

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

Tuesday 21 January 2020

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
David Mitchell	(DM)	SGN
Derek Clark*	(DC)	Contract Natural Gas
Fiona Cottam	(FC)	Xoserve
James Rigby	(JR)	Xoserve
Kirsty Dudley*	(KD)	E.ON
Liam King*	(LK)	Ofgem
Lorna Lewin*	(LL)	Orsted
Mark Jones	(MJ)	SSE
Mark Palmer*	(MP)	Orsted
Rhys Kealley	(RK)	British Gas
Rob Johnson*	(RJ)	Waters Wye Associates
Steven Britton*	(SB)	Cornwall Insight
Tracey Saunders	(TS)	Northern Gas Networks

**via teleconference*

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0664/210120>

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 (12 December 2019)

The minutes from the previous meeting were approved.

2. Review of Amended Modification v9.0

Mark Jones (MJ) explained that following the December meeting, he had provided a further amended Modification v9.0 which Rebecca Hailes (RH) Chair, then overviewed on screen. All the Workgroup participants were comfortable with the content, in relation to the changes to the Business Rules and certain aspects of the solution.

3. Review of Legal Text

Andy Clasper (AC) confirmed the Legal Text had a been updated in line with the amended Modification v9.0 to reflect the changes as discussed. He added that the Legal Text Commentary/Explanation table had also been updated.

4. Review of ROM

MJ confirmed the ROM was fit for purpose and that this had been confirmed by Xoserve. A brief general discussion took place regarding the costings and some Workgroup participants initially thought these were quite high. Fiona Cottam (FC) explained that the reason for the high costs was because Xoserve would be building an enduring solution.

5. Finalisation of Workgroup Report

RH proceeded to draw attention to specific areas of the Workgroup Report, where a more detailed explanation was inserted to aid further understanding. In relation to the Cross-Code Impact section, Kirsty Dudley (KD) confirmed that a notification would be sent to IGTs upon implementation, and she welcomed thoughts in due course, if anyone else had a better process regarding the information exchange with the IGTs.

A general discussion took place concerning the content of the Modification and it was agreed the PARR Reports (A and B parts) Legal Text, Legal Text Commentary should all be included within the Modification itself to ensure all the relevant material was in the body of the Modification and not within appendices. MJ agreed to amalgamate the documents and would submit a further amended Modification v.10. RH confirmed that once the further amended Modification v.10 was received, she would then update the Workgroup Report in readiness for Panel submission in February 2020.

A brief general discussion took place in relation to the implementation date and it was suggested that perhaps this could be undertaken via a Stage 1 and Stage 2. MJ said that no proposed implementation dates had yet been discussed.

6. Review of Outstanding Actions

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

Update: RH said the ROM had been received and so this action could be closed. **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 said this action could now be closed as the PARR Report (A and B parts) had been included. **Closed.**

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: Derek Clark (DC) confirmed that Rose Kimber (RKi) was now happy with the filtering process and so this action could now be closed. **Closed.**

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

Update: MJ said this action could now be closed as the formally amended Modification v9.0 had been submitted in December 2019. **Closed.**

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

Update: DC confirmed that this initial Representation was now going to be withdrawn and so this action could be closed. **Closed.**

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

Update: RH confirmed this action could be closed as the Workgroup Report had been updated in-line with the amended Modification. **Closed.**

7. Next Steps

RH confirmed that once the amended Modification v.10 had been formally submitted, the Workgroup Report would then be finalised and submitted to the Panel in February for Panel consideration.

RH said the Workgroup was now formally closed.

8. Any Other Business

None.

Action Table (as at 21 January 2020)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1006	22/10/19	2.0	Joint Office to request ROM for v8.0 v9.0 Modification 0664.	Joint Office (HC)	Closed
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)	Closed
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)	Closed
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)	Closed
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)	Closed
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)	Closed