

Distribution Workstream Minutes

Thursday 22 April 2010

Holiday Inn, 61 Homer Road, Solihull

Attendees

Bob Fletcher (Chair)	BF	Joint Office
Helen Cuin (Secretary)	HC	Joint Office
Amrik Bal (teleconference)	AB	Shell Gas Direct
Andrew Wallace	AW	Ofgem
Anne Jackson	AJ	SSE
Bali Dohel	BDo	Scotia Gas Networks
Beverley Viney	BV	National Grid Transmission
Brian Durber	BDu	E.ON UK
Chris Warner	CW	National Grid Distribution
David Watson	DW	British Gas
Gareth Evans	GE	Waters Wye
Jemma Woolston	JW	Shell Gas Direct
Joanna Ferguson	JF	Northern Gas Networks
Joel Martin	JM	Scotia Gas Networks
John Stewart	JS	RWE Npower
Karen Kennedy	KK	Scottish Power
Linda Whitcroft	LW	xoserve
Mark Jones	MJ	SSE
Simon Trivella	ST	Wales and West Utilities
Stefan Leedham	SL	EDF Energy
Steve Mulinganie	SM	Gazprom

1. Introduction and Status Review

1.1. Minutes from the previous meeting

LW provided the following amendment to Section **4.4 DM Elective**:

~~LW confirmed that recent feedback from the DM elective transfer read workshop is the business rules, analysis and the way in which xoserve intend to build the process does not meet the service requirements. Further workshops have been requested to clarify the position, though this will increase costs and delay implementation.~~

~~SM asked if the workshop will discuss all the potential DME scenarios and why implementation could be delayed. LW was aware implementation had been discussed at the UK Link committee. However, they needed time to consider the changes and implementation timescales. PB agreed UK Link is the correct group to discuss implementation, though doubted this would affect the overall timescales for implementation.~~

LW reported that following the recent DM Elective Transfer Read workshop, xoserve may have to make changes to the systems and process requirements that are currently being built as some Shippers questioned some of the proposed output files. xoserve will publish the xoserve proposed process and the Shippers proposed process before the next UK Link Committee in order that this issue can be discussed and resolved through this forum. LW also explained that changes to the requirements are likely to result in additional costs and a delay in implementation.

SM asked why the changes needed to go through the UK Link Committee as he saw them as being operational changes. PB agreed that the UK Link Committee is the correct group to discuss the changes though expressed concern that the implementation may be delayed.

AB also requested clarification to section 2.3 Proposal 0229: Mechanism for Correct Apportionment of Unidentified Gas – Guidelines Document Tendering Process and that the review is of the guidelines not the proposal.

The minutes from the previous meeting were then approved.

1.2. Review of actions from previous Distribution Workstream meetings

Action 0210: Ofgem to indicate how provision of information to MAMs and the associated charges would be regulated.

Action Update: JM clarified the action for Ofgem. It was agreed to carry this item forward to the next meeting. **Carried Forward.**

Action 0212: 0044Dis - Transporters to confirm that DM equipment is compliant with the advanced metering requirements expected to apply from April 2014.

Action Update: Transporters confirmed that the equipment is compliant. **Complete.**

Post Meeting Note: *ST confirmed on behalf of Wales and West Utilities that all the DM equipment they install will fulfill their Daily Read Equipment obligations under the UNC:*

a) provides measured gas consumption data for multiple time periods, and is able to provide such data for at least hourly time-periods; and

(b) is able to provide them with remote access to such data.

NGD confirmed that Daily Read Equipment installed at Daily Metered (DM) Supply Points on its behalf by its service provider, meets the same specification to that identified above.

NGN have confirmed that the DM equipment provided by their service provider meets the same specification.

SGN have also confirmed that the DM equipment installed:

a) provides measured gas consumption data for multiple time periods, and is able to provide such data for at least hourly time-periods; and

(b) Is able to provide us (not Shippers) with remote access to such data.

Action Dis0301: AW to confirm the level of take up on the Electricity's Vacant Site Process.

Action Update: Andrew Wright had confirmed that the BSC Auditor has assessed that 30,000 to 50,000 sites are currently Long Term Vacant, which is out of a total of 29,445,642 Non Half Hourly electricity sites in Great Britain. That is between 0.10% and 0.17% of the total. However, he has been unable to ascertain the number of Suppliers that use the process, if this information is still required the BSC Auditor can be asked to investigate this further. **Carried Over to UNC0282 Meeting.**

Action Dis0302: AW to provide information on the number of vacant sites and the typical vacant period within the Electricity market.

Action Update: Unfortunately Elexon do not have any details on the churn (vacant site period) of the Long Term Vacant process. However if this information is required it may be possible to get some indication from the Suppliers. **Carried Over to UNC0282 Meeting.**

Action Dis0303: AW to provide some details on the de-energising process and timescales.

Action Update: Andrew Wright confirmed that the de-energisation process allows 10 Working Days between the Supplier sending a de-energisation request to the Non Half Hourly Meter Operator Agent (NHHMOA), and the NHHMOA de-energising the metering system. However working groups have looked at this and it is known that it does not always run to the specified time period. **Carried Over to UNC0282 Meeting.**

Action Dis0304: Shippers/Suppliers to confirm if there is a specific Safety Case.

Action Update: It was agreed to transfer this item. **Carried Over to UNC0282 Meeting.**

Action Dis0305: DNOs to provide concerns and response document to the Joint Office for publication.

Action Update: CW provided an Analysis of the Guidelines Document. This was published on 30 March 2010 along side the Distribution Workstream minutes: <http://www.gasgovernance.co.uk/dist/250310>. See item 2.1. **Complete.**

Action Dis0306: Shell to provide their responses to the DNOs concerns for publication by the Joint Office.

Action Update: BF confirmed the revised guidelines had been published on the website for further discussion. See item 2.1. **Complete.**

Action Dis0307: EDF Energy to confirm they intend to withdraw modification UNC0248.

Action Update: UNC0248 withdrawn 19 April 2010. **Complete.**

Action Dis0308: ROM Evaluation Summary Report to be published on the Joint Office website.

Action Update: LW confirmed that this will be provided today. **Complete.**

Post Meeting Note: *The ROM Evaluation Summary Report has been published: <http://www.gasgovernance.co.uk/mods>.*

1.3. Review of Live Modification Proposals

BF briefly ran through the live Modification Proposals that were not on the agenda for discussion.

Action Dis0401: Joint Office to request an extension for UNC0282 until August. **Carried Over to UNC0282 Meeting.**

UNC0292 and UNC0293 were discussed and that if Ofgem had not made a decision on urgency then Panel may consider these proposals at short notice at the meeting later today.

2. Modification Proposals

2.1. Proposal 0229: Mechanism for Correct Apportionment of Unidentified Gas – Guidelines Document Tendering Process

AW requested an update on the provision of Legal Text. CW confirmed that an update should be provided as soon; he explained that the drafting had been outsourced due to its complexity. However, the lawyer has been caught up in the current flight embargo.

AB requested that future discussion of the guidelines ought to be registered as a topic and not as an agenda item under the Modification Proposals section.

As AB had to leave the meeting it was agreed to continue reviewing the changes to the guidelines and any comments would be fed back to AB through GE.

GE explained the changes to the guidelines using a change-marked document. It was requested that the change-marked document is provided for delegates to review.

It was noted some further changes were required in relation to the appointment of the AUGC by the Transporters. GE agreed to provide the clean version and a marked up version including any changes made following the meeting today.

DW asked about the governance of changing/implementing the guidelines. It was explained that the guidelines cannot be changed at this time. However, when Ofgem make a decision on UNC0229 and if it is implemented, the guidelines can be changed through Panel/UNC Committee.

It was questioned that certain points in the guidelines refer to the need to place elements into the UNC. It was envisaged this would be achieved through the legal text.

The costs associated with the proposal were discussed and that the appropriate split needs to be considered through an ACS amendment.

AW asked if Ofgem would need to wait for the ACS amendment before signing off, ST explained the documents would provide clarity on the split but not the actual costs as these would not be available until after the tender process.

SL suggested that there might be a need to discuss User pays and the guidelines at the next Workstream. GE envisaged that market share might be an ideal split.

Action 0402: UNC0229 - All to provide views on the User Pays elements.

LW highlighted that the timeline may need to be reviewed to ensure the dates are in line with any changes in the guidelines.

Some discussion took place on the timeline. It was acknowledged that the Transporters will need appropriate contract terms and will need to consider options for termination/expiry of the AUGC contract and re-appointment process. DW asked what mechanism would exist if a Shipper wished to make a dispute if they were not happy with the AUGC. SL explained the dispute process could be used or a modification proposal.

AW asked if modification was signed off how long it would take to get the new guidelines in place. Transporters agreed to consider an implementation timeline and report back to the workstream.

Action 0403: Transporters to consider the implementation timelines and provide an update at the May Distribution Workstream.

2.2. Proposal 0271: Amendment to the SSP – Provisional LSP – SSP Amendment Rules

SL confirmed that he would like to put UNC0271 on hold until a decision on Urgency for UNC0292 and UNC0293 is made.

2.3. Proposal 0282: Introduction of a process to manage Long Term Vacant Sites

It was confirmed that meetings have been scheduled 28 April 2010 and 24 May 2010.

Brian Durber provided an update on E.ON UK's internal legal opinion on the gaining of warrants to access vacant premises on safety grounds in relation to UNC 0282.

Ofgem asked if BD could gather references to the legislation for the UNC 0282 meeting scheduled for 28 April 2010. This action was noted for the UNC0282 Meeting.

2.4. Proposal 0283: Removal of Bottom Stop SOQ

CW provided an update on the progress of UNC0283. He provided a presentation, which detailed Ofgem comments from UNC0275. Ofgem highlighted in the April Panel that they need certain assurances, comprehensive impact analysis and consideration of capacity commitments.

National Grid Distribution having reconsidered the modification proposal, the prognosis for UNC0283 doesn't appear very good. With Ofgem's concerns he believed it would be prudent to look at the LDZ exit capacity regime. CW therefore asked that consideration of this proposal is deferred.

It was questioned whether the proposal ought be withdrawn, CW confirmed that this would be considered.

2.5. Draft Proposal: Population and Maintenance of MSC

ST confirmed that a Proposal is to be produced and presented to Panel for consideration.

2.6. Draft Proposal: Extending Rights to Protected Information Provisions for Meter Asset Managers/Registered Metering Applicants

JL confirmed that a Proposal is to be produced and presented to Panel for consideration.

3. Topics

3.1. 0040Dis, Disconnection Process

This item was deferred until May.

3.2. 0044Dis, Discharging Shipper AMR responsibilities at DM sites

GE confirmed he would consider closing this topic following confirmation from all Transporters that all the DM equipment installed would fulfill the Daily Read Equipment obligations under the UNC.

3.3. 0045Dis, Handling of Emergency Situations at Priority Customer Sites

GE confirmed that Transporters are currently looking at this and will report next month.

3.4. New Topics

3.4.1. Third Energy Package.

At last months Distribution Workstream, Jenny Boothe confirmed that Ofgem and DEC should be providing a collective view on its interpretation on the Third Energy Package Supplier Switching changes.

It was acknowledged that further consideration is required. AW recommended that if there are any issues/concerns these should be raised with Ofgem.

ST questioned if SPAA would like to collectively consider scenarios.

It was agreed to raise a low level topic.

4. AOB

4.1. Gas Safety Cut Offs – Additional Address Information from Shippers

ST confirmed that no further comments have been provided.

4.2. DME update – RPA File Format

LW wished to remind all that comments are due in 23 April 2010.

4.3. Population of an AMR Data Hub

SM questioned if the population of the AMR data hub as an additional database could be facilitated through UNC. He questioned if there was already a facility to do this and how it could be moved forward. He asked if the data extract could be undertaken without the need for a modification. SM requested feedback on how this could be managed.

CW suggested a modification might need to be raised to release protected information.

Action 0404: Consideration and feedback to be given at the May Workstream on how to release information for the population of the AMR data hub.

5. Diary Planning for Workstream

Thursday 27 May 2010, 10:00, Elexon, 350 Euston Road, London

Thursday 24 June 2010, 10:00, Elexon, 350 Euston Road, London

Thursday 22 July 2010, 10:00, Holiday Inn, 61 Homer Road, Solihull

Distribution Workstream Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
Dis0210	25/02/10	2.8	SGN Draft Proposal - Indicate how provision of information to MAMs and the associated charges would be regulated	Ofgem	Carried Forward
Dis0301	25/03/10	2.1	UNC0282 - AW to confirm the level of take up on the Electricity's Vacant Site Process.	Elxon (AW)	Transferred to UNC0282 Meeting
Dis0302	25/03/10	2.1	UNC0282 - AW to provide information on the number of vacant sites and the typical vacant period within the Electricity market.	Elxon (AW)	Transferred to UNC0282 Meeting
Dis0303	25/03/10	2.1	UNC0282 - AW to provide some details on the de-energising process and timescales.	Elxon (AW)	Transferred to UNC0282 Meeting
Dis0304	25/03/10	2.1	UNC0282 - Shippers/Suppliers to confirm if there is a specific Safety Case.	Shippers/Suppliers	Transferred to UNC0282 Meeting
Dis0305	25/03/10	2.3	UNC0229 - DNOs to provide concerns and response document to the Joint Office for publication.	DNOs	Complete
Dis0306	25/03/10	2.3	UNC0229 - provide their responses to the DNOs concerns for publication by the Joint Office.	Shell Gas Direct (AB)	Complete
Dis0307	25/03/10	2.4	Confirm they intend to withdraw modification UNC0248.	EDF Energy (SL)	Complete
Dis0308	25/03/10	4.2	ROM Evaluation Summary Report to be published on the Joint Office website.	xoserve (AM)	Complete
Dis0401	22/04/10	1.3	Joint Office to request an extension for UNC0282 until August.	Joint Office (HC)	Transferred to UNC0282 Meeting
Dis0402	22/04/10	2.1	UNC0229 - All to provide views on the User Pays elements.	All	Pending
Dis0403	22/04/10	2.1	UNC0229 - Transporters to consider the implementation timelines and provide an update at	Transporters	Pending

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
			the May Distribution Workstream.		
Dis0404	22/04/10	4.3	Consideration and feedback to be given at the May Workstream on how release information release for the population of the AMR data hub.	Transporters	Pending