

**UNC Workgroup 0664V Minutes  
Transfer of Sites with Low Valid Meter Reading Submission  
Performance from Classes 2 and 3 into Class 4**

**Thursday 22 April 2021**

**via Teleconference**

<b>Attendees</b>		
Alan Raper (Chair)	(AR)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Andy Clasper	(AC)	Cadent
Carl Whitehouse	(CW)	Shell Energy
Chris Hooper	(CH)	E.ON Energy
Claire Manning	(CM)	E.ON Energy
Dan Simons	(DS)	Gemserv
Dave Mitchell	(DM)	SGN
David Addison	(DA)	Xoserve
Ellie Rogers	(ER)	Xoserve
Guv Dosanjh	(GD)	Cadent
Hilary Chapman	(HC)	SGN
Kate Lancaster	(KL)	Xoserve
Kirsty Dudley	(KD)	E.ON Energy
Mark Jones	(MJ)	SSE
Richard Pomroy	(RP)	Wales & West Utilities
Steve Mulinganie	(SM)	Gazprom Energy
Tracey Saunders	(TS)	Northern Gas Networks

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0664/220421>

The Final Modification Report 0664VV(S) is due to be presented at the UNC Modification Panel by May 2021

## 1. Introduction and Status Review

Alan Raper (AR) welcomed all to the Workgroup and advised that the proposer has submitted a second variation request which includes justification that this modification should now follow a self-governance route. Should UNC Panel determine that it meets the self-governance criteria, the varied modification would become Modification 0664VVS.

### 1.1. Approval of Minutes (25 March 2021)

The minutes from the 25 March 2021 Workgroup meeting were approved.

### 1.2. Review of outstanding actions

**Action 1201:** Review draft Varied Modification 0664VV - SSE (MJ) to update the draft Modification 0664VV taking into consideration the various points raised by the Workgroup.

**Update:** This has been received and will be considered during agenda item 2.0. **Closed**

**Action 1202:** Review draft Varied Modification 0664VV - SSE (MJ), Xoserve (DA) and Cadent (AC) to discuss the legal text implications surrounding the proposed changes to the draft Modification 0664VV and consider the functionality of a staged implementation.

**Update:** See Action 1201, amended modification and legal text has now been received and will be reviewed as part of agenda item 2.0. **Closed**

## 2. Review updated draft Varied Modification 0664VV

AR showed onscreen the draft version of Modification 0664VV v1.0 dated 18 March 2021 and highlighted the changes:

- Addresses referring to Shipper and Supplier combination rather than just Shipper,
- Solution for lock-out period withdrawn (rule 13),
- Self-governance.

TS asked what happens if a Site is in Class 2 with a Network Exit operator Agreement (NExA).

DA suggested he can provide a report for flagged NExA Sites and their current class. He explained that if a Site is forced out of Class 2, there would be a 2-month lockout period. TS added that even if within the window of being able to nominate, (as-in Modification 0665 – Changes to Ratchet Regime), there is a requirement to provide daily reads. DA confirmed, provided the User does not proactively change Class, it could be included as a step within Xoserve's processes to identify them.

TS added that where there are non-Class 1 Sites with a NExA, it appears that Transporters each manage these type of sites differently, with one installing their own data-loggers.

AR clarified that he would request a 1-month extension at May UNC Panel in order to allow time to change the Variation Request and Legal Text to incorporate the point raised by TS.

Workgroup considered if this Variation should be classed as material or non-material and the view was that variation should be considered material.

On a separate governance point, MJ commented that all concerns from the consultation have been addressed, therefore, he is suggesting this should proceed as a self-governance modification.

It was noted that the REC v3 Significant Code Review text defaults any sites not meeting the Class 1 requirement but without a recorded DM SOQ / SHQ details into Class 4. However, there is no 2-month lock-out period for this type of class change.

**New Action 0401:** Proposed, MJ to submit amended Modification to incorporate if a Site is in Class 2 with a Network Exit operator Agreement (NExA).

**New Action 0402:** Legal Text provider, Cadent, to submit revised Legal Text to incorporate if a Site is in Class 2 with a Network Exit operator Agreement (NExA).

## 3. Consideration of Revised Legal Text for 0664VV

As the Legal Text requires amendment, this will be considered at the May 2021 Workgroup.

## 4. Completion of Variation Request for May 2021 Panel Submission

AR confirmed the details within the Variation:

- Addresses referring to Shipper and Supplier combination rather than just Shipper,
- Solution for lock-out period withdrawn (rule 13),
- Self-governance.

## 5. Next Steps

AR summarised the next steps to be:

- Request a 1-month extension at May UNC Panel.
- Submission of an amended Variation Request.
- Review the revised Legal Text
- Produce a Supplemental Report to summarise the changes.

## 6. Any Other Business

None

## 7. Diary Planning

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

Time / Date	Venue	Workgroup Programme
Thursday 10:00 27 May 2021	Teleconference	<ul style="list-style-type: none"> <li>• Submission of an amended Variation Request.</li> <li>• Review the revised Legal Text</li> <li>• Produce a Supplemental Report to summarise the changes.</li> </ul>

**Action Table (as of 22 April 2021)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1201	11/12/20	3.0	<i>Review draft Varied Modification 0664VV - SSE (MJ) to update the draft Modification 0664VV taking into consideration the various points raised by the Workgroup.</i>	SSE (MJ) & Xoserve (DA)	<b>Closed</b>
1202	11/12/20	3.0	<i>Review draft Varied Modification 0664VV - SSE (MJ), Xoserve (DA) and Cadent (AC) to discuss the legal text implications surrounding the proposed changes to the draft Modification 0664VV and consider the functionality of a staged implementation.</i>	Cadent (AC), SSE (MJ) & Xoserve (DA)	<b>Closed</b>
0401	22/04/21	2.0	Proposer, MJ to submit amended Modification to incorporate if a Site is in Class 2 with a Network Exit operator Agreement (NExA).	Proposer, MJ	<b>Pending</b>
0402	22/04/21	2.0	Legal Text provider, Cadent, to submit revised Legal Text to incorporate if a Site is in Class 2 with a Network Exit operator Agreement (NExA)	Legal Text provider, Cadent	<b>Pending</b>