Meeting Details

Meeting Description:	Shipperless and Unregistered **(S&U)** Sites and MPRN Creation Working Group
Venue	Conference Rooms 5&6, 31 Homer Road, Solihull
Meeting Date:	1st November 2013 (10:30am)

	Name	Organization
Attendees	Suzanne Cullen (SC)	Xoserve
	Mark E. Smith (MES)	
	Dave Turpin (DT)	
	Dave Ackers (DA)	
	Mike Hart (MA)	
	Joanna Ferguson (JF)	Northern Gas Networks
	Alex Ross-Shaw (ARS)	
	Methab Afzal (MAf)	
	Chris Warner (CW)	National Grid Gas
	Andy Clasper (AC)	
	Alan Raper (AR)	
	Nigel Winnan (NW)	Wales and West Utilities
	David Mitchell (DM)	Scotia Gas Networks
	Lisa Warnock (LWa)	
	Erika Melen (EM)	
	Lee Wileman (LWi)	British Gas
	Sue Cropper (SCr)	
	Carol Lincoln (CL)	E.ON
	Helen Rafferty (HR)	
	Clair Millband (CM)	
	Emma Harrison (EH)	
	Ali Sykes (AS)	
	Richard Vernon (RV)	Npower
	Anne Jackson (AJ)	SSE
	Aiyesha Andrade (AA)	Dong
	Debbie Watson (DW)	Gazprom
	Richard Vernon (RV)	Npower
Via Teleconference:		
Apologies	Colette Baldwin	Eon
	Kevin Ridgway	SSE
	Lynne Fallon	British Gas
	Elaine Carr	Scottish Power

Archived Completed Actions

Ref.	Description	Action	Status
1-127, 128-146	**These actions have been completed and archived for future reference**		

Recently Closed Actions

Ref.	Date Raised	Description		Action	Status
147	01/07/13	Continued from Action 143. Xoserve to provide the shippers with the respective updates on the MPRNs reportedly set to DE in error. **Update 01/11/13 – Shippers were provided with all updates provided by Networks**		**Xoserve**	**Complete**
148	01/07/13	Xoserve to issue the communication templates to be used in the End User Letter trial, to the group members. **Update 01/11/13 – Templates were issued ahead of the start of the EU Letter Trial**		**Xoserve**	**Complete**
149	01/07/13	Xoserve to publish a timeline for the EU Letter trial **Update 01/11/13 – Timeline was presented at the meeting**		**Xoserve**	**Complete**
152	01/07/13	Xoserve to provide the updates from the Networks on MPRNs set to DE in error, to the relevant shippers.	**Update 01/11/13 – Actions were completed but further examples may be provided by Shippers to pass on to Networks for investigation. When Contacts have been provided by Shippers and Networks this can continue directly between Shippers and Networks as required.**	**Xoserve**	**Closed**
153	01/07/13	Shippers to provide examples to Xoserve, of MPRNs that have not been set to DE following service removal by the Network.		**All Shippers**	**Closed**
154	01/07/13	Xoserve to forward examples to the relevant Networks, of MPRNs that have not been set to DE following service removal by the Network.		**Xoserve**	**Closed**
155	01/07/13	Networks to investigate examples of MPRNs that have not been set to DE following service removal by the Network.		**All Networks**	**Closed**

Outstanding actions from previous meetings

Ref.	Date Raised	Description	Action	Status
150	01/07/13	All Shippers to provide contact details for Networks to use to provide pre-notifications of GSR site visits or end user letters. **Update – 01/11/13 Some Shippers have provided contact details as requested but many are yet to respond**	**All Shippers**	**Ongoing**
151	01/07/13	All Networks to provide contact details for Shippers to use to obtain further information on GSR site visits. **Update – 01/11/13 Some Networks have provided contact details as requested but some are yet to respond**	**All Networks**	**Ongoing**

Actions from meeting held on 01/11/13

Ref.	Date Raised	Description	Action	Status
156	01/11/13	The details of the plan to address the existing S&U population need to be finalized.	**All Networks and Xoserve**	**Open**

Minutes

1. Introductions

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

2. Actions from Previous Meetings

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

3. Stats and Unregistered Reports

SC presented the industry statistics. (See Meeting Slides).

SC also presented a proposed new format which would include data fields to show the number of S&U MPRNs that are under investigation by Shippers. (See Meeting Slides).

4. End User Letter Exercise Update

MES gave a summary of the work conducted on the End User Letter exercise and went on to present some analysis on the responses received from End Users and returns by Royal Mail; and the confirmation Status and Meter Point status of the MPRNs selected in the sample.
It was noted by NW that there was a significantly larger pot in the time span between 2005 – 2009, and this appeared to be partly due to the property crash, and developments not going ahead.

DA presented a case history of an MPRN which was included in the sample. This illustrated that investigation into S&U records can not be limited to issuing end user letters and would require an element of desktop and physical investigation, requiring local knowledge.

5. Response to Ofgem's Open Letter to Gas Distribution Networks (GDNs) on Tackling Unregistered Sites

EM (on behalf of all GDNs) presented the proposed plan of action to address the existing population of Shipperless and Unregistered sites. (See Appendix 1). The "Plan" includes an element of data cleansing by Shippers, UIPs and GDNs which should be completed before the End User lettering element.
The GDNs have raised a change order to engage Xoserve conduct the required activities. The first dataset will be issued to relevant parties by w.e. 10/11/13.

The plan was met with general approval by the Workgroup.

DA said that work was required on the detail of the plan. In particular what would the data cleansing work consist of; the wording of the End User letter would need to be agreed and the number of End User letters would have to be decided (1 letter or 2) and also if there would be a phased release of the population. DA also emphasized that sign-on was required by all parties.

Action 156 – GDNs to engage with Xoserve to finalize the details of the "Plan"

6. MPRNs set to DE in Error

DW presented several issues that Gazprom had encountered surrounding MP Status changes following service removals by the GDNs.
The issues included:
- GDNs not setting the MP Staus to DE following a service removal
- GDNs issuing correspondence to End Users and Gazprom regarding service removals with incorrect data

DW also questioned the scenarios when an MPRN would be created for a service.
NW responded to DWs concerns. He had responded to all examples previously submitted to him.
The group discussed the MPRN Creation scenarios and agreed that they were correct as presented. (See meeting Slides)

7. GDN Updates

LW gave a presentation on the work that SGN had conducted to reduce the number of MPRNs reaching the anniversary of their creation without a confirmation or being set to DE or EX. (See Appendix 2)

ARS gave a presentation on the work that NGN had conducted in the investigation and resolution of existing S&U MPRNs. (See Appendix 3)

DM gave a presentation on the measures that GDNs had put in place to address the root causes of S&U MPRNs. (See Appendix 4)

8. AOB

None

Next Meeting – (TBC)

Proposed Agenda: **Review Minutes from Last Meeting (01/11/13)**
                              S&U Statistics
                              End User Lettering Update