

### Meeting Details

<b>Meeting Description:</b>	Shipperless and Unregistered Sites Working Group
<b>Meeting Date:</b>	19 <sup>th</sup> October 2011
<b>Attendees:</b>	<p>Alison Jennings (AJe) Xoserve, Mark Woodward (MW) Xoserve, Karen Anthony (KA) Xoserve, Carol Lincoln (CL) EON, Katy Carpenter (KC) EON, Danielle Fynney (DF) EON, Erica Melen (EM) SGN, Alex Ross (AR) NGN, Chris Warner (CW) NGrid, Sue Cropper (SC) BG, Nadina Johnson (NJ) BG, Steve Mulinganie (SM) Gazprom, Katherine Porter (KP) EDF, Lynne Fallon (LF) BG, Dave Ackers (DA) Xoserve</p> <p><b>Via Teleconference:</b></p> <p>Andrew Wallace (AW) Ofgem, Phil Hall (PH) NPower, Naomi Anderson (NA) EDF</p>
<b>Apologies:</b>	Joel Martin NGN, Simon Trivella WWU, Dave Watson BG, Anne Jackson SSE

### Archived Completed Actions

Ref.	Description	Action	Status
1-98, 101 & 104	<b>These actions have been completed and archived for future reference</b>		

### Recently Completed Actions

Ref.	Description	Action	Status
93(in part), 99, 100, 103, 106 & 107	<b>These actions have been completed October 2011 onwards</b>		

### Actions from meeting held on 03/11 /10

Ref.	Description	Action	Status
93	<p><b><u>Strawman presentation</u></b></p> <p><b>ACTN:</b> DW to send e-mail to AW providing examples of sites with meters fitted without contracts in place            Update: 6<sup>th</sup> April no examples received as yet, to be provided            Update 27<sup>th</sup> July – DW to contact AW  <b>Update 6<sup>th</sup> 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.</b></p>	DW	C/Fwd

### Actions from meeting held on 08/06/2011

Ref.	Description	Action	Status
102	<p><b>ACTN:</b> MW to provide volumes on 'meter worker' provided C&amp;Ds.            Update: 27<sup>th</sup> July MW to provide figures to the group at next meeting  <b>Update: 19<sup>th</sup> October – Carry Forward</b></p>	MW	C/Fwd

**Actions from meeting held on 27/07/2011**

Ref.	Description	Action	Status
105	AJ advised that we have had no comments at all on draft unregistered report and would hope to have the draft document published on Joint Office by the end of June.  <b>ACTN:</b> AW raised issue surrounding funding, networks to give this issue some consideration. <b>Update: 27<sup>th</sup> July AW to consider proposals enabling Networks to recover revenue for unregistered sites. Group to give some thought as to where this issue should sit.</b>	Networks	C/Fwd
	<b>ACTN: Ref point 1 of slide – 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</b>	AW	C/Fwd
	<b>ACTN: Issue raised surrounding C&amp;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&amp;D issues. AW to discuss internally at Ofgem the possibility of strengthening governance surrounding C&amp;D obligations and to identify current C&amp;D obligations</b>	AW	C/Fwd
	<b>ACTN: Ref point 2 of slide – some customers are registered with a shipper but not a supplier; more an issue on IGT sites but could also happen on DN sites – would DN be prepared to disconnect supplier-less sites? Group to discuss</b> <b>Update: 19<sup>th</sup> October MW to go back to Anne Jackson (SSE) for further clarity on this issue, although CL stated that this also happens in her organization on IGT sites</b>	MW	C/Fwd
108	JM suggested a data exercise for shippers to provide entire portfolios to be checked against Xoserve data for comparison. The size of some shippers' portfolios gave issue for concern although JM suggested only one or two shippers to participate initially perhaps with limited data items. <b>ACTN: DW to look at providing this data within his organisation and look at possible issues and potential benefits – to report back to group.</b>	DW	C/Fwd

**Actions from meeting held on 19/10/2011**

Ref.	Description	Action	Status
109	SM highlighted large AQ sites contained within Orphaned Report that look to be incorrect and challenged Xoserve to investigate sites that look to be incorrect in terms of AQ. AJ responded that it should not be Xoserve's responsibility to verify AQ on individual sites although MW stated that some very high level AQ analysis is carried out (referred group to stats in pack). AJ reiterated that if Shipper's are aware of sites within their own reports that look erroneous they should respond to Xoserve as per normal process. <b>ACTN: 19<sup>th</sup> October MW to carry out some analysis on the AQs in the Orphaned Table (perhaps top 10 AQs and bottom 10 AQs) against the original request</b>	MW	
110	Further to the age analysis stats provided in the presentation pack, MW agreed to provide the associated volumes. <b>ACTN: 19<sup>th</sup> October MW to provide volumes against age analysis stats</b>	MW	

111	<p><b>MPRN Creations (please refer to presentation pack for scenarios)</b></p> <p>AJ and MW discussed the MPRN Creation Workgroup and advised that going forward, the discussions and resulting actions will be incorporated into the Shipperless and Unregistered Workgroup. MW gave overview of scenarios and the conclusions reached by the group so far.</p> <p>Group also discussed where the MPRN creation guidelines should sit for reference by UIPs e.g. SPA, GIRS etc.  <b>ACTN: 19<sup>th</sup> October AW to give this further consideration</b></p> <p>Group discussed the issue of labeling by UIPs, AW stated that there is a requirement on Transporters to label services; however HSE may be able to provide more information.  <b>ACTN: 19<sup>th</sup> October MW to contact HSE to gain further understanding of the regulation surrounding the labeling of services, AW offered Ofgem’s support if required</b></p> <p>MW highlighted issues surrounding the eliminating/decommissioning of old services. Whilst there is an obligation on Networks to set the MPRN to ‘dead’ this doesn’t always happen. There also appears to be some confusion from some UIPs; when they have carried out the physical works on the service, they are unsure who they should communicate the information to.  <b>ACTN: 19<sup>th</sup> October Networks to speak to their respective UIPs to determine the process that they are currently following.</b></p> <p><b>ACTN: 19<sup>th</sup> October reference scenario E, group to discuss further the isolation of the existing MPRN</b></p> <p>AW prompted discussion surrounding obligations on Shippers to change addresses (as detailed in scenario F of presentation pack).  <b>ACTN: 19<sup>th</sup> October MW to locate the document detailing obligations and possibly communicate to Shipper community</b></p> <p>Reference scenario F, SC raised concerns regarding Xoserve being made responsible to alter addresses in this example (her concern also included potential AQ issues). Her preference would be for Xoserve to notify the shipper so that they are responsible to change the address where required.</p>	AW  MW  Networks  All  MW	
112	<p>MW ran through the timings for MPRN requests; Options 1 to 5 of presentation pack</p> <p><b>ACTN: 19<sup>th</sup> October Group to give further consideration to the 5 options ready to be discussed during next meeting – to be included on the agenda for the next meeting</b></p>	All	
113	<p>AJ discussed the root cause document and the likelihood of this document resulting in further workgroups/Mods.</p> <p><b>ACTN: AJ encouraged group to provide any relevant comments to the draft root cause document to DA to take forward as part of the hand-over process</b></p>	All	
114	<p>KC advised that her organization are currently looking at the ‘Dead’ portfolio and would like to bring any resulting issues for discussion at this working group.</p> <p>Post meeting, details were provided to MW.</p> <p><b>ACTN: 19<sup>th</sup> October MW to investigate further</b></p>	MW	

## Minutes

### **1. Introductions**

Introductions were carried out.

### **2. Actions from Previous Meetings**

MW ran through all previous actions.  
See Updates Above.

### **3. Stats and Unregistered reports**

MW ran through the industry stats including additional stats captured in previous minutes.

### **4. AOB**

None

**Next Meeting: To be Confirmed**