

Meeting Details

Meeting Description:	Shipperless and Unregistered (S&U) Sites Working Group	
Venue	Conference Rooms 1&2, Lansdowne Gate, 65 New Road, Solihull	
Meeting Date:	6 th October 2017	
	<u>Name</u>	<u>Organisation</u>
<u>Attendees</u>	Lee Jackson (LJ)	Xoserve
	Mark E. Summersmith (MES)	
	Richard Cresswell (RC)	
	Dave Ackers (DA)	
	Tahera Choudhury (TC)	
	Kylie King (KK)	SSE
	April Maidens (AM)	
	Paul Baker (PB)	EDF Energy
	Michelle Whittington (MW)	
	Richard Beatson (RB)	British Gas
	Steve Coller (SC)	
	Lisa Warnock (LWar)	Scotia Gas Networks
	Liz Wassall (LWas)	Cadent
	Martene Shuttlewood (MS)	
	Shiv Singh (SS)	
	Olga Batsari (OB)	Wales and West Utilities
	Helen Armstrong (HA)	Northern Gas Networks
	Shane Muirhead	
	James Crosland (JC)	Dong
	Ben Smith (BS)	SO Energy
Luis Padron (LP)	Total Gas and Power	
<u>Apologies</u>	Debbie Watson	Gazprom
	Carol Glasier	Scotia Gas Networks
	Katie Lyth	EDF
	Matt White	First Utility
	Aiyasha Andrade	Dong
	Harry Pick	Brook Green Supply
	Chris Bingham	British Gas
	Robert Szoke	Green Network Energy

Archived Completed Actions

Ref.	Description	Action	Status
1-189	These actions have been completed and archived for future reference.	N/A	Closed

Outstanding actions from previous meetings

Ref.	Date Raised	Description	Owner	Status
190	08/12/2016	Xoserve to investigate the application of MOD455 to Unregistered Sites. Post Meeting Update: 26/06/2017 – It has been confirmed that the principals of MOD455 can be applied to Unregistered / Shipperless Sites. A MOD455 Process has been issued to Networks.	Xoserve	Closed
191	08/12/2016	Xoserve to endeavour to obtain contacts from Shippers to assist in the registration of sites where a meter has been attached. Post Meeting Update: 26/06/2017 – Xoserve's Customer Engagement Team continues to seek contact details from each Shipper, and provides them to the S&U Team as and when they obtain them Update 06/10/2017: Xoserve to re-issue contact list to Shippers and Networks. Shippers and Networks to provide up to date contact details for all processes.	Xoserve, Shippers and Networks	Open

Actions from meeting held on 08/12/16

Ref.	Date Raised	Description	Owner	Status
192	06/10/2017	MES to issue an email to clarify the correct Xoserve email addresses to use for particular processes pertinent to Shipperless and Unregistered Sites.	Xoserve	Open
193	06/10/2017	Shippers and Networks to consider areas of discussion and questions for UIPs for the next meeting of the SUWG.	Shippers and Networks	Open
194	06/10/2017	Shippers and Networks to consider areas of discussion and questions for MAMs for a future meeting of the SUWG.	Shippers and Networks	Open
195	06/10/2017	Shippers and Networks to review the draft ToR and return comments to Xoserve by 20/10/2017.	Shippers and Networks	Open
196	06/10/2017	Xoserve to collate comments and revise the ToR if necessary before publishing.	Xoserve	Open
197	06/10/2017	RC to set up a separate meeting to discuss the details of the DTL Process.	Xoserve	Open
198	06/10/2017	Shippers and Networks to determine in advance of arrangements of the DTL Meeting, what they would like to discuss and achieve from the meeting. Details to be submitted to RC.	Shippers and Networks	Open
199	06/10/2017	SS to raise concerns regarding Prepayment meters on Shipperless and Unregistered Sites with SPAA.	Cadent	Open

Minutes

1. Introductions

LJ welcomed the group presented the agenda items and initiated introductions across the group.

2. Actions from Previous Meetings

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

At this point LWar asked for clarification on which Xoserve email addresses should be used for particular processes. MES agreed to issue an email to clarify.

Action 192 – MES to issue an email to clarify the correct Xoserve email addresses to use for particular processes pertinent to Shipperless and Unregistered Sites.

3. Background

LJ presented a brief history of the Shipperless and Unregistered Work Group, including its achievements. (See meeting slides)

LWas outlined some of the issues caused by Shipperless and Unregistered sites including unaccounted for gas, Theft of Gas, plus the extra work caused for all parties in the industry.

Previous Achievements

OB stated that the new MPRN Creation process was a great step forward in reducing the production of new unregistered sites.

AM agreed, adding that the new process assists her organisation (SSE) to track new Meter Points. AM said that when SSE create an MPRN for a customer, they write to them to advise that the DN may contact them in the future if they do not register with a gas supplier, and suggested that all Shippers should do this.

Where next?

LJ asked what format, frequency and attendees the group would like to see for future meetings. LJ also asked for clarification of the scope of the meetings and which agenda items would be appropriate.

AM suggested that the attendance of representatives from IGTs would be useful now that IGT MPRNs are included on UK-Link. LWas and DM agreed.

LJ suggested that IGTs should be invited to attend future meetings but that they should be invited as part of the group and not as a 'guest slot', in the event that the existing group had specific topics to discuss. LJ also suggested that MAMs & UIPs should be invited as guests, providing the group has sufficient reason and areas of discussion.

Action 193 – Shippers and Networks to consider areas of discussion and questions for UIPs for the next meeting of the SUWG.

Action 194 - Shippers and Networks to consider areas of discussion and questions for MAMs for a future meeting of the SUWG.

It was generally agreed that the group should continue to meet every 6 months,

The group agreed on a number of set agenda items:

- Statistics
- GSR Process
- Plot to Postal Process
- MPRN Creation Process
- Dead to Live Process
- Meter Installation/Removal Process
- Best Practice – Shippers and Networks to present the work they have been undertaking to address S&U sites.

Terms of Reference

LJ presented a revised version of the ToR for the SUWG. This had been provided prior to the meeting and attendees had been asked to review the two-page document. The group asked for more time to review it.

Action 195 – Shippers and Networks to review the draft ToR and return comments to Xoserve by 20/10/2017.

Action 196 – Xoserve to collate comments and revise the ToR if necessary before publishing.

4. Statistical Information

MES presented the latest available statistics and explained that there had been a problem with reporting since the implementation of Nexus, which had prevented the accurate reporting of Shipperless and Unregistered sites. This issue is due to be resolved to facilitate the issue of accurate reports in October 2017.

5. MOD 518 Process

MES presented a background to the MOD518 GSR Reporting Process.

6. SGN Presentation on “Pre-MODs”

LWar presented details on work conducted by SGN to investigate and resolve Shipperless Sites identified in the GSR Process. LWar made a plea for Shippers to act upon the MOD518 reports to reduce the number of erroneous GSR Records. LWar asked all Shippers to undertake a root cause analysis of the records that appear on their MOD518 Reports which have not actually had meter removals.

Action 197 Shippers to conduct a root cause analysis of the records that appear on their MOD518 Reports which have not actually had meter removals. OB stated that address data is crucial to the process.

7. Modification 0431

TC gave an overview of the upcoming portfolio reconciliation project.

8. Plot to Postal

MES gave an overview on the ongoing work conducted by Xoserve in conjunction with Shippers and Networks to reduce the number of Meter Points with Plot addresses on UK-Link.

The group was asked for their input on how this was being addressed by Xoserve, and if they had suggestions on how to improve it. No suggestions were given.

9. Dead to Live Process

RC gave an overview of the DTL Process.

It was agreed that a separate meeting would be required to discuss the details of the process.

Action 197 – RC to set up a separate meeting to discuss the details of the DTL Process.

Action 198 – Shippers and Networks to determine in advance of arrangements of the DTL Meeting, what they would like to discuss and achieve from the meeting. Details to be submitted to RC.

10. AOB

SS presented issues and questions that Cadent required clarification on concerning Prepayment Meters. DM suggested that his concerns should be raised with SPAA as this was a topic that is currently being discussed with them.

Action 199 – SS to raise concerns regarding Prepayment meters with SPAA.

KK asked if it was possible to change the MP Status from LI to CA. The group advised that this was possible but best practise steered away from this. KK agreed to investigate further to determine why this was necessary.

11. Actions and Outcomes

LJ thanked attendees for their attendance and participation.

Next Meeting: April 2018 (Date to be confirmed)