

### Meeting Details

<b>Meeting Description:</b>	MPRN Creation Work Group	
<b>Venue</b>	Conference Room 6, 31 Homer Road, Solihull	
<b>Meeting Date:</b>	18 <sup>th</sup> April 2012	
	<b><u>Name</u></b>	<b><u>Organization</u></b>
<b><u>Attendees</u></b>	Darren Jackson (DJ)	Xoserve
	Lee Jackson (LJ)	
	Mark E. Smith (MES)	
	Anne Jackson (AJ)	SSE
	Chris Warner (CW)	National Grid Gas
	Sue Cropper (SC)	British Gas
	Lynne Fallon (LF)	
	Carol Lincoln (CL)	E.ON
	Danielle Fynney (DF)	
	Trevor Clark (TC)	
	Lisa Warnock (LW)	Scotia Gas Networks
	Erika Melen (EM)	
	Alex Ross (AR)	Northern Gas Networks
	<b><u>Via Teleconference:</u></b>	
N/A		
<b><u>Apologies</u></b>	Andrew Wallace (AW)	Ofgem
	Rowaa Mamhoud (RM)	
	Naomi Anderson (NA)	EDF Energy
	Alison Drummond (AD)	

### Archived Completed Actions

Ref.	Description	Action On	Status
	N/A		

### Recently Closed Actions

Ref.	Description	Action On	Status
1	27/03/12 - Investigate feasibility of reconciling MPRNs issued to UIPs by Xoserve with those received by Xoserve from UIPs (i.e. created on UK-Link) <b>Update 18/04/12</b> – This information has been provided to SGN. LW advised that it was a useful exercise. LJ advised that new procedures are to be introduced to control the issue of new batches of MPRNs which should negate the original issue.	LJ	Complete
7	Locate previous agreements on scenarios for creating MPRNs for next Workgroup meeting. <b>Post Meeting Update:</b> Previous agreements located and compared to agreements reached in the workshop on 27 <sup>th</sup> March. Agreements from both workshops were consistent. (See Appendix 1)	LJ	Complete

### Outstanding actions from previous meetings

Ref.	Description	Action On	Status
2	27/03/12 - Investigate possibility of MAMs providing monthly reports of all services completed. <b>18/04/12 – No Update</b>	All UIPs	Carried Forward
3	27/03/12 - Provide procedural documentation for connections process. <b>Update 18/04/12</b> – LJ spoke to LW to discuss SGN’s procedures.LW provided PFDs for SGN. Still awaiting same from other UIPs.	All UIPs	Carried Forward
4	Provide ‘Connections Code’ and any other UIP Governance Document <b>18/04/12 – No Update</b>	DM	Carried Forward
5	Investigate possibility to create statistics to illustrate the split in the confirmation rate of MPRNs created for Shippers and those created for non-shipper parties. <b>Update 18/04/12</b> – MES advised that it was not possible to report accurately on the split between Shippers and Non-shippers. The group agreed that a high level indication would be acceptable. Xoserve to provide high level split for next meeting.	LJ	Carried Forward
6	Ascertain what checks are completed by UIPs after the installation of the service post installation. E.g. has a meter been fitted? <b>18/04/12 – No Update</b>	DM	Carried Forward
8	Investigate the feasibility of issuing all Unregistered Sites to associated UIPs to facilitate checking for Completed/ Cancelled/ Deferred Jobs. <b>Update 18/04/12</b> – LJ advised that it was possible to largely split the S&U population by MPRN Creation Requestor. It was agreed that the population would be split and issued to relevant requesting UIPs to facilitate a ‘Complete, Deferred, Cancelled’ check by the UIPs.	LJ	Carried Forward

### Actions from meeting held on 18/04/12

Ref.	Description	Action On	Status
9	Make amendments to the MPRN Creation Scenarios and republish	Xoserve	Open
10	Produce detailed MPRN Creation Process Map highlighting problem areas	Xoserve	Open
11	Analyze MPRN Creation Process Map and consider solutions to problem areas.	All	Open

## Minutes

### 1. Introductions

LJ presented the agenda items. This meeting followed the Shipperless and Unregistered Workgroup Meeting and the attendees were the same for both meetings.

LJ indicated that the main focus of this meeting would be to review the process flow diagram for the MPRN creation process.

### 2. Actions from Previous Meetings

LJ ran through previous actions. See updates above.

### 3. MPRN Creation Scenarios – Review Outcome

LJ presented a the outcome of the previous MPRN Creation Scenario Review. Further discussion took place. The group made several suggestions to add to and amend the Outcomes. These included changing the reference to isolation of service to removal of service; specifying timescales; and clarification of when an address amendment would be required. **Action 9 - Xoserve to make necessary amendments and republish.**

### 4. MOD410 Update

LJ invited CW to give an update on MOD410. CW reported that there was no news on MOD410.

## **5. Detailed Process Mapping Exercise**

LJ presented flow diagram of the MPRN Creation process which he and SC had created. He invited the group to analyse the process and to advise if the diagram was an accurate illustration of the current process.

LJ invited the group to discuss the process and to highlight any part which may need modification or controls to address the issue of MPRNs being created and not subsequently confirmed. The group completed this exercise and problem areas were indicated on the diagram.

**Action 10 – Xoserve to incorporate changes and publish MPRN Creation Process Flow Diagram.**

**Action 11 – All to consider problem areas in process for discussion at next meeting.**

## **6. A.O.B**

None

**Next Meeting - TBC**

## **Proposed Agenda Items**

- **Review Minutes from Last Meeting (18/04/12)**