

AMR Topic WorkGroup

Terms of Reference

1. Purpose

Following agreement at the Project Nexus Uniform Network Code (PNUNC) Workstream, an AMR Topic Workgroup has been established to determine detailed business requirements for Supply Points fitted with advanced meters. The group to consider the comments raised as part of xoserve's Project Nexus Consultation together with any identified during the Workgroup. The approach to be taken by the workgroup should consider additional requirements for the AMR sector over and above those already identified for the Daily Metered Elective Regime (DME) under Development Workgroup 0224.

The output of the Workgroup should seek to provide sufficient definition around business rules to;

- Enable the proposed requirements to be incorporated in xoserve's investment decisions, and
- Support the raising of any UNC Modification Proposals, if required.

Each AMR Workgroup meeting will be organised and conducted in a manner consistent with the existing UNC governance process, seeking to engage industry participants and progress these areas to a conclusion. Whilst a timetable has been established for this workgroup the timescales are flexible and could be extended or curtailed as appropriate. The workgroup will report to the Project Nexus UNC Workstream.

2. AMR Workgroup

A number of specific comments were raised by industry participants relating to AMR in response to the Project Nexus consultations, due to the number of IRR entries relating to processes for AMR sites the following provides a summary of the consultation responses, the group should review all relevant IRR entries.

- Connections process
- Supplier transfer process, including timescales and data provided during the transfer
- General SPA activities
- Volume and meter reading activities and processes
- Allocation and Reconciliation
- AQ
- Invoicing
- Retrospective updates to data

The workgroup is therefore expected to consider all the comments raised as well as considering;

- a) the existing arrangements,
- b) the business rules developed by the Mod 0224 workgroup,
- c) any alternatives proposed , and
- d) any options developed within the workgroup

3. Scope and Deliverables

3.1 The Group is asked to:

- a) Consider all business areas within scope of xoserve's prevailing services necessary for processing AMR sites.
- b) Capture industry aspirations considering the responses during Project Nexus Consultation and any alternative options identified during the discussions
- c) Apply the principles as defined from the appropriate Project Nexus Principle Workgroups. Any issues encountered with those principles should be reported to the PNUNC Workstream.
- d) Review business rules developed for Mod 0224 (Facilitating the use of AMR in the Daily Metered Elective regime) without being impeded by any current system constraints.
- e) Consider arrangements for Daily Metered Mandatory sites (as per UNC) and clarity regarding the DM unbundling regime.
- f) Reach a consensus on the preferred option and associated business rules
- g) Clarify any interaction or impact with any live Modification / Review Proposals and any other Project Nexus Principle or Topic workgroups
- h) Identify and analyse any issues which impact the efficient and effective operation of the existing arrangements
- i) Develop appropriate solutions to rectify the identified issues with the existing arrangements or those developed under Modification 0224
- j) Define advantages/disadvantages of the solution
- k) Develop indicative costs and cost benefit analysis
- l) Develop any contractual changes, where appropriate, needed to implement the identified solutions
- m) Record issues which might usefully be taken forward under this Workgroup or any other governance process
- n) Identify and monitor risks
- o) Consider transitional arrangements
- p) Consider market differentiation arrangements
- q) Ensure that any new requirements are raised and ratified by the workstream before developing any detailed business rules.

- r) Provide appropriate information to Smart Meter Implementation Programme as deemed relevant
- s) Receive and act upon any relevant information received from the Smart Metering Implementation Programme
- t) Not to proceed to solution design until the agreed requirements have been reconciled with the scope of the Smart Metering CCP.

3.2 Topic Workgroup Deliverables:

- a) Progress reports for the PNUNC Workstream (a spokesperson from the Workgroup to attend PNUNC, helping to ensure continuity and to identify any impacts with other Workgroups)
- b) 'To-be' End to end process maps and data models
- c) Detailed business requirements and business rules for the complete process, including transitional arrangements
- d) A final report containing the recommendations of the Workgroup for presentation to the PNUNC Workstream, and
- e) A draft UNC Modification Proposal (if necessary) to support implementation of the proposed approach to be progressed at the most appropriate stage of the project process, i.e. once alignment with the scope of SMIP has taken place
- f) Initial Requirements Register updated with outcome for each requirement considered

4. Limits

The Workgroup will consider all appropriate governance arrangements including:

- The Uniform Network Code
- Licences (Gas Transporter, Shipper and Supplier)
- UKLink File Formats
- UNC Ancillary documents or agreements

5. Composition

Each workgroup meeting will be chaired and facilitated by the Joint Office (JO). The chair will be responsible for ensuring all of the UNC governance procedures are adhered to.

Membership to the Workgroup is open and notifications will be sent to all registered UNC contacts.

An AMR Topic Workgroup meeting will be quorate provided that there are at least six attendees. This will include two Gas Transporters and two User representatives.

6. Roles and Responsibilities

The following table outlines the roles and responsibilities for all the members of the Workgroup.

| Organisation | Responsibilities |
|------------------|---|
| Joint Office | <ul style="list-style-type: none"> • Chair and facilitate Workgroup Meeting, in accordance with the Chairman’s Guidelines • Produce minutes • Coordinate group update |
| xoserve | <ul style="list-style-type: none"> • Provide analysis of initial consultation requirements for discussion in the workgroup, if necessary • Provide information to the Workgroup on any development from other workgroups, including Principle Workgroups and SMIP • Provide expertise in design analysis, process modelling and as-is process knowledge • Support workgroup discussions on possible options • Prepare supporting information and carry out analysis, where necessary, to aid discussions • Prepare draft business rules for approval within the workgroup • Manage overall workgroup timetable, in conjunction with other Topic Workgroups and the Joint Office. |
| Users | <ul style="list-style-type: none"> • Provide knowledgeable resources to support workgroup • Provide empowered decision makers • Maintain commitment throughout workgroup timetable • Where required, provide analysis for discussion in the workgroup |
| Gas Transporters | <ul style="list-style-type: none"> • Provide knowledgeable resources to support workgroup • Provide empowered decision makers • Maintain commitment throughout workgroup timetable • Where required, provide analysis for discussion in the workgroup |

7. Information Sources

- Uniform Network Code
- Licences (Gas Transporter, Shipper and Supplier)
- Gas Act

- Utilities Act
- UK Link Manual
- Industry legislation, as required
- Smart Metering Implementation Programme

8. Timetable

It has been agreed that the Workgroup will take place over the required number of meetings to achieve the deliverables specified under section 3.2. These meetings will commence on 31st March 2010 with 10 meetings approximately 2 weeks apart. More details of the workshop timetable can be found on the Joint Office web site.

The AMR Topic Workgroup will commence once the Principle Workgroups have defined their high level requirements, this is because of the dependencies on the Principle workgroups.

The meetings will cover the following areas:-

- Re-visit the IRR entries to confirm which entries should be included in the scope of the AMR approach.
- As-is process Review
 - 'As Is' process models
 - Baseline current processes and those developed through Modification 0244 to obtain consensus of understanding
 - Stakeholders present their consultation responses and identify issues
 - Workgroup to agree whether any further work is required
- To Be Options
 - Develop consultation responses & any alternative options identified
 - Review in progress modifications ('Live' or 'Closed'), including discussions for Modification 0244
- Preferred Outcome
 - Reach consensus on preferred option to be taken forward
 - Document preferred option
 - Produce Cost/Benefit analysis
 - Produce To Be process models
- Final Approval
 - Document business requirements
 - Produce business rules
 - Produce final report
 - Produce draft Modifications if required
 - Produce legal text, if necessary

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