

UNC Project Nexus Workgroup Minutes
Wednesday 15 July 2015
31 Homer Road, Solihull B91 3LT

Attendees

| | | |
|----------------------------|-------|----------------------------|
| Alex Cullin | (AC) | E.ON |
| Alison Neild | (AN) | Gazprom |
| Anne-Marie Haydon | (AMH) | npower |
| Beth Slade | (BS) | Total Gas & Power |
| Blanca Khan* | (BK) | British Gas |
| Bob Fletcher (Chair) | (BF) | Joint Office |
| Chris Warner | (CW) | National Grid Distribution |
| David Addison | (DA) | Xoserve |
| Debbie Mulinganie* | (DM) | BP Gas |
| Emma Lyndon | (EL) | Xoserve |
| Enbre Merai | (EM) | npower |
| Graham Smillie | (GS) | Scottish Power |
| Gurbal Singh | (GS) | First Utility |
| Huw Comerford | (HC) | Utilita |
| James Hill | (JH) | EDF Energy |
| James Kleiner-Mann | (JKM) | Wingas |
| Jaspreet Gata-Aura | (JG) | British Gas |
| Karen Visgarda (Secretary) | (KV) | Joint Office |
| Leigh Chapman | (LC) | First Utility |
| Lindsay Crowther* | (LC) | GDF Suez |
| Mark Jones | (MJ) | SSE |
| Michele Downes | (MD) | Xoserve |
| Mike Fensome | (MF) | RWE npower |
| Naomi Nathanael | (NN) | Plus Shipping Services |
| Paul Carmen | (PC) | Scottish Power |
| Samantha Moody | (SM) | Xoserve |
| Sean Cooper | (SC) | npower |
| Simon King | (SK) | British Gas |
| Steve Nunn | (SN) | E.ON |
| Sue Cropper | (SCr) | British Gas |
| Tina Bell | (TB) | First Utility |
| Tom Ng | (TN) | British Gas |

*via teleconference

Copies of all papers are available at: <http://www.gasgovernance.co.uk/nexus/150715>

1. Introduction and Status Review

1.1. Minutes (08 June 2015)

The minutes will be approved in the meeting on 24 July 2015.

1.2. Actions

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

Update: Deferred until 24 July. **Carried Forward.**

0104: Xoserve (MD) to provide a view on potential technical system volume requirements and solution v's cost to develop and deliver.

Update: Deferred until 24 July. **Carried Forward.**

0402: Reference the view on non-effective days - Xoserve (DA) to investigate whether or not an 'electronic handshake' would be available to look to avoid losing files awaiting transaction at the time of switch over.

Update: DA requested this action be deferred until 24 July. **Carried Forward.**

0601: AQ Correction - Shippers to provide views on correcting pre-ownership reads using a warranting process, following a change of supplier.

Update: Deferred until 24 July. **Carried Forward.**

0602: AQ Correction - Xoserve to consider a process for correcting spurious reads, where there is a change of ownership.

Update: Deferred until 24 July. **Carried Forward.**

0603: Prime and Subs - Xoserve to provide a proposal on how to synchronise reads.

Update: Deferred until 24 July 2015. **Carried Forward.**

0604: All parties to review the proposed changes to the UNC Validation Rules and provide feedback on the 24 July.

Update: Deferred until 24 July. **Carried Forward.**

0605: Xoserve to clarify which file formats should be used for submitting check/opening reads.

Update: Deferred until 24 July. **Carried Forward.**

0606: Xoserve to confirm when the User Pays Charges for the iGT smart metering data migrations, Modification 0467, will be advised.

Update: Deferred until 24 July. **Carried Forward.**

BF the Chair positioned the meeting and explained it was going to be managed in a different format. This was due to the fact it was felt at the previous meeting that further details were required of the Transition Rules. He stated the main focus of the meeting was regarding Modifications 0528 and 0532.

2. Consideration of non-effective days (Modification 0532)

DA referred to [Implementation of Non Effective Days](#) and provided the background with regards to decreasing the risk element leading up to the implementation of UKLink replcement systems.

DA high-lighted the challenges that have been overcome previously with regards to Modification 0532 and the subsequent learning's from this, especially concerning 5 non effective days or changing to 6 days to align with the iGT requirements. He suggested that from various comments it had been proposed that 6 days might become more problematic, especially as 01 October 2016 is a Saturday, with the first business day being 03 October 2016. DA stated that UKLINK is not available to run all services on typical non business days, so therefore the effect is to extend the number of non effective or non business days to 7, which seemed to be the most sensible approach. CB also high-lighted the fact that the iGT's do not work on Saturdays either and she posed the question of what Ofgem's views were on this matter. DA explained that this aspect had not as yet been discussed with Ofgem directly.

General discussion took place regarding the number of days and DA referred to the timeline system availability table. CB suggested from the iGT's perspective with the 6 days, that would in actual fact mean they had an extra day for checking and whether that was in real terms needed. DA explained that the engagement process with the iGT's was underway and that the checking would be undertaken on the Saturday. CB suggested that as Friday would be a normal business day, there would be 5 non-effective days following the weekend. DA proposed that weekend days would have to be seen as non effective days as the system would be taken down on the evening of Friday 23 September 2016, however that the front end of UK Link would still be available.

SC asked what the impact was going to be from the end of business regarding Thursday 22 September 2016. DA stated that this would be handled by having exact close of business day timings with actual performance timelines. General discussion took place regarding the fact that confirmation would be required with regards to exact timings as to when the last confirmation would be sent by the Shippers. DA agreed to provide more detail on this matter through the UKLIEF process, but stated that this would have caveats with regards to the Shippers behaviour.

SC requested clarity on submissions to UKLINK systems and how these would be processed. CB and CW both suggested that these points were covered in the UKLINK Operations documents.

JH asked for clarity regarding the LPA files and if they would still be available daily. MD confirmed they would still be available on a daily basis, but they would be in the new format.

New Action 0701: Non Effective Days - Xoserve (DA) to provide clarification regarding the treatment of LPA's during effective days and the process.

General discussion took place regarding the objection window and the point was once again raised as to what Ofgem's views were regarding this topic. SC and CB wanted more clarification on exactly how the objection window would work and if there was likely to be any timeline change. DA agreed that the objection window would be shorter and referred to the timeline table. AC expressed concern over the fact that there would be 2 days to raise and resolve the objection with only 1 day to respond. DA stated in that scenario it would be treated as lapsed. CB asked Xoserve what would happen if all the reads for non effective days were queuing, how would Xoserve be able to process these in a timely manner. DA agreed to provide clarity regarding this matter through the UKLIEF process walk through.

New Action 0702: Non Effective Days - Xoserve (DA) to discuss with Ofgem the non effective days number and the associated impacts.

3. Consideration of transition approach (Modification 0528)

BF reminded participants that they were specifically considering the following Panel questions related to the FMR for Modification 0528:

Q1. That the business rules may not be sufficiently detailed or provide sufficient clarity to enable effective transition from the existing arrangements to the new settlement arrangements? Q2. That insufficient time has been allowed for Shippers Users to fully understand the impacts of transition and the proposed transition arrangements?

General discussion took place regarding the two questions. CW stated that it was important that everyone fully understood the specifics in relation to the transition legal text. CW confirmed he was confident that the changes were robust and fit for purpose.

CB commented that it had felt like the time line had be compressed and that it should not be rushed. SCr stated British Gas had submitted more questions and areas for greater clarification regarding the Business Rules and proposed Timelines.

MD confirmed that the BRD had subsequently been updated following receipt these comments. DA and MD confirmed the changes that had been undertaken, had now provided clarity regarding the intention of the Legal Text and the consistency of BRD documentation. SCr suggested this had not always been the case previously and in some instances the Legal Text and BRD had not matched.

BF stated that Modification 0528 could not be concluded without further Workgroup consideration of the Legal Text and Solution. He asked when how long participants required to undertake further analysis. SCr stated this would be completed by week ending 24 July 2015.

General discussion then took place concerning the need for a 'walk through' of the timelines and processes to assist in the overall understanding of the documentation.

MD provided an introduction of the transition approach and SM provided an overview of the [Medium Level Plan \(provided by Xoserve\)](#).

SM summarised the major principals which included; Customer Life Cycles, MPRN Creation, Supply Point Registration, Meter Point /Supply Point Amendments, Distribution Network Interruptions (DNI), Address Administration, Demand Estimation, Metering, Review of Gas Metering Arrangement, AQ Review Project 2015, Billing, Invoicing, Connected System Exit Points (CSEPS), Independent Gas Transporter (iGT) interim database, Contact Management System (CMS), Contact Codes, Gemini Consequential Implementation.

General discussion took place and AC wanted clarification on what would happen regarding the Transfer of Ownership in the non effective days period and whether that file would be received earlier or later also if the confirmation request would be accepted after 'go live' or would the default be blank. MD confirmed that the process was in the BRD document in Section 7.2 and 7.3 regarding Meter Points and Supply Points amendments. SM confirmed this matter would be looked into in greater detail to provide further clarification and this would be discussed further at UKLIEF.

AC sought clarification regarding the Address Administration and Daily Metering process and impact on DMSPs, if that included re submissions. MD explained that reads submitted prior to 'go live' will not be validated via the read tolerances, however post 'go live' they will be validated and DA confirmed it will be a hard core cut over.

Regarding the Gas Metering Arrangements, CB asked for greater detail concerning MAMS and the C&D regulation notices. DA explained that under the C&D regulations the Transporter has an obligation to record them and this would continue during cut over. SCr stated that was the case in a shutdown period, but wanted to know the obligation was regarding C&D's during 'go live'. DA suggested there would 6 days to process these from the supplier and the process would be suspended. SCr asked how that would be captured and if there was any dispensation. BF stated that the C&D Regulations require the installer to advise the supplier or if unknown the Transporter should they connect and/or disconnect a meter. RGMA processes set out any applicable time frames for subsequent notifications between Suppliers, Shippers and Transporters. SCr asked if Xoserve could add words to this effect into the Business Rules for future reference. General discussion took place regarding this topic and both DA and CW stated this would be covered within the UNC. MJ stated there are different levels of non effective days and CW confirmed this is the case and it is a complex area.

SM referred to the AQ Review Process and explained many of these processes will have ceased and will not be re-opening. SN sought greater explanation about this AQ process and what it will open in. MD confirmed the transition rules agreed for the October 2015 implementation would be rolled forward for the October 2016 implementation. The BRD has also been updated.

SM overview the Billing Process and SCr wanted to know if this was included in the iGT's Business documentation. MD stated that this was not the case, as this material could not be included in the iGT BRD as they use a different process. SCr wanted to understand where would the iGT's get the dates to review the transition. MD confirmed that this process would be added into the iGT explanatory document and that this could be found in the Baseline document.

AC requested confirmation as to how the reading pre and post 'go live' would be marked. SM and MD confirmation they would provide further information and detail on this matter in due course. MD stated she would then update the documentation accordingly. General discussion took place and it was agreed that this detail would be supplied in the meeting on 13 August during the Workshop.

SM explained that Unique Sites and Retrospective Adjustments are currently under consideration and more information would be supplied at a later date. MD stated areas that are not covered in the BRD will be dealt with separately.

MD high-lighted some of the Transition Rules and gave explanations.

4. Any Other Business

4.1. A central area for all Transition Documents

SCr requested that all the associated documents should be stored in one central repository, as currently this was not the case. General discussion took place and it was agreed this would be beneficial.

Action 0703: BF to create a Transitional document area on the Joint Office website for all associated documents to be available.

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 |
|------------------------|-----------------------------------|--|
| Friday 24 July 2015 | 31 Homer Road, Solihull. B91 3LT. | Nexus Workgroup including Workgroups 0528, 0531 and 0532 |
| Tuesday 11 August 2015 | 31 Homer Road, Solihull. B91 3LT. | Nexus Workgroup including Workgroups 0528, 0531 and 0532 |

Action Table

| Action Ref | Meeting Date | Minute Ref | Action | Owner | Status Update |
|------------|--------------|------------|---|-------------------|-----------------|
| 0103 | 20/01/15 | 3.2 | To investigate and provide an update on how flows are prioritised, including prioritisation selection criteria. Provide clarity of assumptions and SLAs. | Xoserve (MD/AMcL) | Carried forward |
| 0104 | 20/01/15 | 3.2 | To provide a view on potential technical system volume requirements and solution v's | Xoserve (MD) | Carried forward |

Action Table

| Action Ref | Meeting Date | Minute Ref | Action | Owner | Status Update |
|------------|--------------|------------|--|-------------------|------------------------|
| | | | cost to develop and deliver. | | |
| 0402 | 07/04/15 | 3. | <i>Reference the view on non effective days - Xoserve (DA) to investigate whether or not an 'electronic handshake' would be available to look to avoid losing files awaiting transaction at the time of switch over.</i> | Xoserve (DA) | Carried forward |
| 0601 | 08/06/14 | 5.0 | AQ Correction - Shippers to provide views on correcting pre-ownership reads using a warranting process, following a change of supplier. | Xoserve (MD) | Carried forward |
| 0602 | 08/06/14 | 5.0 | AQ Correction - Xoserve to consider a process for correcting spurious reads, where there is a change of ownership. | Xoserve (MD) | Carried forward |
| 0603 | 08/06/14 | 6.0 | Prime and Subs - Xoserve to provide a proposal on how to synchronise reads. | Xoserve (MD) | Carried forward |
| 0604 | 08/06/14 | 7.0 | All parties to review the proposed changes to the UNC Validation Rules and provide feedback on the 24 July. | Xoserve (MD) | Carried forward |
| 0605 | 08/06/14 | 8.0 | Xoserve to clarify which file formats should be used for submitting check/opening reads. | Xoserve (MD) | Carried forward |
| 0606 | 08/06/14 | 12.2 | Xoserve to confirm when the User Pays Charges for the iGT smart metering data migrations, Modification 0467, will be advised. | Xoserve (MD) | Carried forward |
| 0701 | 15/07/15 | 2. | Non Effective Days – Xoserve to provide clarification regarding the treatment of LPA's during effective days and the process. | Xoserve (DA) | Pending |
| 0702 | 15/07/15 | 2. | Non Effective Days – Xoserve to discuss with Ofgem the non effective days number and associated impacts | Xoserve (DA) | Pending |
| 0703 | 15/07/15 | 4. | AOB – BF to create a Transitional document area on the Joint Office website for all | Joint Office (BF) | Pending |

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|------------|--------------|------------|--------------------------------------|-------|---------------|
| | | | associated documents to be available | | |