

Project Nexus Workstream Minutes

Tuesday 16 February 2010

Teleconference

Attendees

Bob Fletcher (Chair)	BF	Joint Office
Helen Cuin (Secretary)	HC	Joint Office
Alan Raper	AR	National Grid Distribution
Andrew Beasley	AB	Utilita Ltd
Bali Dohel	BD	Scotia Gas Networks
Chris Warner	CW	National Grid Distribution
David Harries	DH	Total Gas & Power
David Watson	DW	British Gas
Fiona Cottam	FC	xoserve
Gareth Evans	GE	Waters Wye
Hazel Ward	HW	RWE npower
Jemma Woolston	JW	Shell Gas Direct
Joanna Ferguson	JF	Northern Gas Networks
Joel Martin	JM	Scotia Gas Networks
Karen Kennedy	KK	Scottish Power
Martin Brandt	MB	Scottish & Southern Energy
Michelle Downes	MD	xoserve
Peter Thompson	PT	Customer Representative
Sean McGoldrick	SMG	National Grid NTS
Shirley Wheeler	SW	xoserve
Steve Mullinganie	SM	Gazprom
Steve Nunnington	SN	xoserve

1. Introduction

BF welcomed all to the meeting.

1.1 Review of Minutes

The minutes of the meeting held on 18 January 2010 were accepted.

1.2 Review of actions

Action NEX0024: xoserve (SW) to draft AMR Workgroup ToRs for publication in advance of the next Workstream meeting.

Update: BF confirmed that the AMR Workgroup ToR had been published. **Complete.**

Action NEX0025: xoserve (SW) to add Initial Requirements Register cross references in the same form as for the Allocation Workgroup to all other Workgroups

Update: SW confirmed that this had been undertaken and that the new versions are now on the Joint Office website. **Complete.**

Action NEX0026: Joint Office (BF) to update generic sections of ToR, such as membership, to match the Allocation Workgroup

Update: BF confirmed that the ToR have been updated and published on the website. **Complete.**

Action NEX0027: xoserve (SW) to ensure issues identified for consideration under the SPA heading (customer access to data, meter read submission time, Supplier access to behavioral information) are included in the SPA ToR.

Update: SW explained it would not be possible to complete this action until the Post Central Communications Provider (CCP) prospectus is known. It was agreed to amend the action to reflect this situation. **Pending.**

Amended Action NEX0027: xoserve (SW) to ensure that following the production of the Post Central Communications Provider prospectus, issues identified for consideration under the SPA heading (customer access to data, meter read submission time, Supplier access to behavioral information) are included in the SPA ToR.

2. Update on the Revised Workgroup Approach and Plan

2.1 Provisional 2010 Meetings Schedule

BF confirmed that the schedule had been republished with the revised schedule including the ten AMR meetings.

3. Topic Workgroup(s) Terms of Reference

3.1 Draft High Level Principle Setting Workgroup ToR's

BF confirmed that the generic amendments had been made to the AQ Review, Retrospective Updates and Supply Point Reconciliation Terms of Reference. The Workstream approved the Terms of Reference

3.2 Draft AMR Workgroup ToR

BF explained that xoserve had provided a draft AMR ToR. SN explained the intention of not specifying what will be discussed in each of the AMR workshop meetings and to allow the workgroup to manage the topic discussion. SW explained that following last month's meeting some requests had been received to include specific issues; these included DM unbundling, SPA and enhanced process nomination and confirmed these were included. MB highlighted that following an Ofgem meeting it was clear that a decision would not be made until the Summer on the definition of AMR with respect to Smart metering in general, he highlighted that the group needs to be aware this. SM believed the Workstream could progress with information currently available on advanced metering subject to making careful assumptions on the likely future role. SW confirmed that a principle had been agreed that the CCP prospectus would not affect AMR development, however a watching brief would need to be maintained to ensure impacts were identified as the area develops.

PT asked if there ought to be a glossary considered to understand the different technologies. SM explained that there is a cross over in terms currently used as some meters can be considered as advanced, smart or both. However, he agreed it would be a good starting point to aid understanding and setting a base line on the different technology. SM confirmed he had a presentation, which should explain the technology and general terms used. It was agreed to consider this as an Agenda item for first AMR meeting.

MB enquired if the ToR ought to include providing a justification or business need/benefit. SW confirmed there is a section under the deliverables.

SM questioned within the associated documents, if this should include the SPAA agreements due to the supplier ASP data flows.

CW questioned if CSEPs were out of scope. SW confirmed these had been included in the principle discussions, as a result it was agreed to include the iGT UNC and CSEP NExA Annex A.

HW enquired about the identification of critical mass and its definition against each topic. The Workstream agreed this aspect was included in the consideration of transition detailed in the ToR. FC highlighted that one of the comments about transition was that it may not be possible to nail down what the numbers are for

critical mass in a topic or process and at what point it would be worth moving entirely to a new process. She was not sure if xoserve could assign a specific number as it would vary from process to process.

Action NEX0028: Joint Office (BF) to amend ToR and add to the website available for the AMR workgroup meeting on 31 March 2010. **Complete.**

4. Workgroup Reporting

4.1 Start/end date progress tracking

SW confirmed that a Milestone Plan had been published on Joint Office website.

SM questioned if this should include the Market Differentiation Workgroup. SW agreed to include this for the next meeting.

Action NEX0029: xoserve (SW) to ensure that the Milestone Plan includes the Market Differentiation Workgroup.

4.2 Consider topic workgroup reports

BF provided an update on the Workgroup Topics Report highlighting that three meetings had been held as detailed. He explained that there were no issues to report, there are no dependencies identified at the moment.

SW explained that xoserve are keen to understand what problems need solving for a business case to ensure they satisfy the initial issues and problems. She explained that there was a little more work to do. BF explained the aim was to complete the report during meeting 4.

Workstream agreed to the Workgroup's recommendation to present a Review Group style report at the end of the allocation workgroup process.

5. Next Steps: diary/planning

Comments were made on the future meetings and that the 30 March 2010 should be altered to a teleconference meeting with a face to face meeting on the 13 April 2010.

10:30, 30 March 2010, via Teleconference.

10:30, 13 April 2010, venue to be confirmed or via Teleconference.

10:30, 11 May 2010, ENA, 52 Horseferry Road, London, SW1P 2AF.

6. AOB

MB asked is xoserve will be presenting the output on the Allocation Workgroup. SW anticipated that a report will be produced for consideration.

Appendix 1

Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
NEX 0024	18.01.10	2.1	Draft AMR Workgroup ToRs for publication in advance of the next Workstream meeting	xoserve (SW)	Complete
NEX 0025	18.01.10	4.1	Add Initial Requirements Register cross references in the same form as for the Allocation Workgroup to all other Workgroups	xoserve (SW)	Complete
NEX 0026	18.01.10	4.1	Update generic sections of ToR, such as membership, to match the Allocation Workgroup	Joint Office (BF)	Complete
NEX 0027	18.01.10	4.1	Ensure that following the production of the Post Central Communications Provider prospectus, issues identified for consideration under the SPA heading (customer access to data, meter read submission time, Supplier access to behavioral information) are included in the SPA ToR.	xoserve (SW)	Pending
NEX 0028	16.02.10	3.2	Joint Office to amend ToR and add to the website available for the AMR workgroup meeting on 31 March 2010.	Joint Office (BF)	Complete
NEX 0029	16.02.10	4.2	xoserve to ensure that the Milestone Plan includes the Market Differentiation Workgroup.	xoserve (SW)	To be completed for 30.03.10