

Meeting Details

Meeting Description:	Shipperless and Unregistered (S&U) Sites and MNo Creation Working Group	
Venue	Conference Room 6, 31 Homer Road, Solihull	
Meeting Date:	18 th July 2012 (10am)	
	Name	Organization
<u>Attendees</u>	Darren Jackson (DJ)	Xoserve
	Lee Jackson (LJ)	
	Mark E. Smith (MES)	
	Alex Ross (AR)	Northern Gas Networks
	Joanna Ferguson	
	Chris Warner (CW)	National Grid Gas
	Andy Clasper (AC)	
	Erika Melen (EM)	Scotia Gas Networks
	David Mitchell (DM)	
	Sue Cropper (SC)	British Gas
	Nadina Johnson (NJ)	
	Lynne Fallon (LF)	
	Katy Carpenter (KC)	E.ON
	Trevor Clark (TC)	
	Ed Hunter (EH)	Npower
	Anne Jackson (AJ)	SSE
	Steve Mulinganie (SM)	Gazprom
	Marta Kalinowska (MK)	
	Deborah Watson (DW)	
	Gareth Evans (GE)	Waters Wye
	Andrew Archibald (AAr)	Dong Energy
	Aiyesha Andrade (AAn)	
	<u>Via Teleconference:</u>	
	Lisa Warnock (LW)	Scotia Gas Networks
	Katherine Porter (KP)	EDF Energy
<u>Apologies</u>	Carol Lincoln (CL)	E.ON
	Lorna Lewin (LL)	Dong Energy
	Andrew Wallace (AW)	Ofgem

Archived Completed Actions

Ref.	Description	Action	Status
1-122	These actions have been completed and archived for future reference		

Recently Closed Actions

Ref.	Description	Action	Status
124	Xoserve to instigate a trial End User Letter exercise to start on 1 st May. Update 18th July – The End User Letter Trial was completed and the results were given at the meeting.	Xoserve	Closed

Outstanding actions from previous meetings

Ref.	Description	Action	Status
115	<p>Issue raised concerning MAMs being responsible for fitting meters, customer doesn't have to sign a contract first, should MAMCOP be utilized? AW to discuss internally at Ofgem</p> <p>Issue raised surrounding C&D obligations and that current regulations appear to be failing – the root cause report suggests setting up a working group to look specifically at C&D issues. AW to discuss internally at Ofgem the possibility of strengthening governance surrounding C&D obligations and to identify current C&D obligations.</p> <p><u>Straw Man presentation</u> DW to send e-mail to AW providing examples of sites with meters fitted without contracts in place Update: 6th April no examples received as yet, to be provided Update 27th July – DW to contact AW Update 6th October – DW has provided a large list to 2 GDNs with a view to them investigating. DW will be following this up and asking them to pass the information on.</p> <p>Update 1st February – No update from AW. LJ to contact AW for updates on the above issues.</p> <p>Update 18th April – LJ has asked for an update from AW. AW was expected to attend the meeting but was unable to.</p> <p>Update 18th July – AW issued an apology as he was unable to attend this meeting.</p>	LJ	C/fwd
120	<p>Xoserve to conduct work on the legitimately unregistered sites dataset to identify further sites which may be included in similar group contracts.</p> <p>Update 18th April – Xoserve have found that there are a number of unregistered MPRNs that could be grouped together. Reports have been run to identify all unregistered MPRNs that have certain supermarket names in the address fields. These could be targeted. It was agreed that a suspected group contract would be identified and the unregistered MPRNs in that group would be issued with the bi-monthly reports.</p> <p>Update 18th July – LJ suggested that this approach could be included in a wider strategy that could incorporate the End User Letter Process.</p>	Xoserve	C/fwd
122 & 123	<p>Xoserve to review the S&U reporting process and investigate feasibility of the groups suggestions to rationalise and simplify the existing reports.</p> <p>Update 18th July – MES presented the proposals that were previously issued to the group for comment. It was agreed not to make any amendments to the reports until the conclusion of the work on current S&U associated MODs.</p>	Xoserve	Closed

125	All shippers to provide comments on data items proposed by E.ON to be included in the Dead Report. Update 18th July – No comments have been received regarding the Dead Report data items. The group agreed that the suggested changes should be implemented. Xoserve to investigate the possible implementation of the proposed changes to the Dead Report.	All Shippers	Open
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Actions from meeting held on 18/07/12

Ref.	Description	Action	Status
126	Xoserve to produce a “Straw Man” for a process for desk-top investigations to be carried out before DN site visits were instigated with a view to setting aged MPRNs to EX. (by end of August)	Xoserve	Open
127	All Distribution Network representatives to discuss possible future Xoserve end user letter exercises.	All DNs	Open
128	SGN to develop the proposal for a new MPRN Creation process.	SGN	Open
129	SGN to engage UIPs and other DNs by mid August in order to review the MPRN Creation Process proposal, and then to present the final proposal at September’s Workgroup meeting.	SGN	Open

Minutes

1. Introductions

LJ welcomed the group and introductions were carried out. He went on to present the agenda items

2. Actions from Previous Meetings

LJ ran through all previous actions. (See updates above)

3. Stats and Unregistered reports

LJ ran through the industry statistics.

LJ asked the group for their comments on a suggestion to set Unconfirmed MPRNs older than 10 years to EX. The group preferred a cautious approach and suggested that a site visit would be required before an MPRN was set to EX. Network representatives requested that desk-top investigations to be conducted before a site visit was requested.

Action 126: Xoserve to produce a “Straw Man” for a desk-top investigation process.

4. Proposed Review of Definitions and Population “Sub-pots”

MES presented the proposal document which was previously issued to the workgroup attendees on 21st June. It was noted that limited comments were made prior to the meeting. MES invited further comment.

SM commented that some shippers would not want to receive the revised datasets including MPRNs created <12 previously as this would increase the size of the datasets and consequently increase the amount of effort required to process the data.

NJ and SC commented that receiving the data on MPRNs <12 months old would be useful, as action to ensure confirmations could be taken.

EM suggested that it may be prudent to put the proposed amendments on hold until MODs associated with S&U Sites had been concluded.

There was consensus in the group for this suggestion.

5. End-User Letter Exercise

LJ presented the results from the recent End User Letter Exercise. (See Workshop Slides)

A discussion followed on the effectiveness of this method. It was agreed that Network sign-on and involvement is essential to maximise the effectiveness of the process.

It was suggested that before any future exercises, the methods and scope should be agreed by all Distribution Network representatives, as Xoserve would be conducting this work on their behalf and would therefore need to be financed by the DNs.

Action 127: All Distribution Network representatives to discuss possible future end user letter exercises.

6. MPRN Creation work group

6.1 Network Code Modification Update

CW gave an update on 4 S&U relevant MODs: MOD424, MOD425, MOD410 and MOD410a. Details can be found on the Joint Office Website.

6.2 MPRN Creation Process Change Proposal

DM presented a proposal from SGN on a revised MPRN Creation Process. The group were generally receptive to the proposal and requested that SGN “flesh out” the proposal.

Action 128: SGN to revise the proposal and add more detail.

Action 129: SGN to engage UIPs and other DNs by mid August in order to review the proposal, and then to present the final proposal at September’s Workgroup meeting.

7. A.O.B

7.1 Future Meetings of the Workgroup

LJ asked the group if they thought it would be appropriate to change the frequency of the meetings. The group agreed to align the meetings with the production of the S&U Bi-monthly Reports.

LJ also asked the group if they were happy for Xoserve to continue to host the meetings in Solihull, or if they thought each group member should have the opportunity to host the meeting at their organisation’s premises. The consensus was that the group was happy for Xoserve to continue to host the meetings in Solihull.

7.2 Dead Report

LJ reported that no comments had been received from shippers regarding the proposed data items on the Dead Report. The group agreed that the data items proposed by E.ON should be included in future reports.

Action 125: Xoserve to include new data items in the Dead Report

Next Meeting – 10.00, 19th September 2012

Proposed Agenda

- **Review Minutes from Last Meeting (18/07/12)**
- **S&U Statistics**
- **MPRN Creation Process**