

**UNC Workgroup 0763R Minutes  
Review of Gas Meter By-Pass Arrangements  
Thursday 26 August 2021  
via Microsoft Teams**

<b>Attendees</b>		
Alan Raper (Chair)	(AR)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Andy Clasper	(AC)	Cadent
Claire Louise Roberts	(CLR)	Scottish Power
Clare Manning	(CM)	E.ON Energy
Dave Mitchell	(DM)	SGN
David Addison	(DA)	Xoserve
Ellie Rogers	(ER)	Xoserve
Guv Dosanjh	(GD)	Cadent
Jenny Rawlinson	(JW)	BU-UK
Kate Lancaster	(KL)	Xoserve
Kundai Matiringe	(KM)	BU-UK
Martin Attwood	(MA)	Correla on behalf of Xoserve
Ryan Prince	(RPr)	Northern Gas Networks
Steven Britton	(SB)	Cornwall Insight
Steve Mulinganie	(SM)	Gazprom Energy
Tracey Saunders	(TS)	Northern Gas Networks

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0763/260821>

The Workgroup Report is due to be presented at the UNC Modification Panel by 21 October 2021.

## 1.0 Introduction and Status Review

Alan Raper (AR) welcomed everyone to the meeting.

### 1.1. Approval of Minutes (22 July 2021)

The minutes from the previous Workgroup were approved.

### 1.2. Approval of Late Papers

No late papers to consider.

### 1.3. Review of Outstanding Actions

**0701:** Xoserve to provide All Transporters with a list of Bypass installations in central systems between May 2019 and 2021 for Transporters to provide a view next month on whether requests are being submitted to the Transporters.

**Update: Ellie Rogers (ER)** provided an update and advised:

In relation to this action, Xoserve provided each DNO the MPRNs which had a meter by-pass installed (as recorded on UK Link) between May 2019 and May 2021.

- Each DNO undertook a check from their side to confirm if approval for the installation of the meter by-pass was requested and granted.
- Based on this check, DNOs found no record of approving by-pass installations for the sites

recorded within UK Link as having a by-pass installed.

- Further to this, in certain cases, DNOs believed they have approved requests for by-pass installation which do not appear to be registered within UK Link as having a by-pass installed currently.

In terms of volume, ER clarified there were under 100. SM asked if there should be a process in the MAMCOP that documents and monitors this activity.

ER clarified that all by-passes looked at were installed between May 2019 and May 2021, but the status is closed.

DA advised that the Meter Asset Managers (MAMs) appeared to be installing by-passes without evidence of approval which might be the missing link but this assumption would need to be validated.

ER confirmed that CDSP receive a flow from the Shipper via ONJOB and ONUPD. SM confirmed that Shippers get the ONJOB and ONUPD from the MAM and asked Workgroup to consider if the MAM are updating the wrong information in the system and suggested the process needs some refinement and assurance checks.

When Tracey Saunders (TS) suggested, Shippers agree for Northern Gas Networks to run a track and trace exercise to identify what the issues might be uncovered and report the findings back to the September 2021 Workgroup.

**New Action 0801:** Shippers to report back their findings from the track and trace exercise to see if there is any commonality. Report back September 2021.

DA noted that there is a whole asset record in the ONJOB file and, therefore, is a very definitive notification received by Xoserve which originates from the MAM.

#### **Action 0701 Closed**

## **2.0 Consideration of Request**

### **2.1 Review Further Analysis**

Claire Louise Roberts (CLR) advised there is no further content to add to this month's update and that the update from Action 0701 could mean there is a misalignment. She suggested waiting for the analysis from action 0701 and report back next month.

### **2.2 Review Data Cleansing Requirements**

#### **2.1. Meter By-Pass Analysis Update**

No further discussion.

#### **2.2. Data Cleansing**

No further discussion.

#### **2.3. Review of End-to-End Process**

No further discussion.

## **3.0 Next Steps**

Workgroup discussions will continue once the analysis from new action 0801 is received.

## **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
10:00 Thursday 23 September 2021	5pm 15 September 2021	Microsoft Teams	TBC

Action Table (as of 26 August 2021)						
Action Ref	Meeting Date	Minute Ref	Action	Reporting Month	Owner	Status Update
0601	24/06/21	2.0	Xoserve (DA) to seek a view from MAMCoP on the typical periods for a Bypass meter to be opened to deal with a meter failure.	July 2021	Xoserve (DA)	<b>Closed</b>
0701	22/07/21	2.1	Xoserve to provide All Transporters with a list of Bypass installations in central systems between May 2019 and 2021 for Transporters to provide a view next month on whether requests are being submitted to the Transporters.	August 2021	Xoserve / All Transporters	<b>Closed</b>
0801	26/08/21	1.3	Shippers to report back their findings from the track and trace exercise to see if there is any commonality. Report back September 2021	September 2021	Transporters/Shippers	<b>Pending</b>