

Meeting Details

Meeting Description:	Shipperless and Unregistered (S&U) Sites and MNo Creation Working Group	
Venue	Conference Rooms 5&6, 31 Homer Road, Solihull	
Meeting Date:	19 th September 2012 (10am)	
	<u>Name</u>	<u>Organization</u>
<u>Attendees</u>	Lee Jackson (LJ)	Xoserve
	Mark E. Smith (MES)	
	Alex Ross (AR)	Northern Gas Networks
	Chris Warner (CW)	National Grid Gas
	Andy Clasper (AC)	
	Caroline Forbes (CF)	
	Erika Melen (EM)	Scotia Gas Networks
	David Mitchell (DM)	
	Lisa Warnock (LW)	
	Sue Cropper (SC)	British Gas
	Nadina Johnson (NJ)	
	Lynne Fallon (LF)	
	Carol Lincoln (CL)	E.ON
	Colette Baldwin (CB)	
	Elaine Carr (EC)	Scottish Power
	Richard Vernon (RV)	Npower Ltd
	Anne Jackson (AJ)	SSE
	Gareth Evans (GE)	Waters Wye
	Andrew Archibald (AAr)	Dong Energy
	Aiysha Andrade (AAn)	
<u>Via Teleconference:</u>		
	Andrew Wallace (AW)	Ofgem
<u>Apologies</u>	Robert Cameron-Higgs	Wales and West Gas Networks
	Deborah Watson	Gazprom
	Joanna Ferguson	Northern Gas Networks
	Steve Mulinganie	Gaz Prom

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
123	Xoserve to review the S&U reporting process and investigate feasibility of the groups suggestions to rationalise and simplify the existing reports. 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.	Xoserve	Closed
115	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 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. Straw Man presentation DW to send e-mail to AW providing examples of sites with meters fitted without contracts in place Update: 6 th April no examples received as yet, to be provided Update 27 th July – DW to contact AW Update 6 th 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. Update 1 st February – No update from AW. LJ to contact AW for updates on the above issues. Update 18 th April – LJ has asked for an update from AW. AW was expected to attend the meeting but was unable to. Update 18th July – AW issued an apology as he was unable to attend this meeting.	LJ	Closed
120	Xoserve to conduct work on the legitimately unregistered sites dataset to identify further sites which may be included in similar group contracts. Update 18 th 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. Update 18 th July – LJ suggested that this approach could be included in a wider strategy that could incorporate the End User Letter Process. Update 19th September – This will be incorporated into Action 127	Xoserve	Closed

125	<p>All shippers to provide comments on data items proposed by E.ON to be included in the Dead Report.</p> <p>Update 18th July – No comments have been received regarding the Dead Report data items. The group agreed that the suggested changes should be implemented.</p> <p>Xoserve to investigate the possible implementation of the proposed changes to the Dead Report.</p> <p>Update 19th September – This action is being dealt with outside of the meetings as it is not within the scope of this group.</p>	All Shippers	Closed
128	<p>SGN to develop the proposal for a new MPRN Creation process.</p> <p>Update 19th September – DM and EM presented the latest version was presented to the group. Work will continue under Action 129.</p>	SGN	Closed

Outstanding actions from previous meetings

Ref.	Description	Action	Status
126	<p>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)</p> <p>Update 19th September – MES presented a proposal for desktop investigation (See Appendix 1). The group approved this approach with minor amendments and additions. Xoserve to proceed and report back to group at next meeting.</p>	Xoserve	C/fwd
127	<p>All Distribution Network representatives to discuss possible future Xoserve end user letter exercises.</p> <p>Update 19th September – DNs are in agreement that the resurrection of the EU Letter Process would be worth while. However, a firm detailed decision has not yet been made.</p> <p>All DNs to engage with Xoserve to finalise decision.</p>	All DNs	C/fwd
129	<p>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.</p> <p>Update 19th September – EM reported that the proposal had been presented to the UIP Forum. Feedback was obtained for future consideration which may impact on the design of the procedure.</p>	SGN	C/fwd

Actions from meeting held on 19/09/12

Ref.	Description	Action	Status
130	CW to investigate the Networks’ responsibility to visit Unregistered sites.	CW	OPEN
131	Xoserve to investigate the feasibility of using the Withdrawal date when producing age profiles for Shipperless Sites	Xoserve	OPEN
132	Xoserve to investigate the feasibility of presenting the statistics in a “Received, Cleared, Outstanding” format.	Xoserve	OPEN
133	Xoserve to start work on a sample of 100 Aged Unregistered sites using on the agreed methods based on the straw man from Action 126	Xoserve	OPEN
134	Xoserve to investigate the feasibility of reactivating the Planned (PL) Meter Point Status, so that new MPRNs are created as PL instead of Live (LI).	Xoserve	OPEN
135	EM agreed to arrange industry consultation on the proposed MPRN Creation Process change, via the Energy Network Association (ENA).	EM	OPEN
136	All to investigate the impact of the proposed MPRN Creation Process change on their organisations’ systems and processes and feedback any issues for the next Workgroup meeting.	All	OPEN
137	All Networks to investigate examples of MPRNs set to DE in error.	All Networks	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)

During a discussion on the responsibility for Networks to conduct site visits, AJ noted that there was a responsibility on the Networks to visit Shipperless sites 12 months after an isolation, but there did not seem to be any responsibility for them to visit Unregistered sites. CW agreed to investigate the Networks' responsibility in this area with the HSE. AW offered to support if necessary.

Action 130 – CW to investigate the Networks' responsibility to visit Unregistered sites.

3. Stats and Unregistered Reports

LJ ran through the industry statistics. (See Meeting Slides). LJ noted that the population had grown since the last Workgroup meeting. The largest increase was in the <12 months old population.

LJ presented additional information in the form of age profiles for relevant pots.

SC suggested that the Withdrawal date should be used instead of the MP Creation date when producing age profiles for Shipperless sites.

Action 131 - Xoserve to investigate the feasibility of using the Withdrawal date when producing age profiles for Shipperless Sites

AJ asked if it was possible to illustrate the "churn" of MPRNs in the statistics. LJ agreed to investigate the feasibility of presenting the statistics in a "Received, Cleared, Outstanding" format.

Action 132 - Xoserve to investigate the feasibility of presenting the statistics in a "Received, Cleared, Outstanding" format.

4. Strawman Proposal for Desktop Investigations into Aged MPRNs

MES presented a proposal for desktop investigation (See Meeting Slides and Appendix 1). The group discussed and approved this approach with minor amendments and additions.

AJ suggested that 100 MPRNs in the selected sample should be visited by the Networks; and that there would be little value in requesting MRA visits to Unregistered sites as MRA personnel had limited expertise in locating meterpoints for which no meter details were provided.

EM advised that these site visits would not be a top priority for Networks as they entered the winter period.

LJ suggested requesting MRA visits for the 100 and only requesting Network site visits where no conclusion could be reached after the MRA visit. AJ expressed the opinion that this would not be a suitable resource to use for this purpose.

Action 133 – Xoserve to start work on a selected sample from the Unregistered population.

5. Shipper Activity in the Legitimately Unregistered Pot

SC had expressed concern that the MPRNs were not subjected to Shipper Activity checks once they had been placed in the Legitimately Unregistered pot. LJ agreed to run Shipper Activity checks on the existing Legitimately Unregistered pot and presented the findings to the group.

It was shown that of the current 34, 903 in the pot, 0.05% showed activity in the C&D Store, and 0.4% showed Confirmation failures. The group agreed that the percentages were small enough to give confidence that the MPRNs were in the appropriate pot and agreed that no further work was required in this area.

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 an updated version of the proposal for a revised MPRN Creation Process. EM reported that the proposal had been presented at the latest UIP Forum. A few small concerns were raised, The main concern was that the proposed process would be a barrier to “speculative developments”. These are where developers develop a site without knowing who will eventually occupy the premises. The UIPs advised that developers would be reluctant to arrange a supply contract between themselves and a supplier as they would not actually be occupying the premises. The group discussed and agreed that if the developer wanted a supply installed at their development, then they should be responsible for it and must have a supply contract in place.

GH noted that a supply contract may become invalid or withdrawn. The group discussed and agreed that the onus should be on the shipper to ensure a valid contract is in place before engaging with Xoserve and a connections company.

AJ asked if it was possible to reactivate the Planned (PL) Meter Point Status, which would allow a shipper to confirm the site on UK-Link without being subject to charges. Charges would not be applied until the Meter Point Status was changed to Live (LI). LJ agreed to investigate the feasibility of this suggestion.

Action 134 – Xoserve to investigate the feasibility of reactivating the PL Meter Point Status.

The group agreed that further industry engagement was required.

Action 135 - EM agreed to arrange industry consultation via the Energy Network Association (ENA)

Action 136 – All to investigate the impact on their organisations systems and processes and feedback any issues for the next Workgroup meeting.

7. MPRNs Set to DE in Error

DW of Gazprom raised a concern (ahead of the meeting) regarding MPRNs being set to Dead (DE) in error. LJ presented the concerns in DW’s absence. The main concerns were that new MPRNs needed to be created; there is a possibility of discrepancies between organisations data; the necessity to interface with the end user and MAM to correct details; general creation of extra avoidable work. Examples were provided to the Networks for them to investigate

Action 137 – All Networks to investigate examples of MPRNs set to DE in error.

8. A.O.B.

8.1 SGN Analysis of “No Activity” Pot

LW present her analysis of the “No Activity” Pot that was issued in July 2012.

8.2 Defining Priorities

CF raised a question on how the group would define its priorities when addressing the S&U population. MES noted that previously the group had prioritised the MPRNs with the highest Aqs. LJ said that work recently carried out on the Legitimately Unregistered population would suggest that this was a lower priority.

A previous suggestion to target aged MPRNs was upheld and Xoserve (see Action 133)

Next Meeting – 10.30, 5th December 2012

Proposed Agenda

- **Review Minutes from Last Meeting (19/09/12)**
- **S&U Statistics**
- **MPRN Creation Process**
- **End User Lettering Update**