

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

**Tuesday 17 March 2020**

**Via Teleconference**

**Attendees**

Lorraine O'Shaughnessy (Chair)	(LOS)	Joint Office
Karen Visgarda (Secretary)	(KV)	Joint Office
Andy Clasper	(AC)	Cadent
Carl Whitehouse	(CW)	Shell Energy
David Mitchell	(DM)	SGN
Ellie Rogers	(ER)	Xoserve (0691S only)
Fiona Cottam	(FC)	Xoserve
Kirsty Dudley	(KD)	E.ON
Louise Hellyer	(LH)	Total
Phil Lucas	(PL)	National Grid
Rhys Kealley	(RK)	British Gas
Rob Johnson	(RJ)	Waters Wye Associates
Rose Kimber	(RK)	CNG Ltd
Stephanie Clements	(SK)	Scottish Power
Steven Britton	(SB)	Cornwall Insight

*\*via teleconference*

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0691/170320>

The Workgroup Report is due to be presented at the UNC Modification Panel by 18 June 2020.

**1. Introduction and Status Review**

**1.1. Approval of Minutes (25 February 2020)**

The minutes from the previous meeting were approved.

**1.2. Approval of Late Papers**

Lorraine O'Shaughnessy (LOS) advised the Workgroup that Ellie Rogers (ER) had submitted an amended Modification v8.0 and she asked the Workgroup if they were happy to accept it. All agreed that the late paper could be assessed and discussed.

<https://www.gasgovernance.co.uk/0691>

**1.3. Review of Outstanding Actions**

**0201:** Proposer (RK), Xoserve (ER) and SGN (DM) to reconsider Xoserve's feedback with a view to amending the Modification Solution and Legal Text accordingly.

**Update:** See item 2.0. **Closed.**

**0202:** Xoserve (ER) to provide a process flow diagram to support the Modification's Change Proposal, and assist understanding the requirements and interactions between stakeholders.

**Update:** Ellie Rogers (ER) confirmed that this was still in process and that a document would be presented at the April meeting and so the action should be carried forward. **Carried Forward**

## 2. Review Final Amendments to Modification

LOS confirmed an amended Modification Version v8.0 had been provided for consideration in the meeting by ER.

ER and Rhys Kealley (RK) summarised the changes to the Modification and moved through the tracked changes providing clarity and further explanation as and when required.

A brief discussion took place in relation to the 28 and 5 extra Supply Point System Business Days, and it was subsequently agreed that this overall number should be reduced to 20 days, as it was felt that 28 or 33 days was too long a time period, and 20 days would be sufficient.

ER and RK continued to move through the amended Modification and provided clarity on the few changes that had been made within the Summary and Why Change Sections. RK explained that within the Solution section the 'Existing timetable for change to Class 1' schematic had also been updated and that a statement 'for the avoidance of doubt' had been included to aid understanding and provide clarity.

A general discussion took place and it was agreed that an extension should be sought from Panel until 18 June 2020, due to the amount of changes and the fact the Legal Text would need to be re-aligned with the final version which would be v.9.0 when submitted.

<b>New Action 0301:</b> British Gas RK to provide v9.0 of the amended Modification at least 5 days prior to the next meeting on 21 April 2020.
--

## 3. Consider required amendments to Legal Text

David Mitchell (DM) felt that the changes would need to be further explored in line with the Legal Text and he added that as the amended Modification had only been made available on the morning of the Workgroup meeting, he would need time to assimilate these alterations and ascertain the impacts to the Legal Text.

He reiterated from the Lawyers perspective, he needed a defined and final version of the Modification with which to brief the Legal Team, he added that the Legal Text to date had been produced on a best endeavours approach. RK asked if it was possible for DM to use the amended Modification V8.0 while the final v9.0 was being produced. DM said he would enquire what the thoughts were of the Legal Team, but he stated that he would imagine they would prefer to use the final version of the Modification to avoid any un-necessary duplication of effort and time.

DM added that he wanted the Joint Office to mention at the March Panel, that the SGN had done their best to provide Legal Text on a best endeavours approach, as the Modification was not in a stable state, when the Legal Text was first commenced. LOS said she would forward this comment to the Panel.

**4. Next Steps**

LOS confirmed that she would request an extension from Panel until June 2020 to allow sufficient time for further development and confirmation of the Legal Text to take place.

**New Action 0302:** Joint Office, LOS to request an extension from Panel until June 2020.

LOS said at the next meeting the Workgroup would review the Legal text and start developing the Workgroup Report with a view that the Workgroup Report could be concluded at the May meeting for the June 2019 Panel.

**5. Any Other Business**

None Raised.

**6. 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
10:30 Tuesday 21 April 2020	5pm Thursday 09 April 2020 (BHs)	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Legal Text Review Develop Workgroup Report
10:30 Tuesday 19 May 2020	5pm Monday 11 May 2020	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Finalise Workgroup Report

**Action Table (as at 17 March 2020)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0201	25/02/20	3.0	Proposer (RK), Xoserve (ER) and SGN (DM) to reconsider Xoserve's feedback with a view to amending the Modification Solution and Legal Text accordingly.	British Gas (RK), Xoserve (ER), SGN (DM)	<b>Closed</b>
0202	25/02/20	3.0	Xoserve (ER) to provide a process flow diagram to support the Modification's Change Proposal, and assist understanding the requirements and interactions between stakeholders.	Xoserve (ER)	<b>Carried forward</b>

0301	26/03/20	2.0	British Gas RK to provide v9.0 of the amended Modification at least 5 days prior to the next meeting on 21 April 2020.	British Gas (RK)	<b>Pending</b>
0302	17/03/20	4.0	Joint Office, LOS to request an extension from Panel until June 2020.	Joint Office (LOS)	<b>Pending</b>