



## Meeting Details

<b>Meeting Description:</b>	Shipperless and Unregistered Sites Working Group
<b>Meeting Date:</b>	Monday 21 <sup>st</sup> May 2007
<b>Attendees:</b>	<p><b>British Gas</b> – Anna Blaber (AB), Claire Walsh (CW), Peter Ressel (PR), <b>ENI - Santina Curtis</b> ( SC) <b>Powergen</b> - Dave Gamble (DG) Paul Cook (PC) Npower <b>National Grid</b> Kerri Matthews (KM)</p> <p><b>xoserve</b> – Alison Jennings (AJ), Richard Jones (RJ), Steven Kettle (SK)</p>
<b>Apologies:</b>	

## Actions

Ref.	Description	Action On:	Status
1	xoserve to produce glossary of terms relating to the issue of unregistered sites.	SK	Pending
2	xoserve to issue pot of 12,000 shipper activity MPRNs to corresponding shippers	SK	Pending
3	Shippers to respond to their own individual pot of unregistered shipper activity MPRNs indicating whether they intend to confirm the MPRN via a Yes / No indicator within 2 weeks of receipt of report.	All Shippers	Pending
4	Following receipt of shipper responses, xoserve will collate all “no” responses and re issue these to all shippers.	SK	Pending
5	PR to send xoserve methodology behind how he has identified duplicate MPRNs	PR	Pending
6	xoserve to complete data cleansing exercise on USNANA pot that includes identification of duplicate MPRN’s, Cancelled Jobs, ambiguous addresses.	SK	Pending
7	Demolished Sites - Current extract from National Grids disconnection database to be sent to xoserve	KM	Pending
8	Shippers to investigate their own individual pot of unregistered shipper activity MPRNs to determine if the address is being billed under a different MPRN on their billing systems.	All Shippers	Pending
9	xoserve to obtain sign on from all shippers not in attendance in relation to the actions agreed.	AJ/RJ	Pending
10	xoserve to prepare short statement to issue to relevant industry groups regarding the terms of reference of this group.	RJ	Pending
11	xoserve to process 1000 USNANA MPRNs through the End User letter process. Results will be published to the working group upon completion of the trial.	SK	Pending
12	xoserve to schedule a meetings for this group, to be held on the morning of every fourth Monday.	xoserve	pending

## Minutes

### 1. **Introductions/Welcome**

All attendees introduced themselves & AJ thanked all for their attendance

### 2. **Sign up to Terms of Reference and agree Chairperson**

All attendees agreed to the terms of reference set out by xoserve and agreed that xoserve would chair the group.

### 3. **xoserve overview and update**

RJ talked through a Process Flow Diagram of the xoserve unregistered sites process and the shipperless sites process containing timescales and outcomes. An update on the current position of the USNANA population and the shipper activity population was delivered. AJ informed the group that shipper responses to the unregistered sites shipper reporting had been poor and encouraged all suppliers to respond to these reports to enable swift confirmation of these sites.

#### **4. BG Update**

CW discussed the findings of their Project Bounty. 264 Sites were visited as part of project Bounty. From BG's sample a number of potential clerical duplicates were identified. High proportions were identified as occupied premises that were not using gas. The remaining smaller pots were IGT sites, field duplicates and demolished sites.

#### **5. Any Other Business**

Synergies with distribution workstreams were identified. Agreement from everyone that joint office should be updated on the formation and progress of the working group.

**Next Meeting: 18/06/07 10:00 am Raleigh Room 51 Homer Road Solihull**