

UNC Workgroup 0864S Minutes
Update of UNC Code Communication Methods
Monday 04 December 2023
Via Microsoft Teams

Attendees		
Kate Elleman (Chair)	(KE)	Joint Office
Harmandeep Kaur	(HK)	Joint Office
Andy Clasper	(AC)	Cadent
Charlotte Gilbert	(CG)	BU-UK
David Mitchell	(DM)	Scotia Gas Networks
Edward Allard	(EA)	Cadent
Ellie Rogers	(ER)	Xoserve
Gavin Williams	(GW)	Northern Gas Networks
Helen Chandler	(HC)	Northern Gas Networks
James Rigby	(JR)	Xoserve (CDP)
Jayne McGlone	(JM)	Xoserve (CDP)
Jenny Rawlinson	(JR)	BU-UK
Kirsty Ingham	(KI)	Centrica
Malcolm Montgomery	(MM)	National Gas Transmission
Marina Papathoma	(MP)	Wales & West Utilities
Mark Jones	(MJ)	SSE
Oorlagh Chapman	(OC)	Centrica
Sally Hardman	(SHa)	SGN
Steve Mulinganie	(SM)	SEFE
Susan Ann Helder	(SH)	Northern Gas Networks
<p><i>This Workgroup meeting will be considered quorate provided at least two Transporter and two Shipper User representatives are present.</i></p> <p><i>The Workgroup Report is due to be presented at the UNC Modification Panel by 16 May 2024.</i></p> <p><i>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/0864/041223.</i></p>		

1. Outline of Modifications

Gavin Williams (GW) provided an overview of Modification 0864S which proposes an update of UNC Code Communication Methods. GW noted that National Gas Transmission’s (NGT) main aim, in this Workgroup discussion, is to determine the scope of the Modification. GW confirmed that the Modification is scheduled to go to the panel in May 2024, however, it can report earlier if the Workgroup discussion can be concluded before then.

GW explained that communications via Facsimile are no longer a principal form of communication and are being replaced by email. GW noted that there are around 80 references to Facsimile in the UNC document and NGT is proposing to change these because the PTSN networks are being decommissioned by December 2025, after which devices running on these analogue networks will no longer be compatible. GW further said that there

are environmental benefits to replacing fax machines as it reduces the use of ink cartridges and reduces paper waste. Additionally, retrieving and transporting information from Facsimile requires more labour.

GW noted that NGT would like to agree on the best replacement for fax. GW further said that emails are the agreed-upon replacement, the Modification will only make housekeeping changes. GW noted that the proposed change has been discussed in NGT's Customer and Stakeholder engagements. It has also been discussed with Xoserve; however, a ROM has not been finalised yet. The change has been discussed in Distribution and Transmission Workgroup Pre-mod discussions.

GW provided an overview of the scope of the Modification. Kate Elleman (KE) pointed out that the cross-code impact of this change needs to be considered. Steve Mulinganie (SM) noted that before cross-code impact is considered, he would like to understand why e-mail is the alternative. SM highlighted the need to consider what REC and IGT are replacing fax with. SM acknowledged that the fax needs to be replaced, however, he noted that the replacement needs to be considered further.

GW agreed with SM. GW asked the Workgroup whether fax is still being used by the attendees or their organisation and if yes, what impact the change will have. SM stated that he is not able to answer this question as there may be parts of the business still using fax that he may not be aware of.

SM suggested writing to the industry and asking whether anyone uses fax and whether using email as the alternative is acceptable.

2. Initial Discussion

2.1 Issues and Questions from Panel

GW responded to the questions raised in the previous Workgroups. Please refer to the published slides for full details: [Presentation title runs here \(gasgovernance.co.uk\)](http://gasgovernance.co.uk).

SM noted that it needs to be ensured that the replacement of fax is just as robust. SM suggested reviewing each point where fax or Facsimile has been referred to and cross-checking that email is an appropriate replacement in that instance.

GW asked what the other alternatives could be. SM suggested asking Xoserve who, as the central system provider, would be better placed to respond to this. SM noted that the question could also be raised in the Change Management Committee. SM also suggested that the Joint Office make enquiries so that it can be ensured that email is the best alternative and not the most obvious one.

Ellie Rogers (ER) agreed to make internal enquiries with CDSP, however, email seems to be the most logical answer. ER noted that a change proposal has been raised at CDSP for this.

New Action 1201: NGT (GW) to draft a communication asking if the industry still use fax. If yes, is email the most appropriate alternative to fax or are there any other better-suited alternatives. JO to issue communication on behalf of NGT once received.

New Action 1202: Joint Office (KE) to raise a question with the cross-code steering group to confirm what work has been done ahead of the PTSN networks being decommissioned and what alternatives are being used by them.

New Action 1203: CDSP (ER) to check whether there are any other more appropriate alternatives to fax and consider which industry Workgroup is the most appropriate to discuss the technical aspects.

2.2 Initial Representations

Deferred to the next Workgroup meeting.

2.3 Terms of Reference

Deferred to the next Workgroup meeting.

3. Next Steps

The Workgroup will review the Modification in further detail and review the responses to the Actions assigned in the meeting.

4. Any Other Business

None.

5. 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	Meeting Paper Deadline	Venue	Programme
10:00 Monday 08 January 2024	5 pm Thursday 28 December 2023	Microsoft Teams	Standard Agenda
10:00 Monday 05 February 2024	5pm Friday 26 January 2024	Microsoft Teams	Standard Agenda

0841 Action Table						
Action Ref	Meeting Date	Min Ref	Action	Reporting Month	Owner	Status Update
1201	04/12/23	2.1	NGT (GW) Joint Office (KE) to draft a communication asking if write to the industry still use fax. to ask whether fax is still used. If yes, is email the most appropriate alternative to fax or are there any other better-suited alternatives. JO to issue communication on behalf of NGT once received.	January 2024	NGT (GW)	New Action
1202	04/12/23	2.1	Joint Office (KE) to raise a question with the cross-code steering group to confirm what work has been done ahead of the PTSN networks being decommissioned and what alternatives are being used by them.	January 2024	JO (KE)	New Action
1203	04/12/23	2.1	CDSP (ER) to check whether there are any other more appropriate alternatives to fax and consider which industry Workgroup is the most appropriate to discuss the technical aspects.	January 2024	NGT (GW)	New Action