

UNC Distribution Workgroup Minutes
Thursday 26 August 2021
via Microsoft Teams

Attendees		
Alan Raper (Chair)	(AR)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Andy Clasper	(AC)	Cadent
Claire Louise Roberts	(CLR)	Scottish Power <i>(0763R only)</i>
Clare Manning	(CM)	E.ON Energy
Dave Mitchell	(DMi)	SGN
David Addison	(DA)	Xoserve
Ellie Rogers	(ER)	Xoserve
Guv Dosanjh	(GD)	Cadent
Jaimee LeResche	(JL)	Xoserve <i>(0769S only)</i>
Jenny Rawlinson	(JW)	BU-UK
Kate Lancaster	(KL)	Xoserve
Kundai Matiringe	(KM)	BU-UK
Martin Attwood	(MA)	Correla on behalf of Xoserve
Rhys Kealley	(RK)	British Gas <i>(0767 only)</i>
Richard Pomroy	(RP)	WWU <i>(0734S only)</i>
Ryan Prince	(RPr)	Northern Gas Networks <i>(0763R only)</i>
Steven Britton	(SB)	Cornwall Insight
Steve Mulinganie	(SM)	Gazprom Energy
Tracey Saunders	(TS)	Northern Gas Networks
Apologies		
Aleksandra Cebo	(ACe)	EDF
Dan Simons	(DS)	Gemserv
Fraser Mathieson	(FM)	SPAA
Rebecca Hailes	(RHa)	Joint Office

Copies of all papers are available at: <https://www.gasgovernance.co.uk/dist/260821>

1. Introduction and Status Review

Alan Raper (AR) welcomed everyone to the meeting.

1.1. Approval of Minutes (22 July 2021)

The minutes from the previous Distribution Workgroup were approved.

1.2. Approval of late papers

No late papers to approve.

1.3. Review Outstanding Actions

0701: RHa to engage with Ofgem's Cross Code Steering Group and Xoserve (DA) to understand the requirement for a Micro Business Identifier.

Update: The update for this action is planned for September 2021. Steve Mulinganie (SM) advised the draft modification is currently with ICoSS for consideration. **Carried Forward.**

0702: Modification 0701 – Workgroup to review any potential implementation issues arising from DSC considerations and consider if any further documentation is required for incorporation into the UNC.

Update: The update for this action is planned for September 2021. **Carried Forward.**

1.4. Modifications with Ofgem

Referring to the Ofgem publication dates timetable, available at: <https://www.ofgem.gov.uk/publications/code-modificationmodification-proposals-ofgem-decision-expected-publication-dates-timetable>, AR and provided the following update:

- *Modification 0687 – Creation of new charge to recover Last Resort Supply Payments*
Decision expected end October 2021
- *Modification 0696 – Addressing inequities between Capacity booking under the UNC and arrangements set out in relevant NExAs*
This modification has been deprioritised. A decision date (TBC) will be made available in due course.
- *Modification 0758 - Temporary extension of AUG Statement creation process*
AR confirmed that Ofgem have advised Joint Office that a decision is expected 06 September 2021.
- *Modification 0746 - Clarificatory change to the AQ amendment process within TPD G2.3*
This modification has been deprioritised. A decision date (TBC) will be made available in due course.

1.5. Pre-Modification discussions

1.5.1. AUGE Assurance Process / Independent Verification

SM provided a brief update and advised the draft of this modification is ongoing and with draughtsperson, Gareth Evans who would shortly be seeking a sponsor.

SM advised that the proposed modification seemed to be a reasonable way forward, although accepted some development would be required and accepted that is not expected to be applicable to the current AUG year.

SM informed Workgroup that once the modification is raised, he intends to withdraw his *Modification 0767 - Incorporation of AUGE Framework Document into the UNC main body*, as the new proposal appeared to be the more equitable solution.

Workgroup agreed to leave this item on the agenda for a pre-modification discussion at the September 2021 Distribution Workgroup with the intention of taking it to the October UNC Panel.

2. Workgroups

- 2.1. **0734S – Reporting Valid Confirmed Theft of Gas into Central Systems and Reporting Suspected Theft to Suppliers**
(Due to report to Panel 18 November 2021)
<https://www.gasgovernance.co.uk/0734>
- 2.2. **0749R - Increased DM SOQ Flexibility**
Meeting postponed.
(Due to report to Panel 21 October 2021)
<https://www.gasgovernance.co.uk/0749>
- 2.3. **0763R - Review of Gas Meter By-Pass Arrangements**
(Due to report to Panel 21 October 2021)
<https://www.gasgovernance.co.uk/0763>

3. Issues

None raised.

4. Any Other Business

4.1. REC update

DA provided the following update:

- Reminder that REC v2 goes live 01 September 2021
- The latest Ofgem consultation did not refer to the most up to date Legal Text: the Text in the consultation was referenced as v3 but in fact was v2 Text.

DA informed Ofgem that the initial version, (developed in March 2020), of the Text received a detailed walkthrough at Distribution Workgroup, and the subsequent changes evident in the latest version had also been discussed at Workgroup prior to submission to Ofgem. DA noted that he had suggested to Ofgem that any further reviews of the Text should be managed by Ofgem, and possibly may require an Ofgem consultation.

When asked, Workgroup agreed that this was the appropriate way forward.

Jenny Rawlinson (JR) asked if DA is confident there has been enough consultation on the latest version text. DA confirmed, from UNC perspective, he is satisfied the Text had received sufficient review.

AR summarised that Workgroup are confident that Xoserve completed the Legal Text diligently and that, ultimately, it is with Ofgem to decide on next steps.

4.2. Industry update from Ofgem

AR noted the consultation on the way the green gas levy was collected and how it was proposed it should move from electricity to gas.

4.3. Request 0749R

It was noted that the proposer of Request 0749R - Increased DM SOQ Flexibility had been unable to attend the Distribution Workgroup for four consecutive meetings and the report date for this Request was due in October 2021.

The Workgroup considered the progress with 0749R and whether or not to recommend to the UNC Modification Panel that the Workgroup is closed.

Workgroup agreed that very little progress has been made since the Workshop that was held 14 May 2021.

AR suggested that Joint Office would reach out to the Proposer and advise that Workgroup suggested recommending to Panel that the Workgroup is closed.

It was noted that the 0749R Workgroup Report is due to be presented to the October 2021 UNC Panel.

5. Diary Planning

Further details of planned meetings are available at: <https://www.gasgovernance.co.uk/events-calendar/month>

Time / Date	Paper Publication Deadline	Venue	Programme
Thursday 10:00 23 September 2021	5pm 15 September 2021	Microsoft Teams	Standard Agenda
Thursday 10:00 28 October 2021	5pm 20 October 2021	Microsoft Teams	Standard Agenda

Action Table (as of 26 August 2021)						
Action Ref	Meeting Date	Minute Ref	Action	Reporting Month	Owner	Status Update
0701	22/07/21	1.3	RHa to engage with Ofgem's Cross Code Steering Group and Xoserve (DA) to understand the requirement for a Micro Business Identifier.	September 2021	Joint Office (RHa)	Carried Forward
0702	22/07/21	1.3	Modification 0701 – Workgroup to review any potential implementation issues arising from DSC considerations and consider if any further documentation is required for incorporation into the UNC.	September 2021	All	Carried Forward

UNC Workgroup 0734S Minutes
Reporting Valid Confirmed Theft of Gas into Central Systems and
Reporting Suspected Theft to Suppliers
Thursday 26 August 2021
via Microsoft Teams

Attendees		
Alan Raper (Chair)	(AR)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Andy Clasper	(AC)	Cadent
Clare Manning	(CM)	E.ON Energy
Dave Mitchell	(DM)	SGN
David Addison	(DA)	Xoserve
Ellie Rogers	(ER)	Xoserve
Guv Dosanjh	(GD)	Cadent
Jenny Rawlinson	(JW)	BU-UK
Kate Lancaster	(KL)	Xoserve
Kundai Matiringe	(KM)	BU-UK
Martin Attwood	(MA)	Correla on behalf of Xoserve
Richard Pomroy	(RP)	WWU
Steven Britton	(SB)	Cornwall Insight
Steve Mulinganie	(SM)	Gazprom Energy
Tracey Saunders	(TS)	Northern Gas Networks
Apologies		
Aleksandra Cebo	(ACe)	EDF
Dan Simons	(DS)	Gemserv
Fraser Mathieson	(FM)	SPAA
Rebecca Hailes	(RHa)	Joint Office

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0734/260821>

The Workgroup Report is due to be presented at the UNC Modification Panel by 18 November 2021.

1.0 Introduction and Status Review

Alan Raper (AR) welcomed everyone to the meeting.

1.1. Approval of Minutes (22 July 2021)

The minutes from the July Workgroup will be approved at the September 2021 Workgroup.

1.2. Approval of Late Papers

AR informed Workgroup of a late submission email from EDF Energy which will be highlighted to Workgroup as part of the agenda.

1.3. Review of Outstanding Actions

0602: Xoserve (DA) to provide narrative to develop the zero-incrementing read issue for considering whether this is covered within Guidance or UNC

Update: An update to this action was not sought at this meeting. Update to be provided at the next Workgroup in September 2021. **Carried Forward.**

2.0 Amended Modification and Review of Business Rules

The modification has not been amended since the last Workgroup meeting held in July 2021.

3.0 Consideration Legal Text

Steve Mulinganie (SM) confirmed that the Legal Text is now in a position that all parties are comfortable with although Dave Addison highlighted an inconsistency that has been identified with the Retail Energy Code (REC) in terms of terminology, and provided the following proposed revision:

‘Confirmed Theft Notification’ should be ‘Confirmed Energy Theft Claim’.

DA was invited to update Workgroup with his feedback on the Legal Text:

Section E – Daily quantities, imbalances and reconciliation

Section E 1.3.1 (c) (iv)

DA advised Workgroup of an inconsistency in this section and sought further clarification. He advised that when reading this part of the Legal Text in conjunction with Section V 14 1.8, V 14.1.8 is suggesting that Xoserve would implement the meter reading by virtue of E 1.3.1 (c) (iv) but the rules allow for no meter reading.

DA advised he has suggested some alternative wording: Ellie Rogers (ER) showed onscreen the suggested replacement wording:

Section V 14.1.8

Provided the CDSP does not receive a Confirmed Energy Theft Objection that is compliant with the requirements of paragraph 14.1.6 the CDSP shall perform an Offtake Reconciliation to apply such Confirmed Energy Theft Notification. The CDSP may, as necessary, apply the Theft Energy Value to an existing Offtake Reconciliation in accordance with E1.3.1 (c) (iv) or insert a nil incrementing Meter Reading in order to generate an initial Offtake Reconciliation.

Section V 14.1.9

DA highlighted the use of the word ‘adjusted’ and suggested this needs clarification, as the process requires a reversal rather than an adjustment.

When SM asked if this amendment would need to be reviewed by the SGN Lawyer, DM confirmed that it would, although Workgroup agreed it would be unlikely that an amendment to the Business Rule would be necessary.

Section E3.5 Gas illegally taken

ER noted the obligation that refers to Shipper requirements and advised there are no proposed changes but commented that there was the potential for a degree of duplication. SM agreed to review paragraph E3.5 to check to ensure this section and the proposed drafting complement each other and there is no duplication.

New Action 0801: SM to review paragraph E3.5 to check that it is not conflicting with REC.

DM confirmed he will check all of the points raised by Xoserve.

SM agreed to review the proposed Legal Text in conjunction with the Business Rules in order to identify any small amendments that may be required.

New Action 0802: SM to review the preferred Legal Text and check against the Business Rules for any final amendments.

When asked, DM confirmed the comments throughout the Legal Text documents are there to provide to the reader with further clarification and would be removed in due course.

AR requested the final version of the Legal Text is submitted in change-marked view, accompanied with the drafting instructions.

AR highlighted of a late submission email received by Joint Office, from EDF Energy for Workgroup to consider. It was agreed that the points raised have previously been discussed by Workgroup during early iterations of the Modification and modification has been developed in the Workgroup decided on a different path.

Workgroup agreed to note the comments received in the Workgroup Report and that Joint Office would respond to the email.

4.0 Completion of Workgroup Report

The Workgroup review the latest version of the Workgroup Report, although a further input is still required prior to finalisation.

5.0 Next Steps

AR summarised the next steps to be:

- DM to submit a revised version of the Legal Text, with drafting instructions, based on Xoserve feedback;
- A consistency review of Section E 3.5 and the proposed legal text should be completed;
- A final review of the Business Rules to ensure there are no further amendments required
- Joint Office to respond to the EDF Energy email;
- A review and update of the Workgroup Report;

The Workgroup Report is due to be submitted to the November 2021 UNC Panel.

6.0 Any Other Business

DA advised that Xoserve are hoping to be able to provide a cost estimate soon, although and advised that as the existing CMS platform is currently being rebuilt, this complicated the deployment of solution option(s).

Initially, the intention was to place the solution to the Modification into the replacement of the CMS system, although given the expected delivery date for the new system, it may be advisable to look at an interim solution on the existing CMS platform.

Given this information, Workgroup requested:

1. A high-level estimate of cost estimate for implementation on the new, replacement CMS platform.

If there are likely to be considerable time constraints with implementation on the new CMS platform, a cost estimate for the solution being developed on the current CMS platform

New Action 0803: Xoserve (DA) to look at system options in terms of solution implementation.

7.0 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	Publication Deadline	Venue	Programme
10:00 Thursday 23 September 2021	5pm 15 September 2021	Microsoft Teams	Completion of Workgroup Report

Action Table (as of 26 August 2021)						
Action Ref	Meeting Date	Minute Ref	Action	Reporting Month	Owner	Status Update
0602	24/06/21	2.0	Xoserve (DA) to provide narrative to develop the zero-incrementing read issue for considering whether this is covered within Guidance or UNC.	July September 2021	Xoserve (DA)	Carried Forward
0801	26/08/21	3.0	SM to review paragraph E3.5 to check that it is not conflicting with REC	September 2021	Gazprom Energy (SM)	Pending
0802	26/08/21	3.0	SM to review the preferred Legal Text and check against the Business Rules for any final amendments.	September 2021	Gazprom Energy (SM)	Pending
0803	26/08/21	6.0	Xoserve (DA) to look at system options in terms of solution implementation	September 2021	Xoserve (DA)	Pending

**UNC Workgroup 0763R Minutes
Review of Gas Meter By-Pass Arrangements
Thursday 26 August 2021
via Microsoft Teams**

Attendees		
Alan Raper (Chair)	(AR)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Andy Clasper	(AC)	Cadent
Claire Louise Roberts	(CLR)	Scottish Power
Clare Manning	(CM)	E.ON Energy
Dave Mitchell	(DM)	SGN
David Addison	(DA)	Xoserve
Ellie Rogers	(ER)	Xoserve
Guv Dosanjh	(GD)	Cadent
Jenny Rawlinson	(JW)	BU-UK
Kate Lancaster	(KL)	Xoserve
Kundai Matiringe	(KM)	BU-UK
Martin Attwood	(MA)	Correla on behalf of Xoserve
Ryan Prince	(RPr)	Northern Gas Networks
Steven Britton	(SB)	Cornwall Insight
Steve Mulinganie	(SM)	Gazprom Energy
Tracey Saunders	(TS)	Northern Gas Networks

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0763/260821>

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

1.0 Introduction and Status Review

Alan Raper (AR) welcomed everyone to the meeting.

1.1. Approval of Minutes (22 July 2021)

The minutes from the previous Workgroup were approved.

1.2. Approval of Late Papers

No late papers to consider.

1.3. Review of Outstanding Actions

0701: Xoserve to provide All Transporters with a list of Bypass installations in central systems between May 2019 and 2021 for Transporters to provide a view next month on whether requests are being submitted to the Transporters.

Update: Ellie Rogers (ER) provided an update and advised:

In relation to this action, Xoserve provided each DNO the MPRNs which had a meter by-pass installed (as recorded on UK Link) between May 2019 and May 2021.

- Each DNO undertook a check from their side to confirm if approval for the installation of the meter by-pass was requested and granted.
- Based on this check, DNOs found no record of approving by-pass installations for the sites

recorded within UK Link as having a by-pass installed.

- Further to this, in certain cases, DNOs believed they have approved requests for by-pass installation which do not appear to be registered within UK Link as having a by-pass installed currently.

In terms of volume, ER clarified there were under 100. SM asked if there should be a process in the MAMCOP that documents and monitors this activity.

ER clarified that all by-passes looked at were installed between May 2019 and May 2021, but the status is closed.

DA advised that the Meter Asset Managers (MAMs) appeared to be installing by-passes without evidence of approval which might be the missing link but this assumption would need to be validated.

ER confirmed that CDSP receive a flow from the Shipper via ONJOB and ONUPD. SM confirmed that Shippers get the ONJOB and ONUPD from the MAM and asked Workgroup to consider if the MAM are updating the wrong information in the system and suggested the process needs some refinement and assurance checks.

When Tracey Saunders (TS) suggested, Shippers agree for Northern Gas Networks to run a track and trace exercise to identify what the issues might be uncovered and report the findings back to the September 2021 Workgroup.

New Action 0801: Shippers to report back their findings from the track and trace exercise to see if there is any commonality. Report back September 2021.

DA noted that there is a whole asset record in the ONJOB file and, therefore, is a very definitive notification received by Xoserve which originates from the MAM.

Action 0701 Closed

2.0 Consideration of Request

2.1 Review Further Analysis

Claire Louise Roberts (CLR) advised there is no further content to add to this month's update and that the update from Action 0701 could mean there is a misalignment. She suggested waiting for the analysis from action 0701 and report back next month.

2.2 Review Data Cleansing Requirements

2.1. Meter By-Pass Analysis Update

No further discussion.

2.2. Data Cleansing

No further discussion.

2.3. Review of End-to-End Process

No further discussion.

3.0 Next Steps

Workgroup discussions will continue once the analysis from new action 0801 is received.

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

Workgroup meetings will take place as follows:

Time / Date	Paper Publication Deadline	Venue	Programme
10:00 Thursday 23 September 2021	5pm 15 September 2021	Microsoft Teams	TBC

Action Table (as of 26 August 2021)						
Action Ref	Meeting Date	Minute Ref	Action	Reporting Month	Owner	Status Update
0601	24/06/21	2.0	Xoserve (DA) to seek a view from MAMCoP on the typical periods for a Bypass meter to be opened to deal with a meter failure.	July 2021	Xoserve (DA)	Closed
0701	22/07/21	2.1	Xoserve to provide All Transporters with a list of Bypass installations in central systems between May 2019 and 2021 for Transporters to provide a view next month on whether requests are being submitted to the Transporters.	August 2021	Xoserve / All Transporters	Closed
0801	26/08/21	1.3	Shippers to report back their findings from the track and trace exercise to see if there is any commonality. Report back September 2021	September 2021	Transporters/Shippers	Pending