



## **TERMS OF REFERENCE**

**Document Status: DRAFT**

**Version Number: 2**

**Created: 7<sup>th</sup> January 2010**

**Printed:**

**Review**

<b>Reviewed by</b>	<b>Name</b>	<b>Organisation</b>	<b>Date</b>

**Approval**

<b>Approved by</b>	<b>Name</b>	<b>Organisation</b>	<b>Date</b>

**Document History**

<b>Version</b>	<b>Summary of Changes</b>	<b>Document Status</b>	<b>Date published</b>

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## **1. PURPOSE**

A collective cross-industry working group is required to:

- 1) Collectively establish & administer activities to correct the current and ongoing Unregistered and Shipperless Meter Points recorded within the central systems.
- 2) Identify root causes; fix and/or propose fixes for the deficiencies in the current processes; and identify and introduce, or make recommendations for, new processes to alleviate the problems identified.

## **2. BACKGROUND**

Whilst Project USNANA significantly reduced the population of Shipperless and Unregistered sites on UK-Link, there remains a substantial number of sites which still need to be addressed. In addition, it is apparent that root causes have not been fully resolved as the population of Shipperless and Unregistered Sites continues to be replenished.

A Meter Point Reference Number (MPRN) can be included in the Shipperless or Unregistered population as a result of, for example, poor data quality; deficient industry arrangements; potentially ineffective central processes; poor industry behaviour; or a combination of any of the afore mentioned.

The impacts of the existence of Shipperless and Unregistered sites exacerbate issues such as duplicate MPRNs; safety; crossed meters; and incorrect settlement allocation.

## **3. OBJECTIVES**

This working group will:

1. Seek to address the existing and future populations of Shipperless and Unregistered Sites
2. Establish root causes of the occurrence of Shipperless and Unregistered Sites
3. Investigate solutions and preventative measures for the occurrence of Shipperless and Unregistered Sites.
4. Agree Industry-wide best practice in processes and procedures which are found to be a direct cause of Shipperless and Unregistered Sites.

#### **4. SCOPE**

An Unregistered meter point will be deemed as such, where it has never had a Registered System User and where it remains with a Meter Point Status of LI.

xoserve process currently addresses those that remain unregistered on UK-Link 12 months after its creation, however the whole population will be recorded and monitored by the group .

A Shipperless meter point will be deemed as such, where it has no current Registered System User but has previously had a Registered System User, and it has been established that gas is being consumed through the meter point.

#### **5. ROLES & RESPONSIBILITIES**

xoserve agree to host; chair and produce minutes for the Workgroup meetings. These will be published on the Joint Office website and be available within 2 weeks

Representatives from Shippers/Suppliers, Networks and other involved parties must agree to participate in all meetings and sign up to completing all actions agreed in the meetings.

The quorum will be:

At least one representative from xoserve

At least one representative from a Gas Distribution Network

At least one representative from at least three Shipper / Supplier Organisations.

#### **6. REPORTING**

xoserve will produce a report of the Industry position every 2 months and issue to all Shippers, Networks and attendees of the Workgroup meetings. (See Appendix 1)

#### **7. METHODS**

Solutions to the Shipperless and Unregistered Sites issue can only be achieved through industry-wide co-operation. All parties must thoroughly examine their own activities and seek to improve them where possible, and share best practice where appropriate.

## **8. TIME TABLE**

The workgroup will commit to 6 meetings at intervals of 2 months. The schedule of meetings is as follows:

7<sup>th</sup> January 2010  
4<sup>th</sup> March 2010  
5<sup>th</sup> May 2010  
7<sup>th</sup> July 2010  
8<sup>th</sup> September 2010  
3<sup>rd</sup> November 2010

It is envisaged that a comprehensive list of root causes will have been compiled by the end of the 2<sup>nd</sup> meeting, in March.

A detailed plan of how to address the root causes should be formulated by the end of the 4<sup>th</sup> meeting, in July.

Measures to address root causes should be implemented by the end of the 5<sup>th</sup> meeting, in September.

A review of actions taken and the industry position should be conducted in the 6<sup>th</sup> meeting, in November, and a decision on the future of the Workgroup should be made.

## **9. DELIVERABLES**

It is intended that the group will develop solutions which can then be taken forwards into appropriate Industry Governance arrangements.

## **10. SUCCESS CRITERIA**

Success will be measured by the reduction of the Shipperless and Unregistered population, and the reduction in the production of new Shipperless and Unregistered Sites.

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