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User Pays User Committee
Monday 09 July 2012
via teleconference

Attendees

Tim Davis (Chair)	(TD)	Joint Office
Lorna Dupont (Secretary)	(LD)	Joint Office
Andrew Margan	(AM)	British Gas
Dave Addison	(DA)	Xoserve
David McCrone	(DM)	ScottishPower
Katie Ballard	(KB)	Total
Laura Ayling	(LA)	Total
Lorna Lewin	(LL)	DONG Energy
Trevor Clark	(TC)	E.ON UK

1.0   Introduction

Meeting documentation can be found at www.gasgovernance.co.uk/up/2012

TD welcomed attendees. It was noted that the number of customers represented was sufficient to meet the requirements for a quorate UPUC meeting.

1.1 Minutes of previous meeting

The minutes from the previous meeting were accepted.

1.2 Actions

There were no actions outstanding.

2.0   Change Management Update

2.1 Change Order No UPCO005: Modification 0416S – Extending the data provision permissions created by Modification 0279 regarding historic asset and read data provision

This modification seeks to provide permission for the Registered User to access historic asset and read data for recently acquired supply points. In addition to the general permission - it references two Non-Code User Pays portfolio reports. This change is required in order to add these two portfolio reports to the Services Schedule for the Provision of Non-Code User Pays Services.

Xoserve formally published the Change Order on 28 May 2012 and invited all User Pays Customers to vote to accept/reject the Change Order. The voting period closed on 13 June 2012.

No votes were received. The conditions of the UPUC terms of reference have been met (Clause 6.2), and the Change Order is therefore deemed approved by the User Pays User Committee.

The Evaluation Quotation Review (EQR) form has been published on the Joint Office website. Xoserve intend to write out to parties today and the next voting period (10 business days) will commence on 10 July 2012 and close on 23 July 2012. If no comments are received that warrant further discussion, the intention will be to issue the Business Evaluation Report (BER) on 24 July 2012, with a voting period commencing 25 July 2012 and closing on 08 August 2012. All votes must be sent to: xoserve.userpays@xoserve.com.

Those participating in this meeting agreed with the Chair that, as this was a non-controversial change at no cost, if no responses were received the progress timeline as indicated by Xoserve was acceptable.

2.2   Q Project Phase 2 File Format – Proposed File Format changes for User Pays Invoice Supporting Information (MOD 192 Process)

DA gave a brief presentation on the rebranding of the MOD192 process, which has been renamed to 'TORU' (ie **T**ransporters **O**bligation to **R**esolve **U**SRV Contacts), and indicated that a number of refinements had been made to assist in the visibility of the process.

Following implementation of the Contact Management Service, visibility of queries and access to MOD192 contacts will be via Search Screens, and some new Rejection Codes/Reasons to help identify validation failures of contacts have been developed.

To aid visibility of the contact lifecycle, accommodate process improvements and system enhancements, new Case Event Descriptions (CEDs) have been created; an example was given, and the differences between the current and new process were illustrated using a comparison table.

DA reported that there were also changes to the communications/routes associated with the Must Read process (ie Combined USP File; Invoice Supporting Information; and Charge Types and Invoice Type), and that some information had already been issued in June via the CSS distribution (.Box.xoserve.css.billing).

DA confirmed that he would make sure that the UK Link Committee was also aware.

3.0   Operational Update

Data Centre Services - Performance

DA provided a performance update, with all areas on target. No questions were raised.

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4.0   Modification Update

DA provided a list of User Pays Modifications currently live on the Joint Office Modifications Register: www.gasgovernance.co.uk/mods.

5.0   Any Other Business

5.1 Outage - AQ Update

As part of the AQ Review in September, Xoserve is looking at impacts to the Data Enquiry Service and DA drew attention to the likelihood of a period of unavailability of the service during working hours (over 2 days). Should this be the case, advance warning will be given via UPUC and UKLC, and every effort will be made to minimise the period of outage.

Xoserve was still at the planning stage and, responding to questions, DA believed it was possible that the outage was likely to be on a Thursday and Friday. The UKLC will be kept informed as there may be impacts on UKL files, and it was hoped to confirm the position at the August UKLC meeting.

DA explained what was necessary to be done in terms of timescales, sequences and time lags.

TD pointed out that if there was any preference for certain dates/days to be avoided it would be prudent to make Xoserve aware so this could be looked at as soon as possible to help minimise impacts. DA confirmed he would be happy to discuss the issue with any party if there were any concerns or queries.

6.0   Next Meeting

The next meeting (via teleconference) is scheduled to take place at 09:30 on Monday 03 September 2012.