

**UNC Governance Workgroup Minutes**  
**Thursday 14 March 2024**  
**via Microsoft Teams**

<b>Attendees</b>		
Kate Elleman (Chair)	(KE)	Joint Office
Harmandeep Kaur (Secretary)	(HK)	Joint Office
Andy Clasper	(AC)	Cadent
David Mitchell	(DM)	Scotia Gas Networks
Edward Allard	(EA)	Cadent
Ellie Rogers	(ER)	Xoserve
Gavin Williams	(GW)	National Gas Transmission
Josie Lewis	(JL)	Xoserve
Malcolm Montgomery	(MM)	National Gas Transmission
Marina Papathoma	(MP)	Wales & West Utilities
Mark Cockayne	(MC)	Joint Office
Oorlagh Chapman	(OC)	Centrica
Sally Hardman	(SHa)	SGN
Steve Mulinganie	(SM)	SEFE
Susan Ann Helders	(SH)	Northern Gas Networks
Tracey Saunders	(TS)	Northern Gas Networks

*This Workgroup meeting will be considered quorate provided at least two Transporter and two Shipper User representatives are present.*

*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/gov/140324>.*

**1. Introduction**

Kate Elleman (KE) welcomed all parties to the meeting and confirmed the meeting to be quorate.

**1.1. Approval of minutes (05 February 2024)**

The minutes from the previous meeting were approved.

**1.2. Approval of Late Papers**

There were no late papers.

**1.3. Review of outstanding Actions & Issues Log**

No actions outstanding.

**1.4. Industry Update from Ofgem**

An update was provided from the Ofgem Expected Decision Dates (EDD) publication timetable at: <https://www.ofgem.gov.uk/publications/code-modificationmodification-proposals-ofgem-decision-expected-publication-dates-timetable> (see below table).

<b>Modification</b>	<b>Estimated Decision Date</b>
0819 - Establishing/Amending a Gas Vacant Site Process	Approved 09 February 2024
0856 - Introduction of Trials for Non-Daily Metered (NDM) Demand Side Response (DSR)	28 March 2024
0859 - Reintroduction of the enhanced pressure service and increased MNEPOR for BBLC (as introduced by UNC0814)	Approved 5 March 2024
IGT 169 - Aligning the Capacity requirements for NExA Supply Points	01 April 2024

**1.5. Pre-Modifications Discussions**

None

**2. Workgroups**

**2.1. Modification 0864S – Update of UNC Code Communication Methods**

(Report to Panel 16 May 2024)

<https://www.gasgovernance.co.uk/0864>

**3. New Issues**

No new issues were raised.

**4. Any Other Business**

Orlagh Chapman (OC) highlighted the issue raised in the DSC Change Committee Meeting on 13 March 2024 in relation to governance of voting. OC explained that Centrica were planning on raising a Modification which would have been a part of 0841 and it may be a case of completing an end-to-end review of the structure. OC noted that according to the current structure, Shippers have 6 votes and Networks have 2 votes which is not very equitable. OC noted that this issue will be raised in the next UNCC meeting, so that it can be directed to be discussed in the DSC Governance forum.

TS suggested that this is done as a review rather than a Modification to avoid the pressure and responsibility being on one party. TS also agreed with the point being raised in relation to the governance structure. OC agreed with TS on a review being the best way forward. Ellie Rogers queried who will be taking the issue to UNCC. TS noted that according to the information she was provided, Cadent (Ed Allard) may be taking this to UNCC.

**5. Diary Planning**

Governance meetings are listed at: <https://www.gasgovernance.co.uk/Gov>

All other Joint Office events are available via: <https://www.gasgovernance.co.uk/events-calendar/month>

<b>Time/Date</b>	<b>Meeting Paper Deadline</b>	<b>Venue</b>	<b>Programme</b>
10:00 Monday 14 March 2024	5pm Friday 06 March 2024	Microsoft Teams	Standard Agenda
10:00 Monday 11 April 2024	5pm Friday 03 April 2024	Microsoft Teams	Standard Agenda

10:00 Monday 26 June 2024	5pm Friday 18 June 2024	Microsoft Teams	Standard Agenda
10:00 Monday 02 September 2024	5pm Friday 23 August 2024	Microsoft Teams	Standard Agenda

## Agenda

### UNC Workgroup 0864S Update of UNC Code Communication Methods

10:00 Monday 11 April 2024

via Teams: 0207 660 8338, Conference ID 884 093 521#

[Click here to join the meeting](#)

*Please Note: This meeting will be considered during the Governance Workgroup.*

*The Workgroup Report is due to be presented to the UNC Modification Panel by 16 May 2024.*

Item	Topic	Lead	Category
<b>1. Introduction and Status Review</b>			
1.1.	Approval of Minutes (14 March 2024)	Chair	Approval
1.2.	Approval of Late Papers		Approval
1.3.	Review of Outstanding Actions		Information
<b>2. Review of Fax References</b>		Chair	Discussion
<b>3. Legal Text Review</b>		Proposer	Discussion
<b>4. Review Rough Order of Magnitude</b>		CDSP	Discussion
<b>5. Development of Workgroup Report</b>		Chair	Discussion
<b>6. Next Steps</b>		Chair	Information
<b>7. Any Other Business</b>		Chair	Discussion
<b>8. Diary Planning</b>		Chair	Information

<b>0864S Action Table</b>						
<b>Action Ref</b>	<b>Meeting Date</b>	<b>Min Ref</b>	<b>Action</b>	<b>Reporting Month</b>	<b>Owner</b>	<b>Status Update</b>
<b>0203</b>	05/02/24	2.0	GW (NGT) to group the instances in the Code where fax is used as a follow-up method to email and test this with control rooms to ensure fax is not being used and consider any alternatives being used instead.	March 2024	NGT (GW)	<b>Carried forward</b>
<b>0301</b>	14/03/24	1.4	The Transporter Representatives at Workgroup to confirm with their control rooms that fax is not being used and confirm what alternatives are being used instead.	April 2024	All	<b>Pending</b>
<b>0302</b>	14/03/24	2.0	JO to review the Transitional Arrangement clauses to check whether these are still relevant or in the normal part of the document (if duplicated).	April 2024	JO	<b>Pending</b>
<b>0303</b>	14/03/24	2.0	CDSP (ER) to review the impact of replacing facsimile with email in GTB 5.2.6 on their Operation Credit process.	April 2024	CDSP (ER)	<b>Pending</b>