

**UNC Workgroup 0819 Minutes  
Establishing/Amending a Gas Vacant Site Process  
10:00 Wednesday 02 November 2022  
via Microsoft Teams**

| <b>Attendees</b>          |       |                              |
|---------------------------|-------|------------------------------|
| Rebecca Hailes (Chair)    | (RH)  | Joint Office                 |
| Helen Bennett (Secretary) | (HB)  | Joint Office                 |
| Vera Li                   | (VL)  | Joint Office                 |
| Aleksandra Cebo           | (ACe) | EDF Energy                   |
| Andy Clasper              | (AC)  | Cadent Gas                   |
| Ben Mulcahy               | (BM)  | Northern Gas Networks        |
| David Mitchell            | (DM)  | SGN                          |
| Ellie Rogers              | (ER)  | Xoserve                      |
| Fiona Cottam              | (FC)  | Correla on behalf of Xoserve |
| Gurvinder Dosanjh         | (GD)  | Cadent                       |
| Kathryn Adeseye           | (KA)  | Xoserve                      |
| Louise Hellyer            | (LH)  | Total Energies Gas & Power   |
| Mark Jones                | (MJ)  | SSE                          |
| Michelle Brown            | (MB)  | Energy Assets                |
| Oorlagh Chapman           | (OC)  | Centrica                     |
| Paul Bedford              | (PB)  | Opus Energy                  |
| Paul Orsler               | (PO)  | Xoserve                      |
| Sally Hardman             | (SH)  | SGN                          |
| Tom Stuart                | (TS)  | Wales & West Utilities       |

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0819/021122>

The Workgroup Report is due to be presented at the UNC Modification Panel by 16 March 2023.

Please note these minutes do not replicate/include detailed content provided within the presentation slides, therefore it is recommended that the published presentation material is reviewed in conjunction with these minutes. Copies of all papers are available at: <https://www.gasgovernance.co.uk/dist/021122>

## 1.0 Introduction and Status Review

### 1.1. Approval of Minutes (22 September 2022)

In the absence of the Proposer, approval of the minutes from the meeting held on 22 September 2022 were deferred to the 24 November 2022.

### 1.2. Approval of Late Papers

There were two late Papers submitted by Lee Greenwood (LG), who sent his apologies at very short notice. The Chair suggested Workgroup go through the two papers briefly rather than defer everything as LG had made some substantial changes in a draft Amended Modification as actioned at the last meeting. Further discussion could then be deferred to the next meeting.

### 1.3. Review of Outstanding Actions

**Action 0901 (LG):** Consider whether the Business Rules for the Entry Criteria need “and” or “or”

**Update:** Lee Greenwood (LG) submitted a Draft Amended Modification and made amendments to the above (to be discussed in Item 2.0). **Closed**

**Action 0902 (LG):** For Exit Criteria point 1. “At the request of the Shipper, sub point a. Vacant status not maintained”; ensure wording and meaning are clear.

**Update:** As per above, covered in the draft amended Modification. **Closed**

**Action 0903 (LG):** For Exit Criteria point 4. “AQ (Annual Quantity) Correction has been completed”; needs further clarification with regards to the reason code used.

**Update:** Awaiting update. **Carried Forward**

**Action 0904 (LG):** Create flow charts with worked examples to illustrate the Exit Criteria.

**Update:** In the absence of LG, RH confirmed the flow charts have been received and will be presented to Workgroup at the next meeting planned for 29 November 2022. **Carried Forward**

## 2.0 Amended Modification

RH showed onscreen the draft amended Modification as provided by the Proposer.

LG has made amendment to the Solution according to the suggestions (Actions) from the previous Workgroup Meeting. RH asked the Workgroup for comments on the changes.

RH commented that the changes make the solution much clearer than it was and she suggested to remove the brackets.

Andy Clasper (AC) commented there is duplication on the elements on Solution page 4 & 5 and suggested to consolidate into one.

RH agreed that these are the criteria which the Shipper should ensure have been met before a site can be made vacant, the key point is items 4 & 5 on list 2 are additional items.

AC asked, as the Proposer has added \* on the Solution, is the Proposer planning to add an ancillary type of document to support the Modification. Ellie Rogers (ER) asked if it should be a UNC Related Document. AC suggested a document similar to the one used alongside *Modification 0665 – Changes to Ratchet Regime*, which set out the rules but not same as Legal Text.

David Mitchell (DM) confirmed that there has a UNC Related Document section within Modification 0665. Workgroup agreed that this UNC Related Document could be used as a template for an ancillary-type document

<https://www.gasgovernance.co.uk/sites/default/files/ggf/page/2021-08/Distribution%20Network%20Operator%20Designated%20Class%201%20Guidance%20v5.0.pdf>

The Workgroup then looked into the Exit criteria changes.

AC queried one area in the Solution in Exit criteria 4 regarding “AQ correction has been completed”, It appeared that there was a circular loop in the way the steps are laid out, which needs to be addressed by the Proposer.

ER confirmed that CDSP (Central Data Service Provider) has liaised with the Proposer and they have come up with a 2-phased approach for the relief given to a Vacant Site:

- Commodity Relief which is effective immediately when the flag is applied
- Post 12 months – if the User prefers then they can set the AQ to 1 which would provide capacity relief.

RH queried on why there is a clause being removed on the Capacity Relief part and ER advised that it was after the discussion of previous Workgroup meeting. It was observed that the numbering should be updated in the paragraph below the Exit Criteria list.

## 3.0 Development of the Workgroup Report

Not applicable at time of meeting.

#### 4.0 Next Steps

RHa noted the next steps as being:

- LG to consider removing or putting some text relating to the \* and \*\* into a UNC Related Document similar to the existing one associated with Modification 0665.
- Some text in the Solution is only for avoidance of doubt – consider a more streamlined solution prior to requesting Legal Text.
- Circular issue regarding setting AQ to 1 needs to be clarified in the Modification.
- LG to present the Entry & Exit Criteria Slides to the next Workgroup Meeting.
- LG to make further amendments and submit the Amended Modification for discussion before requesting Legal Text-

#### 5.0 Any Other Business

None.

#### 6.0 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       |
|-----------------------------------|----------------------------|-----------------|-----------------|
| Tuesday 10:00<br>29 November 2022 | 5pm 18 November 2022       | Microsoft Teams | Standard Agenda |

**Action Table (as at 02 November 2022)**

| Action Ref | Meeting Date | Minute Ref | Action   | Owner | Reporting Month | Status Update   |
|------------|--------------|------------|--|-------|-----------------|-----------------|
| 0901       | 22/09/22     | 1.0        | Consider whether the Business Rules for the Entry Criteria need “and” or “or”.   | LG    | October 2022    | Closed          |
| 0902       | 22/09/22     | 1.0        | For Exit Criteria point 1. “At the request of the Shipper, sub point a. Vacant status not maintained”; ensure wording and meaning are clear. | LG    | October 2022    | Closed          |
| 0903       | 22/09/22     | 1.0        | For Exit Criteria point 4. “AQ Correction has been completed”; needs further clarification with regards to the reason code used.             | LG    | October 2022    | Carried Forward |
| 0904       | 22/09/22     | 1.0        | Create flow charts with worked examples to illustrate the Exit Criteria.   | LG    | October 2022    | Carried Forward |