

**UNC Workgroup 0702S Minutes
Introducing ‘Research Body’ as a new User type to the Data
Permissions Matrix and UNC TPD Section V5**

Thursday 24 October 2019

at Elexon, 350 Euston Road, London NW1 3AW

Attendees

Lorraine O’Shaughnessy (Chair)	(LO)	Joint Office
Helen Bennett (Secretary)	(HB)	Joint Office
Alan Raper	(AR)	Joint Office
Maitrayee Bhowmick-Jewkes	(MBJ)	Joint Office
Andy Clasper	(AC)	Cadent
David Addison	(DA)	Xoserve
David Mitchell	(DM)	SGN
Ellie Rogers	(ER)	Xoserve
Gurvinder Dosanjh	(GD)	Cadent
John Cooper*	(JC)	BUUK
Kirsty Dudley	(KD)	E.ON
Lorna Lewin*	(LL)	Orsted
Louise Hellyar	(LH)	Total Gas & Power
Megan Coventry*	(MC)	SSE
Mark Jones*	(MJ)	SSE
Oorlagh Chapman*	(OC)	British Gas
Richard Pomroy	(RP)	Wales & West Utilities
Sally Hardman	(SH)	SGN
Stephanie Clements	(SC)	Scottish Power
Steve Britton*	(SB)	Cornwall Insights
Steve Mulinganie	(SM)	Gazprom Energy
Tracey Saunders	(TS)	Northern Gas Networks

**via teleconference*

Copies of all papers are available at: www.gasgovernance.co.uk/0702/241019

The Workgroup Report is due to be presented at the UNC Modification Panel by 16 January 2020.

1.0 Introduction and Status Review

1.1. Approval of Minutes (26 September 2019)

The minutes from the previous meeting were accepted.

1.2. Review of outstanding actions

Action 0901: Xoserve (ER) to create a draft Terms of Reference for the next meeting which will detail what could be included in the process the DSC Contract Management Committee would use for assessing applicants.

Update: ER provided an update to this action and presented the Workgroup with clarification of the process. The presentation included the following detail:

Clarification of who a Research Body is

It was agreed that Research Body would also need to be included in the UNC as a Defined Term.

Xoserve will support data access applicants as much as possible to avoid proposals going to DSC Contract for approval that are not completed correctly.

Workgroup raised the question that, if an applicant is not satisfied with a decision, where could there be an appeal. It was suggested that such appeals would be presented to UNCC.

SM suggested that Ofgem should also have a role within the appeals process as he felt that UNCC is a similar body to DSC Contract.

New Action 1001: DA to update Ofgem that Xoserve have contemplated the appeal route and portray the views of the Workgroup that Ofgem should have sight of such appeals.

High Level Process Overview

When asked, DA confirmed that it would be appropriate for a confidentiality agreement to be part of any successful Research Summary Request.

Research Summary Request

ER confirmed the broad type of user that would use the Research Summary Request procedure and what the likely process would be.

Proposed content of the Research Summary Request

It was confirmed that completed requests would be passed to the DSC Contract Management Committee for agreement.

Workgroup Considerations

Workgroup agreed that it would be appropriate to carry out audits rather than having visibility of the research results and/or outcomes.

It was highlighted that a Research Body has slightly different requirements and application process to other Data User Types and as such, Workgroup asked for further explanation as to how these differences are being addressed.

Action Carried Forward

2.0 Amended Modification

Amendments to the Modification will be made before development of the Workgroup Report.

3.0 Additional questions for Panel considerations

Workgroup to consider how to make the definition of Research Body specific while being effective and seek input from Ofgem while doing so.

The consideration for this was discussed as part of the outstanding action 0901 update covered in agenda item 1.2.

4.0 Development of Workgroup Report

This was deferred until the November 2019 meeting.

5.0 Next Steps

LO confirmed the next steps as being:

- Amendments to the Modification will be made before development of the Workgroup Report.
- The Workgroup Report needs to be completed by December ready for submission to the January 2020 UNC Panel.

6.0 Any Other Business

None.

7.0 Diary Planning

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

Workgroup meetings will take place as follows:

Time / Date	Venue	Workgroup Programme
10:30, Thursday 28 November 2019	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Workgroup Distribution Standard Agenda

Action Table (as at 24 October 2019)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0901	26/09/19	1.0	Xoserve (ER) to create a draft Terms of Reference for the next meeting which will detail what could be included in the process the DSC Contract Management Committee would use for assessing applicants.	CDSP (ER)	Carried Forward
1001	24/10/19	1.2	DA to update Ofgem that Xoserve have contemplated the appeal route and portray the views of the Workgroup that Ofgem should have sight of such appeals	CDSP (DA)	Pending