

Project Nexus Workgroup Minutes
Tuesday 10 March 2015
at 31 Homer Road. Solihull, B91 3LT

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Alexa St Clair *	(ASC)	Opus Energy
Alison Neild	(AN)	Gazprom
Andrea Bruce	(AB)	Scottish Power
Andy Miller	(AM)	Xoserve
Carl Whitehouse	(CW)	First Utility
Chris Warner	(CW)	National Grid Distribution
Colette Baldwin	(CB)	E.ON
Danielle Hall	(DH)	Plus Shipping
David Addison	(DA)	Xoserve
Debbie Draycott*	(DD)	BP
Edward Hunter	(EH)	npower
Emma Lyndon	(EL)	Xoserve
Glen Nixon	(GN)	Utiligroup
Huw Comerford	(HC)	Utilita
Jaimie Simpson*	(JS)	GDF SUEZ
James Hill	(JH)	EDF Energy
Jon Dixon*	(JD)	Ofgem
Karen Kennedy	(KK)	RWE npower
Karen Visgarda	(KV)	Joint Office
Lorna Lewin	(LL)	DONG Energy
Mark Jones	(MJ)	SSE
Michelle Downes	(MD)	Xoserve
Mike Fensome	(MF)	RWE npower
Naomi Nathanael	(NN)	Plus Shipping Services
Paul Hamilton	(PH)	SSE
Rob Cameron-Higgs*	(RCH)	Good Energy
Steve Mulinganie*	(SM)	Gazprom
Sue Cropper	(SC)	British Gas

*via teleconference

Copies of all papers are available at: <http://www.gasgovernance.co.uk/nexus/100315>

1. Introduction and Status Review**1.1. Minutes**

The minutes of the previous meeting on 10 February 2015 were approved.

1.2. Actions

0101: Ofgem (JD) to issue an industry communication clarifying their position on the non-effective days provisions.

Update: JD confirmed that Ofgem are awaiting details from the iGT UNC Panel setting out their concerns on the non effective days. JD acknowledged the need for non effective days to allow cut over and Ofgem will not be signing off modifications without taking into account the overall impact of non effective days. **Closed.**

0103: Xoserve (MD) to investigate and provide an update on how flows are prioritised, including prioritisation selection criteria.

Update: MD requested this action is carried forward to next meeting on 07 April.

Carried Forward.

0104: Xoserve (MD) to confirm the outcome of discussions on file format with regard to Transmission sites.

Update: MD requested this action is carried forward to next meeting on 07 April.

Carried Forward.

0105: *Reference REQ31* – Xoserve (MD) to consider whether the proposed solution for read validations would work, or whether a suitable alternative is available (i.e. add a new flag within the RGMA flows).

Update: See item 2.0. **Closed.**

0106: *Reference REQ32* – National Grid (CW) & Xoserve (MD) to consider what Primes & Subs information could be made available to users.

Update: MD confirmed that Prime & Sub Meter configurations do need further consideration. CW noted that as Unique Sites have been put online, Primes & Subs needs to be examined within the miscellaneous modification category once the current four modifications have been processed to confirm how the process will operate under Nexus. **Carried Forward**

0107: Joint Office (BF/MB) & Xoserve (MD) to consider the best option for providing a centralised BRD based repository for BRD related presentations going forward.

Update: BF confirmed that all approved versions of the BRDs would be published at <http://www.gasgovernance.co.uk/nexus/brd>. Whilst BRDs are being changed these will be clearly marked as draft and will be made available within the respective meeting page and BRD page. A request was made for a notification to be issued to the industry each time an approved BRD had been published. The Workgroup considered having a separate circulation list for this purpose. All parties agreed to notify the Joint Office of any required contacts they would need adding to the Project Nexus circulation list. In the first instance all regular attendees would be automatically added to the list. **Closed**

0201: Xoserve (MD) to investigate whether or not it is feasible to break down AQ tolerance band 1 to 20,000 to identify the smaller AQ ranges, or whether adding empty bands is an alternative option.

Update: MD confirmed an email had been issued to clarify this can be done. **Closed**

0202: All parties to confirm whether or not they believe they really need the Spec Calc provisions going forward.

Update: MJ believed a previous modification had removed the Spec Calc provision and as a result it had been assumed within the BRDs the Spec Calc was not needed. Xoserve confirmed that to incorporate the Spec Calc provision they would need to raise a change request but the provision would not be available for Project Nexus go-live. CW challenged if the provision is not currently in code why the provision would be required post Nexus. MD explained that the Spec Calc might be required in the future if Shippers want to calculate AQs. Shippers agreed to consider the options available. **Closed.**

0203: *AQ Corrections* - Xoserve (MD) to double-check whether these should be defined as calendar days or Business Days.

Update: See item 3.0. **Closed**

0204: AQ Corrections - Xoserve (MD) to update BRDs to reflect discussions and provide a summary of changes, plus identification of the place holder locations on the Joint Office web site.

Update: BRDs updated. **Closed**

0205: AQ Corrections - Xoserve (MD) to double check whether or not the 9 month AQ correction window delay trigger is parameterised or not and to also consider how current Code provisions might have an impact.

Update: MD confirmed that the 9-month trigger would be delivered for Project Nexus go-live. SM asked about reducing the 9-month window to 6 months. MD confirmed this could be done but not for the 01 October, clarifying that the trigger can be changed from 9 months after Project Nexus go-live however the 9 month rule would have to be live at implementation.

The Workgroup discussed the AQ correction process and how AQs would be calculated if the last AQ was an AQ correction. Concern was expressed that once an AQ correction had been undertaken parties would have to wait a further 9 months to make any further corrections and Shippers would be caught up in a loop.

KK explained that an AQ calculation needs to be undertaken before an AQ correction. She believed there was no facility for an AQ correction if there hadn't been an AQ calculation. It was clarified that an AQ correction has to be done on a calculated AQ once a read has been loaded. The read triggers an AQ calculation.

SP enquired what would happen if the AQ calculation was wrong and the Shipper could not get another reading. MD explained AQs could be corrected where there is a valid reason for the correction. KK explained sites may shutdown and meter readings may not be possible due to access restrictions.

It was explained that the 9-month rule was brought in so Shippers couldn't keep changing the AQs as there were concerns about AQ manipulation. AN asked if the Workgroup needed to consider a further reason code for a previous erroneous AQ change to enable corrections. MD agreed to check if the AQ correction is hardcoded or a table parameter and what reason codes can be utilised. CB asked if the business rules could define the ability for manual interventions.

MD wished to understand if an AQ correction had gone through a form of validation and checks the likelihood of an AQ correction being made that was erroneous. KK explained a site might have a significant ramp up or down due to gas usage or site shutdowns.

The Workgroup wished to understand scenarios for AQs over 1 and how to correct an erroneous AQ correction.

AM asked Shippers to set out in what circumstances the Shippers would need to undertake erroneous AQ corrections. AM accepted there is an issue but explained that Xoserve may not be able to offer a solution by 01 October. He requested Shippers provide some examples to help Xoserve understand the typical scenarios for erroneous AQ corrections and assess how the system could manage this. Xoserve understood that these may be exceptional but they needed scenarios to assess the impacts and likelihood to devise potential solutions. **Carried Forward**

New Action 0304: AQ Corrections - Shippers to provide Xoserve with erroneous AQ correction scenarios (with for example: the starting AQ, the required AQ correction, and read samples to assess if tolerances would fail).

0206: AQ Corrections - Xoserve (AM) to consider provision of an 'interim' workaround (manual) process relating to running a report to highlight anomalous reads (inc. supporting telephone calls), plus look to provide some draft business rules around what parameters any trigger criteria would / could be based on.

Update: AM confirmed that Xoserve can and will be providing a service where for example incorrect data ie, MPRN or telephone number has been entered as the AQ. Further details will be provided on 07 April. **Carried Forward.**

0207: BRD Change Tracking - Xoserve (AM) to enhance the BRD tracking table provision in line with discussions and provide a BRD log where any comments and Xoserve responses are highlighted.

Update: MD confirmed this had been undertaken and republished. **Closed**

0208: Retrospective Updates - Xoserve (MD) to provide some timelines around the Retrospective Update Request Received Prior to Shipper Transfer process and to confirm whether or not it is only the Registered Shipper that can make changes.

Update: MD confirmed that the registered and new confirming Shipper could submit retrospective updates. NN enquired if this would be done before the change of supplier readings. AM suggested there may be an over lap as Shippers can provide retrospective updates during the confirmation period ie. after D-2. It was clarified Xoserve would not change any estimates. The new Shipper can make changes, if a retrospective update is submitted Xoserve will make a variation adjustment. **Closed**

0209: Retrospective Updates - Xoserve (MD) to provide examples (*inc. how the system would validate a read following a consumption adjustment*) around how retrospective asset updates are expected to work, in time for consideration at the 18 February Workgroup meeting.

Update: See item 3.0. **Closed**

0210: Read Validation - All parties to consider and provide views on the different options/tolerances for the read validation tolerance bands.

Update: See item 2.0. **Closed**

0211: Read Validation - Xoserve to confirm whether or not 7 extra read validation tolerance bands could be built into the system.

Update: MD confirmed that additional AQ bands could be delivered for go live as these are parameterised values and therefore there is no impact to design. **Closed**

0212: AQ Correction - Parties to consider and provide a view on the value of X within the AQ Correction Timeline (ie, Month - X Business Days).

Update: See item 3.0. **Closed**

0213: AQ Correction – Xoserve to split the AQ Correction Timelines and provide some example scenarios.

Update: See item 3.0. **Closed**

0214: Consumption Adjustments - Xoserve to formulate Consumption Adjustment scenarios and typical AQ calculations.

Update: See item 3.0. **Closed**

0301: Xoserve to consider arranging a Project Nexus Transitional Workshop.

Update: Transferred from Workgroup 0528. **Carried Forward**

0302: National Grid Distribution to facilitate a transitional modification legal text walkthrough in London

Update: Transferred from Workgroup 0528. **Carried Forward**

2. Read Validation (Requirement 31)

SC provided the British Gas [Nexus Read Validation](#) presentation following review of RWE npower's suggested meter reading validation tolerance table.

SC agreed with the principle of the AQ bandings but some of the data may need to be changed within the table. SC explained; the analysis of proposed tolerances in particular the 10,001 to 20,000 AQ band; the typical consumption pattern with the winter affecting the results compared to that in the summer and the need to sense check that the parameters set will allow corrections in the winter. The Workgroup considered reducing the amount of

the override and how the amount of the override could be minimised whilst still allowing the AQ to move significantly.

SM challenged that the Workgroup are at risk of re-opening the debate and that unless the RWE proposal was deemed fundamentally flawed the system should not be reconfigured at this stage, the change should go ahead with the original build. It was accepted that the figures achieve the principal although these may not be the optimum figures.

CB believed following British Gas examination of the RWE proposal a better result could be achieved. She suggested if something is wrong with the bandings this needs to be addressed. However, as long as RWE proposal would not result in a large number of reads being rejected, it may not be perfect however, the industry could move forward with the RWE npower proposal. KK concurred that the RWE npower proposal may not be the optimum solution but she would be concerned about changing the parameters now, as Shippers need confidence in what is to be built.

With reassurance that the system parameters could be changed reasonably quickly (within days) and in terms of the governance process the changes would be approved via the UNCC the Workgroup agreed to approve and implement the RWE proposal with a view of reviewing the parameters with supportive analysis in the future.

It was suggested that Xoserve could undertake an impact assessment and confirm the likely time parameters of when changes could be affected. However, AM explained that with resources concentrating on go-live Xoserve would not be able to undertake an impact assessment. For Xoserve to undertake any impact assessment it would also need to fully understand the required system changes.

MD provided a spreadsheet showing the percentage read validation tolerances ([Read Validation Tolerances - amended](#)) and confirmed that this would be inserted into the BRD.

3. AQ Correction (Requirement 38)

MD provided the [AQ Correction presentation](#) and the [AQ Calculation presentation](#), splitting out the timelines.

KK enquired about the consumption and AQ calculation and asked Xoserve to define the process. MD explained that the AQ calculation is calculated on the consumption read to get the volume including any retrospective updates or consumption adjustments.

Action 0305: Xoserve to provide the methodology for calculating the AQ including rounding, truncating and decimal places.

The Workgroup considered the AQ Calculation following a consumption adjustment. Once a consumption adjustment is received Xoserve will always look for a 12-month period for an AQ Calculation, Xoserve will create variances between consumption adjustments based on the read dates. The calculation and how this has been split up would be visible on the invoice.

MJ enquired about a change of supplier where there is a consumption adjustment. If a supply point enquiry is submitted Shippers can obtain consumption history. Shippers will be provided with data via the supply point enquiry service.

AM provided the [AQ Use of Pre 01 October Reads in AQ Process](#) presentation. He explained that this is not a presentation on the AQ calculation the presentation to simply explain the principal.

AM explained that Xoserve will introduce a tolerance check and where AQ values fail the tolerance check these will not be loaded to UK Link and the existing AQ will remain. CW believed this principal was already outlined within Modification 0528 - Implementation of Supply Point Administration, gas allocation and settlement arrangements (Project Nexus transitional modification). PH asked if Shippers would be notified, if a read loads and the AQ is not calculated. It was anticipated that a notification would be issued, however this would be clarified along with confirmation of what the rejection code would be.

Action 0306: Xoserve to confirm when a read loads and the AQ is not calculated if a notification will be issued to the Shipper and what rejection code would be used.

AM highlighted that the tolerances would need to be agreed and the principal would need to be codified. KK enquired about the use of new tolerances. AM explained these would not be the same tolerances used for pre 01 October, the tolerances need to be brought into line.

CW highlighted that the text within Modification 0528 section 5.4.2 already referred to the Project Nexus tolerance validation rules and what the definition of these are. CW asked for the business rules to be outlined by Xoserve to ensure that the Transitional text for Modification 0528 captures the changes.

4. BRDs

MD confirmed all the BRDs have been updated with a table illustrating the reason for update, date presented at PNUNC and if a modification is required. Papers provided: [BRD Review Comments](#), [Retrospective Updates BRD](#), [Annual Quantity BRD](#), [Reconciliation BRD](#). MD asked how the Workgroup would like Xoserve to track changes within the BRDs suggesting a clean version is published each time the BRDs are approved.

It was agreed Xoserve would provide a current clean version and all previous versions would be changed marked for an audit trail of the changes.

All parties agreed to review and provide Xoserve with any comments on the BRDs

Action 0307: All parties to review and provide Xoserve with any comments prior to the next meeting 07 April 2015.

SP asked, having considered the BRDs, if Xoserve had identified any impacts to file formats.

Action 0308: Xoserve to highlight any changes to file formats.

5. Issues

5.1. Correction Factors

MD referred to the [Correction Factor presentation](#) and provided the background and proposal.

MD explained a standard Correction Factor (CF) of 1.02264 will be applied to all meter points from the MPRN creation. At data migration, any meter points with a CF of 0 will be defaulted to 1.02264. It is the Shippers responsibility to update the CF to a site specific CF for any meter point with an AQ greater than 732,000 kWh.

MD believed where the AQ is greater then 732,000 kWh Shippers will be notified that a site specific CF is required.

Action 0309: Xoserve to check the AQ process and if the correction factor flag is sent to the Shipper

5.2. UNC Supplementary Documents

MD provided a table highlighting the UNC related documents that will need to be amended ([UNC Supplementary Documents](#)).

CW highlighted any changes to these documents need to be approved by the UNCC and that a paper is to be presented prior to Nexus go live.

5.3. Requirements Log

Meter Removal Reading

MD provided the [Requirements Log](#) and explained for meter removals a solution needs to be found, where the market breaker tolerance is breached for that removed meter reading. AM gave instances where the meter removal reading provided through

RGMA was clearly incorrect and rejected because the consumption that would have been recalculated would have significantly exceeded the AQ. He explained that the market breaker validation shouldn't be assumed to be wrong.

GN asked about where the meter removable read may be correct but fails the market breaker validation because it was out of tolerance. MD believed this might need further consideration, as it should only be the retrospective updates that should be the issue. The Workgroup considered if the AQ would need amendment. It was agreed that the Workgroup needed to consider meter removal readings further and whether there needs to be a manual process for sites where the meter removal readings would not be accepted.

Sub-deduct Configurations

MD explained that for Prime meters to be reconciled correctly, check reads may need to be submitted for Class 1 sites to account for any potential drift.

CB challenged how the drift would be calculated and which meter points the drift would need to be applied to, apportioning the drift across the meter points.

CB believed Primes & Subs are an enduring requirement. CW explained that Primes & Subs are declining in numbers as some are to be engineered out and others customers intend to take responsibility/ownership of the equipment on site.

CW suggested that the DNs and Xoserve need to consider some possible solutions. For Class 1, 2 & 3 sites, shippers will submit reads. For Class 4 configurations the GTs will need arrange to read the site in order to reconcile the Subs to the Prime.

MD explained the real issue for the industry on Primes & Subs is how to get all the check reads in at the same time, it has been suggested that the reads need to be taken within a 5 day window. MD asked what notice Shippers would need to procure a check read. CB explained that this would be dependant on site access and some of these may have long lead times as this may be classified as a special request.

It was agreed at the next meeting the Workgroup needed to consider the period required to obtain Prime & Subs check reads.

AQ Correction / Failed Reads

The Workgroup considered what phase 2 may look like, in particular with failed reads, as the system will look at the AQ, which is live at that time.

MD confirmed that this was on the requirement log for after go live. It was suggested that a new log captures what requirements cannot be delivered for 01 October.

AMR Flag

MD explained that there is a new requirement where AMR equipment is installed, for Xoserve to notify the Shipper that an AMR check read is required but only where there is a AMR flag against it.

GN enquired how Shippers would be notified of any drift between the AMR and the meter.

Action 0310: Xoserve to confirm the management of drift calculations for AMR equipment.

5.4. Pre-Payment Meter Transition

DA provided a [Pre-Payment Meter Transition](#) presentation and explained that Modification 0451AV introduced a principal that prepayment meters have a different usage profile to the standard credit meter profile, in that it will have a flatter usage profile. The AQ value will be correct but the seasonal usage is different so pre-payment meters are disadvantaged by having an allocation profile similar to credit meters - to account for this, an adjustment is made. DA explained this presents an issue for Nexus go-live within the Class 4 category. A variance will need to be created and a form of apportionment/adjustment across the variance periods. He

clarified that any reconciliation up to 01 October will be okay. Post 01 October the standard EUC1 profile will be used based on the AQ value.

Under Modifications 0451AV and 0432 the readings are adjusted against the profile. When a meter read is submitted this triggers reconciliation the reconciliation will not align against the monthly adjustment.

In terms of materiality per meter point to minimise the potential of double debits being issued to Users, a meter read will need to be obtained as close to possible to the Project Nexus go-live date being mindful of possible non effective days.

HC enquired if in effect prepayment meters are therefore individually reconciled before Project Nexus. DA clarified prepayment meters are not individually reconciled.

It was considered if another modification was required to allow for a solution. The Workgroup agreed to consider what the options are at the next meeting.

6. Any Other Business

6.1. Contact Type and Electronic Address

EL provided a [Contact Type and Electronic Address](#) presentation on the different contacts types of which there are 10. EL explained that the contact types need to go through a data cleanse and Xoserve will be contacting the impacted Shipper(s) / Supplier(s), the issue will also be raised within the data cleansing workgroup.

6.2. Postcode Exit Zone

EL provided a presentation on the [Postcode Exit Zone](#) monthly reports, which are provided to Shippers to highlight residual sites that have incorrect postcodes for the exit zone. MJ asked about the possibility of incorrect postcodes. It is assumed the postcode is right and the exit zone is wrong, as the postcode drives the exit zone.

EL explained sites with the incorrect exit zone will be mapped to the correct exit zone, that the site should be in, at migration. AB asked where the LDZ exit zone changes if Shippers will be notified.

Parties agreed to consider the proposal and provide views.

Action 0311: Xoserve to check and confirm if the LDZ exit zone changes if the shipper will be notified.

5. Diary Planning

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

Workgroup meetings will take place as follows:

Time/Date	Venue	Workgroup Programme
10:30 Wednesday 25 March	31 Homer Road, Solihull. B91 3LT.	Mods 0527, 0528, 0529, 0531 and new mod 0532
10:30 Tuesday 07 April 2015	31 Homer Road, Solihull. B91 3LT.	Project Nexus Workgroup AQ Correction Scenarios
10:30 Tuesday 12 May 2015	31 Homer Road, Solihull. B91 3LT.	Project Nexus Workgroup
10:30 Monday 08 June 2015 OR 10:30 Tuesday 09	31 Homer Road, Solihull. B91 3LT.	Project Nexus Workgroup

June 2015		
10:30 Tuesday 14 July 2015	31 Homer Road, Solihull. B91 3LT.	Project Nexus Workgroup

Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0101	20/01/15	1.2	To issue an industry communication clarifying their position on the non-effective days provisions.	Ofgem (JD)	Closed
0103	20/01/15	3.2	To investigate and provide an update on how flows are prioritised, including prioritisation selection criteria.	Xoserve (MD)	Carried Forward
0104	20/01/15	3.2	To provide a view on potential technical system volume requirements and solution v's cost to develop and deliver.	Xoserve (MD)	Carried Forward
0105	20/01/15	3.5	Reference REQ31 - To consider whether the proposed solution for read validations would work, or whether a suitable alternative is available (i.e. add a new flag within the RGMA flows).	Xoserve (MD)	Closed
0106	20/01/15	3.5	<i>Reference REQ32</i> – To consider what Primes & Subs information could be made available to users.	NGD (CW) & Xoserve (MD)	Carried Forward
0107	20/01/15	4.1	To consider the best option for providing a centralised BRD based repository for BRD related presentations going forward.	Joint Office (BF/MB) & Xoserve (MD)	Closed
0201	10/02/15	1.2	To investigate whether or not it is feasible to break down AQ tolerance band 1 to 20,000 to identify the smaller AQ ranges, or whether adding empty bands is an alternative option.	Xoserve (MD)	Closed
0202	10/02/15	1.2	To confirm whether or not they believe they really need the Spec Calc provisions going forward.	All	Closed
0203	10/02/15	3.2	<i>Reference AQ Corrections</i> - Xoserve (MD) to double-check	Xoserve	Closed

Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
			whether these should be defined as calendar days or Business Days.	(MD)	
0204	10/02/15	3.2	<i>Reference AQ Corrections</i> - Xoserve (MD) to update BRDs to reflect discussions and provide a summary of changes, plus identification of the place holder locations on the Joint Office web site.	Xoserve (MD)	Closed
0205	10/02/15	3.2	<i>Reference AQ Corrections</i> - Xoserve (MD) to double check whether or not the 9 month AQ correction window delay trigger is parameterised or not and to also consider how current Code provisions might have an impact.	Xoserve (MD)	Carried Forward
0206	10/02/15	3.2	<i>Reference AQ Corrections</i> - Xoserve (AM) to consider provision of an 'interim' workaround (manual) process relating to running a report to highlight anomalous reads (inc. supporting telephone calls), plus look to provide some draft business rules around what parameters any trigger criteria would / could be based on.	Xoserve (AM)	Carried Forward
0207	10/02/15	3.3	<i>Reference BRD Change Tracking</i> - Xoserve (AM) to enhance the BRD tracking table provision in line with discussions and provide a BRD log where any comments and Xoserve responses are highlighted.	Xoserve (MD)	Closed
0208	10/02/15	3.4	<i>Reference Retrospective Updates</i> - Xoserve (MD) to provide some timelines around the Retrospective Update Request Received Prior to Shipper Transfer process and to confirm whether or not it is only the Registered Shipper that can make changes.	Xoserve (MD)	Closed
0209	10/02/15	3.4	<i>Reference Retrospective Updates</i> - Xoserve (MD) to provide examples (inc. how the system would validate a read	Xoserve (MD)	Closed

Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
			following a consumption adjustment) around how retrospective asset updates are expected to work, in time for consideration at the 18 February Workgroup meeting.		
0210	18/02/15	2.1	<i>Read Validation</i> - All parties to consider and provide views on the different options/ tolerances for the read validation tolerance bands.	ALI	Closed
0211	18/02/15	2.1	<i>Read Validation</i> - Xoserve to confirm whether or not 7 extra read validation tolerance bands could be built into the system.	Xoserve (MD)	Closed
0212	18/02/15	2.2	<i>AQ Correction</i> - Parties to consider and provide a view on the value of X within the AQ Correction Timeline (ie, Month - X Business Days).	All	Closed
0213	18/02/15	2.2	<i>AQ Correction</i> – Xoserve to split the AQ Correction Timelines and provide some example scenarios.	Xoserve (MD)	Closed
0214	18/02/15	2.3	<i>Consumption Adjustments</i> - Xoserve to formulate Consumption Adjustment scenarios and typical AQ calculations.	Xoserve (MD)	Closed
0301 (0528)	03/03/15	2.0	Xoserve to consider arranging a Project Nexus Transitional Workshop.	Xoserve (MD/EL)	Transferred from WG 0528
0302 (0528)	03/03/15	2.0	National Grid Distribution to facilitate a transitional modification legal text walkthrough in London.	National Grid (CW)	Transferred from WG 0528
0303 (0528)	03/03/15	1.2	Xoserve to clarify the rules and the use of meter reads submitted in September i.e. clarify the rules around the AQ calculation and submission date, clarify if an AQ closing read provided pre-Nexus can be classed as an AQ closing read.	Shippers	Transferred from WG 0528

Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0304	10/03/15	1.2	AQ Corrections - Shippers to provide Xoserve with erroneous AQ correction scenarios (with for example: the starting AQ, the required AQ correction, and read samples to asses if tolerances would fail).	Shippers	Pending
0304	10/03/15	3.0	AQ Corrections - Xoserve to provide the methodology for calculating the AQ including rounding, truncating and decimal places.	Xoserve (MD)	Pending
0305	10/03/15	3.0	AQ Corrections - Xoserve to confirm when a read loads and the AQ is not calculated if a notification will be issued to the Shipper and what rejection code would be used.	Xoserve (AM)	Pending
0306	10/03/15	4.0	BRDs - All parties to review and provide Xoserve with any comments prior to the next meeting 07 April 2015.	All	Pending
0307	10/03/15	4.0	BRDs - Xoserve to highlight any changes to file formats.	Xoserve (MD)	Pending
0308	10/03/15	5.1	Correction Factors - Xoserve to check the AQ process and if the correction factor flag is sent to the Shipper	Xoserve (MD)	Pending
0309	10/03/15	5.3	Requirements Log - Xoserve to confirm the management of drift calculations for AMR equipment.	Xoserve (MD)	Pending
0310	10/03/15	6.2	Postcode exit zone - Xoserve to check and confirm if the LDZ exit zone changes if the shipper will be notified.	Xoserve (EL)	Pending