

**UNC Workgroup 0819 Minutes
Establishing/Amending a Gas Vacant Site Process
10:00 Tuesday 23 February 2023
via Microsoft Teams**

Attendees		
Bob Fletcher (Chair)	(BF)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Andy Clasper	(AC)	Cadent
Ben Mulcahy	(BM)	Northern Gas Networks
Clare Manning	(CM)	E.On Next
Claire Louise Robert	(CR)	ScottishPower
David Mitchell	(DM)	SGN
Ellie Rogers	(ER)	Xoserve
John R Harris	(JH)	Xoserve
Kathryn Adeseye	(KA)	Xoserve
Lee Greenwood	(LG)	British Gas
Mark Jones	(MJ)	SSE
Oorlagh Chapman	(OC)	Centrica
Steve Mulinganie	(SM)	SEFE Energy Ltd
Tom Stuart	(TSt)	Wales & West Utilities
Tracey Saunders	(TS)	Northern Gas Networks

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0819/230223>

The Workgroup Report is due to be presented at the UNC Modification Panel by 18 May 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/0819/230223>.

1.0 Introduction and Status Review

1.1. Approval of Minutes (31 January 2023)

The minutes from the meeting held on 31 January 2023 were approved.

1.2. Approval of Late Papers

Bob Fletcher (BF) advised Workgroup that all published papers were provided late for Workgroup to consider; Workgroup accepted the late papers.

1.3. Review of Outstanding Actions

Action 0101: *Capacity Exit Criteria* - CDSP (ER) to confirm the *M-15 Supply Point System Business Days the following month* scenario when the AQ Correction is submitted and provide some worked examples.

Update: This has been provided and was considered as part of Agenda item 2. **Closed**

Action 0102: *Business Rule 6* - CDSP (ER) to consider an ‘for avoidance of doubt’ statement for when the AQ is reinstated which will then be applied to Business Rule 6 in the Modification.

Update: This has been provided and was considered as part of Agenda item 2. **Closed**

Action 0103: Proposer (LG) to provide more comprehensive flow charts that cover additional scenarios as discussed at Workgroup to cover all the scenarios covered.

Update: This has been provided and was considered as part of Agenda item 2. **Closed**

Action 0104: Joint Office (RH) to raise awareness of this Modification to the Performance Assurance Committee (PAC) for them to consider what reporting they would like.

Update: BF confirmed he will seek an update from the PAC Chair. **Carried Forward**

Action 0105: Joint Office (RH) to request Modification extension to May 2023.

Update: The request was made. The Workgroup Report will now be submitted to 18 May 2023. **Closed**

2.0 Amended Modification

Lee Greenwood (LG) confirmed he has updated the following documents:

1. Amended Modification (now v2.0)
2. Entry & Exit Criteria
 - a. Timeline
3. Amending a Gas Vacant Site Process Guidance Document

LG provided a brief walkthrough of the changes made to the Guidance Document; Entry & Exit Criteria and the Modification and confirmed that all changes are in accordance with previous Workgroup discussions.

Amended Modification Business Rules updates:

Business Rule 1: The title of the UNC Related Document has been added;

Business Rule 4: Registered User has been changed to Supplier and Shipper;

Business Rule 5: Some wording changes have been made to strengthen the rule.

Entry & Exit Criteria

Exit Criteria on BR5 in the Mod need to be tidied up according to the Exit Criteria Slide 5.

During a discussion regarding a site being isolated *and* vacant Ellie Rogers (ER) confirmed that a certain logic is applied when a site is isolated. LG will clarify how an isolation is triggered and then decide if it needs to be in Business Rule 5.

Clarification was provided that if a site is isolated Commodity is stopped, if a site is vacant Commodity is stopped for the first part of the relief only.

It was noted, for the ONUPD file, if there was a separate exit criteria it would not matter what route the isolation was put forward.

LG confirmed there is no scenario where a site would be isolated *and* vacant.

Workgroup agreed to keep isolated and vacant criteria separate and LG agreed to make that change to the Guidance Document.

Katherine Adeseye (KA) provided an update to actions 0101 and 0102 and referred to the published presentation provided for the meeting.

Action 0101 Update

- Two scenarios that show what happens when a Shipper triggers an exit criteria.
- Scenario 1 & 2 shows when an exit criteria is triggered the deadline for a Shipper to raise an AQ amendment is M-15 of the following month.
- If the Shipper does not raise the AQ amendment before M-15, CDSP will raise the AQ amendment on the Shippers behalf (which is shown in Scenario 3).
- A Shipper AQ amendment cannot be done in the M-8 to M-2 window.

A request was made for the slides to be included in the Modification as an appendix.

Action 0102 Update

Scenario 4 and 5 shows what happens when there is a change of Shipper during the Exit process according to which Shipper carries out the AQ correction.

The final slide provides answers to questions that were raised at the January 2023 Workgroup as follows:

1) How would the CDSP reinstate the pre-vacant AQ?

CDSP are anticipating that functionality will be developed to reinstate the pre-vacant AQ values. A CDSP generated AQ amendment process is not currently being proposed.

2) If the CDSP re-instate the pre-vacant AQ values between Jan-Mar, a requirement has been included that the FY AQ should be derived from the pre-vacant values and not the vacant AQ of 1. Why is this logic not being applied to Shipper AQ corrections?

If a Shipper raises an AQ amendment via the existing process, the original snapshot position is automatically updated, so this requirement is not applicable for Shipper raised AQ amendments. Where the CDSP have to reinstate the pre-vacant AQ, CDSP are not anticipating this is via an AQ amendment therefore this requirement is needed.

LG confirmed the Modification will be amended based on Workgroup discussions.

Rough Order of Magnitude (ROM)

ER provided an overview of the ROM that was provided for the meeting and clarified it does not go into the low level detail. ER confirmed this change is a brand new process to introduce the vacant site status and would need to be implemented as part of a Major Release, possibly June 2024.

ER noted that this change will impact many systems such as UK Link; SAP; GES; CMS and DDP which are all noted in the ROM along with a list of assumptions.

ER confirmed that new service lines will be required and are yet to be developed.

The funding will be agreed at DSC Change Management Committee.

3.0 Development of the Workgroup Report

The Workgroup Report development will commence at the next meeting in March 2023.

4.0 Next Steps

BF noted the next steps:

- Review the amendments to the Modification
- Consider if Legal Text can be requested
- Consider response from PAC
- Detailed review of the ROM
- Development of the Workgroup Report

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

Workgroup meetings will take place as follows:

Time / Date	Paper Publication Deadline	Venue	Programme
10:00 Thursday 23 March 2023	5pm 14 March 2023	Microsoft Teams	Standard Agenda

Action Table (as at 23 February 2023)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Reporting Month	Status Update
0101	31/01/23	2.0	<i>Capacity Exit Criteria</i> - CDSP (ER) to confirm the <i>M-15 Supply Point System Business Days the following month</i> scenario when the AQ Correction is submitted and provide some worked examples	CDSP (ER)	February 2023	Closed
0102	31/01/23	2.0	<i>Business Rule 6</i> - CDSP (ER) to consider an 'for avoidance of doubt' statement for when the AQ is reinstated which will then be applied to Business Rule 6 in the Modification	CDSP (ER)	February 2023	Closed
0103	31/01/23	2.0	Proposer (LG) to provide more comprehensive flow charts that cover additional scenarios as discussed at Workgroup to cover all the scenarios covered today	Proposer (LG)	February 2023	Closed
0104	31/01/23	2.0	Joint Office (RH) to raise awareness of this Modification to the Performance Assurance Committee (PAC) for them to consider what reporting they would like	Joint Office (RH)	February 2023	Carried Forward
0105	31/01/23	2.0	Joint Office (RH) to request Modification extension to May 2023	Joint Office (RH)	February 2023	Closed