

**UNC Workgroup 0565 Minutes**  
**Central Data Service Provider: General framework and obligations**  
**Wednesday 03 August 2016**  
**at Consort House, 6 Homer Road, Solihull, B91 3QQ**

**Attendees**

Andrew Margan	(AM)	British Gas
Andy Miller	(AMi)	Xoserve
Angela Love*	(AL)	ScottishPower
Azeem Khan	(AW)	RWE npower
Bob Fletcher (Chair)	(BF)	Joint Office
Caroline Powell	(CP)	British Gas
Charles Ruffell	(CR)	RWE
Charles Wood	(CWo)	Dentons
Colette Baldwin	(CB)	E.ON
David Tennant	(DT)	Dentons
Gavin Anderson*	(GA)	EDF Energy
Gethyn Howard	(GH)	Brookfield Utilities
Jawwad Irshad	(JI)	Scotia Gas Networks
Karen Visgarda (Secretary)	(KV)	Joint Office
Mark Cockayne	(MC)	Xoserve
Mike Leonard*	(ML)	Ofgem
Milly Nyeko*	(MN)	Ofgem
Naomi Nathanael*	(NN)	Plus Shipping
Nicholas Slater	(NS)	Xoserve
Richard Pomroy	(RP)	Wales & West Utilities
Sarah Gull	(SC)	Xoserve
Sean McGoldrick	(SMc)	National Grid NTS
Steve Mullinganie	(SMu)	Gazprom
Sue Hilbourne	(SH)	Scotia Gas Networks

\*via teleconference

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0565/030816>

The Workgroup Report is due to be presented at the UNC Modification Panel by 20 October 2016.

**1.0 Introduction and Status Review****1.1. Approval of Minutes (13 July & 25 July 2016)**

The minutes of the previous meetings were approved.

**2.0 UNC TPD Section V and Other Drafting from TPD, OAD, IGTAD, TD and GT****TPD Section V**

CWo provided an overview of the amended TPD Section V document outlining the functions of the CDSP. He explained the document had originally been published on 15 July and subsequently had been amended with a few minor additions, he then highlighted certain areas throughout the document and these were as follows:-

CWo explained that the 'Restricted User' section linked backed to Trader Users and a discussion ensued surrounding this topic in relation to Trader Users and Restricted Users and whether these types of Users were similar or different. MC explained that they do not hold multiple roles and that they were different entities with different roles. CWo said that in this context it was regarding the Transportation credit.

## **2.5 Restricted User**

**2.5.3** *Where an Applicant User informs National Grid NTS that it wishes to be admitted as a User pursuant to paragraph 2.5.1*

*the requirements in paragraph 2.1.2. (b) (d) and (i) shall not apply in respect of the Applicant User;*

*the requirement paragraph 2.1.2(j) shall apply in respect of the Applicant User as if it were a Trader User;*

*it shall be an additional requirement for the purposes of paragraph 2.1.1.that, at the same time as the User accedes to the Framework Agreement, National Grid NTS and the User enter into a memorandum to record that the User is or is to be admitted pursuant to paragraph 2.5.1.;*

*National Grid NTS's notification to Users and the CDSP under paragraph 2.2.2.(b) will specify that the Applicant User has been so admitted.*

## **4. Discontinuing Users and Termination**

Regarding 'Discontinuing Users and Termination' a general discussion took place on Voluntary Discontinuance and concerning points (c) and (f) (as below) as it was felt this was not clear enough in relation to costs and voluntary discontinuance and CWo said he would reword this section regarding the DSC to provide clarity.

### **4.2 Voluntary Discontinuance**

**4.2.2.** *A User may not cease to be a User under this paragraph **Error! Reference source not found.** until such time as:*

*(c) under National Grid NTS's Network Code, there is no outstanding Daily Imbalance or NDM Reconciliation Quantity or DM Reconciliation Quantity in respect of the User;*

*(f) the User (if a Shipper User) has satisfied the Withdrawal Requirements (as defined in the DSC, or (if a Trader User) has satisfied the requirements for voluntary termination of the UK Link User Agreement;*

### **4.3 Termination**

SG wanted clarification in relation to point (H) (as below), if this section was reliant on all the GT's to terminating, and she wanted to know what would happen if there was no unanimous decision. MC said there was the 60 day 'fall back' process, however, in reality should NTS terminate, there was no reliance on the other GTs terminating. CWo said he would look further at the termination policy and amend this point accordingly. SMu said this was an important area that needed clarification, as if a party failed, the rest of industry would incur costs. CWo explained in that scenario then it would be for the Committee to then decide how to action and resolve the matter.

A lengthy and in-depth discussion took place regarding this point and CWo said that a separate paper would be produced to allow more discussion, as he felt this was a wider subject in its own right. He confirmed this document would be available for the meeting on 23 August.

**4.3.1** *For the purposes of this paragraph there shall have occurred a "User Default" in relation to a User (the "Defaulting User") in any of the following events or circumstances:*

*(H) the Defaulting User (if a Shipper User) has committed a Default under the DSC.*

## **5. Information and Confidentiality**

### **5.3 Protected Information**

CWo explained that of the wording in this specific section still needed to be amended and finalised, especially in relation to points (d) and (e) (as below). AMi said that the Customer List was confidential in respect of the information recorded on the equipment the customer had on their meters.

*For the purposes of paragraph 5.3.1:*

*(d) information which (pursuant to the terms of the DSC) [belongs] to the CDSP is not Protected Information;*

*(e) the following information shall (without prejudice to the generality of paragraph **Error! Reference source not found.**) be treated as relating to the affairs of the Transporter: details of Demand Models, End User Categories and other information provided by that Transporter to Users pursuant to **Error! Hyperlink reference not valid.**; the UK Link Manual; information (other than information referred to in paragraph **Error! Reference source not found.**) which is maintained or recorded in the UK Link System.[1]*

CWo said moving on to section 5.5.2, this made the disclosure aspect clearer in 5.5.2 (d), as stated below:

### **5.5 Exceptions**

CWo said that rule (d) made the rules clearer regarding the CDSP disclosure. SG said she thought that (d) should be limited to the DSC and CWo said he would investigate this comment in relation to agency roles.

*5.5.2 Nothing in paragraph **Error! Reference source not found.** shall apply:*

*(d) to the disclosure of any Protected Information (whether pursuant to an **Agency Function**[2] or a Direct Function) by the CDSP (and no disclosure of information by the CDSP shall be treated as disclosure by a Party);*

CWo then moved on to 5.5.3 (i) & (j) and said that these rules had been looked at in the previous meeting regarding the trading arrangements between the Shippers and this should stay in the document, however he said he needed further input in relation to (i) and (j) as detailed below, as to for example when the information passes to SPAA or the PAFA and how the disclosure aspect would be treated. He said he thought this might be a separated conversation with the Performance Assurance group at a later date.

*(i) to any person pursuant to an application made in accordance with paragraph 7.3 ('Other User Access') of Schedule 23, version dated 7 November 2008, contained in the Supply Point Administration Agreement ('SPAA') 11<sup>th</sup> June 2004 made between the parties listed in Schedule 1 of the SPAA; or*

*(j) to the Performance Assurance Framework Administrator, provided the terms of the relevant PAFA Contract require the Performance Assurance Framework Administrator to maintain the confidentiality of such information on terms no less onerous than those of this paragraph 5, save to the extent disclosure of such information is necessary to comply with the terms of the PAFA Contract.[3]*

### **5.8 Data Ownership**

SMu asked why the metering data needed to be owned as per point 5.8.1? CWo said the Metering data provided by the User belonged to that User. CP said the whole area of Data Protection was a complex one and needed greater in-depth discussion and CWo agreed that a separate meeting needed to be arranged between the Data Protection Lawyers via a teleconference, where the Joint Office to Chair it and Dentons to take minutes, due to the complex nature of the subject matter.

**5.8.1** Subject to paragraph 5.8.2 (a), the data, including metering data, which is processed by or recorded or maintained on the UK Link System by the CDSP pursuant to its [Agency Functions] [Agency Services] (including all intellectual property rights in such data) shall belong for the purposes of the Code to the Transporter which owns or operates the System to which such data relates; and subject to 5.1 the Transporter may, but without prejudice to paragraph **Error! Reference source not found.** or any other requirement of the Code, use and deal with such data as it thinks fit.

**Action 0565/0801: National Grid Distribution (CWa) to arrange a Data Protection Legal Review teleconference.**

### **5.11 Disclosure of Supply Meter Point Information (Annex V-5)**

AMi said regarding disclosure, that this was mandatory rather than permissive and AL asked if the Performance Assurance Committee could discuss performance issues. AMi did not think that was possible, as it would have to be discussed within the remit of the Modification 0565 Workgroups.

CWo then moved on to explain that only slight changes had been made to section 6.1.

SMu asked if there could be a specific area on the Joint Office Website where all the documents could be accessible, with version controls and status. BF said this would be actioned, once the Joint Office had been supplied with the relevant documents.

Post Meeting Note: Supporting documentation is to be published on the Joint Office website at this location <http://www.gasgovernance.co.uk/0565/sbd>

### **Other Drafting – TPD, OAD, IGTAD, TD and GT**

DT explained small changes had been made to the document with the addition of some new paragraphs regarding TPD E, F, Q and S, along with some language changes. SG said in relation to the model for Performance Assurance that this needed greater discussion and expansion.

DT moved on to explain that a new paragraph had been added in section 3. – *Transitional arrangements in relation to CDSP and DSC*. SMu asked if the CDSP implementation date was a firm confirmed date for 01 April 2016 and CWo said it was stated in the licence conditions. GH explained the iGT's would not be party to the arrangements if Nexus did not go live when expected. CWo said that a re-write would be needed regardless, if Nexus did not go live prior to the 01 April 2017.

Both AMi and GH said that this area would need to be discussed further at the next POB meeting, as if the Project Nexus implementation was delayed, this would have a large impact on the delivery of the FGO programme. SMu then asked if the FGO Programme would work if Project Nexus was not implemented. CWo said the whole process would have to be amended if that was the case, as the working assumption is a post Nexus delivery.

## **3.0 CDSP Contract Management:**

CWo overviewed the 'Contract Management Arrangements' document and explained that it had been prepared against a mutual CDSP document drafted on the same basis. He said these documents would be 'walked through' at the meeting on 23 August and that any comments should be sent direct to Dentons prior to this date.

CWo then proceeded to 'walk through' the document and discussion took place regarding the enduring liability model in relation to Performance Assurance and CB said that her lawyers

were preparing a document regarding the area of breach. CWo then moved on to review the various area of the document, with no further discussion.

#### **1.4 Scope and Purpose**

CWo explained the description of what the services covered and explained the Change Management area had not been included.

#### **2.1 Quality Management**

CP proposed that more detail was required in connection with Contract Management, Change and Reporting. CWo said he would add more detail into point 1.4.2 to cover this.

#### **2.2 Performance monitoring**

A lengthy debate took place in relation to this section and AMa asked if the correct performance measures would be included. SG gave an overview of the KPI's under the current ASA, and explained the prioritisation process. AMi added further clarity regarding how the KPI's were categorised and managed, explaining that the Contract Management Group discussed these. General discussion took place regarding the whole Control, Operating, Credit and Governance process and NS gave various scenarios of how the Contract and Change Groups managed the process via the Change Order Process. SG also added that there was a separate Change Control Committee. Following the discussion, it was agreed that point 2.3.1 (as below) needed clarity and Xoseve and Dentons would make the necessary amendments.

**2.3.1** *The CDSP shall maintain complete and accurate records of, and supporting documentation for, the following transactions that result from or are created in the CDSP's performance of its obligations under the DSC:*

*records of financial transactions in accordance with [generally accepted accounting principles applied on a consistent basis];*

*records of non-financial transactions in accordance with [generally accepted industry methods and procedures].[4]*

#### **3. Reporting and audit**

A general discussion took place surrounding the reporting process in relation to a third party services and SG said this area needed more work to ensure no duplicate reporting took place. SMu said that he was not happy with the wording in 3.1.1 (f) in relation to the word 'material' and that he wanted that changed and CWo said he would investigate what other appropriate wording could be used.

A general discussion took place regarding the area of credit specifically regarding points (f) and (h) and it was agreed that CWo would amended these sections once he had had a detailed discussion with Xoserve.

CP said this was an important area specifically in relation to liabilities to CWo said he would discuss this also with Xoserve.

**3.1.1** *The CDSP shall, in relation to each month[5], send to the Committee no later than the [7]th day of the following month, a report (**Monthly Contract Management Report**) covering the following:*

*(f) details (subject to paragraph 3.4) of any material [unresolved[6]] failure by any Customer to comply with any obligation under the DSC [or to achieve any Customer performance standard or requirement in the DSC Services Description], but not including information which is provided to the Credit Committee under the Credit Policy;*

*(h) [project delivery?[7]];*

### **3.4 Confidentiality**

A general discussion took place regarding the confidentiality area and whether parties should be 'named and shamed', SG said that this was a contentious issue and could be in breach of the Competition Law, if parties were named without some suitable controls in place.

#### **4.1 Functions of the Committee**

##### **4.1.1. The functions of the Committee include: ...**

CWo explained that this section needed to be added to and he asked the Workgroup to make comments to Dentons directly. CWo said that Dentons would create a draft for the meeting on 23 August, however, he would welcome comments and suggestions prior to the date of that meeting to influence the drafting.

**Action 0565/0802: All to propose remedies for the CDSP.**

#### **4.2 Meetings of the Committee**

SMu asked in this section were there stipulations around the meeting in relation to the budgetary spend? AMi explained that the Change Managers agreed the budget for the change, which was then agreed by the Board. A lengthy discussion took place surrounding budget setting and how it would work with the Committees. CWo said this area would be covered in the budgetary review area later, however he said due to the amount of discussion and the varying views of the Workgroup, that Ofgem needed to be made aware. SG asked ML to take this to Ofgem saying that additional meetings were now required. She felt that this aspect should be flagged at the next POB meeting and ML agreed to investigate this matter further.

#### **4.3 Contract Management Representatives**

AMa asked what was the escalation process from talking to the Committee and then the CDSP, what would be the next escalation level? NC said as some comfort in this area, that the Xoserve Board would have Shipper Nominated Directors regarding the Contract Management. However, it was noted that Directors are appointed to represent the best interests of the company and not in this case Shipper interests. A general discussion ensued surrounding the possible escalation process and CWo agreed to add greater clarification to this section in light of the discussion that had taken place.

#### **4.4 Restricted Class Decisions**

CWo requested that the Workgroup gave consideration to this section in readiness for the meeting on 23 August 2016.

### **5. Individual Customer Contract Management**

CWo explained this was in relation to customers from an individual perspective and individual Contract Management. He wanted the Workgroup to think about what areas should be included and he reiterated that some of the points in this section needed further detail.

#### **4.0 CDSP Third Party Services**

*(Due to time restraints, this topic will now be discussed on 23 August 2016)*

#### **5.0 DSC Change Control**

*(Due to time restraints, this topic will now be discussed on 23 August 2016)*

#### **6.0 DSC Transitional Arrangements**

*(Due to time restraints, this topic will now be discussed on 23 August 2016)*

## 7.0 **Review of outstanding actions**

**0565/0601:** National Grid Distribution (CWa) to produce a document, explaining the approach to historic liabilities, including the transition process from existing the process to the new process.

**Update:** *This action was carried forward to 23 August 2016 meeting.* **Carried forward**

**0565/0602:** National Grid NTS (SMc) to provide a paper to present a view on the management of Gemini liabilities prior to the meeting on 13 July 2016.

**Update:** SM said that National Grid NTS were not looking to provide a paper on Gemini liabilities as they were no of the view that existing proposals were sufficient. **Closed**

**0565/0606:** National Grid Distribution (CWa) to provide further clarity for point 2.4.3 in the Cost of Change section, as to who is responsible for paying the additional costs for a cost estimate if a ROM is not sufficient.

**Update:** AMi said this action should be carried forward as the information on this matter was not able to be presented in the meeting, due to time restraints, so would be addressed on 23 August 2016. **Carried forward**

**0565/0607:** Xoserve (AMi) to:-

- a) provide further clarity on the Change Order process for a cost estimate or a ROM is required, what is the trigger;
- b) At what point does a Change Order trigger an external cost estimate.

**Update: (a)** AMi said this action should be carried forward as the information on this matter was not able to be presented in the meeting, due to time restraints, so would be addressed on 23 August 2016. **Carried forward.**

**Update: (b)** AMi said this action should be carried forward as the information on this matter was not able to be presented in the meeting, due to time restraints, so would be addressed on 23 August 2016. **Carried forward.**

**0565/0608:** Xoserve (AMi) to provide clarity in relation to internal and external financial spend regarding the proposed Change Order process.

**Update:** AMi said this action should be carried forward as the information on this matter was not able to be presented in the meeting, due to time restraints, so would be addressed on 23 August 2016. **Carried forward.**

**0565/0609:** National Grid Distribution (CWa) to provide more detail/information regarding the appeal process with a perception of circumstances where this might be appropriate.

**Update:** The governance process is contained in the legal drafting, which will be presented on 23 August 2016. **Carried forward.**

**0565/0610:** Xoserve (AMi) to provide greater clarity and information concerning the costs in the Modification process.

**Update:** AMi said this information was addressed in the Change document that would be presented on 23 August. **Carried forward.**

**0565/0611:** National Grid Distribution (CWa) to provide more information on the Code and Non Code Changes for the committee to evaluate.

**Update:** It was agreed this information had now been supplied and so the action could now be closed. **Closed.**

**0565/0612:** National Grid Distribution (CWa) and Dentons (DT) to produce Terms of Reference (TOR) for both the Change and Contract Committees.

**Update:** It was agreed this action could now be closed, as the information had been supplied. **Closed.**

**0565/0613:** National Grid Distribution (CWA) to provide further detail on the notice period and consultation timelines for the new committees in line with the current stipulations for UK Link.  
**Update:** It was agreed this action could now be closed, as the information had been supplied.  
**Closed.**

**0565/0614:** National Grid Distribution (CWA) to add in a point (g) into section 2.3, regarding customers being required by law to make a change.  
**Update:** It was agreed this action could now be closed, as the information had been supplied.  
**Closed.**

**0565/0615:** National Grid Distribution (CWA) to consider point (f) in section 2.3 relating to Xoserve's 'veto' position and whether an alternative answer may be.  
**Update:** AMi requested that this action should be closed as the drafting reflected the view of the proposer and Xoserve. **Closed.**

**0565/0701:** Shippers to consider the CDSP Direct Service Code Lines and provide Xoserve with any feedback/concerns by 29 July.  
**Update:** It was agreed this action could now be closed, as the information had been supplied.  
**Closed.**

**0565/0702:** Xoserve (AMi) to complete and provide the CDSP Direct Service Code Line Descriptions and Service Tab for the 29 July 2016 FGO Charging Workgroup Meeting.  
**Update:** It was agreed this action could now be closed, as the information had been supplied.  
**Closed.**

**0565/0703:** Shippers to consider the DSC Terms and Conditions and set out any concerns prior to the 03 August 2016.  
**Update:** It was agreed this action could now be closed, as the information had been supplied.  
**Closed.**

**0565/0704:** Shippers to consider and provide Xoserve their requirements for the DSC Credit Policy by 29 July.  
**Update:** It was agreed this action could now be closed, as the information had been supplied.  
**Closed.**

**8.0 Next steps (Service Lines for 12 August 2016 and DSC Legal Text 'continuing' walkthrough planned for 23 August 2016)**

AMi proposed due to insufficient time to complete all the pre scheduled documentation, an extra meeting was to be arranged for Friday 12 August to address the CDSP/DSC Service Lines documents. With the remaining Legal Text being reviewed at the start of the meeting on 23 August 2016, prior to addressing the rest of the scheduled agenda items, this approach was welcomed by all attendees

**9.0 Any Other Business**

**10.1 Audit Arrangements**

SG provided an overview of the 'DSC – Audit Arrangements' document, giving an explanation to the 'Audit Rights' and the 'Further Audit Rights'. SG said that there were currently annual and standards audits and the individual rights to an audit would need to be managed in a sensible and balanced manner, and that a criteria should be included in the document.

**10.2 GT thoughts on the treatment of liabilities in the Transition to FGO.**

SMc overviewed the 'GT thoughts on the treatment of liabilities in the Transition to FGO' document and explained that it was not specifically about liabilities, that is was more about the transition of the funding arrangements and the treatment of funding, once the FGO

Programme had been implemented next year. He reiterated that it was a fundamental change to the Gas Industry as a whole.

A very lengthy discussion took place regarding the future funding process and how this would be split and NC gave an explanation in relation to the split and how capital spend would be placed into the RAV, which would then be spread and recovered over a 40 year period.

GH said from an iGT perspective, this document went against everything that Ofgem had said previously and that it would have a direct impact on the iGT's 'bottom line' and that this proposal was totally unacceptable. He said that this matter would be discussed directly with Ofgem, as incurring costs in this area, was not an option that had previously been considered.

SMc said the document was viewed as a 'discussion document'. Both AMa and CB said that this was a change of position as to how Nexus costs in particular would be recovered in the future due to its delays and CB also asked what other big programmes might there be, that would have large costs associated to them. SMc said that these would be in the specific Business Plan documentation.

A general discussion then moved on to Licence changes and how these would require Transporters to implement these account changed on 01 April 2017 and whether Ofgem could move this date. SMc said that that there would be no CAPEX or OPEX and that it would be TOTEX and split into fast or slow money with a period of time for recovery. AMa said this information was all new to the Shippers and that he would also be speaking with Ofgem about this proposal. ML said that Ofgem's intention had always been post the FGO and Nexus programmes, that costs would be treated together for the Shippers and the Transporters. BF proposed that this area needed clarification and that the outcome should be fed into the Xoserve Charging Statement.

## 10.0 **Diary Planning**

*Further details of planned meetings are available at: [www.gasgovernance.co.uk/Diary](http://www.gasgovernance.co.uk/Diary)*

Workgroup meetings will take place as follows:

<b>Time/Date</b>	<b>Venue</b>	<b>Workgroup Programme</b>
10:00 Friday 12 August 2016	Consort House, 6 Homer Road, Solihull B91 3QQ	FGO Workgroup and Workgroup 0565 <ul style="list-style-type: none"> <li>• Overview of Service Lines</li> </ul>
10:00 Monday 22 August 2016	Elexon, 4 <sup>th</sup> Floor, 350 Euston Road, London NW1 3AW	FGO Workgroup – Charging <ul style="list-style-type: none"> <li>• Cost Allocation Model Review</li> <li>• Methodology Statement</li> <li>• Review Invoice Process</li> <li>• Transition Matters – Principles and Application</li> <li>• Surpluses and Deficits – Principles and Application</li> </ul>
10:00 Tuesday 23 August 2016	Elexon, 4 <sup>th</sup> Floor, 350 Euston Road, London NW1 3AW	FGO Workgroup and Workgroup 0565 <ul style="list-style-type: none"> <li>• DSC Framework Agreement (Final draft)</li> <li>• DSC Term &amp; Conditions (Final draft)</li> <li>• DSC Service Description (Final draft)</li> </ul>

		<ul style="list-style-type: none"> <li>• Change Control Procedures (Final draft)</li> <li>• Contract Management &amp; Reporting Arrangements (Final draft)</li> <li>• Third Party Services Policy (Final draft)</li> <li>• Transition Document (1<sup>st</sup> draft)</li> <li>• Timeline/Workplan Update</li> <li>• Consideration of Risks/Issues Log</li> </ul>
10:00 Monday 05 September 2016	Consort House, 6 Homer Road, Solihull B91 3QQ	FGO Workgroup – Charging Agenda TBC at 29 July meeting
10:00 Wednesday 07 September 2016	Consort House, 6 Homer Road, Solihull B91 3QQ	FGO Workgroup and Workgroup 0565 UNC Consolidated Legal Review <ul style="list-style-type: none"> <li>• GT B7</li> <li>• TPD G &amp; H</li> <li>• TPD M</li> <li>• TPD U</li> <li>• Other TPD &amp; EID</li> <li>• iGT and iGTAD</li> <li>• Accession / Withdrawal</li> <li>• Transition</li> <li>• Miscellaneous including MR</li> </ul> DSC Contract Update Development of Workgroup Report
10:00 Wednesday 21 September 2016	Elexon, 4 <sup>th</sup> Floor, 350 Euston Road, London NW1 3AW	FGO Workgroup and Workgroup 0565 <ul style="list-style-type: none"> <li>• Development of Workgroup Report</li> </ul>
10.00 Friday 23 September 2016	Consort House, 6 Homer Road, Solihull B91 3QQ	FGO Workgroup – Charging Agenda TBC at 29 July meeting
10:00 Wednesday 05 October 2016	Consort House, 6 Homer Road, Solihull B91 3QQ	FGO Workgroup and Workgroup 0565 <ul style="list-style-type: none"> <li>• Conclusion of Workgroup Report</li> </ul>

**Workgroup 0565 Actions (as at 03 August 2016)**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
<b>0565/0601</b>	20/06/16	10.	National Grid Distribution (CWA) to produce a document, explaining the approach to historic liabilities, including the transition process from existing the process to the new process.	National Grid Distribution (CWA)	<b>Carried Forward</b> <i>(Due on 23 Aug 16)</i>
<b>0565/0602</b>	20/06/16	10.	National Grid NTS to provide a paper to present a view on the management of Gemini liabilities prior to the meeting on 13 July 2016.	National Grid NTS (SMc)	<b>Closed</b>
<b>0565/0606</b>	20/06/16	10.	National Grid Distribution (CWA) to provide further clarity for point 2.4.3 in the Cost of Change section, as to who is responsible for paying the additional costs for a cost estimate if a ROM is not sufficient.	National Grid Distribution (CWA)	<b>Carried Forward</b> <i>(Due on 23 Aug 16)</i>
<b>0565/0607</b>	20/06/16	10.	Xoserve (AMi) to:- a) Provide further clarity on the Change Order process for a cost estimate or a ROM is required, what is the trigger; b) At what point does a Change Order trigger an external cost estimate.	Xoserve (AMi)	<b>Carried Forward</b> <i>(Due on 23 Aug 16)</i>
<b>0565/0608</b>	20/06/16	10.	Xoserve (AMi) to provide clarity in relation to internal and external financial spend regarding the proposed Change Order process.	Xoserve (AMi)	<b>Carried Forward</b> <i>(Due on 23 Aug 16)</i>
<b>0565/0609</b>	20/06/16	10.	National Grid Distribution (CWA) to provide more detail/information regarding the appeal process with a perception of circumstances where this might be appropriate.	National Grid Distribution (CWA)	<b>Carried Forward</b> <i>(Due on 23 Aug 16)</i>
<b>0565/0610</b>	20/06/16	10.	Xoserve (AMi) to provide greater clarity and information concerning the costs in the	Xoserve (AMi)	<b>Carried Forward</b> <i>(Due on 23 Aug 16)</i>

			Modification process.		<i>Aug 16)</i>
<b>0565/0611</b>	20/06/16	10.	National Grid Distribution (Cwa) to provide more information on the Code and Non Code Changes for the committee to evaluate.	National Grid Distribution (Cwa)	<b>Closed</b>
<b>0565/0612</b>	20/06/16	10.	National Grid Distribution (Cwa) to produce Terms of Reference (TOR) for both the Change and Contract Committees.	National Grid Distribution (Cwa)	<b>Closed</b>
<b>0565/0613</b>	20/06/16	10.	National Grid Distribution (Cwa) to provide further detail on the notice period and consultation timelines for the new committees in line with the current stipulations for UK Link.	National Grid Distribution (Cwa)	<b>Closed</b>
<b>0565/0614</b>	20/06/16	10.	National Grid Distribution (Cwa) to add in a point (g) into section 2.3, regarding customers being required by law to make a change.	National Grid Distribution (Cwa)	<b>Closed</b>
<b>0565/0615</b>	20/06/16	10.	National Grid Distribution (Cwa) to consider point (f) in section 2.3 relating to Xoserve's 'veto' position and whether an alternative answer may be.	National Grid Distribution (Cwa)	<b>Closed</b>
<b>0565/0701</b>	13/07/16	2.1	Shippers to consider the CDSP Direct Service Code Lines and provide Xoserve with any feedback/concerns by end of July.	All Shippers	<b>Closed</b>
<b>0565/0702</b>	13/07/16	2.1	Xoserve (AMi) to complete and provide the CDSP Direct Service Code Line Descriptions and Service Tab for the 29 July 2016 FGO Charging Workgroup Meeting.	Xoserve (AMi)	<b>Closed</b>
<b>0565/0703</b>	13/07/16	3.0	Shippers to consider the DSC Terms and Conditions and set out any concerns by 03 August 2016.	All Shippers	<b>Closed</b>

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<b>0565/0704</b>	13/07/16	5.0	Shippers to consider and provide Xoserve their requirements for the CDSP Credit Policy by end of July.	All Shippers	<b>Closed</b>
<b>0565/0801</b>	03/08/16	2.0	National Grid Distribution (CWA) to arrange a Data Protection Legal Review teleconference.	National Grid Distribution (CWA)	<b>Pending</b>
<b>0565/0802</b>	03/08/16	3.0	All to propose remedies for the CDSP.	ALL	<b>Pending</b>