

## UNC Workgroup 0664 Minutes

### Transfer of Sites with Low Read Submission Performance from Class 2 and 3 into Class 4

Tuesday 20 August 2019

at Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA

#### Attendees

Rebecca Hailes	(RH)	Joint Office
Karen Visgarda	(KV)	Joint Office
Andy Clasper	(AC)	Cadent
David Mitchell*	(DM)	SGN
Fiona Cottam	(FC)	Xoserve
James Rigby	(JR)	Xoserve
Karen Kennedy*	(KK)	British Gas
Lorna Lewin*	(LL)	Orsted
Luke Reeves*	(LR)	EDF Energy
Mark Jones	(MJ)	SSE
Megan Coventry*	(MC)	SSE
Rob Johnson*	(RJ)	Waters Wye Associates
Rose Kimber	(RK)	CNG Ltd
Sallyann Blackett	(SB)	E.ON
Stephanie Clements	(SC)	ScottishPower
Steven Britton*	(SB)	Cornwall Insight

\*via teleconference

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0664/200819>

The Workgroup Report is due to be presented at the UNC Modification Panel by 19 December 2019.

#### 1. Introduction and Status Review

Rebecca Hailes (RH) welcomed everyone to the meeting and confirmed it was quorate.

##### 1.1. Approval of Minutes (23 July 2019)

The minutes from the previous meetings were approved.

#### 2. Consideration of Amended Modification

Mark Jones (MJ) explained that he had provided a draft amended the Modification for the Workgroup discussions in specific sections including the Business Rules and had removed certain sections following discussions with Xoserve, in relation to Smart and AMR meters. After the Workgroup he would finalise this amendment and submit a formally amended Modification which would be v8.0.

He proposed the target should be set by the Performance Assurance Committee (PAC) and that this percentage target would be named once the percentage had been confirmed. He added that this area would be discussed within the PAC meeting in September and he agreed that this process should be codified, adding that certain other areas of the Modification text still needed to also be finessed.

Fiona Cottam (FC) said that Tracey Saunders (TS) had raised a concern in relation to an overlap of Modification 0700 and the impacts of the classes within both that Modification and Modification 0664. Both MJ and FC said that this area was being addressed in relation the class categories.

James Rigby (JR) confirmed the XRN4990 had already been raised and this was presently in the capture phase. MJ confirmed that the query process had now been removed from the Modification, as he felt this needed more detail. JR asked how the mechanics of the query process would work and what were the stage processes. MJ said the Shippers would contact Xoserve about how to calculate their read performance and that they would have 30 days in which to submit the reports within the Reads submission window, which would allow for discussion. JR said in that case, a defined process was required to ensure the Shippers did not have the ability to 'chop and change' between classes within the two-month target period. He said this would need to be investigated to see if the restriction could be applied to the MPRN to prevent movement of Shippers from one class to another. JR and FC added that any development costs in this regard, would be 100% Shipper funded.

**New Action 0801:** Xoserve (JR/FC) to confirm if a restriction could be applied to the MPRN to prevent movement of Shippers from one class to another within the two months target period.

**3. Consideration of Business Rules**

MJ confirmed the Business Rules had now been amended and updated following discussions with Xoserve and he highlighted the specific areas of interest.

**4. Consideration of Legal Text**

MJ confirmed that as there was still some refinement needed regarding the solution that the Legal Text could not yet be completed until this was done, but that he would be submitting a formally amended Modification prior to the next meeting in September. Andy Clasper (AC) said that the Legal Text was in process and would be produced once the overall solution had been confirmed.

**5. Rough Order of Magnitude (ROM) to be submitted following August Meeting**

MJ said that presently it was still too early for a ROM as this stage, as the solution was not yet fully confirmed.

**6. Development of Workgroup Report**

RH said that it was too early to update the Workgroup Report until the formally amended Modification v8 had been submitted.

Having raised the question of whether an IGT Modification would be needed, RH offered to contact Anne Jackson at Gemserve to discuss this matter, and she added that she would request more generic guidelines on when an IGT Modification was needed.

**New Action 0802:** Joint Office (RH) to contact Anne Jackson at Gemserve to ascertain if an IGT Modification would be needed and request generic guidelines in relation to when an IGT Modification is required.

**7. Consideration of September Panel Submission**

RH and MJ agreed that a September Panel submission was unrealistic and that MJ was more hopeful for an October submission instead.

## 8. Review of Outstanding Actions

**Action 0601:** Npower (JW) to consider including a new Business Rule in relation to dumb meters so that any dumb meter in Class 2 and 3 would be moved to Class 4 as part of a one-off exercise at the point of implementation.

**Update:** Mark Jones (MJ) explained that he had now removed the reference to the dumb meters and so this action could now be closed. **Closed.**

**Action 0602:** SSE (MJ) to clarify the appeals timeline.

**Update:** MJ confirmed that he was presently investigating the query process instead so this action could now be closed. **Closed.**

**Action 0701:** SSE (MJ) to redefine the requirements within Modification 0664 in relation to Class 3 category, if Modification 0700 is implemented.

**Update:** MJ confirmed that he had now redefined the requirements with the Modification and so this action could now be closed. **Closed.**

**Action 0702:** SSE (MJ) to investigate what level of read performance qualifies success in order to keep a supplier in Class 3.

**Update:** MJ said the level of read performance target was going to be discussed at the Performance Assurance Committee regarding Class 2 and 3, and the PARR Reporting. **Closed**

**Action 0703:** Xoserve (FC/LJ) to confirm what reporting is required in Modification 0700 - Enabling large scale utilisation of Class 3 and Modification 0644 - Transfer of Sites with Low Read Submission Performance from Class 2 and 3 into Class 4.

**Update:** FC said there was no performance reporting element included in Modification 0700, and so the main reporting aspect would be encompassed within Modification 0664, and that a specific PARR report was needed to show the percentage of each class movement regarding the meter points and she said this could now be closed as it was superseded by Action 0803. **Closed.**

**New Action 0803:** Xoserve (FC) to describe the format and specification of a potential new PARR report to show the effect of Modification 0664 (for example showing class movement by Shipper possibly as percentage of population in classes 2, 3 and 4).

## 9. Next Steps

RH confirmed her aspirations for the next meeting, these were:

- Finalisation of Business Rules;
- Finalisation of Legal Text;
- Finalisation of Solution;
- Finalisation of ROM;
- Development of Workgroup Report;
- Confirmation of potential major system release, and
- Confirmation of new PARR Report specification/format.

## 10. Any Other Business

None.

## 11. Diary Planning

Further details of planned meetings are available at: <https://www.gasgovernance.co.uk/events-calendar/month>

Workgroup meetings will take place as follows:

Time / Date	Venue	Workgroup Programme
10:30 Monday 23 September 2019	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	Standard Workgroup Agenda, including: <ul style="list-style-type: none"> <li>• Finalisation of Business Rules;</li> <li>• Finalisation of Legal Text;</li> <li>• Finalisation of Solution;</li> <li>• Finalisation of ROM;</li> <li>• Development of Workgroup Report;</li> <li>• Confirmation of potential major system release, and</li> <li>• Confirmation of new PARR Report specification/format</li> </ul>

**Action Table (as at 20 August 2019)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0601	24/06/19	2.0	SSE (MJ) to consider including a new Business Rule in relation to dumb meters so that any dumb meter in Class 2 and 3 would be moved to Class 4 as part of a one-off exercise at the point of implementation.	SSE (MJ)	<b>Closed</b>
0602	24/06/19	2.0	SSE (MJ) to clarify the appeals timeline.	SSE (MJ)	<b>Closed</b>
0701	23/07/19	7.0	SSE (MJ) to redefine the requirements within Modification 0664 in relation to Class 3 category, if Modification 0700 is implemented.	SSE (MJ)	<b>Closed</b>
0702	23/07/19	7.0	SSE (MJ) to investigate what qualifies success in order to keep a supplier in Class 3.	SSE (MJ)	<b>Closed</b>
0703	23/07/19	7.0	Xoserve (FC/LJ) to confirm what reporting is required in Modification 0700 - Enabling large scale utilisation of Class 3 and Modification 0644 - Transfer of Sites with Low Read Submission Performance from Class 2 and 3 into Class 4.	Xoserve (FC/LJ)	<b>Closed</b>

0801	20/08/19	2.0	Xoserve (JR/FC) to confirm if a restriction could be applied to the MPRN to prevent movement of Shippers from one class to another within the two months target period.	Xoserve (JR/FC)	<b>Pending</b>
0802	20/08/19	6.0	Joint Office (RH) to contact Anne Jackson at Gemserve to ascertain if an IGT Modification would be needed and request generic guidelines in relation to when an IGT Modification is required.	Joint Office (RH)	<b>Pending</b>
0803	20/08/19	8.0	Xoserve (FC) to <u>describe the format and specification of a potential new PARR report</u> to show the effect of Modification 0664 (for example showing class movement by Shipper possibly as percentage of population in classes 2, 3 and 4).	Xoserve	<b>Pending</b>