

**UNC Workgroup 0691S Minutes  
CDSP to convert Class 2, 3 or 4 meter points to Class 1 when  
G1.6.15 criteria are met**

**Thursday 12 December 2019**

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

**Attendees**

Lorraine O'Shaughnessy (Chair)	(LO)	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
Lorna Lewin*	(LL)	Orsted
Louise Hellyer	(LH)	Total Gas & Power
Luke Reeves*	(LR)	EDF Energy
Mark Jones	(MJ)	SSE
Mark Palmer*	(MP)	Orsted
Rebecca Hailes	(RH)	Joint Office
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/0691/121219>

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

**1. Introduction and Status Review**

*Lorraine O'Shaughnessy (LO) confirmed the Workgroup meeting had been deferred with agreement from the Workgroup and Proposer, because the Proposer was unable to attend the 0691S Workgroup. Therefore, no updates were recorded.*

*LO reviewed the actions to discuss if there were any further updates from Xoserve in relation to 0901 and 1101 as detailed below.*

**Action 0901:** Xoserve and British Gas to consider XRN4958 and raise a Change Proposal to provide the specification for the required PARR Report for Modification 0691S.

**Update:** FC request that this action was carried forward. **Carried forward.**

**Action 0902:** PAC Members (CW/LH/MB) to ensure the specification of the new PARR Reports for Modification 0691S is considered by the Performance Assurance Committee (PAC).

**Update:** This action was discussed within the Workgroup and Rebecca Hailes (RH) confirmed that PAC members had discussed in the PAC meeting on the 10 December and this action can be closed. **Closed**

**Action 1101:** Xoserve (JR) and British Gas (RK) to specify what detail needed to be included in the PARR Report (A and B versions) in relation to the implementation and the DSC Service Line.

**Update:** FC advised that James Rigby would provide an update for the next meeting and so requested this action was carried forward. **Carried forward**

No other actions apart from 0901, 0902, and 1101 were discussed in the meeting held on 05 December 2019.

The next meeting is on 21 January 2020.

**Action Table (as at 05 December 2019)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0901	23/09/19	2.0	Xoserve and British Gas to consider XRN4958 and raise a Change Proposal to provide the specification for the required PARR Report for Modification 0691S.	Xoserve /British Gas (FC/RK)	<b>Carried Forward</b>
0902	23/09/19	2.0	PAC Members (CW/LH/MB) to ensure the specification of the new PARR Reports for Modification 0691S is considered by the Performance Assurance Committee (PAC).	PAC (CW/LH/MB)	<b>Closed discussed at PAC 10/10/12 &amp; Closed on 05/12/19</b>
1001	22/10/19	2.0	RK to submit an amended Modification 6.0	British Gas (RK)	<b>Carried Forward</b>
1002	22/10/19	2.0	Legal Text to be provided for Modification 0691S based on V6	SGN (DM)	<b>Carried Forward</b>
1003	22/10/19	2.0	Proposer (RK) to raise a Change Proposal for Modification 0691S.	British Gas (RK)	<b>Carried Forward</b>
1101	26/11/19	2.0	Xoserve (JR) and British Gas (RK) to specify what detail needed to be included in the PARR Report (A and B versions) in relation to the implementation and the DSC Service Line.	Xoserve (JR)/ British Gas (RK)	<b>Carried forward</b>