



Shipperless & Unregistered Sites Work group

Terms of Reference

Purpose and Objectives

A collective cross-industry working group required to enable and drive discussion, creating the opportunity to improve processes/procedures in the following aspects:

- (1) Collectively establish and execute activities to correct the current Shipperless & Unregistered datasets recorded within the central systems.
- (2) Understanding the potential and known root causes to gain consensus for solutions, addressing any process deficiencies.

Background

The Shipperless & Unregistered Work group was established in 2007 following ongoing industry discussions via various forums. In February 2012 the group was re-launched and in a backdrop of much industry change the Terms of Reference document was reviewed. Bringing us to 2017 following the implementation of Project NEXUS and the replacement of the UKLink system the time was right to again refresh the scope and objectives of this workgroup.

A populace still exists of Shipperless & Unregistered (S&U) sites, as well as a potential population of sites (consuming gas) with attributes that are not recorded within the central systems. A site can be erroneously classified as S&U for a number of reasons (or combination thereof) including;

- Industry arrangements: UNC obligations, *RGMA flows & meter notifications*
- Data quality issues: *Address errors (ie. Plots)*
- Industry behaviour: *Submission of RGMA update flows & cross party communications*

The impacts of the S&U population can exacerbate wider industry issues such as safety, crossed meters, duplicate MPRN's, incorrect settlement allocation & erroneous inflation of the theft population.

Scope

This Work group has been established to address the above objectives utilising Licence, UNC and non-UNC instruments as appropriate.

Deliverables

It is imperative that the Work group operates together as a 'Partnership' to deliver process improvements and ultimately a reduction in the volume of S&U sites. In order to achieve these goals the following activities will take place;

Function 1

The Work group will agree and execute activities to investigate and remedy the known S&U populations. This could include more effective handling/provision of associated datasets.

Function 2

The Work group will take a steer from Regulatory bodies and wider Industry objectives to ensure that the causes of S&U sites are remedied, *potentially* via physical disconnection. Furthermore, the Work group will need to maintain sufficient processes and obligations to mitigate against a re-emerging population.

Function 3

The Work group will document and maintain its key findings and associated actions and circulate to the appropriate Gas Governance work streams in order to keep relevant parties informed. It is intended that the Work group will recommend solutions that can be taken forward for approval by the appropriate industry governance committee. *NB. Any funding requirements would need to be appropriately sanctioned.*

Composition

The Work group has been designed to be an open Industry forum. Invites will be issued to regular attendees and any appropriate individuals who register an interest, details of all meetings and output will be published on the Joint Office website (Industry Information / Central Data Services Provider / Unconfirmed Sites Workgroup). It is the intention that representatives from Gas Distribution Networks and Shippers, as a minimum would be in attendance.

Timetable

It is proposed that this Work group will recommence its work directly following the 6th October 2017 meeting.

The Work group frequency shall commence on a six-monthly basis with scope and flexibility to alter as circumstances and requirements of attendees demand.

The agenda for each Work group will be published one month prior to the meeting date (where at all possible) and the associated material will be shared by D-5 at the latest.

Meeting minutes/actions will be published on the Joint Office website by D+10 of the meeting date.