

### Meeting Details

<b>Meeting Description:</b>	Shipperless and Unregistered ( <b>S&amp;U</b> ) Sites Working Group	
<b>Venue</b>	Conference Rooms 1&2, Lansdowne Gate, 65 New Road, Solihull	
<b>Meeting Date:</b>	28 <sup>th</sup> January 2019	
	<b><u>Name</u></b>	<b><u>Organisation</u></b>
<b><u>Attendees</u></b>	Lee Jackson ( <b>LJ</b> )	Xoserve
	Suzanne Cullen ( <b>SC</b> )	
	Matt Taylor ( <b>MT</b> )	
	James Mee ( <b>JM</b> )	British Gas
	Katy Ellis ( <b>KE</b> )	EDF Energy
	Laurence Dumbleton ( <b>LD</b> )	
	April Maidens ( <b>AM</b> )	SSE Energy Supply Ltd
	Stacy Helps ( <b>SH</b> )	
	Warren Stay ( <b>WS</b> )	
	Deborah Watson ( <b>DW</b> )	Gazprom
	Helen Bevan ( <b>HB</b> )	Scottish Power
	Andy Clasper ( <b>AC</b> )	Cadent
	Lisa Warnock ( <b>LW</b> )	Scotia Gas Networks
	Josephine Birch ( <b>JB</b> )	
	David Mitchell ( <b>DM</b> )	
	Olga Batsari ( <b>OB</b> )	Wales & West Utilities
Sheher Yar Moghal ( <b>SYM</b> )		
Shane Muirhead	Northern Gas Networks	
<b><u>Apologies</u></b>	Lindsay Biginton	Utilita
	Shiv Singh	Cadent Gas
	Luis Padron	Total Gas & Power

## Archived Completed Actions

Ref.	Description	Action	Status
200 - 205	These actions have been completed and archived for future reference.	N/A	Closed

## Outstanding actions from previous meetings

Ref.	Date Raised	Description	Owner	Status
193	06/10/2017	Shippers and Networks to consider areas of discussion and questions for UIPs for the next meeting of the SUWG. <b>Update (28/01/19): SC agreed to look to invite UIP's to provide overviews of their processes</b>	Xoserve	Carried Forward
194	06/10/2017	Shippers and Networks to consider areas of discussion and questions for MAMs for a future meeting of the SUWG. <b>Update (28/01/19): SC agreed to look to invite MAM's to provide overviews of their processes</b>	Xoserve	Carried Forward
199	06/10/2017	SS to raise concerns regarding Prepayment meters on Shipperless and Unregistered Sites with SPAA. <b>Update (28/01/2018): DM to raise at SPAA Meeting 05/02/2019</b>	British Gas	Carried Forward

## Actions from meeting held on 21/06/2018

Ref.	Date Raised	Description	Owner	Status
206	28/01/2019	Xoserve to produce an age profile of the Supply Meter Points categorised as Legitimately Unregistered and share with industry participants <b>Update (20/02/2018): Age profiling under construction</b>	Xoserve	Open
207	28/01/2019	Networks to sample check some of the older Supply Meter Points in this category in order to determine if they remain legitimately unregistered <b>Update (20/02/2018): Awaiting age profiling from Xoserve</b>	Xoserve	Open
208	28/01/2019	A DTL (Dead to Live) follow up session was requested <b>Update (20/02/2018): SC to follow up with RC</b>	Xoserve	Open
209	28/01/2019	LW to obtain Supplier contact details regarding Pre-Payment Meters <b>Update (20/02/2018): TBC</b>	Scotia Gas Networks	Open
210	28/01/2019	DW to provide examples of auto generated e-mails for DC/CC. MT to investigate <b>Update (20/02/2018): Example e-mails provided by DW. Under investigation with MT</b>	Xoserve	Open
211	28/01/2019	LW raised question regarding TOG calculator tariffs. <b>Update (20/02/2018): Xoserve has e-mailed LW to understand TOG tariff query</b>	Xoserve	Open
212	28/01/2019	Xoserve to conduct survey with industry participants in order to gauge the frequency of future workshops <b>Update (20/02/2018): E-mail to be sent by MT</b>	Xoserve	Open

## Minutes

### 1. Introductions

LJ welcomed the group presented the agenda items and initiated introductions across the group. LJ further advised that he is handing over the Shipperless & Unregistered Workgroup Activities to SC & MT

### 2. Actions from Previous Meetings

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

### 3. Statistical Information

MT presented the latest available statistics.

It was highlighted that there had been positive engagement from the industry in terms of highlighting supply meter points that are Legitimately Unregistered.

**Action 206: Xoserve agreed to produce an age profile of the Supply Meter Points categorised as Legitimately Unregistered and share with industry participants.**

**Action 207: Networks to sample check some of the older Supply Meter Points in this category to determine if they in fact remain legitimately unregistered.**

### 4. Modification 0431/0641s Shipper/ Transporter – Meter Point Portfolio Reconciliation Update

MT presented a background and update of the Modification 0431/0641s Shipper/ Transporter – Meter Point Portfolio Reconciliation Process.

**Action 208: A DTL follow up session was requested. SC to follow up with RC**

### 5. Pre-payment Meter Update

LW gave an update on challenges faced with Shipperless & Unregistered pre-payment meters.

**Action 209: LW to obtain Supplier contact details regarding Pre-Payment Meters**

### 6. GSR Queries

DW went through some examples where challenges faced with GSR queries

### 7. AOB

The topic of DN's being able to set Supply Meter Points to "EX" via the Xoserve portal was raised. Po LJ & SC advised this should be raised as topic in the DN Constituency Meeting ran by Victoria Mustard at Xoserve.

DW raised issue regarding DC & CC auto generated e-mails.

**Action 210: DW to provide examples. MT to investigate**

LW raised question regarding TOG calculator tariffs.

**Action 211: MT to contact LW to discuss.**

Some participants raised the question regarding the frequency of the Shipperless & Unregistered Work Groups be increased?

**Action 212: SC & MT to conduct survey with industry participants in order to gauge the frequency of future workshops**

### 8. Actions and Outcomes

LJ, SC & MT thanked attendees for their attendance and participation.

**Next Meeting: Likely 28<sup>th</sup> July 2019 (TBC)**