

**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 21 April 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 UK
Claire Roberts	(CR)	ScottishPower
David Mitchell	(DM)	SGN
Ellie Rogers	(ER)	Xoserve
Fiona Cottam	(FC)	Xoserve
Kirsty Dudley	(KD)	E.ON
Lorna Lewin	(LL)	Orsted
Louise Hellyer	(LH)	Total Gas & Power
Mark Bellman	(MB)	ScottishPower
Mark Jones	(MJ)	SSE
Rhys Kealley	(RK)	British Gas
Rob Johnson	(RJ)	Waters Wye Associates
Steven Britton	(SB)	Cornwall Insight
Tony Perchard	(TP)	DNV-GL

Apologies

Shanna Barr	(SB)	Northern Gas Networks
Stephanie Clements	(SC)	ScottishPower
Tracey Saunders	(TS)	Northern Gas Networks

**via teleconference*

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0691/210420>

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 (17 March 2020)

The minutes from the previous meeting were approved.

1.2. Approval of Late Papers

Lorraine O'Shaughnessy (LOS) advised the Workgroup that there had been no late papers.

1.3. Review of Outstanding Actions

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: ER confirmed the new process flow diagram had been produced and was now published on the Joint Office Website and so this action could now be closed. **Closed.**

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

Update: RK confirmed the amended Modification v9.0 had been provided and so this action could be closed. **Closed.**

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

Update: LOS confirmed the extension had been confirmed for June Panel submission and so this action could now be closed. **Closed**

2. Review Final Amendments to Modification v9.0

Lorraine O'Shaughnessy (LOS) confirmed the formally amended Modification Version v9.0 had been provided and was published on the main Modification page. David Mitchell (DM) said that he was still in the process of digesting the content of the amended Modification from a Legal Text perspective. He added that he wanted more clarity with regards to Business Rule 2: *As per existing code requirements – the Class 1 Meter Read Requirements should be met “as soon as reasonably practical” by the Transporter. Shippers should cooperate in all necessary steps to facilitate the installation of Daily Read Equipment.*

A brief general discussion took place and David Addison (DA) and Ellie Rogers (ER) explained that this area was already included in the Code from an obligations perspective and Rhys Kealley (RK) also confirmed that no additional Legal Text was required. DM confirmed he was happy that this area had already been addressed.

3. Consider required amendments to Legal Text

David Mitchell (DM) confirmed that he would now progress with the Legal Text ready for discussion at the next meeting on 19 May 2020.

4. Development of Workgroup Report

LOS provided an overview of the tracked changed version of the Workgroup Report and drew attention to specific areas of interest. With regards to the SCR Impact and Other Consideration section, it was assumed there were no impacts and DM said that in relation to Modification 0708 - *Re-ordering of the UNC in advance of Faster Switching, that due diligence would be required in finalising the legal text.*

RH said that with regards to the implementation section he had amended this slightly within the Modification v9.0, (which had also been transposed into the Workgroup Report) to encompass the COVID-19 element as detailed:

“After a Modification Panel decision to implement (subject to no Appeal being raised) the CDSP would need to confirm the delivery timescales for the changes to processes and systems subject to approval by the DSC Change Management Committee. In determining the implementation timescale, the impacts of COVID19 should be considered in terms of the restrictions on the site visits required to install metering equipment.

A Change Proposal has been raised (XRN 5038) to ensure requirements are captured and assessed."

LOS said she would now proceed to work further on the Workgroup Report in readiness for the May meeting.

5. Next Steps

LOS confirmed with Workgroup that the amended Modification v9.0 reviewed was now the final version and that the Legal Text would now be produced for the meeting on 19 May 2020. Workgroup agreed. LOS advised it was her aspiration to finalise the Workgroup Report in readiness for the June Panel 2020 during this meeting.

6. Any Other Business

None Raised.

7. Diary Planning

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

Workgroup meetings will take place as follows:

Time / Date	Paper Publication Deadline	Venue	Programme
10:30 Tuesday 19 May 2020	5pm Monday 11 May 2020	Via Teleconference	Review of Legal Text Finalise Workgroup Report

Action Table (as at 21 April 2020)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
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)	Closed
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)	Closed
0302	17/03/20	4.0	Joint Office, LOS to request an extension from Panel until June 2020.	Joint Office (LOS)	Closed