

**UNC Workgroup 0811S Minutes  
Shipper Agreed Read (SAR) exceptions process  
Thursday 28 July 2022  
via Microsoft Teams**

Attendees		
Alan Raper (Chair)	(AR)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Vera Li	(VL)	Joint Office (Observing)
Ben Hanley	(BH)	Northern Gas Networks
Ben Mulcahy	(BM)	Northern Gas Networks
Claire Louise Roberts	(CLR)	ScottishPower
Clare Manning	(CM)	E.ON Energy
Dave Addison	(DA)	Xoserve
David Mitchell	(DM)	SGN
Hursley Moss	(HM)	Cornwall Insight
Kate Lancaster	(KL)	Xoserve
Louise Hellyer	(LH)	Totalenergies Gas & Power
Mark Jones	(MJ)	SSE
Oorlagh Chapman	(OC)	Centrica
Steve Mulinganie	(SM)	SEFE Marketing & Trading Limited
Tracey Saunders	(TS)	Northern Gas Networks

Copies of all papers are available at: [www.gasgovernance.co.uk/0811/280722](http://www.gasgovernance.co.uk/0811/280722)

The Workgroup Report is due to be presented at the UNC Modification Panel by 20 October 2022.

## 1.0 Outline of Modification

Steve Mulinganie (SM) provided an overview of the Modification which seeks to provide a remedy for SARs that have failed to be progressed, (“exceptions”), within a reasonable period to be proactively managed by the Central Data Services Provider (CDSP). He highlighted that this Modification would not be a review the entire Shipper Agreed Reads (SAR) process; it is a very specific Modification.

SM further explained the Modification would provide a remedy for SARs that have failed to be progressed, (exceptions), within a reasonable period and would be administered by the CDSP.

Alan Raper (AR) agreed this is a well-developed Modification and the Workgroup Report development can be started at the next meeting in August 2022.

**New Action 0107:** SEFE Marketing & Trading Limited (SM) to provide some worked examples in the form of a process flow diagram.

Mark Jones (MJ) asked, in relation to domestic business customers, some of the SARs come through on a part of the business which could have been sold a few years ago, this presents the scenario where a Shipper can be expected to sign off a SAR when they are not the legal owner of when the dispute occurred.

SM advised this may be covered in the flow diagram that will be provided by action 0107 and may be covered by Business Rule 5:

*BR5: The non-submitting User will be given [20] Supply Point System Business Days (SPSBDs) from the point of the CDSP notification to appeal the [Proposed Agreed*

*Opening Meter Read] submitted. For the avoidance of doubt, the only valid reason to appeal the [Proposed Agreed Opening Meter Read] is where the non-submitting User believes they have not previously agreed to the read.*

**New Action 0207:** All Shippers to review the Business Rules within the Modification and provide comments to August 2022 Workgroup meeting.

## 2.0 Initial Discussion

### 2.1. Issues and Questions from Panel

None raised.

### 2.2. Initial Representations

None received.

### 2.3. Terms of Reference

The standard UNC Workgroup Terms of Reference will apply and is available at [www.gasgovernance.co.uk/mods](http://www.gasgovernance.co.uk/mods).

## 3.0 Next Steps

AR confirmed development of the Workgroup Report will commence at the 25 August 2022 Workgroup meeting.

## 4.0 Any Other Business

None.

## 5.0 Diary Planning

Further details of planned meetings are available at: [www.gasgovernance.co.uk/events-calendar/month](http://www.gasgovernance.co.uk/events-calendar/month)

Workgroup meetings will take place as follows:

Time / Date	Paper Publication Deadline	Venue	Programme
Thursday 10:00 25 August 2022	5pm 16 August 2022	Microsoft Teams	Standard Agenda
Thursday 10:00 22 September 2022	5pm 13 September 2022	Microsoft Teams	Standard Agenda

**Action Table (as at 28 July 2022)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Reporting Month	Status Update
0107	28/07/22	1.0	SEFE Marketing & Trading Limited (SM) to provide some worked examples in the form of a process flow diagram.	SEFE Marketing & Trading Limited (SM)	August 2022	Pending
0207	28/07/22	1.0	All Shippers to review the Business Rules within the Modification and provide comments to August 2022 Workgroup meeting.	All Shippers	August 2022	Pending