

Meeting Details

Meeting Description:	MPRN Creation Work Group		
Meeting Date:	27 th March 2012 (4:00)		
	Name	Organization	
Attendees	Dave Ackers (DA)	Xoserve	
	Lee Jackson (LJ)		
	Mark E. Smith (MES)		
	Wendy Parfitt (WP)		
	Anne Jackson (AJ)	SSE	
	Chris Warner (CW)	National Grid Gas	
	Andy Clasper (AC)		
	Sue Cropper (SC)	British Gas	
	Lynne Fallon (LF)		
	Naomi Anderson (NA)	EDF Energy	
	Carol Lincoln (CL)	E.ON	
	Via Teleconference:		
	David Mitchell (DM)	Scotia Gas Networks	
	Alex Ross (AR)	Northern Gas Networks	
Lisa Warnock (LW)	Scotia Gas Networks		
Erika Melen (EM)	Scotia Gas Networks		
Apologies	Danielle Fynney	E.ON	
	Nadina Johnson	British Gas	
	Joanna Fergusson	Northern Gas Networks	
	Robert Cameron Higgs	Wales and West Utilities	
	Steve Mulinganie (SM)	Gazprom	

Archived Completed Actions

Ref.	Description	Action On	Status
	N/A		

Recently Closed Actions

Ref.	Description	Action On	Status
	N/A		

Outstanding actions from previous meetings

Ref.	Description	Action On	Status
	N/A		

Actions from meeting held on 27/03/12

Ref.	Description	Action On	Status
1	Investigate feasibility of reconciling MPRNs issued to UIPs by Xoserve with those receive by Xoserve from UIPs (i.e. created on UK-Link)	LJ	OPEN
2	Investigate possibility of MAMs providing monthly reports of all services completed.	All UIPs	OPEN
3	Provide procedural documentation for connections process.	All UIPs	OPEN

4	Provide 'Connections Code' and any other UIP Governance Document	DM	OPEN
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.	LJ	OPEN
6	Ascertain what checks are completed by UIPs after the installation of the service post installation. E.g. has a meter been fitted?	DM	OPEN
7	Locate previous agreements on scenarios for creating MPRNs for next Workgroup meeting. Post Meeting Update: Previous agreements located and compared to agreements reached in the workshop on 27 th March. Agreements from both workshops were consistent. (See Appendix 1)	LJ	OPEN
8	Investigate the feasibility of issuing all Unregistered Sites to associated UIPs to facilitate checking for Completed/ Cancelled/ Deferred Jobs.	LJ	OPEN

Minutes

1. Introductions

LJ welcomed the group and presented the agenda items.

2. Actions from Previous Meetings

N/A

3. Meeting Scope

LJ presented a suggested scope for the Workgroup meetings.

- **Stand alone 'focus' workgroup**
- **Strictly distinct from Uniform Network Code MOD's**
- **Consensus to be met across industry participants**
- **Aspire to formulate a 'Best Practise' document**

CW cited MOD410 and the Ofgem Consultation on Theft of Gas as influencing factors that need to be considered.

A Consensus on the scope was achieved.

4. MPRN Creation Overviews

LJ presented an overview of the MPRN Creation Process, and then a high-level FOM process flow.

The group discussed the existing procedure and highlighted potential risks and issues.

Areas for future scrutiny were identified:

- Fitting of meters with no supply contract in place.
- Control over the allocation of MPRN batches.
- Absence of reconciliation of MPRNs within batches. LW asked if it was possible to conduct reconciliation on the batch currently outstanding with SGN. **Action 1** – LJ to investigate possibility of conducting the reconciliation.
- Size of batches issued.
- Determination of the circumstances when an MPRN request is necessary.
- The timing of an MPRN Creation request.
 - Are they requested too early?
 - Should the request be driven by a meter?
 - At which point in the process is an MPRN actually required?

- Are all MPRN Cancellations submitted by UIPs to Xoserve? MES asked if it was possible for MAMs to send completion reports when a service has been laid. **Action 2** – LW to investigate possibility of supplying this report. **Action 3** – LW to provide process document for connections.
- Inconsistent behaviour of UIPs. **Action 4** – DM to provide ‘Connections Code’
- What is the split in the confirmation rate of MPRNs created for Shippers and those created for non-shipper parties? **Action 5** - LJ to investigate possibility to create statistics to illustrate this.
- What checks are completed by UIPs after the installation of the service? **Action 6** - DM to ascertain if checks are made on the service post installation. E.g. has a meter been fitted?

DA suggested looking at the process from end to end. SC suggested a “Brown Paper” method in which the whole process is drawn out on large expanses of paper to make it more visible. LJ said that this could be done at the next Workgroup meeting.

5. Triggers for MPRN Creation

LJ presented a number of diagrams illustrating different service lay scenarios. The group discussed and agreed under which circumstances a new MPRN should be requested.

CW recalled that a similar exercise had been conducted at a previous MPRN Workshop. LJ said that he would retrieve the minutes from the previous Workshop. **Action 7** – LJ to find previously agreed scenarios for creating MPRNs.

6. Issues/Exposure With Existing Processes

Combined with Item 4.

7. Review Links to Shipperless and Unregistered Sites

LJ presented a few scenarios in the MPRN Creation Process which may result in an Unregistered MPRN, and the group discussed these issues.

One of the issues discussed, that could result in an Unregistered MPRN is the failure to send a cancellation for an MPRN when the service installation did not go ahead. LW stated that she commenced a procedure to identify all cancelled jobs that may not have resulted in an MPRN Cancellation. Any that are identified will be forwarded to Xoserve to be set to EX.

It was discussed that during Xoserve’s Shipperless and Unregistered Sites Process, the No Activity Reports are issued to UIPs to check against their Portfolio to establish if the service installation actually took place. LW – suggested that all Unregistered MPRNs requested by a UIP should be sent to the relevant UIP. Currently, only the ‘No Activity’ pot is issued to UIPs. **Action 8** – Xoserve to investigate the feasibility of issuing all Unregistered Sites to associated UIPs.

8. A.O.B

None

Next Meeting - 18/04/12

Proposed Agenda Items

- **Review Minutes from Last Meeting (27/03/12)**