

UNC Workgroup 0731S Minutes
Introduction of an Annual Modification Panel Report
Tuesday 10 November 2020
via Microsoft Teams

Attendees

Alan Raper (Chair)	(AR)	Joint Office
Kully Jones (Secretary)	(KJ)	Joint Office
Andy Clasper	(AC)	Cadent
Carlos Aguirre	(CA)	Pavilion Energy
Darren Lond	(DL)	National Grid
Guv Dosanjh	(GD)	Cadent
Hilary Chapman	(HC)	SGN
India Koller	(IK)	SGN
Kirsty Dudley	(KD)	E.ON Energy
Laurie Walker	(LW)	Gilmond Consulting
Steve Mulinganie	(SM)	Gazprom and Proposer

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0731/101120>

The Workgroup Report is due to be presented at the UNC Modification Panel by 19 November 2020.

1.0 Introduction and Status Review

Alan Raper (AR) welcomed everyone to the meeting and confirmed that the meeting was quorate. AR confirmed that the focus of the meeting was to review the amended Modification, the associated Legal Text and completion of the Workgroup Report.

1.1. Approval of Minutes (09 October 2020)

The minutes of the previous meeting were approved.

1.2. Approval of Late Papers

There were no late papers for approval.

1.3. Review of Outstanding Actions

There were no outstanding actions.

2.0 Amended Modification

Steve Mulinganie (SM) confirmed that the Modification had been amended to make some minor amendments to the Solution section to update:

- The principle objective – “to help ensure the efficient and effective operation of the UNCC Modification Panel, and UNCC and associated processes and performance including MI”.
- Business Rule 4 (BR4) to add a requirement for the Joint Office to provide support in respect of the relevant processes and performance management information.
- Business Rule 5 to delete the word ‘Annual’.

3.0 Review of Legal Text

Workgroup reviewed the Legal Text provided by Cadent against each of the Business Rules (BRs) in turn. The following comments/observations were made during discussion:

- a. BR4 and corresponding Legal Text Paragraph 14.4 - Andy Clasper (AC) confirmed that 'Management Information' is not a defined term in the UNC. Legal Text to be amended so that 'Management Information' is consistently recorded in lower case.
- b. Legal Text Paragraph 14.2 and 14.3 - the sentence needs to be amended to include "and the UNC Committee" at the end of the sentence.
- c. Consistency issue in relation to use of the terms UNCC and UNC Committee - agreement to use UNC Committee.
- d. Legal Text Paragraph 14.3 – Discussion on whether the Annual Report should always include recommendations. There was acknowledgment that there may not always be recommendations and whether the wording should be amended to say "the Annual Report may include recommendations where relevant. AC pointed out that paragraph 14.3 reflects the BR as currently drafted.
- e. BR4 and corresponding Legal Text Paragraph 14.4 – Workgroup also discussed whether a minimum expectation was needed to be set for the management information to be provided as part of the Annual Report. It was suggested that the first Annual Report could inform and help to establish the scope of management information to be reported each year. There was broad agreement for this approach. SM suggested that after the initial report a guidance document based on best practice could be developed.
- f. BR7 and corresponding Legal Text Paragraph 14.5 – SM stated that the intention was that there would be an approval process before the Annual Report is published to allow industry parties to manage any necessary internal communications – particularly if the Report were to contain any negative statements. Whilst there was broad agreement for the need to do this, there was also an acknowledgment for the need to maintain the Panel Chair's independence. Workgroup agreed that BR7 should be separated into two Business Rules to separate the consideration of the Report by the Panel from the publication of the Report by the Joint Office. It was agreed that the Proposer would insert a new BR7 specifically to address the consideration of the Modification and that the publication of the Report would become BR8.
- g. Transition Document Part IV – It was noted that Section 7 already exists so the Annual Modification Report would become Section 8. AC agreed to make this amendment.

4.0 Completion of Workgroup Report

AR took the Workgroup through the draft Workgroup Report.

Workgroup agreed:

- That the Modification should remain as Self-Governance.
- That the impacts and assessments section included in the Workgroup Report reflected Workgroup discussion.
- That the Legal Text met the intent of the solution and, subject to the changes agreed during the discussion under agenda item 3.0, is ready for inclusion in the finalised version of the Workgroup Report.

5.0 Next Steps

AR confirmed the following next steps:

- Proposer to amend the Modification in line with the discussion under agenda item 3.0.
- Cadent to provide updated Legal Text in line with the Amended Modification (v3.0).
- Joint Office to update the Workgroup Report in line with the Amended Modification (v3.0) and updated Legal Text.
- Workgroup Report to be presented to the 19 November Modification Panel with a recommendation to issue the Modification to consultation.

6.0 Any Other Business

None.

7.0 Diary Planning

There are no further Workgroup meetings planned.

Action Table (as at 10 November 2020)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
			No outstanding actions		