

### Meeting Details

<b>Meeting Description:</b>	Shipperless and Unregistered ( <b>S&amp;U</b> ) Sites and MPRN Creation Working Group	
<b>Venue</b>	Conference Rooms 5&6, 31 Homer Road, Solihull	
<b>Meeting Date:</b>	5 <sup>th</sup> December 2012 (10am)	
	<b><u>Name</u></b>	<b><u>Organization</u></b>
<b><u>Attendees</u></b>	Lee Jackson (LJ)	Xoserve
	Mark E. Smith (MES)	
	Darren Jackson (DJ)	
	Suzanne Cullen (SC)	
	Alex Ross-Shaw (ARS)	Northern Gas Networks
	Chris Warner (CW)	National Grid Gas
	Andy Clasper (AC)	
	Caroline Forbes (CF)	
	Alan Raper (AR)	
	Robert Cameron-Higgs (RCH)	Wales and West Gas Networks
	Nigel Winnan (NW)	
	Erika Melen (EM)	Scotia Gas Networks
	David Mitchell (DM)	
	Lee Wileman (LW)	British Gas
	Lynne Fallon (LF)	
	Andrew Morgan (AM)	
	Carol Lincoln (CL)	E.ON
	Colette Baldwin (CB)	
	Richard Vernon (RV)	Npower
	Anne Jackson (AJ)	SSE
	Gareth Evans (GE)	Waters Wye
	Andrew Archibald (AAr)	Dong Energy
	Aiysha Andrade (AAn)	
	Deborah Watson (DW)	Gazprom Energy UK
	Colin Fish (CFi)	P N Daly
	Will Nelson (WN)	Integrated Utility Services
	Louise Boccacciini (LB)	Squire Energy
	Ian Gilbertson (IG)	Morland Utilities
Andrew Wallace (AW)	Ofgem	
	<b><u>Via Teleconference:</u></b>	
<b><u>Apologies</u></b>	Joanna Ferguson	Northern Gas Networks
	Steve Mulinganie	Gaz Prom
	Nadina Johnson	British Gas
	Sue Cropper	British Gas

## Archived Completed Actions

Ref.	Description	Action	Status
1-125, 128	These actions have been completed and archived for future reference		

## Recently Closed Actions

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) Update 19 <sup>th</sup> 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. <b>Update 5<sup>th</sup> December – Findings were presented to the Workgroup. It was concluded that site visits would be required to validate the desktop investigation findings. Networks maintained that they were not in a position to conduct site visits at this time.</b>	Xoserve	Closed
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. Update 19 <sup>th</sup> 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.	SGN	Closed
130	CW to investigate the Networks’ responsibility to visit Unregistered sites. <b>Update 5<sup>th</sup> December – CW reported that the Networks were not obliged to visit Unregistered sites unless they received intelligence which suggested that gas was being consumed on site.</b>	CW	Closed
131	Xoserve to investigate the feasibility of using the Withdrawal date when producing age profiles for Shipperless Sites. <b>Update 5<sup>th</sup> December – Xoserve produced and presented statistics for Shipperless Sites, based on the Confirmation End Date.</b>	Xoserve	Closed
132	Xoserve to investigate the feasibility of presenting the statistics in a “Received, Cleared, Outstanding” format. <b>Update 5<sup>th</sup> December – Xoserve produced and presented Statistics in the requested “Received, Cleared and Outstanding Style”.</b>	Xoserve	Closed
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. <b>Update 5<sup>th</sup> December – Xoserve completed work and presented findings.</b>	Xoserve	Closed
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). <b>Update 5<sup>th</sup> December – Xoserve found that the PL status had been decommissioned and it was not possible to reinstate it within current systems.</b>	Xoserve	Closed
135	EM agreed to arrange industry consultation on the proposed MPRN Creation Process change, via the Energy Network Association (ENA). <b>Update 5<sup>th</sup> December – The proposed process was presented to the UIPs via the ENA. Representatives from UIPs were invited to attend the workshop so their views could be canvassed.</b>	EM	Closed

### Outstanding actions from previous meetings

Ref.	Description	Action	Status
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	C/Fwd
137	All Networks to investigate examples of MPRNs set to DE in error. <b>Update 5<sup>th</sup> December – Networks had nothing to report on this matter.</b>	All Networks	C/Fwd
127	All Distribution Network representatives to discuss possible future Xoserve end user letter exercises. Update 19 <sup>th</sup> 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. All DNs to engage with Xoserve to finalise decision. <b>Update 5<sup>th</sup> December – Networks stated that they would favour further dektop investigations. However, they would engage with Xoserve to discuss the possibilities of reintroducing the End User Letter process.</b>	All DNs	C/Fwd

### Actions from meeting held on 05/12/12

Ref.	Description	Action	Status
138	Xoserve agreed to republish the slides which described when a new MPRN would need to be created.	Xoserve	Open
139	Xoserve to investigate if UIPs can have access to Data Enquiry.	Xoserve	Open
140	Xoserve agreed to conduct analysis on a sample of 25 MPRN Creations to determine if any were created as a result of an MPRN being erroneously set to DE.	Xoserve	Open
141	Xoserve to consider different ways of presenting the Industry Statistics to demonstrate the levels of priority of the various pots.	Xoserve	Open
142	DNs to consider what actions they could complete to meet the requirements following the Desktop Data Cleansing Exercise conducted by Xoserve.	All DNs	Open

## Minutes

### 1. Introductions

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

### 2. MPRN Creation work group

#### **2.1 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.

#### **2.2 MPRN Creation Process Change Update**

DM and EM gave an update on the industry consultation for the proposed MPRN Creation Process. DM talked through the process flow diagram and delegates were invited to raise questions and comments. These are collated in **Appendix 1**.

IG reported that some DNs insist on a new MPRN for a service alteration. The group recalled that the scenarios for new MPRN creation had been discussed and resolved at a previous meeting and agreed to republish the findings.

**Action 138 – Xoserve to republish the slides that indicated when a new MPRN creation is required.**

IG noted that UIPs do not have access to all necessary Xoserve systems.

**Action 139 – Xoserve to investigate if UIPs can have access to Data Enquiry.**

#### **2.3 MPRNs Set to DE/EX in Error**

Action 137 was discussed. The DNs maintained that there was not a significant issue with MPRNs being set to DE in error.

LJ described the circumstances under which Xoserve would set an MPRN to DE. These were solely at the request of a Shipper, and only conducted after validation and after confirmation from the relevant DN that the service is DEAD.

DW stated that she had done some analysis of a small sample of MPRN creation requests (MNCs) and found that 50% of the small sample was created because an existing MPRN had been set to DE in error.

**Action 140 - Xoserve agreed to conduct analysis on 25 valid MNCs to determine why the requests were required.**

### 3. Actions from Previous Meetings

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

### 4. Stats and Unregistered Reports

LJ presented through the industry statistics. (See Meeting Slides).

Previous Action 131 - LJ presented age profiles for Shipperless Sites using the Confirmation End Date instead of the MPRN Creation Date.

Previous Action 132 – LJ presented statistics in a “Received, Cleared, Outstanding” format.

CW asked if it was necessary to include the numbers of Legitimately Unregistered and Created <365 in the Shipperless and Unregistered statistics. AJ said that it is useful to see the whole Shipperless and Unregistered population presented in the statistics.

**Action 141 – Xoserve agreed to examine ways to present the statistics to meet both requirements.**

### 5. Population Cleansing “Strawman” Proposal Update

LJ presented an update on the desktop investigations that Xoserve conducted to determine whether “Aged” MPRNs could be set to EX “en mass”. (See meeting Slides)

It was found that no decision could be reached without a site visit for 71% of the sample of 100 MPRNs.

AJ raised an issue that the Networks had agreed to visit the sites relating to the sample of 100 MPRNs to verify the findings from the desktop exercise. The Networks reported that they were not currently in a position to conduct the site visits.

LF suggested that site visits could be conducted on 27 sites from the sample. The Networks maintained that they were not in a position to conduct any site visits.

**Action 142 – Networks to discuss what activities they could conduct to meet the requirements of the exercise.**

## **6. End User Letter Update**

LJ gave an update on the End User Letter Exercise. The previous exercise revealed a 20% Nomination / Confirmation Rate. This was encouraging and it was suggested in the last meeting to continue with further End User Lettering. Xoserve engaged with the DNs to discuss the way forward and were advised by the DNs that funding would not be available for this work.

The group maintained that this would be worth pursuing. All DNs agreed to engage with Xoserve to consider reintroducing the End User Letter process.

## **7. Shipperless and Unregistered “Pot” Priorities**

LJ suggested that due to time constraints, this agenda item should be carried forward to the next meeting. The group agreed.

## **8. AOB**

**None.**

**Next Meeting – 10.00, 5<sup>th</sup> March 2012**

## **Proposed Agenda**

- **Review Minutes from Last Meeting (05/12/12)**
- **S&U Statistics**
- **MPRN Creation Process**
- **End User Lettering Update**