

UNC Workgroup 0565 Minutes
Central Data Service Provider: General framework and obligations
Thursday 29 September 2016
Consort House, 6 Homer Road, Solihull B91 3QQ

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Chris Warner	(CWA)	National Grid Distribution
Colette Baldwin	(CB)	E.ON
David Mitchell	(DM)	Scotia Gas Networks
David Tennant	(DT)	Dentons
Gethyn Howard*	(GH)	Brookfield Utilities
Karen Visgarda (Secretary)	(KV)	Joint Office
Michael Walls*	(MW)	ES Pipelines
Richard Pomroy*	(RP)	Wales & West Utilities
Sean McGoldrick	(SMc)	National Grid NTS

*via teleconference

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0565/290916>

The Workgroup Report is due to be presented at the UNC Modification Panel during November 2016.

1.0 Introduction and Status Review**1.1. Approval of Minutes (20 and 21 September 2016)**

The minutes of the previous meetings were approved.

2.0 UNC Drafting (Pre-Nexus)

BF explained that due to late papers being submitted, the order of the agenda would be slightly adjusted and DT said it would be helpful to commence with the late submission document first which was:- 'Modification 0565 Central Data Services Provider – General Framework and Obligations' – this was a general/working title to link to the modification and not the formal title which is to be added later.

2.1 Central Data Services Provider – General Framework and Obligations

DT provided a brief overview of the document and explained this was the order that the formal text would be presented in. He then drew attention to the 'Drafting Notes' at the beginning of the document in points 1. 2. and 3, explaining what these sections incorporated TPD Sections G,H and M that would be different prior to the Nexus implementation and the Project Nexus Modifications text where these would be unchanged. CWA said that the suspension aspect was important and that the Drafting Notes explained this process well.

DT overviewed the sections 1.15.1 Agency Functions of the CDSP, TPD Section E: Daily Quantities, Imbalances and Reconciliation and 9.2 Appointment of AUG Expert – explaining the slight word changes in relation to the Transporters and what would become CDSP responsibilities. He continued to 'walk through' the rest of the document highlighting areas of change or areas of special interest.

A general discussion took place in relation to Section D: IGT Code Rules and Data Exchange, and GH explained that the original starting point would be to formally participate as was the current process, however, he was not happy with the potential of the funding percentage, which needed further discussion. DT said there would be a process where IGT's could participate in the management process prior to Nexus Implementation, as there may be changes in flight that would impact IGTs after Nexus implementation.

2.2 TPD Section G

The drafting was reviewed by DT. He explained there had been some slight word changes, however, the majority of the document remained the same. He drew attention to the Supply Point Register, Site Visit Appointment, Communications, Supply Point Registration, Compensation Rules and the New Supply Meter Points sections, as these had been amended accordingly. CB drew attention to a number of modifications that were due for implementation post Nexus and that these should not conflict with the process for managing data and the information that could be updated.

2.3 TPD Section H

The drafting was reviewed by DT. He explained there had been some slight word changes required, under the following sections:- 1.4 Composite Weather Variable in relation to the CDSP and 'Party' had replaced 'User'. He highlighted minimal word changes in the following sections, particularly where the CDSP was taking responsibility for delivering an obligation: - 1.6 NDM Sampling, 1.7 Development of Demand Models and End User Categories, 1.8 Consultation on the relevant Sub-committee proposals, 1.9 Finalisation of End User Categories and Demand Models, 1.13 CDSP Functions, 5.3 NDMA Accuracy Report, explaining that apart from these few word changes, the majority of the document remained 'as is'.

2.4 TPD Section M

The drafting was reviewed. DT explained the changes once again had been minimal with slight word changes, in the following sections:- 1.9 Meter Errors, 1.9.1 and 1.9.2, 1.13 CDSP Functions, in relation to the data flow.

Regarding point 2 Supply Meter Installation, 2.1.8 *'Whenever a Supply Meter Installation is replaced or modified the Registered User shall provide to the CDSP Meter Information in accordance with paragraph 3[1].'* Both CWA and DT agreed that this provided sufficient clarity on this point.

DT then overviewed the changes to section, 2.4 Meter by-pass, 2.4.5 section (b) *'for less than one Day, the estimate of the gas offtaken for such part Day will be calculated by the Registered User by dividing the estimate generated for such Day in accordance with paragraph (a) by 24 to produce an hourly estimate which will in turn be multiplied to the nearest whole number by the number of hours during such Day that the meter by-pass was open and the Registered User shall notify the CDSP, and on receipt of the next Valid Meter Reading, any estimates notified to the CDSP in accordance with paragraph 2.4.4(b) will be used by the CDSP as the Metered Quantity for such Day(s) in order to calculate the NDM Reconciliation Quantity'*.

A lengthy discussion took place in relation to this section, as detailed above, in relation to the impact of FGO on SPAA, the RGMA Baseline and CWA said this needed be raised formally at the SPAA meeting in October as there could be impacts on the obligations for parties to provide information and who too. RP agreed this was a valid question and he confirmed he would get this matter added to the agenda.

New Action 0565/0907: RP Wales & West Utilities to arrange for FGO to be added to the SPAA agenda in relation to communication schedules for the October Meeting.

DT then continued to overview the document and explained there had been word changes in section 2.4.7.

General discussion took place in relation to the following to sections and the interaction of the C&D Store:-

2.6 Supply Point Metering, 2.6.10 *'Where as a result of any Meter Installation Works undertaken by the Transporter in relation to Special Metering Supply Meter Installation, the relevant Meter Information recorded in the Supply Point Register ceases to be accurate, the Transporter will after completing such Meter Installation Works notify the CDSP and the CDSP will[2].'*

and

2.7 Supply Point Register Amendment 2.7.1 *'Where as a result of any Meter Installation Works undertaken by the Transporter in relation to an applicable Supply Meter Point, the relevant Meter Information recorded in the Supply Point Register ceases to be accurate, the Transporter will after completing such works notify the CDSP and the CDSP will[3].'*

Following a lengthy general discussion, where CB challenged that information provided by meter installers was being sent to the Transporter and not CDSP, CWa agreed to investigate whether in the context as described in the two points above, the CDSP would act as an agent for Transporters when receiving an update to the C&D Store from a meter installer.

New Action 0565/0908: CWa National Grid Distribution to investigate whether the CDSP would act as an agent for Transporter when receiving an update to the C&D Store from a meter installer.

DT continued to move through the document highlighting any changes, he agreed with CWa that under section 3.2 Meter Information, point 3.2.5 as detailed below, needed to be reworded and amended so it would read in a more succinct manner. (b) *'As soon as reasonably practicable after a Meter Information Update Notification is submitted, the CDSP will revise the Meter Information in accordance with such notification, unless the CDSP is not satisfied that the details contained in the notification are valid[4].'*

DT explained there had been word alterations regarding discretions in the following sections. A general discussion took place in relation to Modification 0455 and the data flow and meter reading process, as to how this process linked with the points as below:-

Section 3.2.15 *'Where at any time in respect of any Supply Meter Point the Transporter (in which case it will notify the CDSP) or the CDSP[5] becomes aware that the Meter Information held in the Supply Point Register is incorrect within 6 Supply Point Systems Business Days of the Day upon which it becomes aware of this, the CDSP will so notify the Registered User or the Relevant Registered User (as the case may be) and provide all relevant details and the Registered User or the Relevant Registered User (as the case may be) will as soon as reasonably practicable review such details, and where necessary update the Meter Information and submit to the CDSP a Meter Information Notification or a Meter Information Update Notification containing such update in respect of such Supply Meter Point. In the event that:'*

(b)' there is no Registered User or Relevant Registered User (as the case may be) in respect of the Supply Meter Point, the CDSP may in its sole discretion update the Meter Information. [6]'

CWa agreed to reflect on this process, as detailed above, in relation to the data flow and meter reading procedure.

New Action 0565/0909: CWa National Grid Distribution to reflect on the process regarding data flows and meter reading in reference to Modification 0455.

DT then concluded the overview of the document with the associated word changes.

2.5 TPD Section V

DT drew attention to Section V that had been discussed at the meeting on 25 July 2016 and he explained that some changes had been made to this document. A general discussion took place in relation to the UK Link User Agreement and if the Trader Users needed to sign this, it was agreed that this was the case. CWa agreed to investigate this matter further and provide feedback.

New Action 0565/0910: CWa National Grid Distribution to look at the UK Link User Agreement in relation to what it requires existing Trader Users to sign up to.

New Action 0565/911: CWa to arrange for a draft UK Link User Agreement to be made available for review.

DT continued to overview any changes in the document, drawing attention to specific areas of

interest. Under the Performance Assurance area, a general lengthy discussion took place regarding if the CDSP should be referenced rather than the DNO's and what were the Transporter obligations together with the cost recovery aspect. It was agreed that this matter should be investigated further.

New Action 0565/0912: Shippers to provide feedback regarding if they want this retained as a Transporter function

Changes to other Sections (including changes to the Modification Rules)

The drafting was not reviewed in this meeting as the document was still being developed but that it should be available for 11 October.

2.6 Transitional Arrangements

The drafting was not reviewed in this meeting. To be discussed in the Meeting on 03 October 2016.

3.0 Consideration of Workplan Topics

The Workgroup did not discuss or review the Work Plan in this meeting.

4.0 Review of outstanding actions

0565/0901: Xoserve to review and consider providing a draft or sample Business Continuity Plan as a DSC supporting document.

Update: Deferred until 03 October 2016 meeting. **Carried forward**

0565/0902: All Gas Transporters to consider and provide clarity on the management of CDSP bad debt and whether this could be passed through to Shippers via transportation.

Update: It was agreed that this topic had been discussed previously and all were in agreement that this action could now be closed. **Closed.**

0565/0905: *Latest versions for legal review* - CW to review documents stored on the website at: <http://www.gasgovernance.co.uk/0565/sbd> and provide the latest iterations (DSC and UNC) for publication.

Update: CWa and DT advised the documents would be available by close of play on Friday 30 September 2016, so this action could now be closed. **Closed.**

0565/0906: Transporters to consider the information provided by MC in respect of the existing arrangements for obtaining credit ratings/security limits and how these interact with similar DSC arrangements so that they do not provide conflicting ratings.

Update: CWa advised this action could now be closed as it was agreed these documents could not be used. **Closed.**

5.0 Next Steps

It was anticipated that work would continue as defined on the revised Workplan.

6.0 Any Other Business

None raised.

7.0 Diary Planning

Further details of planned meetings are available at: www.gasgovernance.co.uk/Diary

Time/Date	Venue	Workgroup Programme
10:00 Monday 03 October 2016	Dentons, One Fleet Place, London EC4M 7RA	FGO Workgroup and Workgroup 0565 DSC <ul style="list-style-type: none"> Contract Management Arrangements Third Party Services Policy Transitional Arrangements (including financial transition) Credit Policy
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"> Review further draft of Services Descriptions pre- Nexus Review further draft of Change Management Procedures Review final version of Charging Methodology
10:00 Friday 07 October 2016	CANCELLED	-
10:00 Tuesday 11 October 2016	Elxon, 4 th Floor, 350 Euston Road, London NW1 3AW	FGO Workgroup and Workgroup 0565 <ul style="list-style-type: none"> Approach to sequencing of UNC/DSC changes in conjunction with Project Nexus arrangements General Terms (GT) Transportation Principal Document (TPD) Transition Document (TD) Modification Rules
10:00 Friday 14 October 2016	CANCELLED	-
10:00 Monday 17 October 2016	Dentons, One Fleet Place, London EC4M 7RA	FGO Workgroup and Workgroup 0565 <ul style="list-style-type: none"> Legal Review of DSC Documents
10:00 Tuesday 18 October 2016	Dentons, One Fleet Place, London EC4M	FGO Workgroup and Workgroup 0565 <ul style="list-style-type: none"> Legal Review of DSC Documents

	7RA	(continued)
10:00 Wednesday 26 October 2016	Elexon, 4 th Floor, 350 Euston Road, London NW1 3AW	FGO Workgroup and Workgroup 0565 <ul style="list-style-type: none"> Review draft Workgroup Report
10:00 Tuesday 01 November 2016	Elexon, 4 th Floor, 350 Euston Road, London NW1 3AW	FGO Workgroup and Workgroup 0565 <ul style="list-style-type: none"> Finalise Workgroup Report

Workgroup 0565 (as at 29 September 2016)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0565/0606	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)	Closed
0565/0607	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)	Closed
0565/0608	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)	Closed
0565/0610	20/06/16	10.	Xoserve (AMi) to provide greater clarity and information concerning the costs in the Modification process.	Xoserve (AMi)	Closed
0565/0801	03/08/16	2.0	National Grid Distribution (CWa) to arrange a Data Protection Legal Review teleconference.	National Grid Distribution (CWa)	Closed
0565/0805	23/08/16	3.0	National Grid Distribution (CWa) and National Grid NTS (SMc) to provide clarity on the cost estimate process to be used with the modification process, including the EQR process.	National Grid Distribution (CWa)	Closed

0565/0809	23/08/16	5.0	National Grid Distribution (CWA) to amend the categories and confirm the position of the Shipper Classes in terms of the voting process, together with investigating iGTs' concerns around Committee representation and produce an Annex for D2 and GD4.	National Grid Distribution (CWA)	Closed
0565/0901	07/09/16	2.0	Xoserve to review and consider providing a draft or sample Business Continuity Plan as a DSC supporting document.	Xoserve (AM/SG)	Carried forward <i>Due on 03 Oct 2016</i>
0565/0902	07/09/16	4.0	All Gas Transporters to consider and provide clarity on the management of CDSP bad debt and whether this could be passed through to Shippers via transportation charges.	All GTs	Closed
0565/0905	20/09/16	1.2	<i>Latest versions for legal review</i> - CW to review documents stored on the website at: http://www.gasgovernance.co.uk/0565/sbd and provide the latest iterations (DSC and UNC) for publication.	National Grid Distribution (CW)	Closed
0565/0906	20/09/16	8.0	Transporters to consider the information provided by MC in respect of the existing arrangements for obtaining credit ratings/security limits and how these interact with similar DSC arrangements so that they do not provide conflicting ratings.	Transporters	Closed
0565/0907	29/09/16	2.0	RP Wales & West Utilities to arrange for FGO to be added to the SPAA agenda in relation to communication schedules for the October Meeting.	Wales & West Utilities (RP)	Pending
0565/0908	29/09/16	2.0	CWA National Grid Distribution to investigate whether the CDSP would act as an agent for Transporter when receiving an update to the C&D Store from a meter installer.	National Grid Distribution (CWA)	Pending
0565/0909	29/09/16	2.0	CWA National Grid Distribution to reflect on the process regarding data flows and meter reading in reference to Modification 0455.	National Grid Distribution (CWA)	Pending
0565/0910	29/09/16	2.0	CWA National Grid Distribution to look at the UK Link User Agreement in relation to what it requires existing Trader Users to sign up to.	National Grid Distribution (CWA)	Pending

0565/0911	29/09/16	2.0	CWa to arrange for a draft UK Link User Agreement to be made available for review.	National Grid Distribution (CWa)	Pending
0565/0912	29/09/16	2.0	Shippers to provide feedback regarding if they want this retained as a Transporter function.	All Shippers	Pending