurement Error Notification EM009 - Alrewas EM MTD-</i> Joint Office to add this topic to the next agenda.	<b>April 2021</b>	Joint Office	<b>Closed</b>
<b>0302</b>	25/03/21	6.4	<i>MAP ID's</i> - Joint Office to add this topic to the next agenda.	<b>April 2021</b>	Joint Office	<b>Closed</b>
<b>0303</b>	25/03/21	6.5	<i>Site Visits (Mod 425 Reports)</i> - SM to forward examples of the CMS notifications in question.	<b>April 2021</b>	Gazprom Energy (SM)	<b>Closed</b>
<b>0304</b>	25/03/21	6.5	<i>Site Visits (Mod 425 Reports)</i> - Joint Office to add this topic to the next agenda.	<b>April 2021</b>	Joint Office	<b>Closed</b>
<b>0305</b>	25/03/21	6.6	<i>Submission of more reads into Central Systems</i> - Xoserve (DA) to review the limits that are currently set in order to assess if the limit is still relevant; suitable and can be changed.	<b>April- May 2021</b>	Xoserve (DA)	<b>Carried Forward</b>
<b>0306</b>	25/03/21	6.6	<i>Submission of more reads into Central Systems</i> - Joint Office to add this topic to the next agenda.	<b>April 2021</b>	Joint Office	<b>Closed</b>

**UNC Workgroup 0664V Minutes  
Transfer of Sites with Low Valid Meter Reading Submission  
Performance from Classes 2 and 3 into Class 4**

**Thursday 22 April 2021**

**via Teleconference**

<b>Attendees</b>		
Alan Raper (Chair)	(AR)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Andy Clasper	(AC)	Cadent
Carl Whitehouse	(CW)	Shell Energy
Chris Hooper	(CH)	E.ON Energy
Claire Manning	(CM)	E.ON Energy
Dan Simons	(DS)	Gemserv
Dave Mitchell	(DM)	SGN
David Addison	(DA)	Xoserve
Ellie Rogers	(ER)	Xoserve
Guv Dosanjh	(GD)	Cadent
Hilary Chapman	(HC)	SGN
Kate Lancaster	(KL)	Xoserve
Kirsty Dudley	(KD)	E.ON Energy
Mark Jones	(MJ)	SSE
Richard Pomroy	(RP)	Wales & West Utilities
Steve Mulinganie	(SM)	Gazprom Energy
Tracey Saunders	(TS)	Northern Gas Networks

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0664/220421>

The Final Modification Report 0664VV(S) is due to be presented at the UNC Modification Panel by May 2021

## 1. Introduction and Status Review

Alan Raper (AR) welcomed all to the Workgroup and advised that the proposer has submitted a second variation request which includes justification that this modification should now follow a self-governance route. Should UNC Panel determine that it meets the self-governance criteria, the varied modification would become Modification 0664VVS.

### 1.1. Approval of Minutes (25 March 2021)

The minutes from the 25 March 2021 Workgroup meeting were approved.

### 1.2. Review of outstanding actions

**Action 1201:** Review draft Varied Modification 0664VV - SSE (MJ) to update the draft Modification 0664VV taking into consideration the various points raised by the Workgroup.

**Update:** This has been received and will be considered during agenda item 2.0. **Closed**



**Action 1202:** Review draft Varied Modification 0664VV - SSE (MJ), Xoserve (DA) and Cadent (AC) to discuss the legal text implications surrounding the proposed changes to the draft Modification 0664VV and consider the functionality of a staged implementation.

**Update:** See Action 1201, amended modification and legal text has now been received and will be reviewed as part of agenda item 2.0. **Closed**

## 2. Review updated draft Varied Modification 0664VV

AR showed onscreen the draft version of Modification 0664VV v1.0 dated 18 March 2021 and highlighted the changes:

- Addresses referring to Shipper and Supplier combination rather than just Shipper,
- Solution for lock-out period withdrawn (rule 13),
- Self-governance.

TS asked what happens if a Site is in Class 2 with a Network Exit operator Agreement (NExA).

DA suggested he can provide a report for flagged NExA Sites and their current class. He explained that if a Site is forced out of Class 2, there would be a 2-month lockout period. TS added that even if within the window of being able to nominate, (as-in Modification 0665 – Changes to Ratchet Regime), there is a requirement to provide daily reads. DA confirmed, provided the User does not proactively change Class, it could be included as a step within Xoserve's processes to identify them.

TS added that where there are non-Class 1 Sites with a NExA, it appears that Transporters each manage these type of sites differently, with one installing their own data-loggers.

AR clarified that he would request a 1-month extension at May UNC Panel in order to allow time to change the Variation Request and Legal Text to incorporate the point raised by TS.

Workgroup considered if this Variation should be classed as material or non-material and the view was that variation should be considered material.

On a separate governance point, MJ commented that all concerns from the consultation have been addressed, therefore, he is suggesting this should proceed as a self-governance modification.

It was noted that the REC v3 Significant Code Review text defaults any sites not meeting the Class 1 requirement but without a recorded DM SOQ / SHQ details into Class 4. However, there is no 2-month lock-out period for this type of class change.

**New Action 0401:** Proposed, MJ to submit amended Modification to incorporate if a Site is in Class 2 with a Network Exit operator Agreement (NExA).

**New Action 0402:** Legal Text provider, Cadent, to submit revised Legal Text to incorporate if a Site is in Class 2 with a Network Exit operator Agreement (NExA).

## 3. Consideration of Revised Legal Text for 0664VV

As the Legal Text requires amendment, this will be considered at the May 2021 Workgroup.

## 4. Completion of Variation Request for May 2021 Panel Submission

AR confirmed the details within the Variation:

- Addresses referring to Shipper and Supplier combination rather than just Shipper,
- Solution for lock-out period withdrawn (rule 13),
- Self-governance.



## 5. Next Steps

AR summarised the next steps to be:

- Request a 1-month extension at May UNC Panel.
- Submission of an amended Variation Request.
- Review the revised Legal Text
- Produce a Supplemental Report to summarise the changes.

## 6. Any Other Business

None

## 7. 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 27 May 2021	Teleconference	<ul style="list-style-type: none"> <li>• Submission of an amended Variation Request.</li> <li>• Review the revised Legal Text</li> <li>• Produce a Supplemental Report to summarise the changes.</li> </ul>

**Action Table (as of 22 April 2021)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1201	11/12/20	3.0	<i>Review draft Varied Modification 0664VV - SSE (MJ) to update the draft Modification 0664VV taking into consideration the various points raised by the Workgroup.</i>	SSE (MJ) & Xoserve (DA)	<b>Closed</b>
1202	11/12/20	3.0	<i>Review draft Varied Modification 0664VV - SSE (MJ), Xoserve (DA) and Cadent (AC) to discuss the legal text implications surrounding the proposed changes to the draft Modification 0664VV and consider the functionality of a staged implementation.</i>	Cadent (AC), SSE (MJ) & Xoserve (DA)	<b>Closed</b>
0401	22/04/21	2.0	Proposer, MJ to submit amended Modification to incorporate if a Site is in Class 2 with a Network Exit operator Agreement (NExA).	Proposer, MJ	<b>Pending</b>
0402	22/04/21	2.0	Legal Text provider, Cadent, to submit revised Legal Text to incorporate if a Site is in Class 2 with a Network Exit operator Agreement (NExA)	Legal Text provider, Cadent	<b>Pending</b>

**UNC Workgroup 0741S Minutes**  
**Updating specific gender references to neutral terms**  
**Monday 22 April 2021**  
**via Teleconference**

<b>Attendees</b>		
Alan Raper (Chair)	(AR)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Andy Clasper	(AC)	Cadent
Carl Whitehouse	(CW)	Shell Energy
Chris Hooper	(CH)	E.ON Energy
Claire Manning	(CM)	E.ON Energy
Dan Simons	(DS)	Gemserv
Dave Mitchell	(DM)	SGN
David Addison	(DA)	Xoserve
Ellie Rogers	(ER)	Xoserve
Guv Dosanjh	(GD)	Cadent
Hilary Chapman	(HC)	SGN
Kate Lancaster	(KL)	Xoserve
Kirsty Dudley	(KD)	E.ON Energy
Mark Jones	(MJ)	SSE
Richard Pomroy	(RP)	Wales & West Utilities
Steve Mulinganie	(SM)	Gazprom Energy
Tracey Saunders	(TS)	Northern Gas Networks

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0741/220421>

The output from this Workgroup is due to be presented at the UNC Modification Panel on 20 May 2021.

## 1.0 Introduction

AR explained that following the March UNC Panel this modification was issued for consultation but as a result of consultation responses some changes have been suggested to the original Legal Text, (published on 09 February 2021), and the Workgroup was being asked by Panel to review these changes.

## 2.0 Review of Legal Text

Tracey Saunders (TS) confirmed that as part of the Northern Gas Networks consultation response, it was mentioned there are some instances where the Legal Text could be viewed as ambiguous.

Andy Clasper (AC) confirmed that following receipt of the responses, Cadent have completed a further thorough review of the original Legal Text which and a further change marked iteration has been completed.

AC explained in certain instances where the pronoun 'his' was used, this was changed initially to 'their', but in certain circumstance where two parties are present in the clause it is not obvious which party 'they' is referring to.

TS concurred with this assessment.

AC clarified that the potential ambiguity exists in nine clauses. They occur when two parties are referenced the same clause but each party has specific actions linked to it. He went on to provide an overview of the nine instances.

AC explained that in many instances, the word 'he' has been changed to 'they' but in one instance, the text would be improved if 'he' was changed to 'the chairperson'.

Paragraph 2.4.1 requires a further amendment to change from 'they' to 'other parties'.

Paragraphs 2.4.8; 2.4.10 and 2.61 have been amended to include the word 'expert' rather than 'their'.

Paragraphs 2.2.6 (b) (i), 2.3.1, 2.4.5 (a), 2.4.5 (b), 2.10.5, 2.10.6, 2.10.6 (b), 2.10.6 (c), 3.2.3, 3.3.7, 3.4.2, 3.7.1, 3.7.2 references to 'he' have been amended to 'the mediator'.

This concluded the explanation.

AR agreed to check the governance for this amendment as this may require a supplemental report to accompany the Final Modification Report.

The proposer, Kirsty Dudley (KD) thanked Cadent for working through the amendments.

A new version of the Legal Text and a requisite report will be submitted to the May UNC Panel.

### **3.0 Next Steps**

The Workgroup agreed that:

- A new version of the Legal Text and a requisite report will be submitted to the May UNC Panel.

### **4.0 Any Other Business**

None.

### **5.0 Diary Planning**

No further Workgroup meetings are required.

**UNC Workgroup 0734S Minutes**  
**Reporting Valid Confirmed Theft of Gas into Central Systems**  
**Thursday 22 April 2021**  
**via Microsoft Teams**

<b>Attendees</b>		
Alan Raper (Chair)	(AR)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Andy Clasper	(AC)	Cadent
Carl Whitehouse	(CW)	Shell Energy
Chris Hooper	(CH)	E.ON Energy
Claire Manning	(CM)	E.ON Energy
Dan Simons	(DS)	Gemserv
Dave Mitchell	(DM)	SGN
David Addison	(DA)	Xoserve
Ellie Rogers	(ER)	Xoserve
Fraser Mathieson	(FM)	SPAA/Electralink (0734S only)
Guv Dosanjh	(GD)	Cadent
Hilary Chapman	(HC)	SGN
Kate Lancaster	(KL)	Xoserve
Kirsty Dudley	(KD)	E.ON Energy
Mark Jones	(MJ)	SSE
Owen Mason	(OM)	Bulb Energy (0734S only)
Richard Pomroy	(RP)	Wales & West Utilities
Steve Britton	(SB)	Cornwall Insights (0734S only)
Steve Mulinganie	(SM)	Gazprom Energy
Tracey Saunders	(TS)	Northern Gas Networks

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0734/220421>

The Workgroup Report is due to be presented at the UNC Modification Panel by 17 June 2021.

## 1.0 Introduction

Alan Raper (AR) welcomed all to the meeting.

### 1.1. Approval of Minutes

The minutes from 25 March 2021 were approved.

### 1.2. Approval of Late Papers

No late papers recorded.

### 1.3. Review of Outstanding Actions

**Action 0202:** DM to request that their lawyer have a provisional look at legal text to see how the new BR could apply to a consumption adjustment when no actual meter readings are available.

**Update:** DM confirmed there is no update to provide as the modification is not yet finalised. SM disputed this point and clarified the business rules are finalised but accepts it is not the right time for the Legal Text to be produced. **Carried Forward**

**Action 0301:** *Business Rule 5 - Xoserve (DA)* to consider if consumption adjustment (CA) is the right method to apply for theft energy volumes to be entered into Settlement.

**Update:** DA advised that he could see some scenarios where a meter read may not be available and confirmed he has had conversations with Suppliers through the Theft Review Group who are looking to provide some information to help further develop the modification. DA highlighted he is still of the view that the majority of theft will still be determined in conjunction with a meter reading history and Suppliers have agreed to provide some assessment of that.

FM confirmed he too has been gathering data on how often a meter reading is provided alongside a confirmed theft and that where there is not one provided, an estimate would be given.

DA confirmed that he is not asking for the creation of fictitious readings, he is however, asking for accurate meter readings against which the consumption could be overlaid. If the meter has been damaged, and the Supplier removes the asset, there will be a meter reading which is likely to be estimated. SM advised that in this example, the energy would be calculated.

DA explained, where there is no meter reading, Xoserve would need to work with the Supplier to establish consumptions and dates. The energy would then be billed from the second consumption layer.

AR asked if there needs to be a revision to a Business Rule. SM clarified, for the avoidance of doubt, a supplemental Business Rule could be created to be absolutely clear how Xoserve should estimate the meter reading. **Closed**

**Action 0302:** *Business Rule 7 - SPAA (FM)* to amend the modification accordingly and change the title so that it matches the intent of the modification.

**Update:** FM confirmed this is being considered and will be updated as part of the next iteration of the modification. **Closed**

## 2.0 Consideration of amended Modification

An amended Modification was not provided.

## 3.0 Issues and Questions from Panel

### 3.1. Workgroup to consider any potential cross-Code impacts and implementation timelines.

It was confirmed this is referenced in the amended Modification.

## 4.0 Review of Business Rules

Not reviewed.

## 5.0 Consideration of Draft Legal Text

Legal text has not yet been provided. It was confirmed by the legal text provider, SGN, that once the Business Rules have been finalised, the legal text would be provided.

## 6.0 Development of Workgroup Report

AR confirmed he will annotate what has been discussed so far in the Workgroup Report.

## 7.0 Next Steps

AR suggested a 3-month extension is requested at the May 2021 UNC Panel, with REC going live from 01 September 2021, REC will need a way forward prior to it going live.

The Proposer, SM advised he could not support a 3-month extension and clarified that the outstanding actions, which relate to:

- creating a process for the routine thefts; and,
- provide clarification of the process where a meter reading does not exist,

do not justify a 3-month extension. SM suggested a 2-month extension is more appropriate.

AR confirmed he will request a 2-month extension at the May 2021 UNC Panel and asked if it is worth seeking to produce a Rough Order of Magnitude (ROM) to facilitate the ability to input a consumption and allow the system to produce the read. DA advised that would be an exceptional process and he would rather not do that as Xoserve could end up producing multiple ROMs.

AR summarised as follows:

- A 2-month extension will be requested at the May 2021 UNC Panel.
- A new version of the modification is expected, including a title change, and a supplemental business rule to accompany Business Rule 5.
- The Legal Text will be provided once the modification has been finalised.
- The Workgroup Report will start to be developed once the modification has been finalised.

## 8.0 Any Other Business

None.

## 9.0 Diary Planning

Further details of planned meetings are available at: [www.gasgovernance.co.uk/events-calendar/month](http://www.gasgovernance.co.uk/events-calendar/month)

Workgroup meetings will take place as follows:

Time / Date	Venue	Workgroup Programme
Thursday 10:00 27 May 2021	Teleconference	Distribution Workgroup standard Agenda

Action Table (as of 22 April 2021)						
Action Ref	Meeting Date	Minute Ref	Action	Reporting Month	Owner	Status Update
0202	25/02/21	2.0 (BR5)	DM to request that their lawyer have a provisional look at legal text to see how the new BR could apply to a consumption adjustment when no actual meter readings are available..	March April 2021	SGN (DM)	Carried Forward
0301	25/03/21	2.0	<i>Business Rule 5</i> - Xoserve (DA) to consider if consumption adjustment (CA) is the right method to apply for theft energy volumes to be entered into Settlement	April 2021	CDSP (DA)	Closed
0302	25/03/21	2.0	<i>Business Rule 7</i> - SPAA (FM) to amend the modification accordingly and change the title so that it matches the intent of the modification.	April 2021	SPAA (FM)	Closed

**UNC Workgroup 0746 Minutes**  
**Clarificatory change to the AQ amendment process within TPD G2.3**  
**Thursday 22 April 2021**  
**via Microsoft Teams**

<b>Attendees</b>		
Alan Raper (Chair)	(AR)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Andy Clasper	(AC)	Cadent
Carl Whitehouse	(CW)	Shell Energy
Chris Hooper	(CH)	E.ON Energy
Claire Manning	(CM)	E.ON Energy
Dan Simons	(DS)	Gemserv
Dave Mitchell	(DM)	SGN
David Addison	(DA)	Xoserve
Ellie Rogers	(ER)	Xoserve
Guv Dosanjh	(GD)	Cadent
Hilary Chapman	(HC)	SGN
Kate Lancaster	(KL)	Xoserve
Kirsty Dudley	(KD)	E.ON Energy
Mark Jones	(MJ)	SSE
Richard Pomroy	(RP)	Wales & West Utilities
Steve Mulinganie	(SM)	Gazprom Energy
Tracey Saunders	(TS)	Northern Gas Networks

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0746/220421>

The Workgroup Report is due to be presented at the UNC Modification Panel by 17 June 2021.

**1. Introduction and Status Review**

Alan Raper (AR) welcomed all to the Workgroup.

**1.1. Approval of Minutes (25 March 2021)**

The minutes from the previous meeting were accepted.

**1.2. Approval of Late Papers**

AR advised Workgroup that all material for Workgroup to consider were received within the timeline set.

**1.3. Review of Outstanding Actions**

**Action 0302:** CDSP (DA) to assess the cost range of the utilisation of existing tool to manage this process.

**Update:** Ellie Rogers (ER) confirmed a cost range of between £50,000 and £65,000 has been determined. **Closed**

**2. Amended Modification**

AR confirmed the modification has not been amended since the last Workgroup discussion and confirmed the purpose of the modification:



*Following the implementation of UNC 0736S Clarificatory change to the AQ amendment process within TPD G2.3 this modification applies the change to all relevant transactions which occurred from 1st April 2020.*

### **3. Review of Legal Text**

AR invited Andy Clasper (AC), the Legal Text provider, to present a brief walkthrough of the drafted Legal Text provided and asked Workgroup if they think it meets with the intent of the proposal.

Steve Mulinganie (SM) advised of a slight amendment required to Business Rule 2 where this refers only to (c) and not (a)(c).

There were no further comments from Workgroup.

A full walkthrough of the final Legal Text will be completed at the May 2021 Workgroup.

### **4. Development of Workgroup Report**

AR confirmed that the Workgroup Report is due to be presented to the 17 June 2021 UNC Panel meeting. As part of the consideration and development of the Workgroup Report, the following areas were discussed:

#### **Modification Timetable**

AR confirmed that following the consultation close-out on 08 July 2021, the Final Modification Report could be presented to the July UNC Panel at short-notice.

#### **Impacts and Other Considerations**

AR agreed to add a Workgroup Statement that will explain the effect of not implementing this modification, as well as the impact of implementation, with an explanation of how the additional revenue would be treated. It was agreed it was difficult to accurately predict how the revenue recovery would directly impact customers.

Workgroup agreed that implementation of this modification would not distinguish between any particular party or group of parties.

It was mentioned that the overall revenue recovered would be distributed across the generality of customers.

RP added the retrospective charges to the particular Shipper would generate revenue for the Transporter which would need to be managed across a 2 to 3 year period.

Workgroup agreed there is no IGT impact.

#### **Central Systems**

ER agreed to provide comments for the Workgroup Report. The Rough Order of Magnitude (ROM) assessment is based on the adaptation of existing functionality to incorporate the requirements of the modification. This could result in costs in the range of £50,000 and £65,000, and could be implemented independently of a major system releases.

#### **Workgroup Impact Assessment**

Workgroup mentioned there is an 18-month window for certain Section S1.8 adjustments.

Richard Pomroy (RP) suggested the reasoning for retrospection should be clearly explained in order to promote better understanding of the justification for the Modification. SM advised, that in his view, this aspect is covered in the 'How' section of the Modification.

Guv Dosanjh (GD) suggested the following wording, (or similar), is applied to the Workgroup impact Assessment:

*Retrospection of the modification was discussed; the modification is a mirror of the modification it relates to (Modification 0736 - Clarificatory change to the AQ amendment process within TPD G2.3), with the added retrospection, this would be the justification for the application of these rules.*

### Relevant Objectives

AR confirmed the modification requires a set of standard relevant objectives as well as the charging relevant objectives which have already been provided. SM agreed to provide the standard relevant objectives table. Workgroup agreed that Relevant Objective D, Securing effective competition, was likely to be the most appropriate objective.

**New Action 0401:** Proposer (SM) to provide the standard relevant objectives table.

### Implementation

Solution delivery would be outside of any major release.

### 5. Next Steps

AR clarified:

- AC will provide a walkthrough of the Legal Text at the next meeting.
- Completion of the Workgroup Report.

### 6. Any Other Business

None raised.

### 7. Diary Planning

Further details of planned meetings are available at: [www.gasgovernance.co.uk/events-calendar/month](http://www.gasgovernance.co.uk/events-calendar/month)

Workgroup meetings will take place as follows:

Time / Date	Venue	Programme
10:00 Thursday 27 May 2021	Microsoft Teams	Detail planned agenda items. <ul style="list-style-type: none"> <li>• Consider Legal Text</li> <li>• Complete Workgroup Report</li> </ul>

**Action Table (as of 22 April 2021)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0302	25/03/21	2.0	CDSP (DA) to assess the cost range of the utilisation of existing tool to manage this process.	CDSP (DA)	Closed
0401	22/04/21	4.0	Proposer (SM) to provide the standard relevant objectives table	Proposer (SM)	Pending

**UNC Workgroup 0758 Minutes**  
**Temporary extension of AUG Statement creation process**  
**Thursday 22 April 2021**  
**via Microsoft Teams**

<b>Attendees</b>		
Alan Raper (Chair)	(AR)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Andy Clasper	(AC)	Cadent
Ben George	(BG)	SSE (0758 only)
Carl Whitehouse	(CW)	Shell Energy
Chris Hooper	(CH)	E.ON Energy
Claire Manning	(CM)	E.ON Energy
Dan Simons	(DS)	Gemserv
Darren Lond	(DL)	National Grid (0758 only)
Dave Mitchell	(DM)	SGN
David Addison	(DA)	Xoserve
Ellie Rogers	(ER)	Xoserve
Fiona Cottam	(FC)	Xoserve (Agenda 1.5.1 and 0758 only)
Gareth Evans	(GE)	Waters Wye Associates (Agenda 1.5.1 and 0758 only)
Guv Dosanjh	(GD)	Cadent
Hannah Morgan Cooper	(HMC)	Ovo Energy (0758 only)
Hilary Chapman	(HC)	SGN
Kate Lancaster	(KL)	Xoserve
Kirsty Dudley	(KD)	E.ON Energy
Mark Bellman	(MB)	ScottishPower (Agenda 1.5.1 and 0758 only)
Mark Jones	(MJ)	SSE
Michael Walls	(MW)	Ofgem (0758 only)
Rhys Kealley	(RK)	Centrica (0758 only)
Richard Pomroy	(RP)	Wales & West Utilities
Sam Young	(SY)	Ovo Energy (Agenda 1.5.1 and 0758 only)
Steve Mulinganie	(SM)	Gazprom Energy
Tracey Saunders	(TS)	Northern Gas Networks

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0758/220421>

The Workgroup Report is due to be presented at the UNC Modification Panel by 20 May 2021.

## 1.0 Introduction

### 1.1. Approval of Minutes (25 March 2021)

The minutes from the previous meetings were agreed.

### 1.2. Approval of Late Papers

AR advised Workgroup that all material for Workgroup to consider were received within the timeline set.

### 1.3. Review of Outstanding Actions

No outstanding actions to review.

## 2.0 Consideration of Amended Modification

AR reminded Workgroup of the purpose of the modification:

*To allow the new AUGE sufficient time to develop a robust AUG Statement in accordance with the Framework for the Appointment of an Allocation of Unidentified Gas Expert, (AUGE), and to rollover the existing AUG Table, repeating the process undertaken previously for the 2013/14 & 2016/17 AUG Years.*

AR went on to clarify the intended solution is for the AUG Table that was approved by the UNC Committee under TPDE9.4.4(a) to apply for the period 1 October 2021 to 30 September 2022, (as voted at UNCC on 15 April 2021) shall be disapplied and not used for any Code purpose. Instead, the AUG Table for the AUG Year 01 October 2020 – 30 September 2021 will be applied.

The Draft Legal Text has been provided by Cadent and the Workgroup Report will be completed at this meeting.

Gareth Evans (GE) advised there has been a few minor amendments to the Legal Text and the modification since the last meeting.

The Legal Text has been extended to provide increased clarity by establishing that the existing AUG Statement (for AUG Year 01 October 2021 - 30 September 2022) approved by UNCC, would be effectively turned-off and the AUG Table for AUG Year 01 October 2020 - 30 September 2021) would be applied instead.

### 3.0 Issues and Questions from Panel

#### 3.1. In the Why Change Section of Modification - clarify the statements concerning temporary and permanent UIG at D+5.

Although this was not specifically discussed at Workgroup, Fiona Cottam (FC) has provided her response to the question raised at UNC Panel:

*The question is a good one as they are not (currently) defined UNC terms. I do not think that this modification particularly requires them to be defined in the legal text anywhere.*

*The two terms were something used by the previous AUGE and which Xoserve also used in the UIG Task Force work, to differentiate between:*

- *UIG created at Allocation (defined in H2.6.1 as “Unidentified Gas for a LDZ and a Day”) and which may not change after the Exit Close-Out Date (i.e. D+5) – sometimes called temporary UIG.*
- *“Unidentified Gas for a LDZ and a Day”, to which all subsequent User UGR [Unidentified Gas Reconciliation] Quantities for the LDZ (E7.1.3) have been applied up to the Code Cut-Off Date (the “Line-in-the-Sand”) – sometimes called permanent UIG.*

*There are no references to temporary or permanent UIG in either UNC or the AUG Framework, so there is no actual obligation on the AUGE to perform or publish that analysis.*

### 4.0 Review of Business Rules

Reviewed as part of agenda item 6.0.

### 5.0 Consideration of Draft Legal Text

Reviewed as part of agenda item 6.0.

## **6.0 Development of Workgroup Report**

AR confirmed that the Workgroup Report is due to be presented to the May Panel meeting. As part of the consideration and completion of the Workgroup Report, the following areas were discussed:

### **Timeline**

AR clarified, bearing in mind time was of the essence, a 10-day consultation period would be recommended to the May Panel to allow time the Final Modification Report to be presented to the June Panel, after which it would be issued to the Authority for a decision. GE confirmed this is the best available accelerated timeline outside of urgency status.

### **Workgroup Impact Assessment**

AR read out the suggested draft for consideration with Workgroup providing additional comments, and where necessary, live updates were made during Workgroup. AR also clarified he did not intend to take the development aspect of the Modification process any further as it would appear that the opposing views could not be reconciled.

Kirsty Dudley (KD) agreed that the drafted Workgroup Assessment does cover the Workgroup discussions held so far and now it will be down to the consultation to draw out any further statements and opinions.

It was acknowledged that further input would be a matter for consultation responses.

AR explained the questions raised by Ofgem at the Workgroup meeting held in March 2021 have been included in the Workgroup Impact Assessment section and he has suggested some wording for the answers for Workgroup consideration. After considerable debate it was agreed that Ofgem's question should be consolidated and used to form the basis of the consultation questionnaire.

Rhys Kealley (RK) highlighted that retrospection was discussed at the last Workgroup meeting, which could become a factor if the Ofgem decision takes longer than the normal 13 weeks and asked, under those circumstances, would some kind of retrospection be applied. He questioned, for relatively little effort, should a 'for avoidance of doubt' statement be put in the solution that says, this takes effect from the 1<sup>st</sup> of the month following the Ofgem decision. Steve Mulinganie (SM) raised the concern that could encourage a lengthy time for Ofgem to provide a decision.

Michael Walls (MW) confirmed that Ofgem are aware of the time-sensitivity and planning to decide on this modification as soon as possible.

SM suggested a statement that notes the consequence should a decision from Ofgem be delayed is put in the Workgroup Impact Assessment.

MW added, regarding timescales, for Workgroup to ensure the Workgroup Report is robust, clear and has all the information that is required in order for Ofgem to make their decision.

Dave Addison (DA) noted it is an advantage that Ofgem (MW) are present at the Workgroup so that MW can inform Workgroup what information is needed for Ofgem to be able to make a timely decision.

DA confirmed, from a systems perspective, Xoserve would need confirmation of implementation at the start of September to allow the allocation factors to be set up for 01 October 2021. He added if an Authority decision is made after 01 October, changing going forward, and amending profiles would be achievable could be done but doing it retrospectively is not something that has not been impact assessed and could be quite complex in terms of implementation.

GE noted, with regards to retrospection, he understands RK comment, however, he is working optimistically that all timescales can be achieved. If no decision is made by Ofgem after the normal 13 weeks, (the Ofgem standard KPI), then a view will be taken at that point in time. GE

advised he is not in favour of drafting conditionality into proposal for implementation after the start of the Gas Year and prefers to work on the theory that everything will happen within expected timescales.

It was noted that the modification does mention a specific implementation date but the date of 01 October is implied and it was stressed that, should a decision be reached after this date, a retrospective application of the proposed table would not be triggered.

MW said that he understands the solution and its objective of not applying the AUG Statement table that has now been approved by UNCC, but would like to further understand if the modification is looking for Ofgem to effectively validate the AUG Statement or rule on the process.

GE and Ofgem discussed clarification of why the modification had been raised. GE confirmed, regarding the AUG Statement produced by Engage, it is not that the document is not fit for purpose, the modification is saying there is another document that is better. He further clarified that if there was no other AUG Statement, the one from Engage should be used, but as there is another AUG Statement that a number of Workgroup participants is better, this should be used instead, (namely, the AUG Table currently in use).

AR highlighted that this is the Workgroup Report stage in the process, the Final Modification Report that will ultimately be issued to Ofgem would contain all the consultation responses and views of the Panel.

AR proceeded to encourage workgroup discussion in relation to the questions posed by Ofgem at the last Workgroup meeting to see which of them should be put forward as a recommendation for consultation questions.

Mark Bellman (MB) asked if respondents to the Consultation should be informed that UNCC voted 4 for and 8 against carrying forward the 2020/21 AUG Statement. AR confirmed he will provide a link to the UNCC minutes in the Workgroup Report.

Workgroup agreed the Legal Text delivers the intent of the solution.

Workgroup agreed that the following question areas should be recommended for inclusion in the Draft Modification Report to allow views to be submitted during the Consultation. The question areas are set out below and AR advised he would draft these into consultation questions and circulate to GE; SM; FC and RK for review:

- To capture views on the process so far;
- To capture views on the existing governance (including the UNC, CDSP bilateral arrangements and the application of the guidance framework through the UNC Committee;
- To capture views on the appropriateness of the Authority carrying out what could be seen as a validation of the AUG Statement;
- To capture views as to how this situation could be avoided in future.

## **7.0 Next Steps**

The Workgroup Report will be presented to UNC Panel on 20 May 2021.

## **8.0 Any Other Business**

None.

## **9.0 Diary Planning**

No further meetings of the Workgroup are planned

**UNC Workgroup 0762S Minutes**  
**Adding the Retail Energy Code Company as a new User type to the**  
**Data Permissions Matrix**  
**Thursday 22 April 2021**  
**via Microsoft Teams**

<b>Attendees</b>		
Alan Raper (Chair)	(AR)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Andy Clasper	(AC)	Cadent
Carl Whitehouse	(CW)	Shell Energy
Chris Hooper	(CH)	E.ON Energy
Claire Manning	(CM)	E.ON Energy
Dan Simons	(DS)	Gemserv
Dave Mitchell	(DM)	SGN
David Addison	(DA)	Xoserve
Ellie Rogers	(ER)	Xoserve
Guv Dosanjh	(GD)	Cadent
Hilary Chapman	(HC)	SGN
Kate Lancaster	(KL)	Xoserve
Kirsty Dudley	(KD)	E.ON Energy
Mark Jones	(MJ)	SSE
Richard Pomroy	(RP)	Wales & West Utilities
Steve Mulinganie	(SM)	Gazprom Energy
Tracey Saunders	(TS)	Northern Gas Networks

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0762/220421>

The Workgroup Report is scheduled to be presented at the UNC Modification Panel by 17 June 2021.

## 1.0 Outline of Modification

Dave Addison (DA) introduced the modification and explained the Retail Energy Code Company (RECCo) are responsible for ensuring the proper, effective, and efficient implementation and ongoing management of the Retail Energy Code (REC). In addition to other industry data sources the UK Link system will provide a logical and efficient source of data to support this objective. This Modification seeks to amend the UNC Data Permissions Matrix (DPM) to add the Retail Energy Code Company as a new User type.

DA confirmed there will be no requirement for Code to be updated, this modification will simply add the RECCO to the Data Permission Matrix and the data items available to it would be governed through the Data Service Contract Management Committee.

AR confirmed that the Workgroup Report is due to be presented to the June 2021 UNC Panel meeting but given the limited amount of development required, the aspiration is to present the Workgroup Report to the May Panel.



As part of the consideration and development of the Workgroup Report, the following areas were discussed:

**Impacts & Other Considerations**

Confirmation was received that an IGT modification would be required and would be raised once a sponsor has been obtained.

**Workgroup Impact Assessment**

Workgroup agreed that the RECCO should be set up as a new user, in accordance with DSC governance arrangements.

It was noted, there are no system changes, hence no Rough Order of Magnitude (ROM) is required.

There is no requirement for Legal Text as there is no Code update required.

**2.0 Initial Discussion**

**2.1. Issues and Questions from Panel**

None raised.

**2.2. Initial Representations**

None received.

**2.3. Terms of Reference**

The standard UNC Workgroup Terms of Reference will apply and is available at [www.gasgovernance.co.uk/mods](http://www.gasgovernance.co.uk/mods)

**3.0 Next Steps**

AR confirmed that the Workgroup Report would be finalised and submitted to the May 2021 UNC Panel.

**4.0 Any Other Business**

None.

**5.0 Diary Planning**

No further meetings planned.

**UNC Workgroup 0763R Minutes  
Review of Gas Meter By-Pass Arrangements  
Thursday 22 April 2021  
via Microsoft Teams**

<b>Attendees</b>		
Alan Raper (Chair)	(AR)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Andy Clasper	(AC)	Cadent
Carl Whitehouse	(CW)	Shell Energy
Chris Hooper	(CH)	E.ON Energy
Claire Manning	(CM)	E.ON Energy
Dan Simons	(DS)	Gemserv
Dave Mitchell	(DM)	SGN
David Addison	(DA)	Xoserve
Ellie Rogers	(ER)	Xoserve
Guv Dosanjh	(GD)	Cadent
Hilary Chapman	(HC)	SGN
Kate Lancaster	(KL)	Xoserve
Kirsty Dudley	(KD)	E.ON Energy
Mark Jones	(MJ)	SSE
Richard Pomroy	(RP)	Wales & West Utilities
Steve Mulinganie	(SM)	Gazprom Energy
Tracey Saunders	(TS)	Northern Gas Networks

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0763/220421>

The Workgroup Report is due to be presented at the UNC Modification Panel by 21 October 2021.

## 1.0 Outline of Modification

During Distribution Workgroup discussions, due to time constraints, it was agreed to defer discussion on this review until the May 2021 Workgroup meeting.

## 2.0 Initial Discussion

### 2.1. Issues and Questions from Panel

None raised.

### 2.2. Initial Representations

None received.

### 2.3. Terms of Reference

The standard UNC Request Terms of Reference will apply and is embedded within the Request.

## 3.0 Next Steps

AR confirmed Workgroup discussions will commence from May 2021.

**4.0 Any Other Business**

None.

**5.0 Diary Planning**

Further details of planned meetings are available at: [www.gasgovernance.co.uk/events-calendar/month](http://www.gasgovernance.co.uk/events-calendar/month)

Workgroup meetings will take place as follows:

<b>Time / Date</b>	<b>Venue</b>	<b>Programme</b>
10:00 Thursday 27 May 2021	Microsoft Teams	Detail planned agenda items