# Meeting Details

| Meeting Description: | Shipperless and Unregistered **(S&U)** Sites Working Group | |
|---|---|---|
| **Venue** | Conference Rooms 5&6, 31 Homer Road, Solihull | |
| **Meeting Date:** | 24th March 2016 | |
| | **Name** | **Organisation** |
| **Attendees** | Lee Jackson **(LJ)** | Xoserve |
| | Mark E. Summersmith **(MES)** | |
| | Dave Ackers **(DA)** | |
| | Dave Turpin **(DT)** | |
| | Tahera Choudhury **(TC)** | |
| | Richard Cresswell **(RC)** | |
| | Geoff Moss **(GM)** | SSE |
| | Jessica Yuen **(JY)** | |
| | Lee Wileman **(LWi)** | British Gas |
| | Steve Coller **(SC)** | |
| | Lee Parkes (**LP**) | |
| | Lisa Warnock **(LWar)** | Scotia Gas Networks |
| | Liz Wassall **(LWas**) | National Grid |
| | Shiv Singh (**SS**) | |
| | Olga Batsari **(OB)** | Wales and West Utilities |
| | Joanna Fergusson (JF) | Northern Gas Networks |
| **Apologies** | Sue Cropper | British Gas |
| | Carol Glasier | Scotia Gas Networks |
| | Chris Warner | National Grid |
| | Andy Clasper | National Grid |
| | Alex Ross-Shaw | Northern  Gas Networks |
| | Chris Bingham | British Gas |
| | Debbie Watson | Gazprom |
| | | |

## Archived Completed Actions

| Ref. | Description | Action | Status |
|---|---|---|---|
| 1-165, 167, 168, 171, 172, 173 | **These actions have been completed and archived for future reference.** | | |

## Outstanding actions from previous meetings

| Ref. | Date Raised | Description | Owner | Update |
|---|---|---|---|---|
| 166 | 17/09/2014 | Networks to influence the UIPs about the timely submission of FOM contacts. Influence UIPs to not select 'Multi Service' unless it is truly an additional service entering a property. Re-affirm the importance of 'Tagging' the meter point.<br>Update 09/11/15: Discussed at SUWG. MNC process change proposal should close this gap.<br>**Update 24/03/16: Discussed at SUWG. It was agreed that this action can be closed. Statistics on this will be presented at the SUWG and monitored.** | **Networks** | **Closed** |
| 169 | 01/12/2014 | Networks to determine a process / procedure to determine responsibility for a Meter at a Shipperless site.<br>Update 09/11/15: Update to be provided. Unified response to Ofgem to be drafted<br>**Update 24/03/16: Individual Networks are developing their own processes to deal with this. LWar to check with David Mitchell if SGN has drafted the response to Ofgem on behalf of all Networks.** | **Networks** | **Carried Forward** |
| 170 | 09/03/2015 | Correct Governance route to be established to facilitate validation of proposed changes to MNC process tabled by National Grid.<br>**Update 24/03/16: The new MNC process has been agreed and will be implemented imminently. (See SUWG Slides)** | **National Grid** | **Closed** |
| 174 | 09/11/2015 | Xoserve to come back to the group with actions being taken at a higher level to resolve the LDZ mismatch issue.<br>**Update 24/03/16: Steps are being taken by the Nexus Data Cleansing Team to resolve the issue in the UK-Link replacement. Xoserve has engaged with all Networks and requested a dataset giving all postcodes that they expect to see in their portfolios. This will be used to correct all mis-allocated MPRNs in the new system. Xoserve to find out who the relevant Network contacts are for this activity.** | **Xoserve** | **Closed** |

| 175 | 09/11/2015 | Xoserve to look into changing the legitimately unregistered pot to match the other streamlined pots and contain the same data.<br>**Update 24/03/16: This would be a cosmetic change. MES has compared the data fields in the existing Legitimately Unregistered Report against the other reports. We would not be able to populate many of the fields that exist in the other reports (as the data is not available as the sites have never been confirmed). However, new additions to the LU Report would contain the data that they contained in the source report. Proposed report format was agreed.**<br>**LWil asked if this report could be issued to Shippers as well as Networks. The group agreed this would be beneficial.**<br>**LWar asked if it was possible to do some sort of Age analysis on the LU dataset. MES advised that the only dates available to base this on are MPRN Creation Date and the date when the record was added to the LU dataset. Xoserve to investigate the feasibility and benefits.**<br><br>**Update Post Meeting: Legitimately Unregistered Report has been changed to the agreed format and this will be issued to Shippers as well as Networks from April 2016.** | **Xoserve** | **Closed** |

**Actions from meeting held on 24/03/15**

| Ref. | Date Raised | Description | Owner | Status |
|------|-------------|-------------|-------|--------|
| 176 | 24/03/2016 | LWar to check with David Mitchell if SGN has drafted the response to Ofgem on behalf of all Networks, regarding process / procedure to determine responsibility for a Meter at a Shipperless site. | **LWar (SGN)** | **Open** |
| 177 | 24/03/2016 | Xoserve to find out who the relevant Network contacts are for the Network mis-allocation cleansing activity. | **Xoserve** | **Open** |
| 178 | 24/03/2016 | Xoserve to investigate the feasibility and benefits of producing an age profile of the Legitimately Unregistered dataset. | **Xoserve** | **Open** |
| 179 | 24/03/2016 | RC to investigate the feasibility of including a communication to the Networks when MPRNs are created as part of the new MNC Creation process. | **Xoserve** | **Open** |
| 180 | 24/03/2016 | LJ to find out how MPRNs will be created once the creation process reaches "all the nines". | **Xoserve** | **Open** |
| 181 | 24/03/2016 | Attendees to consider future agenda topics and/or presenting initiatives or success stories to the group. | **All** | **Open** |
|  |  |  |  |  |

<p style="text-align: center;">**Minutes**</p>

## 1. Introductions

LJ welcomed the group presented the agenda items. Introductions across the group were carried out as new attendees were present.

LJ informed the group that both he and MES will be in attendance at future work groups, replacing Tom Brine and Katherine Towlson.

## 2. Actions from Previous Meetings

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

## 3. S&U Statistical Information

LJ presented the latest S&U statistical information. (See meeting slides)

## 4. MAM Portfolio Comparison Exercise

TC presented information on the MAM Portfolio Comparison Exercise related to Shipperless and Unregistered Data. (See meeting slides)

## 5. MNC and FOM Data

LJ presented statistics on the submission of MNC and FOM MPRN Creation Contacts (See meeting slides). LJ pointed out that the submission of both of the Contact types has remained relatively constant over the last 12 months. LJ showed that the submission percentage of MNC and FOM Contacts where the Multi Service Indicator has been selected has fallen considerably over the past year. This indicates that work conducted by Networks and Shippers to influence this has paid off. The group agreed that this should be presented at future SUWG Meetings and the situation should be monitored.

## 6. MNumber Creation Process

RC gave a presentation on the new MNC MPRN Creation Process. (See meeting slides)
The group asked questions regarding SLAs and timings of the new process. RC advised that no SLAs had been advised and the timings of the process relied on the quality of data supplied by Shippers when the MNC requests were submitted.
LWar asked if the Networks could be informed when MPRNs were created as part of the new process. RC agreed to investigate the feasibility of including this extra communication to the Networks.
LWar questioned the term "fast track" with regards to some of the data items required for an MNC request. RC advised that this merely meant that providing the specific data items would potentially reduce the amount of time required by the Networks to investigate and give a response to requests.
OB stated that End User contact details should be mandatory, but the group agreed that this was not always possible. Nevertheless, it should be encouraged to provide these details if they are available.

## 7. AOB

LWas raised a concern that she was having difficulty in getting address amendments performed on Shipperless Sites. DA described two methods that the Networks could adopt to achieve this. Either raise an "ADD" Contact via CMS including the last registered Shipper's SSC or ask Xoserve to do it on the Network's behalf via an email to [ewenquiries.spa@xoserve.com](mailto:ewenquiries.spa@xoserve.com).
DA emphasised that it is the responsibility of Shippers to ensure that the address data is correct for MPRNs on their portfolios.

LWas raised a concern that she was having difficulty in getting duplicate MPRNs set to EX. A group discussion confirmed that the appropriate method for Networks to get MPRNs set to EX was by sending the relevant details on a spreadsheet via email to [ewenquiries.spa@xoserve.com](mailto:ewenquiries.spa@xoserve.com). The discussion highlighted that there was a system issue which prevented MPRNs from being set to EX if they have assets attached. A suggestion was made that, when these instances occur, the MPRN could be set to DE.

LWar asked how MPRNs would be created once MPRNs reached "all the nines". It was suggested that an extra digit would be added to the naming convention but LJ agreed to put the question to the UKLink Programme for a definitive answer.

LJ asked the group for feedback on the future of the SUWG. LJ wanted to know what topics should be included in future agendas. LJ invited group members to submit agenda items for future meetings which could include updates on initiatives that their respective organisations have taken with regards to reducing the current population of Shipperless and Unregistered Sites, and preventing creating more erroneously Shipperless and Unregistered Sites.

LJ also asked how frequently the group should meet. The group agreed that a 6-monthly meeting would be sufficient, as issues could be raised independently of the SUWG between meetings. However, it was agreed to reconvene in July 2016 due to the poor attendance at the March meeting, and to facilitate a timely review of the new MNC Process.

LJ thanked the group for their attendance and contribution, and wished everyone a safe journey home.

# Next Meeting: July 2016