

**UNC Workgroup 0763R Minutes  
Review of Gas Meter By-Pass Arrangements  
Thursday 28 October 2021  
via Microsoft Teams**

<b>Attendees</b>		
Alan Raper (Chair)	(AR)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Alison Tann	(AT)	National Grid
Carl Whitehouse	(CW)	Shell Energy
Claire Louise Roberts	(CLR)	Scottish Power
Clare Manning	(CM)	E.ON Energy
David Addison	(DA)	Xoserve
Dan Fittock	(DF)	Corona Energy
David Mitchell	(DM)	SGN
David Morley	(DMo)	Ovo Energy
Ellie Rogers	(ER)	Xoserve
James Knight	(JK)	Centrica
Kate Lancaster	(KL)	Xoserve
Kundai Matiringe	(KM)	BU-UK
Louise Hellyar	(LH)	Totalenergies Gas & Power
Mark Field	(MF)	Sembcorp Energy UK
Marion Joste	(MJ)	ENI
Martin Attwood	(MA)	Correla on behalf of Xoserve (0763R only)
Ryan Prince	(RPr)	Northern Gas Networks
Shiv Singh	(SS)	Cadent
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/0763/281021>

The Workgroup Report is due to be presented at the UNC Modification Panel by 20 January 2022

## 1.0 Introduction and Status Review

Alan Raper (AR) welcomed everyone to the meeting.

### 1.1. Approval of Minutes (23 September 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

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

**Update:** Tracey Saunders (TS) advised that other Industry wide priorities have superseded this exercise, therefore there has been very little progress, however a brief update is provided in agenda item 2.1 Further Analysis. **Carried Forward**

## 2.0 Consideration of Request

### 2.1 Review Further Analysis

The Proposer, Claire Louise Roberts (CLR) advised Workgroup that she is awaiting the scenario update and the financial risk associated with the status of outstanding actions and investigations.

TS advised she has reached out to Meter Asset Managers (MAMs) as well as Shippers but has received only one MAM response. TS further clarified that the MAM advised that they are finalising a system update and implementing some new processes which will then enable them to re-process all the ONJOB flows. Workgroup considered this and suggested that this could indicate that some process and system issues currently exist.

Workgroup considered if this Review might need to be a wider group than just UNC and TS suggested that this could require Retail Energy Code (REC) involvement, (as governance of MAM activities falls under the remit of REC).

Steve Mulinganie (SM) agreed there could be a compliance issue and advised Workgroup there is a Metering Expert Group within REC meetings and offered to raise this as an agenda item at the next one to establish who needs to be involved, in recognition that it is not a UNC matter if MAMs are not compliant.

AR clarified there appears to be 3 issues:

1. MAMs checking with Networks when they propose to install a bypass
2. Correct updating of central systems using ONJOB flows to record if a bypass is fitted
3. Recording when a bypass is opened, and subsequently recording its closure and submitting a consumption adjustment

Workgroup agreed there are a number of stakeholders involved in the Bypass Lifecycle process, some are UNC, but others are REC, although it was noted that the UNC is the recipient of the information. Accordingly, Workgroup concluded that the Meter Asset Manager Code of Practice (MAMCOP), and the REC should be included in any process review.

**New Action 0110:** *Workgroup concluded Meter Asset Manager Code of Practice (MAMCOP), and REC are also involved. SM to raise this at the next Metering Expert Group and invite someone from that group to attend the next 0763R Workgroup.*

Martin Attwood (MA) advised, in relation to a Performance Assurance Committee (PAC) recommendation, he has been coordinating requests for consumption adjustments and provided a summary of his findings so far and noted that he is unsure how long this needs to be captured for:

*Of 135 requests issued, 115 responses have been received so far, 2 of which have resulted in a Consumption Adjustment being submitted and invoiced.*

CLR noted that the main concern for this Request is the misuse of meter bypasses, however, the analysis does not seem to support that.

This concluded the October 2021 0763R Workgroup discussion.

### 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

- SM to raise this at the next Metering Expert Group and invite a representative from that group to attend the next 0763R Workgroup.
- As this Request is due to report to the January 2022 UNC Modification Panel, AR advised he would request a further 3-months extension to allow cross-code aspects to be reviewed in more detail when considering an end-to-end process issue which involves REC and MAMCOP.

## 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 25 November 2021	5pm 16 November 2021	Microsoft Teams	TBC
10:00 Thursday 13 December 2021	5pm 02 December 2021	Microsoft Teams	TBC

**Action Table (as of 28 October 2021)**

Action Ref	Meeting Date	Minute Ref	Action	Reporting Month	Owner	Status Update
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>Carried Forward</b>
0110	28/10/21	2.1	<i>Workgroup concluded Meter Asset Manager Code of Practice (MAMCOP), and REC are also involved.</i> SM to raise this at the next Metering Expert Group and invite someone from that group to attend the next 0763R Workgroup	November 2021	Gazprom Energy (SM)	<b>Pending</b>