

Project Nexus Principle Setting Workshops

UNC Workstream Scoping and Preparation Meetings

November 2009

1.0 Background

Dependent on formal approval from the Project Nexus Uniform Network Code (PNUNC) Workstream, the Topic Workgroups for Project Nexus will be re-launched from January 2010. It has been proposed that a two stage process be adopted and the remainder of this document works on that assumption.

The first stage will be the creation of Topic Workgroups to look at industry Principles which are considered to be unlikely to be affected by the anticipated establishment of the Smart Metering Programme. This will be followed by a further series of Topic Workgroups focussed on considering the AMR detailed requirements.

The second stage will be dependent on the definition and scope of the anticipated Smart Metering Programme. This programme of work is dependent on the conclusions of the Department of Energy and Climate Change (DECC). The planning assumption is that the high-level Smart Metering Market Design will be available by June 2010, however, this is uncertain until the scope and timescales for the Smart Metering Programme have been developed. The scope of the work expected to be conducted under the auspices of the UNC Modification Panel will be reviewed as and when the scope of the anticipated Smart Metering Programme has been defined. It is expected that subsequently, on publication of the defined Smart Metering Design, further Workgroups will be established under UNC governance as required to review processes that remain under within UNC.

This document only considers the Scoping meetings for Stage 1, covering the Principles and AMR Topic Workshops. Further details of the structure of the Project and the purpose of these workshops can be found in the document "Project Nexus Development of Requirements – Project Brief".

The initial proposal was that three scoping meetings would be required to plan the principle setting workgroups, with a further two scoping meetings required to plan the AMR detailed requirements development workgroups. However, it is now planned that the principle workgroup scoping activities will now be carried out in a PNUNC Workstream meeting, scheduled for the 23rd November, with an additional contingency date of 14th December. These meetings and corresponding outputs will be completed in advance of the Topic Workgroups.

2.0 Scoping Meeting Objectives

The purpose of the scoping meetings is to ensure that the principles to be discussed in each Topic Workgroup are clear, documented and agreed by all industry parties, in advance of the Workgroup commencing. This will involve a review of the scope of the Principles, but should avoid discussion of the detailed principles themselves.

Based upon the initial requirements register from the scoping phase of the Project Nexus Consultation and subsequent industry discussions regarding the potential scope of the anticipated Smart Metering programme, xoserve has proposed an initial scope of Principles to

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be discussed. This proposal is subject to challenge and review as part of the scoping meetings. The schedule of Principles to be discussed may be added to or subtracted from and Principles may be merged into a different Topic Workgroup structure.

There will also be consideration given to the frequency and location of all proposed Topic Workgroup meetings. Again xoserve has tabled an initial proposal, including the number of meetings for any given Topic Workgroup; however concern was expressed by PNUNC regarding the number of meetings. The scoping meetings will develop an agreed Topic Workgroup timetable.

The initial proposal for the number of days that should be planned for the different sizes of topic workgroups ('small' to 'large') is as follows:

Principle Workshops	Small	Medium	Large
As-is (Current Principles)	1	1	1
Present all Options		1	2
Discuss and Select Preferred Outcomes	1	2	3
Discuss and Approve Final Report	1	1	1
Total No. of Workshops	3	5	7

An overview of each of the proposed areas for Principle setting and their outputs is set out in Appendix 1. In addition the scoping meetings will also ensure that the standard items, outlined in section 4, are produced and approved.

3.0 Inputs to Scoping Meeting(s)

The following table sets out the inputs required to support the PNUNC Scoping Meetings. It will aid the debate and will be provided before the meeting(s) allowing stakeholders time to review and prepare in advance.

Deliverable	Who	When	Where
Enhanced Project Nexus Initial Requirements Register (IRR) <ul style="list-style-type: none"> • Each entry showing its candidate 'Principle' Topic Workgroup where appropriate • Each entry showing its candidate 'Detailed AMR' Topic Workgroup where appropriate • Indicating where appropriate the entries that would be satisfied by the recently approved Daily Metering Elective modification (224). (DME Gap Analysis) 	xoserve	10/11/09	Joint Office Website

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Deliverable	Who	When	Where
Suggestions regarding IRR deletions, additions and Topic Workgroup groupings	Industry	18/11/09	Joint Office Website
Updated Project Nexus Development of Requirements – Project Brief	xoserve	13/11/09	Joint Office Website
Scoping and Preparation Meeting Briefing Document (this document)	xoserve	13/11/09	Joint Office Website

4.0 Agreed Outputs

On completion of the PNUNC Scoping Meetings a schedule of Principles and AMR Topics to be considered should have been agreed and the following approved outputs should have been achieved for each Topic Workgroup:

- Terms of Reference
- Topic Workgroup attendance and nominated deputy
- Agreed number of Topic Workgroup meetings (for planning purposes)
- Meeting location(s)
- Standard meeting times
- Timetable for initial Principle Topic Workgroup meetings

xoserve will publish a detailed timetable based on the information agreed at the scoping meeting(s) after the scoping meetings.

The above agreed outputs will be carried forward to the Topic Workgroups in addition to the standard governance arrangements, below:

- Joint Office (JO) workgroup chair
- All supporting documentation, including agenda, to be published to JO website five days before meeting
- Minutes published within five days
- Topic Workgroups to provide monthly 'progress reports' to PNUNC workstream



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Appendix 1

This section provides an overview of each of the proposed areas for Principle setting and their outputs.

This proposal is open for challenge and review and the schedule of Principles to be discussed may be added to or subtracted from, or Principles may be merged into a different Topic Workgroup structure.

This discussion about the schedule of Principles will take place in the PNUNC Scoping Meeting(s), as described earlier in this document.

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<i>Principle Area</i>	Supplier Switching Principles and Timescales
<i>Matters to be resolved</i>	<p>Determine principles for improving Supplier Switching rules for gas supply points.</p> <p>Consultation responses were common on the theme to review the transfer timescales, for example:</p> <p>“Faster Enquiry and Nominations process”, “Improved timeliness of supply point transfers”, “Change of supplier within a couple of days” (1.2), “.....reducing registration timescales” (3.3).</p> <p>Responses were also received regarding the data that should be provided during the transfer process:</p> <p>“There is a requirement for basic profile data to be provided to allow accurate quoting and purchasing” (1.5), “More access for the Registered Supplier to current and historical data” (13.1).</p>
<i>Review start point</i>	End Consumer contacts a Supplier to switch the supply of gas to a premise.
<i>Starting Assumptions</i>	None
<i>Dependencies</i>	None identified
<i>Out of Scope of the discussions</i>	<p>The Workgroup will not consider roles or responsibilities, file flows or detailed validation rules for data. The consideration of these matters will be kept under review in light of the scope of the anticipated Smart Metering Programme.</p> <p>A separate Principle will be developed for first supply point registration.</p>
<i>Outline methodology</i>	<ul style="list-style-type: none"> ▪ Understand current rules regarding switching timescales and data requirements in this area, together with the reasons for these rules. ▪ Establish whether there are parties who wish to review the timescales and/or data to be exchanged as part of supply point switching. ▪ Review all Consultation responses which are relevant to this topic. ▪ Review any correspondence relating to previous Modifications or Review Groups. ▪ Compare to electricity rules. ▪ Summarise the business advantages and disadvantages for all parties (including end consumers) of any change to the status quo. ▪ Weigh up all options and reach consensus on whether and how rules should be changed, including identification of any dependencies.
<i>Required outputs</i>	<ul style="list-style-type: none"> ▪ A clearly articulated case for the way forward for rules associated with Supplier Switching, including any transitional arrangements. ▪ Description of agreed principles, including transitional arrangements. ▪ High level view of process timings and the requirements for quality control for any new rules.
<i>xoserve assessment of Workgroup size</i>	<p>Large</p> <p><i>Rationale:</i> this is a relatively complex area, needing the investment of time up front to help the Workgroup understand the current rules and why they exist. The differing level of consultation responses and the need to consider transition indicate the need for several workshops.</p>

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<i>Principle Area</i>	NDM Allocation
<i>Matters to be resolved</i>	<p>Determine how the increasing availability of daily read/consumption data might alter the rules for allocation of energy.</p> <p>Consultation responses diverged on the use of the expected increased availability of data, ranging from improving the current Demand Estimation processes to moving to daily actual measurements, e.g.:</p> <p>“Daily energy allocations for a large part, if not all, of the metering points.” (4.6)</p> <p>“Use energy consumption data to develop an additional SSP profile for I&C sites.” (10.6)</p> <p>“Review the process of Winter Annual Ratio calculation and the subsequent allocation of EUC and thus load profile.” (10.11)</p> <p>Determine (at a high level) any transitional arrangements to apply until the industry reaches “critical mass” of advanced or Smart metering.</p>
<i>Review start point</i>	Receipt of an individual “consumption” for a site (see below).
<i>Starting Assumptions</i>	<ul style="list-style-type: none"> ▪ The “consumption” could be either a meter reading or a metered volume, which is the subject of a separate Principle Workgroup. This Workgroup can make a decision on the principle without knowing the outcome of the other group. ▪ The Meter Reading/Volume Workgroup will address any issues of read (or volume) quality
<i>Dependencies</i>	None
<i>Out of Scope of the discussions</i>	<p>We will not define the details of any future daily allocation process, or consider any replacement NDM Algorithms.</p> <p>We should avoid discussion about read/consumption quality in this workgroup.</p> <p>Roles and responsibilities will not be considered.</p>
<i>Outline methodology</i>	<ul style="list-style-type: none"> ▪ Review all Consultation responses which are relevant to this topic. ▪ Establish whether there are parties who wish to review the rules. ▪ Review correspondence relating to Modifications 175 and 224, where relevant to the balance of meter points (outside the scope of elective DM). ▪ Summarise the business advantages and disadvantages for all parties (including end consumers) of any change to the status quo. ▪ Weigh up all options and reach consensus on a way forward.
<i>Required outputs</i>	A clearly articulated case for the way forward for NDM Allocation, including any transitional arrangements.
<i>xoserve assessment of Workgroup size</i>	<p>Medium</p> <p><i>Rationale:</i> this is a relatively complex area, needing the investment of time up front to help the Workgroup understand the current rules. The differing level of consultation responses and the need to consider transition indicate the need for several workshops.</p>

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<i>Principle Area</i>	Annual Quantity (AQ) Review
<i>Matters to be resolved</i>	Future approach to Meter Point AQ, including consideration of whether Project Nexus should take forward Rolling AQ as defined by Development Workgroup 209 in its current proposed format into its requirements. Consider whether transitional arrangements would be relevant, until the industry reaches “critical mass” of advanced meters.
<i>Review start point</i>	Receipt of an individual “consumption” for a site (see below).
<i>Starting Assumptions</i>	<ul style="list-style-type: none"> ▪ The “consumption” could be either a meter reading or a metered volume, which is the subject of a separate Principle Workgroup. AQ Workgroup can make a decision on the principle without knowing the outcome of the other group. ▪ The Meter Reading/Volume Workgroup will address any issues of read (or volume) quality
<i>Dependencies</i>	Outcome of the Allocation Principles workgroup – this influences the role of AQ within UNC business processes.
<i>Out of Scope of the discussions</i>	<p>We will not define roles and responsibilities or file flows for any preferred mechanism. These would be part of detailed requirements workshops in Stage 1 and Stage 2.</p> <p>We should avoid using the AQ process as a mechanism to validate meter reads (or consumptions).</p>
<i>Outline methodology</i>	<ul style="list-style-type: none"> ▪ Review all consultation responses on the topic of AQ ▪ Establish whether there are parties who wish to review the rules around AQ in preparation for a 365 reads p.a. regime ▪ Compare to current and future electricity rules. ▪ Consider any consultation responses or topics related to AQ which have been referred from Project Nexus UNC Workstream. ▪ Review the Mod 209 Rolling AQ Development Workgroup Report and Business Rules. ▪ Summarise the business advantages and disadvantages for all parties (including end consumers) of any change to the status quo. ▪ Weigh up all options and reach consensus on a way forward.
<i>Required outputs</i>	<p>A clearly articulated case for the preferred option for the rules associated with Meter Point AQ (or alternative data item).</p> <p>Description of agreed principles, including any transitional arrangements.</p> <p>High level view of process timings and the requirements for quality control for any new rules.</p>
<i>xoserve assessment of Workgroup size</i>	<p>Medium</p> <p><i>Rationale:</i> there is a considerable amount of previous material available and Modification 175 and 209 discussions took over 2 years to conclude, indicating complexity.</p>

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<i>Principle Area</i>	Smaller Supply Point (SSP) Reconciliation
<i>Matters to be resolved</i>	<p>Review and agree the future reconciliation principles for NDM Smaller Supply Points.</p> <p>There was a range of suggestions in the Consultation responses (IRR section 5.1), including:</p> <ul style="list-style-type: none"> ▪ Meter point reconciliation for all SSP meters ▪ Individual meter point reconciliation once AMR or Smart is fitted to a site ▪ Meter point reconciliation for all Commercial sites <p>If required, determine (at a high level) transitional arrangements until the industry reaches “critical mass” of advanced or Smart metering</p>
<i>Review start point</i>	Receipt of an individual “consumption” for a site (see below).
<i>Starting Assumptions</i>	<ul style="list-style-type: none"> ▪ The “consumption” could be either a meter reading or a metered volume, which is the subject of a separate Principle Workgroup. This Workgroup can make a decision on the principle without knowing the outcome of the other group. ▪ The Meter Reading/Volume Workgroup will address any issues of read (or volume) quality
<i>Dependencies</i>	Outcome of the Allocation Principles workgroup – this influences the scope of SSP Reconciliation within UNC business processes.
<i>Out of Scope of the discussions</i>	<p>We will not define roles and responsibilities or file flows for any future reconciliation process. These would be part of detailed requirements workshops in Stage 2.</p> <p>We should avoid discussion about read/consumption quality in this workgroup.</p>
<i>Outline methodology</i>	<ul style="list-style-type: none"> ▪ Understand the current rules regarding SSP reconciliation and the reasons for those rules. ▪ Establish whether there are any parties who wish to review the rules around SSP Reconciliation. ▪ Review all Consultation responses which are relevant to this topic. ▪ Review correspondence relating to previous Modifications or Review Groups, where relevant to the subject, e.g. Modification 270 - Aggregated Monthly Reconciliation for Smart Meters; RbD Energy Mods (194, 194, 228, 228A, 229). ▪ Summarise the business advantages and disadvantages for all parties (including end consumers) of any change to the status quo. ▪ Weigh up all options and reach consensus on a way forward.
<i>Required outputs</i>	A clearly articulated case for the way forward for the rules associated with SSP Reconciliation, including any transitional arrangements.
<i>xoserve assessment of Workgroup size</i>	<p>Large</p> <p><i>Rationale:</i> this is a complex area, needing the investment of time up front to help the Workgroup understand the current RbD rules and why they were introduced. The differing nature of consultation responses and the need to consider transition, as well as the potential volume of new transactions, indicate the need for several workshops.</p>

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<i>Principle Area</i>	Reconciliation of AMR Equipment to Metered Consumption
<i>Matters to be resolved</i>	<p>Review and agree the rules for the future reconciliation treatment of any drift between AMR equipment and the physical meter.</p> <p>Determine (at a high level) transitional arrangements until the industry reaches “critical mass” of advanced metering.</p>
<i>Review start point</i>	Physical inspection of a meter where AMR is used to supply consumption data.
<i>Starting Assumptions</i>	<ul style="list-style-type: none"> ▪ The “consumption” could be either a meter reading or a metered volume, which is the subject of a separate Principle Workgroup. This Workgroup can make a decision on the principle without knowing the outcome of the other group. ▪ The Meter Reading/Volume Workgroup will address any issues of read (or volume) quality
<i>Dependencies</i>	The Allocation Principles workgroup will determine how daily consumption will be used in UNC business processes.
<i>Out of Scope of the discussions</i>	<p>We will not define roles and responsibilities or file flows for any future reconciliation process. These would be part of detailed requirements workshops in Stage 1.</p> <p>We should avoid discussion about read/consumption quality in this workgroup.</p>
<i>Outline methodology</i>	<ul style="list-style-type: none"> ▪ Understand current rules in this area, and the background to those rules. ▪ Establish whether any parties wish to review those rules. ▪ Review all Consultation responses which are relevant to this topic. ▪ Review any correspondence relating to previous Modifications or Review Groups, including Mod 224 (DM Elective regime) ▪ Identify any alternative approaches. ▪ Summarise the business advantages and disadvantages for all parties (including end consumers) of any change to the status quo. ▪ Weigh up all options and reach consensus on any changes to the rules.
<i>Required outputs</i>	A clearly articulated case for any changes to the rules for Reconciliation of AMR sites, including any transitional arrangements.
<i>xoserve assessment of Workgroup size</i>	<p>Small</p> <p><i>Rationale:</i> this is a relatively small and self-contained topic which has been partially addressed in Mod 224 discussions.</p>

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<i>Principle Area</i>	Retrospective Updates
<i>Matters to be resolved</i>	Determine principles for amending historical data items and the impact on previous billing. Consultation responses covered both standing data and consumption data (9.1 to 9.6), and also touched on responsibility for those updates (13.29).
<i>Review start point</i>	Identification of an error in standing data or consumption data (read or volume).
<i>Starting Assumptions</i>	<ul style="list-style-type: none"> ▪ The “consumption” could be either a meter reading or a metered volume, which is the subject of a separate Principle Workgroup. This Workgroup can make a decision on principles without knowing the outcome of the other group. ▪ The Meter Reading/Volume Workgroup will address any issues of read (or volume) quality
<i>Dependencies</i>	Outcome of the AQ and Reconciliation Principles workgroups – this influences the type of retrospective transactions to which this Principle will be relevant.
<i>Out of Scope of the discussions</i>	We will not define roles and responsibilities or file flows for any preferred mechanism. These would be part of detailed requirements workshops in Stage 1 and Stage 2. The Meter Reading/Volume Workgroup will address any issues of read (or volume) quality.
<i>Outline methodology</i>	<ul style="list-style-type: none"> ▪ Understand current rules in this area and the reasons for those rules. ▪ Establish whether any parties wish to review those rules. ▪ Consider all relevant consultation responses or topics related to Retrospective Updates which have been referred from Project Nexus UNC Workstream. ▪ Consider approximate transaction volumes to set the issue in context. ▪ Summarise the business advantages and disadvantages for all parties (including end consumers) of any change to the status quo. ▪ Deal separately with standing data, reads and billing impacts. ▪ Weigh up all options and reach consensus on future rules.
<i>Required outputs</i>	A clearly articulated case for the future rules for Retrospective Updates.
<i>xoserve assessment of Workgroup size</i>	Medium <i>Rationale:</i> the discussion should not extend to the preparation of process flows or detailed business rules, and the consultation responses were in general agreement on a future requirement

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<i>Principle Area</i>	Residual Data Management Topics
<i>Matters to be resolved</i>	<p>Determine principles for data management topics which are not expected to reside within the scope of the anticipated Smart Metering Programme and are not covered within the scope of the other Principles Workgroups.</p> <p>Consultation responses covered a number of data related matters, including:</p> <ul style="list-style-type: none"> ▪ A shift towards more central data (11.6, 11.8, 11.9) ▪ Data quality and integrity (section 12) ▪ Access to data to read, extract and update (13.22, 13.23)
<i>Review start point</i>	Any data related transaction.
<i>Starting Assumptions</i>	<p>There are no required pre-conceptions about who will own the data, nor exactly what data is held.</p> <p>The Workgroup can discuss principles for management and maintenance of data without having previously designed detailed processes.</p>
<i>Dependencies</i>	None identified
<i>Out of Scope of the discussions</i>	<p>Aspects of managing industry data that are considered likely to be within the scope of the anticipated Smart Metering Programme.</p> <p>We will not define roles and responsibilities, file flows or detailed validation rules for data. Where these are not covered within the scope of the anticipated Smart Metering Programme, they would be part of detailed requirements workshops in Stage 1 and Stage 2.</p>
<i>Outline methodology</i>	<ul style="list-style-type: none"> ▪ Review relevant consultation responses. ▪ Consider any existing documents setting high level direction or objectives, e.g. licences. ▪ Understand current Business Rules in this area. ▪ Understand the business problems which have given rise to the consultation responses. ▪ Establish whether any parties wish to review these rules. ▪ Understand whether any of these issues are expected to be within the scope of the anticipated Smart Metering Programme ▪ Identify practical solutions to those business problems. ▪ Weigh up all options and reach consensus on a way forward. ▪ Summarise the business advantages and disadvantages for all parties (including end consumers) of any change to the status quo.
<i>Required outputs</i>	A clearly articulated case for the way forward for Data Management for those aspects outside the scope of the anticipated Smart Metering Programme
<i>xoserve assessment of Workgroup size</i>	<p>Medium</p> <p><i>Rationale:</i> there were consultation responses on a wide range of data related topics, which can be progressed at this stage.</p>