

UNC Distribution Workgroup Minutes
Thursday 28 March 2024
via Microsoft Teams

Attendees		
Dan Simons (Chair)	(DS)	Joint Office
Niamh Holden (Secretary)	(NH)	Joint Office
Andy Clasper	(AC)	Cadent
Catriona Ballard	(CB)	Brookgreen Supply
Charlotte Gilbert	(CG)	BU-UK
David Addison	(DA)	CDSP
David Mitchell	(DM)	SGN
Edward Allard	(EA)	Cadent
Ellie Rodgers	(ER)	CDSP
Fiona Cottam	(FC)	CDSP
Helen Bevan	(HB)	PAFA
Josie Lewis	(JL)	CDSP
Louise Hellyer	(LH)	Total Energies Gas & Power
Mark Jones	(MJ)	SSE
Rebecca Hailes	(RHa)	Joint Office
Susan Helders	(SH)	NGN
Steve Mulinganie	(SM)	SEFE Energy Limited
Tracey Saunders	(TS)	NGN

Please note these minutes do not replicate/include detailed content provided within the presentation slides, therefore, it is recommended that the published presentation material is reviewed in conjunction with these minutes. Copies of all papers are available at: <https://www.gasgovernance.co.uk/Dist/280324>.

1. Introduction and Status Review

Dan Simons (DS) welcomed everyone to the meeting.

1.1 Approval of Minutes (22 February 2024)

The minutes of the previous meeting were approved.

1.2 Approval of Late Papers

No late papers to approve.

1.3 Review of Outstanding Actions

There were no outstanding actions.

1.4 Modifications with Ofgem

The Chair advised that a report was available on the Ofgem website at <https://www.ofgem.gov.uk/publications/code-modificationmodification-proposals-ofgem-decision-expected-publication-dates-timetable> dated 23 February 2024 and shows the expected decision dates for all Modifications currently awaiting an Ofgem decision.

- **UNC859** – Approval made; implementation date not yet decided.
- **UNC856** – Approval made; implementation date not yet decided.
- **IGT169** – Approval made; IGTs to confirm implementation date.
- **UNC857** – Update to be provided in next meeting.
- **UNC842** – Awaiting decision.

Charlotte Gilbert (CG) advised that they were currently waiting for IGT172, and they will be looked at together by Ofgem.

Rebecca Hailes (RHa), noted that several other Modifications have also gone to Ofgem for decision since the last publication of the Ofgem report, and provided a summary:

- **UNC854** – Went to the Authority on Friday 22 March, awaiting decision.
- **UNC841** – Went to the Authority on Friday 22 March, awaiting decision.
- **UNC852** – Went to the Authority on Friday 22 March, awaiting decision.
- **UNC861S** – Went to the Authority on Friday 22 March, awaiting decision

1.5 Pre-Modification discussions

1.5.1 Add Specific roll-over functionality for the AUG Table 2025/26

Ellie Rodgers (ER) provided the Workgroup with an overview of the proposed Modification.

The intention is to allow the AUG table, which has been created for 2025/2026, to roll over and be effective for a further two years.

ER explained that Modification 0868 was raised in February 2024, which seeks to extend the current annual process for the production of the AUG Statement to a 3 yearly process. This means there could be a change in the scope of the AUG compared to the 'as-is' scope. The roll over of the table would allow for the development and outcome of Modification 0868 to be determined whilst remaining compliant with the requirement to have an AUG table, without proceeding with a procurement event which has a potentially redundant requirement.

ER noted that they hope to implement this change within 3 months, explaining that it is time sensitive as the procurement process is due to commence in May 2024.

RHa questioned whether this was being raised as an alternative to 0868. ER confirmed it was not and advised that should 0868 be rejected, the proposed Modification could still be implemented.

For further information, please see the published [drafted pre-modification](#).

1.5.2 Minor amendment to the Vacant Site exit process & 0819 Legal Text re-numbering

ER provided an overview of the proposed Modification, explaining that following the Ofgem approval of Modification 0819, they have identified conflicting obligations within the Business Rules and drafted Legal Text.

ER set out the intention of the proposed Modification in two points, the first being that that Business Rule 7 states that where the AQ of a Vacant Site has been reduced to 1, the extended exit process applies. This process is not in-keeping with the Vacant site entry criteria. It is proposed that 0819 Business Rule 7 is amended to address this issue.

SM questioned whether this was a matter of status, ER confirmed that the Vacant status would be removed at the effective date rather than the AQ go live date. ER advised that a visual workflow would be provided within the next meeting to help explain the process in more detail.

ER advised that the second point detailed the need to update and re-number the Legal Text for Modification 0819. This is due to Modification 0816S going live in February and would take into account the most up to date version of the Code.

CG asked whether this would necessitate any change to IGT168. ER confirmed it would not.

ER advised that the Modification was being proposed as Self-Governance, noting that only minor changes were being made to ensure process alignment. ER noted their hope to implement the change within 3 months, in order to align with Modification 0819.

For further information, please see the published [Slides](#).

2. CSS REC Consequential Changes Update

David Addison (DA) provided an update on REC Changes being considered currently.

R0067 – DA noted that the final CSS implementation happened in Mid-March. DA advised that it worked well for areas of functionality, and the CDSP is able to test responses to live examples of missing messages. DA advised that REC were closing down the project and they continue to use the resend functionality in the production system. DA noted that they had not seen any incidents but if there are any there is the ability to deal with them which could be tested in the future.

R0148 – DA advised the CDSP had responded to the request to classify the data and he understood from the REC Code Manager that they are starting to discuss how the open data catalogue will be implemented. DA noted that the CDSP expects to have sight of and undertake a further review of the data items in due course.

3. Workgroups

3.1. 0851R - Extending the Annually Read PC4 Supply Meter Point (SMP) read submission window

(Report to Panel 18 July 2024)

<https://www.gasgovernance.co.uk/0851>

3.2. 0862 - Amendments to the current Unidentified Gas Reconciliation Period arrangements

(Report to Panel 16 May 2024)

<https://www.gasgovernance.co.uk/0862>

4. Distribution Workgroup Change Horizon

Please note that the specifics of this report can be reviewed at <https://www.gasgovernance.co.uk/Dist/280324>; as such, they are not replicated here.

Josie Lewis (JL) provided a brief overview of the presentation slides to the Workgroup noting the following updates:

- Modification 0811S was delivered on 24 February 2024
- Modification 0816S was delivered on 24 February 2024.

- Modification 0865s was delivered on 8 March 2024.
- Modification 0842 was recommended by Panel on 21 March 2024 and is now subject to Ofgem approval.
- Modification 0841 was recommended by Panel on 21 March 2024 and is now subject to Ofgem Approval.

JL suggested that an additional tab is added to the current table to capture the Transmission Modifications that are going through implementation, noting that they would not provide background but just dates of approval.

The Workgroup discussed the inclusion of the additional tab within the report. SM questioned whether this would be also implemented on the update provided at the Transmission Workgroup with Distributions implementation dates being included. ER advised that National Gas Transmission provide the update at the Transmission Meeting. SM noted that he thought this would be useful addition.

Tracey Saunders (TS) expressed concern regarding the need for the table to be up to date. TS suggested that it may be useful to have the document published on the Joint Office website as a live document and therefore discrepancies would be easier to see.

RHa advised that the Joint Office do have their own internal version and is happy to consider this offline. ER agreed to take this away and discuss offline.

5. Product Class Review

JL advised the Workgroup that the Product Class Review was same position as last month. JL explained that due to a number a critical Modifications being progressed, the focus has been put on them. JL advised that they hope to bring an update to the next Workgroup with a Pre-Modification for review.

6. Issues

No Issues were raised.

7. Any Other Business

7.1. Repurposed Networks

CG advised that the AOB item had been brought up within another Workgroup and it was suggested that it also be brought to the Distribution Workgroup.

CG advised that the IGT's had been looking internally at the future of gas and what would happen if networks were repurposed. CG was keen to understand scenarios where a meter had been removed and was no longer required.

CG noted that ER had previously mentioned RGMA flows and was keen to understand whether there was a field within the ONJOB flow that indicated where a meter had been removed and was no longer required and whether this field was being utilised.

ER advised that an ONJOB is a flow from supplier, and where there is a meter removal that the notification triggers a new GSR process that the Networks manage.

TS asked whether the issue is something that should instead be taken to the REC Metering Workgroup for discussion. CG advised that some of her colleagues have spoken with REC but were not sure what stream it would fall under.

TS suggested that CG provided her with an overview of the issue offline, which TS could then raise at the REC Metering Workgroup on CG's behalf.

ER requested that any feedback also be provided to the CDSP so that they can pre-empt any potential CDSP data request.

7.2. Final AUG Statement

FC advised the Workgroup that the Final AUG statement has been completed and was due for publication on 31 March 2024. FC advised there would be a walkthrough of the table on 12 April 2024.

SM questioned whether it had changed from the previous Gas Year. FC advised that no analysis had been completed yet.

RHa noted that the Final AUG statement had been published on the Joint Office website: [Final AUG Statement 2024/25](#).

This will be considered for approval at the next UNCC meeting on 18 April 2024. If approved the Table will apply from 01 October 2024.

8. Diary Planning

Further details of planned meetings are available at:

<https://www.gasgovernance.co.uk/events-calendar/month>

Time / Date	Paper Publication Deadline	Venue	Workgroup Programme
10:00 Thursday 25 April 2024	5 pm Wednesday 17 April 2024	Microsoft Teams	<ul style="list-style-type: none">Standard Agenda including Modification Workgroups relating to Distribution Workgroup
10:00 Thursday 23 May 2024	5 pm Wednesday 15 May 2024	Microsoft Teams	<ul style="list-style-type: none">Standard Agenda including Modification Workgroups relating to Distribution Workgroup

UNC Workgroup 0815R
Extending the Annually Read PC4 Supply Meter Point (SMP) read submission Window
Thursday 28 March 2024
via Microsoft Teams

Attendees		
Rebecca Hailes (Chair)	(DS)	Joint Office
Niamh Holden (Secretary)	(NH)	Joint Office
Andy Clasper	(AC)	Cadent
Catriona Ballard	(CB)	Brookgreen Supply
Charlotte Gilbert	(CG)	BU-UK
David Mitchell	(DMi)	SGN
David Morley	(DMo)	Ovo Energy
Dan Simons	(DS)	Joint Office
Edward Allard	(EA)	Cadent
Ellie Rodgers	(ER)	CDSP
Fiona Cottam	(FC)	CDSP
Helen Bevan	(HB)	PAFA
Josie Lewis	(JL)	CDSP
Louise Hellyer	(LH)	Total Energies Gas & Power
Mark Jones	(MJ)	SSE
Susan Helders	(NGN)	NGN
Steve Mulinganie	(SM)	SEFE Energy Limited
Tracey Saunders	(TS)	NGN

This Workgroup meeting will be considered quorate provided at least two Transporter and two Shipper User representatives are present.

Please note these minutes do not replicate/include detailed content provided, therefore it is recommended that the published material is reviewed in conjunction with these minutes. Copies of all papers are available at: <https://www.gasgovernance.co.uk/0851/280324>.

The Workgroup Report is due to be presented at the UNC Modification Panel by 18 July 2024.

1. Introduction and Status Review

Rebecca Hailes (RHa) welcomed all parties to the meeting and confirmed the meeting was quorate.

1.1 Approval of Minutes (22 February 2024)

The minutes of the previous meeting were approved.

1.2 Approval of Late Papers

No late papers to approve.

1.3 Review of Outstanding Actions

1201: PAC to consider whether they want staggered benchmarks and if so, does the suggestion on slide 5 work for PAC? If not, can PAC suggest anything else. Consideration of wording in TPD Section M 5.9.4.

Update: Carried Forward.

2. Review Discussion

2.1. Assessment of any data available and any further data required

The Proposer, David Morley (DMo), advised that the Modification had been drafted and they were awaiting the results of the Request for Information (RFI).

RHa requested clarification on the timescale for the submission of the RFI. Helen Bevan (HB) advised that it first would go to PAC to review the results in May 2024 and then could be considered in the following Workgroup. DMo questioned whether it would still get consideration, Steve Mulinganie (SM) noted that the RFI wasn't raised to delay the Modification and shouldn't cause any particular issues.

HB provided the rationale for it being brought to PAC in May, explaining that this timeframe allows PAC to collate the necessary analysis. HB advised that she would take this away and discussion could be had on whether it would be feasible to bring it to PAC in April 2024. DMo stated that it could be tabled for April 2024 and then be deferred if data had not been received.

2.2. Workgroup assessment of options for a Modification

The Workgroup discussed the options for a Modification. DMo provided an overview of what the Modification proposes, explaining that they are looking to expand the Meter Read window to enable more valid reads to be entered into settlement and therefore decrease the settlement imbalance, unbilled Unidentified Gas, reduce the number of manual AQ fixes, reduce repeated costs for additional site visits, and save time and money spent on must-reads.

DMo advised they were currently awaiting the data from the RFI and then look to include this data within the drafted Modification. DMo noted that they are currently only proposing one Business Rule, which can be overlaid with the data from RFI, and the values can be provided within the next Workgroup.

The Workgroup reviewed the drafted Modification. ER advised that there were points she would like to raise offline for discussion with DMo.

When discussing BR1, RHa advised that PAC don't currently have the ability to monitor against these staggered benchmarks. FC noted that they can currently only monitor retrospectively due to the use of the word obtained: "Valid Meter Readings **obtained** by a User". RHa questioned whether this was the proposer's intention.

DMo noted that he would be led by PAC and questioned whether they could raise Modifications. ER advised that they can't but can request reports and can suggest modifications which can be taken forward by others. DMo suggested that PAC should be asked what approach they would like to take.

SM argued that they would first need to know what the Modification looked like and suggested waiting for the RFI results as this could provide more context. RHa agreed that it should be kept as a Draft until receipt of RFI data.

Relevant Objectives

RHa questioned whether improving settlement was a competition matter (Relevant Objective d)). DMo advised he would take this point away to think about.

3. Development of Review Group Report

Deferred to 25 April 2024.

4. Next Steps

The Workgroup will await the result of the RFI.

5. Any Other Business

No other business was raised.

6. Diary Planning

0851R Meetings are listed at: <https://www.gasgovernance.co.uk/0851>

Further details of planned meetings are available at: www.gasgovernance.co.uk/events-calendar/month

Time / Date	Paper Publication Deadline	Venue	Workgroup Programme
10:00 Thursday 25 April 2024	17:00 Wednesday 17 April 2024	Microsoft Teams	<ul style="list-style-type: none"> Review of Drafted Modification Review of Legal Text
10:00 Thursday 23 May 2024	17:00 Wednesday 15 May 2024	Microsoft Teams	<ul style="list-style-type: none"> TBC

0841 Action Table						
Action Ref	Meeting Date	Minute Ref	Action	Reporting Month	Owner	Status Update
1201	11/12/2023	2.0	PAC to consider whether they want staggered benchmarks and if so, does the suggestion on slide 5 work for PAC? If not, can PAC suggest anything else. Consideration of wording in TPD Section M 5.9.4.	December 2023	PAC	Carried Forward

UNC Workgroup 0862
Amendments to the current Unidentified Gas Reconciliation Period
arrangements
Thursday 28 March 2024
via Microsoft Teams

Attendees		
Dan Simons (Chair)	(DS)	Joint Office
Niamh Holden (Secretary)	(NH)	Joint Office
Andy Clasper	(AC)	Cadent
Catriona Ballard	(CB)	Brookgreen Supply
Charlotte Gilbert	(CG)	BU-UK
David Mitchell	(DMi)	SGN
Edward Allard	(EA)	Cadent
Ellie Rodgers	(ER)	CDSP
Fiona Cottam	(FC)	CDSP
Helen Bevan	(HB)	PAFA
Josie Lewis	(JL)	CDSP
Louise Hellyer	(LH)	Total Energies Gas & Power
Mark Jones	(MJ)	SSE
Rebecca Hailes	(RHa)	Joint Office
Susan Helders	(NGN)	NGN
Steve Mulinganie	(SM)	SEFE Energy Limited
Tracey Saunders	(TS)	NGN

This Workgroup meeting will be considered quorate provided at least two Transporter and two Shipper User representatives are present.

Please note these minutes do not replicate/include detailed content provided, therefore it is recommended that the published material is reviewed in conjunction with these minutes. Copies of all papers are available at: <https://www.gasgovernance.co.uk/0862/280324>.

The Workgroup Report is due to be presented at the UNC Modification Panel by 18 April 2024.

1. Introduction and Status Review

Dan Simons (DS) welcomed all parties to the meeting.

Steve Mulinganie (SM) provided a brief overview of the Modification, explaining that it proposes amendments to the current Unidentified Gas Reconciliation Period arrangements to reconcile UIG to the same months that the energy originated from (instead of smearing over the previous 12 months).

1.1 Approval of Minutes (22 February 2024)

The minutes of the previous meeting were approved.

1.2 Approval of Late Papers

No late papers to approve.

1.3 Review of Outstanding Actions

0201: CDSP (FC/ER) to consider the inclusion of a 4-month fictional UIG Reconciliation example in the Annex Slides.

Update: Ellie Rodgers (ER) advised that this action had been completed, noting that Fiona Cottam (FC) had reviewed the Annex Slides and provided a 4-month example to allow variation and additional context. ER advised that the slides had been updated and can be found at: <https://www.gasgovernance.co.uk/0862/280324>

Action: Closed.

0202: JO to submit a formal Legal Text request to Cadent at the next UNC Panel Meeting on 21 March 2024.

Update: DS advised that a formal Legal Text request had been made.

Action: Closed.

2. Amended Modification

No Amendments to the Modification were presented.

3. Review of Processes

Refer to Section 4.0 for the discussion on Business Rules Development.

4. Business Rules Development

SM advised that the Business Rules are relatively simple, in that there is only one to consider. SM noted that following feedback from Kathryn Adeseye (KA), Business Rule 2 had been removed to provide additional clarity.

ER shared the amended Business Rule text with the Workgroup and noted the following amendments:

- **Removal of BR2:** *This Change is to the UIG reconciliation period and will not result in changes to meter point reconciliation.*
 - SM noted that BR2 is covered within BR1 Note 3 and therefore is not needed.
- **Addition of BR1 Note 5:** *For the avoidance of doubt, it is anticipated that the new UIG Reconciliation Period will be effective from the Modification implementation date. For avoidance of doubt, this means that no transitional arrangements to implement this Modification will be required.*
- **Addition of BR1 Note 6:** *For the avoidance of doubt, LDZ Offtake Reconciliations, as defined in the UNC TPD E7.3 and other reconciliation processes that currently feed the UIG smear will adhere to the new logic. This means that they will be calculated for the impacted months (which could include months from the current billing month back to the LIS date). This is anticipated to happen as a result of update the UIG Reconciliation Period stated within TPD E.7.1.2.*

SM noted that they were not introducing any change, but these were useful notes for the Legal Text provider. ER agreed, stating that it helps ensure that the first round of Legal Text drafting is as thorough and encompassing as possible.

ER noted that the simplicity of the Business Rules reflect that the Modification proposes a simple change.

5. Legal Text Review

Deferred to 25 April 2024.

6. Development of Workgroup Report

DS shared the draft Workgroup Report with the Workgroup, raising points where further discussion or amendment may be needed.

DS questioned whether it was still believed that the Retail Energy Code (REC) would be impacted by the implementation of the Modification. SM believed this was put in as a check point, however, did not believe there would be any significant impact on the REC. FC advised that there is nothing changing in terms of the retail arrangements, and therefore did not believe it would impact REC. DS agreed to remove this from the Report.

When discussing Cross Code impact, SM advised that there may be impact to the IGT UNC to consider but this was subject to confirmation. Charlotte Gilbert (CG) agreed to raise this once draft Legal Text had been produced.

New Action 0301: CG to consider the potential impact on IGT Code, following review of Legal Text.

Governance

DS verified with the Workgroup that the Proposers assessment that Authority Direction is warranted for this Modification. ER noted her support of this. There were no further comments from the Workgroup.

Impacts & Other Considerations

When discussing Consumer Impacts, the Workgroup agreed that the existing arrangements lead to the smearing of UIG over the last 12 months despite it relating to a different period and this is a difficult concept to explain and to forecast for Consumers.

DS questioned whether it was still believed that there would be no impact on PAC. FC confirmed that it doesn't create any new shipper obligation which PAC would have to respond to, therefore believed it had no impact.

DS verified that there were no EU Code Impacts with the Workgroup.

DS noted that there was a preliminary Rough Order of Magnitude (ROM) produced, questioning whether a further ROM was required. ER advised that nothing had changed since the preliminary ROM, suggesting that the provisional statement and reference to further ROM could be removed and the preliminary ROM could be resubmitted.

New Action 0302: CDSP (ER) to resubmit ROM following removal of provisional statement and references to further ROMs being produced.

Relevant Objectives

DS questioned whether the Workgroup agreed with the Proposers assessment of the impact on the Relevant Objectives. No responses were received.

SM noted that the Report should state that no responses were received, instead of the Workgroup agreed as it fetters discretion. SM stated that this amendment would give parties flexibility when submitting responses.

Annex Slides

The Workgroup discussed the inclusion of the Annex slides within the Workgroup Report. It was agreed that each slide should be included as they provide further context to the Modification.

DS noted that a copy of the drafted Review Group report is published at: <https://www.gasgovernance.co.uk/0862/280324> and that an updated version will be produced.

7. Next Steps

- Review Legal Text.
- Determine timeline for implementation of Modification.

8. Any Other Business

No other business was raised.

9. Diary Planning

0862 Meetings are listed at: <https://www.gasgovernance.co.uk/0862>

Further details of planned meetings are available at: www.gasgovernance.co.uk/events-calendar/month

Time / Date	Paper Publication Deadline	Venue	Workgroup Programme
10:00 Thursday 25 April 2024	17:00 Wednesday 17 April 2024	Microsoft Teams	• Review of Legal Text
10:00 Thursday 23 May 2024	17:00 Wednesday 15 May 2024	Microsoft Teams	• TBC

0862 Action Table						
Action Ref	Meeting Date	Minute Ref	Action	Reporting Month	Owner	Status Update
0201	22/2/2023	3.0	CDSP (FC/ER) to consider the inclusion of a 4-month fictional UIG Reconciliation example in the Annex Slides.	March 2024	CDSP (FC/ER)	Closed

0862 Action Table						
Action Ref	Meeting Date	Minute Ref	Action	Reporting Month	Owner	Status Update
0202	22/2/2023	4.0	JO to submit a formal Legal Text request to Cadent at the next UNC Panel Meeting on 21 March 2024.	March 2024	JO	Closed
0301	28/3/2024	6.0	IGTs (CG) to consider the potential impact on IGT Code, following review of Legal Text.	May 2024	IGTs (CG)	Pending
0302	28/3/2024	6.0	CDSP (ER) to resubmit ROM following removal of provisional statement and references to further ROMs being produced.	April 2024	CDSP (ER)	Pending