

UNC Workgroup 0776S Minutes
Revision of the Modification Panel Meeting Location Requirement in
the Modification Rules
Monday 11 October 2021
via Microsoft Teams

Attendees		
Kate Elleman (Chair)	(KE)	Joint Office
Maitrayee Bhowmick-Jewkes (Secretary)	(MBJ)	Joint Office
Andy Clasper	(AC)	Cadent
Guv Dosanjh	(GD)	Cadent
Lavinia Mistreanu	(LM)	E.ON
Mark Jones	(MJ)	SSE
Oorlagh Chapman	(OC)	Centrica
Phil Lucas	(PL)	National Grid
Steve Mulinganie	(SM)	Gazprom
Tracey Saunders	(TS)	Northern Gas Networks

Copies of all papers are available at: www.gasgovernance.co.uk/0776/111021

The Workgroup Report is due to be presented at the UNC Modification Panel by 21 October 2021.

1.0 Introduction and Status Review

Kate Elleman (KE) welcomed everyone to the meeting.

1.1. Approval of Minutes

The minutes from 01 September 2021 were approved.

1.2. Approval of Late Papers

None to approve.

2.0 Amended Modification

KE advised that an amended Modification had been submitted.

Phil Lucas (PL) presented a change marked version of the Modification, highlighting the amendments to the Modification. PL noted these included:

- The addition of a three-month notice requirement regarding any change of the UNC Modification Panel meeting location.
- The addition of a requirement that the Modification Panel will take place in a location in Great Britain.

The Workgroup accepted and approved the amendments.

3.0 Consideration of Legal Text

PL advised that the Legal Text and Legal Text commentary had now been provided and added to the Modification.

The Workgroup reviewed the Legal Text and agreed that the Legal Text delivered the intent of the solution.

4.0 Conclusion of Workgroup Report

KE presented the draft Workgroup Report and advised that if approved it could be presented to the UNC Modification Panel on 21 October 2021.

The Workgroup considered the impact assessments, and these were captured in the Workgroup Report.

The main discussion points are noted below:

- Significant Code Reform (SCR): No impact.
- Consumer Impacts: No impact aside from a minor cost efficiency based on Panel Members' locations and its impact on travelling to the Panel meeting.
- Cross-Code Impact: KE asked the Workgroup if any other Industry Code would be impacted by the UNC Modification Panel's location being changed. The Workgroup advised they did not believe so and agreed that there was no Cross-Code impact.
- Central Systems Impact: none
- Panel Questions:

1. Proof of capability around communication technology for each location

The Workgroup acknowledged that assessing the capability of technology was not a requirement for this Modification but noted that it was necessary to assess this for this Modification to be implemented.

KE advised that the Joint Office's new facilities include new communication systems which are set up specifically for a mix of in person and online meeting attendees. KE added that the Joint Office staff had been using these facilities for Panel meetings.

The Workgroup agreed that for any change in location, the Joint Office should test the communications.

Tracey Saunders (TS) suggested that it would be difficult to comment on the communication systems at each location until they were being used.

Steve Mulinganie (SM) noted that whilst the testing of communication systems at meeting locations was not a requirement of the Modification, it was essential to provide assurance that these arrangements, at any new Panel meeting location, would stand up to scrutiny. TS agreed with this view.

2. How will hybrid working be reflected in solution

SM advised that the Modification Panel would want the Joint Office to demonstrate how the hybrid arrangements will work and whether or not these arrangements will be inferior to the previous and/or current arrangements for meetings.

The Workgroup discussed this and agreed that the Joint Office would need to provide some evidence of this. A suggestion was made that a trial run, rather than an actual Panel meeting would be beneficial to test the arrangements.

PL noted that whilst he understood the practical concerns regarding technology and the question on how the hybrid working is reflected in the Modification's solution, the arrangements to be put in place are incumbent on the Joint Office and the incentive is therefore on the Joint Office to develop these arrangements.

KE noted PL's comment and suggested that the Joint Office can test the solution for the Modification. KE advised that the Joint Office is currently collating Panel Members' preference on attending Panel meetings in the future and an update will

be provided at the October Panel meeting. KE added that Independent Panel Chair had suggested the Panel Members should meet in person once every quarter. KE agreed these arrangements were separate from this Modification and noted that the Joint Office was in the process of developing them further.

SM suggested that it would be beneficial if the Joint Office produced an assessment or carried out an assurance function regarding Panel meeting arrangements.

KE agreed with this suggestion and confirmed that the Joint Office would produce an outline of the Panel meeting assurance criteria alongside this Modification at the October Panel.

The Workgroup agreed the criteria would include, but not be limited to the following:

- Meeting arrangements,
- Testing of the communication systems, including:
 - o Sound quality,
 - o Connectivity.
- Facilities at different locations,
- Effective voting (Joint Office to explore online voting technology),
- How meetings will be delivered outside London,
- Consideration of hybrid meetings, including
 - o Ability to have a successful hybrid meeting
 - o Experience and engagement of Panel Members

3. Impact of other workgroups

KE suggested that amending the Panel meeting arrangements did not have any impact on any other workgroup. The Workgroup members agreed with this view.

TS noted that previously hybrid workgroup meetings were not very effective and suggested that if the implementation of this Modification was successful, the same practices can be put in place for other UNC workgroups.

The Workgroup agreed with this view.

- Workgroup Impact Assessment: Covered under Panel Questions.
- Rough Order of Magnitude (ROM): N/A as this Modification has no Central Systems impact.
- The Workgroup agreed this Modification positively impacted Relevant Objective f) *Promotion of efficiency in the implementation and administration of the Code.*

5.0 Any Other Business

None.

6.0 Diary Planning

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

No further workgroup meetings will take place.