

**UNC Workgroup 0664 Minutes  
Transfer of Sites with Low Read Submission Performance from  
Class 2 and 3 into Class 4**

**Thursday 12 December 2019**

**at Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA**

**Attendees**

Rebecca Hailes (Chair)	(RH)	Joint Office
Karen Visgarda (Secretary)	(KV)	Joint Office
Andy Clasper	(AC)	Cadent
Carl Whitehouse*	(CW)	Shell Energy Retail
Derek Clark	(DC)	Contract Natural Gas
Edd Fyfe*	(EF)	SGN
Fiona Cottam	(FC)	Xoserve
Kirsty Dudley*	(KD)	E.ON
Laura Claringbold*	(LC)	Contract Natural Gas
Lorraine O'Shaughnessy	(LO)	Joint Office
Lorna Lewin*	(LL)	Orsted
Louise Hellyer	(LH)	Total Gas & Power
Luke Reeves*	(LR)	EDF Energy
Mark Jones	(MJ)	SSE
Mark Palmer*	(MP)	Orsted
Richard Pomroy*	(RP)	Wales & West Utilities
Rob Johnson*	(RJ)	Waters Wye Associates
Rose Kimber	(RKi)	Contract Natural Gas
Stephanie Clements*	(SC)	Scottish Power
Steven Britton*	(SB)	Cornwall Insight

*\*via teleconference*

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0664/121219>

The Workgroup Report is due to be presented at the UNC Modification Panel by 20 February 2020.

**1. Introduction and Status Review**

The meeting was confirmed to be quorate.

**1.1. Approval of Minutes (26 November 2019)**

The minutes from the previous meeting were approved.

**2. Amended Modification v9.0 (December)**

Mark Jones (MJ) explained that he had produced a draft amended Modification v8.1 for Workgroup discussion prior to submitting the formal v9.0. He then provided an overview to the specific areas that had been changed which focused on Business Rule (BR) 4 and BR 12. He confirmed following further discussions he would shortly submit a formally amended v9.0 of the Modification.

**3. Consideration of ROM Request as per Amended Modification v9.0 (December)**

MJ said that he had been in discussions with Dave Addison at Xoserve and that once the final amended Modification v9.0 was available, then Xoserve would confirm the ROM costs.

#### 4. Review of Legal Text (December)

Andy Clasper (AC) provided an overview of the draft Legal Text and explained a new paragraph had been included in Section M 5.17.1 and he also verbalised the Legal Text Commentary.

A general discussion took place concerning the communications process for the PAC to use when they have decided on the Minimum Percentage Requirement level each year and Fiona Cottam (FC) proposed it could be undertaken in the same way the AUG presently communicated, whereby the information was submitted to the Joint Office and was then published and communicated to the Industry via the Joint Office. MJ concurred with this suggestion.

AC continued to move through the Legal Text drawing attention to the specific areas that had been amended or re-worded. He added that due to the Workgroup discussions which took place at the meeting, the Legal Text would need to be updated to reflect the changes in the Modification.

A brief general discussion took place regarding the implementation date and MJ said that he would be directed by Ofgem following the Panel decision.

#### 5. Development/Finalise Workgroup Report

RH overviewed the Workgroup Report and stated that she would make the required changes to update this once the formally amended Modification v9.0 was received.

**New Action 1201:** Joint Office (RH) to update the Workgroup Report once the formally amended Modification v9.0 had been received.

A brief general discussion took place concerning the Consumer Impacts section regarding moving out of Class 2 and then into Class 4 and it was agreed that there could be some impacts to consumers, however that this was a difficult area to define exactly and was dependent on individual situations and contractual arrangements. Derek Clark (DC) said that there could be future impacts with changes to the consumers SOQs and the pricing for Class 2 and Class 4.

#### 6. Review of Outstanding Actions

**Action 1006:** Joint Office to request ROM for ~~v8.0~~ v9.0 Modification 0664.

**Update:** RH requested this action be carried forward. **Carried forward**

**Action 1007:** Xoserve (FC) to consider and provide a ROM for Modification 0664.

**Update:** FC requested that this action was now closed, and noted that the ROM was in progress. **Closed.**

**Action 1101:** SSE (MJ) to include the changes to the PARR Report (A and B parts) within the Modification or as an appendix to aid clarity in relation to the Shipper PARR Report.

**Update:** MJ requested that this action was carried forward as the forthcoming v9.0 of the Modification would have the PARR specification included in it. **Carried forward.**

**Action 1102:** CNG (RKi) and Xoserve (FC/JR) to look at the DDP and investigate if it would be possible to filter by supplier to assist with the needs of Modification 0664.

**Update:** RKi confirmed she was now on Data Discovery Platform (DDP) BETA Team and that she had raised this point and so the Supplier filter functionality was now going to be included in Drop1, however she requested this action was carried forward until this had been implemented. **Carried forward**

**Action 1103:** SSE (MJ) to produce the amended Modification v9.0, to encompass the changes as discussed in the Workgroup.

**Update:** MJ said this was action was to be carried forward waiting the submission of the formally amended Modification v9.0. **Carried forward.**

**Action 1104:** CNG (LC) to expand the Initial Representation to incorporate the areas within the UNC in relation to reporting.

**Update:** RKi requested this action be carried forward as this initial Representation was still being updated. RH said that once it had been received it would be published on the main 0664 webpage. **Carried forward**

**Action 1105:** SSE (MJ) to produce a document which outlines the salient outstanding points and queries from Dentons in relation to the Legal Text for inclusion in the Workgroup Report.

**Update:** MJ said this action could now be closed as this document had been produced. **Closed**

**Action 1106:** SSE (MJ) to propose the PAC Document 8 to hold configurable tables and for these to be included within Modification 0674 - Performance Assurance Techniques and Controls

**Update:** RH confirmed that this action was no longer relevant and so could now be closed. **Closed**

## 7. Next Steps

RH confirmed the next steps for the January meeting, these were:

- Review of Amended Modification v9.0
- Review of Legal Text
- Review of ROM
- Finalise Workgroup Report.

## 8. Any Other Business

None.

## 9. 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	Venue	Workgroup Programme
10:30 Tuesday 21 January 2020	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	<ul style="list-style-type: none"> <li>• Review of Amended Modification v9.0</li> <li>• Review of Legal Text</li> <li>• Review of ROM</li> <li>• Finalise Workgroup Report.</li> </ul>

**Action Table (as at 12 December 2019)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1006	22/10/19	2.0	Joint Office to request ROM for <del>v8.0</del> v9.0 Modification 0664.	Joint Office (HC)	<b>Carried forward</b>
1007	22/10/19	2.0	Xoserve (FC) to consider and provide a ROM for Modification 0664.	Xoserve (FC)	<b>Closed</b>
1101	26/11/19	2.0	SSE (MJ) to include the changes to the PARR Report within the Modification or as an appendix to aid clarity in relation to the Supplier PARR Report.	SSE (MJ)	<b>Carried forward</b>
1102	26/11/19	2.0	CNG (RKi) and Xoserve (FC/JR) to look at the DDP Report and investigate if it would be possible to filter by supplier.	CNG (RKi) Xoserve (FC/JR)	<b>Carried forward</b>
1103	26/11/19	2.0	SSE (MJ) to produce the amended Modification v9.0, to encompass the changes as discussed in the Workgroup.	SSE (MJ)	<b>Carried forward</b>
1104	26/11/19	2.0	CNG (LC) to expand the Initial Representation to incorporate the areas within the UNC in relation to reporting.	CNG (LC)	<b>Carried forward</b>
1105	26/11/19	5.0	SSE (MJ) to produce a document which outlines the salient outstanding points and queries from Dentons in relation to the Legal Text.	SSE (MJ)	<b>Closed</b>
1106	26/11/19	5.0	SSE (MJ) to propose the PAC Document 8 to hold configurable tables and for these to be included within Modification 0674 - Performance Assurance Techniques and Controls	SSE (MJ)	<b>Closed</b>
1201	12/12/19	5.0	Joint Office (RH) to update the Workgroup Report once the formally amended Modification v9.0 had been received.	Joint Office (RH)	<b>Pending</b>