

**UNC Workgroup 0763R Minutes
Review of Gas Meter By-Pass Arrangements
Thursday 26 May 2022
via Microsoft Teams**

Attendees		
Bob Fletcher (Chair)	(BF)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Andy Clasper	(AC)	Cadent
Claire Louise Roberts	(CLR)	ScottishPower
Clare Manning	(CM)	E.ON Energy
Dan Fittock	(DF)	Corona Energy
David Mitchell	(DM)	SGN
David Speake	(DS)	Engage
Ellie Rogers	(ER)	Xoserve
Gareth Evans	(GE)	Waters Wye Associates
Guv Dosanjh	(GD)	Cadent
Hursley Moss	(HM)	Cornwall Insight
Joel Martin	(JM)	SGN
Kate Lancaster	(KL)	Xoserve
Louise Hellyer	(LH)	Totalenergies Gas & Power
Mark Field	(MF)	Sembcorp Energy UK
Mark Jones	(MJ)	SSE
Phil Lucas	(PL)	National Grid
Rhys Kealley	(RK)	British Gas
Samuel Lyons	(SL)	Wales & West Utilities
Steve Mulinganie	(SM)	Gazprom Energy
Tom Stuart	(TSt)	WWU

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0763/260522>

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

1.0 Introduction and Status Review

1.1. Approval of Minutes (24 February 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 0102: *Consumer Owns Equipment* - Proposer (CLR) to check what happens with the installation of a Meter By-Pass when a Consumer owns the equipment

Update: Claire Louise Roberts (CLR) requested this action to be deferred to the June 2022 Workgroup. **Carried Forward**

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

Update: CLR confirmed the Meter Operator will advise when the By-Pass has been opened or closed. The valve on the By-Pass can only be opened by suitably qualified and authorised personnel. **Closed**

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

- How many people have the authority to undertake this action other than the MAM?
Update: CLR clarified only personnel that are suitably qualified and identified by the MAM as being an authorised person.
- If there is a responsible person on Site, should they notify the MAM that they have had to take that action?
Update: CLR confirmed the responsible person on site should take a meter reading and notify the Supplier
- Gas Transporters – what criteria is required to approve the By-Pass?
Update: CLR advised when a request is made, the request is from the MAM to the Transporter, therefore, this question is not applicable.
- What needs to happen to the By-Pass where Gas Transporters are not notified of the installation?
Update: If the MAM is aware the By-Pass is open, they notify the relevant Supplier with the facts identified. If the By-Pass is not approved, then the Transporter should be notified.
- 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?
Update: CLR advised this is covered in the Flow Diagram shown in agenda item 2.1.

Closed

2.0 Consideration of Request

2.1. Review Further Analysis

Claire Louise Roberts provided an overview of the Meter By-Pass Process Flow Diagram which has been created to support the Meter By-Pass Guidance Document and is now published on the meeting page here: <https://www.gasgovernance.co.uk/0763/260522>.

The Flow Diagram covers the following main topics and communication routes. Where there was specific interaction regarding particular slides with the meeting participants, this has been captured within the minutes for each section of the Chart:

Installation:

When Steve Mulinganie (SM) asked what the maximum time period is for the Notification that is sent from the Supplier to the Shipper, CLR advised it is covered in the Guidance Document. SM suggested it would be helpful to have the time period showing on the Flow Diagram.

SM and Martin Attwood (MA) highlighted the Flow Diagram is very useful.

SM noted that a notification of the intention to use the By-Pass and how long the Customer is likely to be using it would be very useful information and asked how that information would be shared and who would have the responsibility to follow it up.

Action 0105: ScottishPower (CLR) to clarify how the notification of the intention to use the By-Pass is issued to the relevant parties.

Operation

It was noted that the Flow Diagram shows that the arrangements to close the By-Pass is the responsibility of the Customer, however, it needs to be clarified who has the responsibility to make sure that happens.

MA clarified that new By-Passes on UK Link are typically set to closed or off and the ONJOB file is just informing CDSP there is a By-Pass present. This needs to be included in the Flow Diagram.

CLR will pick up with MA separately clarification relating to the Installation ONJOB and Closed ONUPD files.

SM suggested that if there is no requirement for the By-Pass to be open there needs to be a requirement for the Supplier to check the usage and confirm what has happened on site.

Closure

CLR confirmed this is the end of the process; once the Shipper confirms that there is no need for a Consumption Adjustment the process ends because the confirmation is sent to CDSP.

Removal

Workgroup discussed the arrangements with regards to misuse and/or theft and CLR advised she will update the Flow Diagram in line with the Guidance Document.

This marked the end of the review of the Flow Diagram.

Workgroup commented the Flow Diagram highlights the lack of governance that sits around the process and how any guidance would be approved.

CLR agreed to further review the Flow Diagram and provide a copy to be publish alongside the minutes. The Flow Diagram that was provided for Workgroup on 26 May 2022 has been published here: www.gasgovernance.co.uk/0763/260522

It was agreed that an extension to August 2022 should be requested.

New Action 0205: ScottishPower (CLR) to clarify if a Modification will be needed to add to Uniform Network Code (UNC) reference to the Guidance Document.

3.0 Next Steps

BF confirmed the next steps:

- CLR to review the Flow Diagram and update it in accordance with Workgroup discussions.
- BF to request an extension to August 2022 at the 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

Workgroup meetings will take place as follows:

Time / Date	Paper Publication Deadline	Venue	Programme
Thursday 10:00 23 June 2022	5pm 14 June 2022	Microsoft Teams	Standard Agenda

Thursday 10:00 28 July 2022	5pm 19 July 2022	Microsoft Teams	Standard Agenda
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Action Table (as of 26 May 2022)						
Action Ref	Meeting Date	Minute Ref	Action	Reporting Month	Owner	Status Update
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 May 2022 June 2022		Carried Forward
0202	24/02/22	2.1	Proposer (CLR) to clarify who is responsible for opening a Meter By-Pass.	March 2022 May 2022		Closed
0302	24/02/22	2.1	Proposer (CLR) to consider the questions raised: <ul style="list-style-type: none"> • 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? 	March 2022 May 2022	Proposer (CLR)	Closed