

**UNC Workgroup 0763R Minutes
Review of Gas Meter By-Pass Arrangements
Thursday 13 December 2021
via Microsoft Teams**

Attendees		
Rebecca Hailes (Chair)	(RHa)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Carl Whitehouse	(CW)	Shell Energy
Clare Manning	(CM)	E.ON Energy
Claire Louise Roberts	(CLR)	Scottish Power
Dan Stenson	(DS)	British Gas
David Addison	(DA)	Xoserve
David Mitchell	(DM)	SGN
David Morley	(DMo)	Ovo Energy
Ellie Rogers	(ER)	Xoserve
George MacGregor	(GMc)	Utilita
Guv Dosanjh	(GD)	Cadent
Heather Ward	(HW)	Energy Assets
Kundai Matiringe	(KM)	BU-UK
Louise Hellyer	(LH)	Totalenergies Gas & Power
Luke Reeves	(LR)	EDF Energy
Max Lambert	(ML)	Ofgem
Richard Pomroy	(RP)	Wales & West Utilities
Rhys Kealley	(RK)	British Gas
Sally Hardman	(SH)	SGN
Steve Mulinganie	(SM)	Gazprom Energy
Tracey Saunders	(TS)	Northern Gas Networks

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0763/131221>

The Workgroup Report is due to be presented at the UNC Modification Panel by 21 April 2022

1.0 Introduction and Status Review

Rebecca Hailes (RHa) welcomed everyone to the meeting.

1.1. Approval of Minutes (25 November 2021)

The minutes from the previous Workgroup were approved.

1.2. Approval of Late Papers

There were no late papers to consider.

1.3. Review of Outstanding Actions

Action 0111: Proposer (CLR) to work on producing straw man of the Guidance Note.

Update: Action deferred to 27 January 2022 Workgroup. **Carried Forward**

Action 0211: RHa to put EF in touch with the Proposer – Claire Louise Roberts (CLR).

Update: RHa confirmed this has been completed. **Closed**

2.0 Consideration of Request

2.1 Review Further Analysis

Claire Louise Roberts (CLR) confirmed she has been in contact with E Fowler who has agreed to work with CLR on the production of the Guidelines Document and therefore she requested that this Workgroup is deferred until 27 January 2022.

Workgroup agreed to reconvene on 27 January 2022.

2.2 Review Data Cleansing Requirements

2.2.1. Meter By-Pass Analysis Update

No further discussion.

2.2.2. Data Cleansing

No further discussion.

2.2.3. Review of End-to-End Process

No further discussion.

3.0 Next Steps

Workgroup deferred to 27 January 2022.

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 27 January 2022	5pm 18 January 2022	Microsoft Teams	TBC
Thursday 10:00 24 February 2022	5pm 15 February 2022	Microsoft Teams	Standard Agenda
Thursday 10:00 24 March 2022	5pm 15 March 2022	Microsoft Teams	Standard Agenda

Action Table (as of 13 December 2021)						
Action Ref	Meeting Date	Minute Ref	Action	Reporting Month	Owner	Status Update
0111	25/11/21	2.1	Proposer (CLR) to work on producing straw man of the Guidance Note	December 2021	Proposer (CLR)	Pending
0211	25/11/21	2.1	RHa to put EF in touch with the Proposer – Claire Louise Roberts (CLR)	December 2021	Joint Office (RHa)	Closed