

**UNC Workgroup 0763R Minutes  
Review of Gas Meter By-Pass Arrangements  
Thursday 24 February 2022  
via Microsoft Teams**

<b>Attendees</b>		
Rebecca Hailes (Chair)	(RHa)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Andy Clasper	(AC)	Cadent
Clare Manning	(CM)	E.ON Energy
Claire Louise Roberts	(CLR)	Scottish Power
Dan Fittock	(DF)	Corona Energy
David Addison	(DA)	Xoserve
David Mitchell	(DM)	SGN
David Morley	(DMo)	Ovo Energy
Ellie Rogers	(ER)	Xoserve
George Macgregor	(GM)	Uilita
Guv Dosanjh	(GD)	Cadent
Hursley Moss	(HM)	Cornwall Insight
John Jones	(JJ)	ScottishPower
Kate Lancaster	(KL)	Xoserve
Louise Hellyer	(LH)	Totalenergies Gas & Power
Mark Field	(MF)	Sembcorp
Mark Jones	(MJ)	SSE
Rhys Kealley	(RK)	British Gas
Steve Mulinganie	(SM)	Gazprom Energy
Tracey Saunders	(TS)	Northern Gas Networks

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0763/240222>

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 (27 January 2022)

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:** This action is covered in agenda item 2.1. **Closed**

**Action 0101:** *Consumption Adjustments* - Correla (MA) to confirm what happens if a Shipper does not respond to a Data Clarification.

**Update:** Martin Attwood passed on his apologies for the meeting but did email an update for this action to Joint Office.

Below is a link to awareness material (available from Xoserve website) which addresses Action 0101 (“Consumption Adjustments - Correla (MA) to confirm what happens if a Shipper does not respond to a Data Clarification”)

[Request for Adjustment \(RFA\) - The process | Rise 360 \(articulate.com\)](#)

In summary, RFA’s (Consumption Adjustments) are auto-closed if a Shipper fails to respond to a Data Clarification request within 20 Business Days. **Closed**

## 2.0 Consideration of Request

### 2.1. Review Further Analysis

Claire Louise Roberts (CLR) introduced a flow diagram that sets out the process of installing, opening and closing a Meter By-Pass.

- When a Customer requests a By-Pass to be installed, the request goes to the Supplier and the MAM, the MAM submits the request to the Transporter seeking approval. If there is no approval that marks the end of the request and no bypass is installed.
- If a By-Pass installation is approved, the approved MAM is given the authority to carry out the works to install it.
- When the By-Pass is installed, a notification is sent to the Supplier via an ONJOB file (meter information notification). The CDSP registers the installation of a bypass on central systems.

Steve Mulinganie (SM) suggested the diagram needs to capture if a Consumer owns the equipment, or are requests for a Meter By-Pass always via the Supplier? In contrast, when it comes to the removal of the By-Pass, it refers to the Supplier or the Gas Act Consumer.

**New Action 0102:** *Consumer Owns Equipment* - Proposer (CLR) to check what happens with the installation of a Meter By-Pass when a Consumer owns the equipment.

CLR advised she will be referencing in the diagram which parts of the Guidance Document each part of the process refers to.

**New Action 0202:** Proposer (CLR) to clarify who is responsible for opening a Meter By-Pass.

It was mentioned that there are two situations when a site visit may occur:

1. Planned maintenance
2. When something has gone wrong

The Meter Asset Manager (MAM) installs the By-Pass, if the MAM finds the By-Pass is open and it should not be, the MAM should inform and close the By-Pass. SM noted that the MAM is the responsible party, as the MAM they should close the By-Pass and notify relevant parties.

If the MAM finds By-Pass is open and the MAM did not open it, then this scenario would be labelled as Theft of Gas.

Workgroup discussed the following questions that need to be thought about for the final process flow:

- How many people have the authority to undertake this action other than the MAM?
- LH asked, if there is a responsible person onsite should they notify the MAM that they have had to take that action?
- Gas Transporters – what criteria is required to approve the By-Pass?
- What needs to happen to the By-Pass where Gas Transporters are not notified of the installation?

- Who has the responsibility to know whether it should be open or closed and who has the information to determine if it should be open or closed?

**New Action 0302:** Proposer (CLR) to consider the questions raised:

- How many people have the authority to undertake this action other than the MAM?
- If there is a responsible person on Site, should they notify the MAM that they have had to take that action?
- Gas Transporters – what criteria is required to approve the By-Pass?
- What needs to happen to the By-Pass where Gas Transporters are not notified of the installation?
- Who has the responsibility to know whether it should be open or closed and who has the information to determine if it should be open or closed?

CLR confirmed there is more to put into the document, such as whether or not there is a reason for the By-Pass to be open. Workgroup agreed it is worth understanding all of the scenarios that could take place and all of the parties that can be involved and agreed that when a By-Pass is found open and it shouldn't be, and there is no justification for the By-Pass to be open, there needs to be an understanding of what actions need to be taken.

GE clarified that a Site has to have a MAM in order for Site Works to be carried out; a Site does not always have a Supplier as the owner can own the equipment. The contract is with the Customer as opposed to the Supplier if the Customer owns the equipment.

CLR clarified she has a further meeting with Eric Fowler (AMO) next week to further progress the diagram. When asked, CLR confirmed it is intended that the process flow diagram will be in support of the Guidance document and published as a UNC Related Document.

Workgroup agreed that an extension for one or two months should be sought.

**New Action 0402:** Joint Office (RHa) to request a two-month extension (to June 2022) at the March 2022 UNC Modification Panel.

## 2.2. Review Data Cleansing Requirements

Not discussed.

## 2.4. Review of potential UNC Changes

Not discussed.

## 3.0 Next Steps

- CLR to provide an updated Guidance Document and end-to-end flow chart
- RH will start the Workgroup Report at the March 2022 meeting.
- RH will request an extension to June 2022 UNC Modification Panel

## 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](http://www.gasgovernance.co.uk/events-calendar/month)

Workgroup meetings will take place as follows:

Time / Date	Paper Publication Deadline	Venue	Programme
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Thursday 10:00 24 March 2022	5pm 15 March 2022	Microsoft Teams	Standard Agenda
Thursday 10:00 28 April 2022	5pm 19 April 2022	Microsoft Teams	Standard Agenda
Thursday 10:00 26 May 2022	5pm 17 May 2022	Microsoft Teams	Standard Agenda

Action Table (as of 24 February 2022)						
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)	Closed
0101	27/01/22	2.1	<i>Consumption Adjustments</i> - Correla (MA) to confirm what happens if a Shipper does not respond to a Data Clarification	February 2021	Correla (MA)	Closed
0102	24/02/22	2.1	<i>Consumer Owns Equipment</i> - Proposer (CLR) to check what happens with the installation of a Meter By-Pass when a Consumer owns the equipment	March 2022		Pending
0202	24/02/22	2.1	Proposer (CLR) to clarify who is responsible for opening a Meter By-Pass.	March 2022		Pending
0302	24/02/22	2.1	Proposer (CLR) to consider the questions raised: <ul style="list-style-type: none"> <li>• How many people have the authority to undertake this action other than the MAM?</li> <li>• If there is a responsible person on Site, should they notify the MAM that they have had to take that action?</li> <li>• Gas Transporters – what criteria is required to approve the By-Pass?</li> <li>• What needs to happen to the By-Pass where Gas Transporters are not notified of the installation?</li> <li>• Who has the responsibility to know whether it should be open or closed and who has the information to determine if it should be open or closed?</li> </ul>	March 2022	Proposer (CLR)	Pending
0402	24/02/22	2.1	Joint Office (RHa) to request a two-month extension (to June 2022) at the March 2022 UNC Modification Panel.	March 2022	Joint Office (RHa)	Pending