

iGT Process Review - Meeting Minutes

22nd April 2013

31 Homer Road, Xoserve

10:30 to 15:00

Attendees

Andy Miller (Xoserve) – Chairperson	Anne Jackson (SSE Supply)
Michael Payley (Xoserve)	Lorna Lewin (Dong Energy UK)
Czarina O'Mahony (Xoserve)	Andrew Rowcliffe (British Gas)
Michele Downes (Xoserve)	Tabish Khan (British Gas)
Zoe Murphy (npower)	Colette Baldwin (E.ON)
Ruth Burden (National Grid)	Elaine Carr (Scottish Power)
Grahame Neale (National Grid)	Andrea Bruce (Scottish Power)
Chris Warner (National Grid)	Trevor Peacock (Fulcrum Pipelines Ltd)
Gethyn Howard (GTC)	

Minutes

1. Introductions

1.1 The Chair opened the meeting and members introduced themselves.

2. CSEP Creation – Process Walkthrough

2.1 The following working assumptions were agreed in this meeting:

- It is assumed that the iGT will have all agreements and contracts in place with the relevant GT prior to submitting a 'Create CSEP' request to Xoserve. Xoserve has no role in managing contractual arrangements between the iGT and GT.
- It is assumed that the iGT will inform Xoserve to cancel/remove CSEP requests that are no longer required.
- It is assumed that the LDZ is linked to the physical location of the CSEP.

2.2 **Action:** Xoserve to issue a list of agreed working assumptions for review.

2.3 Action: *Xoserve/iGTs/DNOs to agree the process regarding the “incorrect” creation of a CSEP.*

3. CSEP Maintenance – Process Walkthrough

3.1 No issues raised with the process.

4. CSEP Supply Meter Point Creation Process

4.1 Shippers raised an objection to the auto-confirmation process (Process Step 22), noting that during the period between the provisional Shipper confirmation and the physical meter installation, a Change of Supplier could take place. It was also noted that there are some sites without a Supplier linked to the site. A suggestion was made for the iGT to check Supplier and Shipper details and ensure information is up to date, prior to the physical meter installation.

4.2 The following working assumptions were agreed in this meeting:

- It is assumed that the iGT will have all relevant agreements and contracts in place with the Shipper prior to submitting a ‘Create Supply Meter Point’ request to Xoserve. Xoserve has no role in managing the PSR arrangements between the iGT and Shipper.
- It is assumed that the iGT will check that the Supplier and Shipper details listed in the provisional confirmation are still valid. In the event of a change of Supplier and/or Shipper details, the iGT shall notify Xoserve of the correct details prior to the meter installation.
- It is assumed that Xoserve shall action notifications received from the iGT advising of a change to Supplier and/or Shipper details from the provisional notification. It is assumed that Xoserve shall send a notification to the Shipper that was listed in the provisional confirmation, confirming that they are no longer the nominated Shipper for the site.
- It is assumed that the Shipper will notify the iGT before a meter is installed where the iGT is not the MAM.
- It was noted that the AQ for a CSEP Supply Meter Point may change between the initial creation request and the actual meter being installed. This will need to be included within the process for maintaining a CSEP Supply Meter Point.

4.3 Action: *Xoserve to update the process model to include the revalidation of the Shipper and Supplier details by the iGT prior to the meter installation.*

5. CSEP Supply Meter Point Creation Process

5.1 **Action:** *Xoserve to change title from NXTB CSEP Supply Meter Point Creation – Shipper MAM to NXTB CSEP Supply Meter Point Creation – **Supplier** MAM.*

5.2 Process Referrals to iGTs

5.3 General comment raised by Shippers regarding the timeframes for iGTs to action referrals. The timely resolution of referrals is critical to ensure that the 21-day customer switching can be fulfilled.

5.4 AQ Corrections - No comments raised at this meeting.

5.5 Address Amendments – No comments raised at this meeting.

5.6 Market Sector Flag Changes – Consensus was to use this field in the same way it is used for GT sites.

5.7 The following working assumptions were agreed in this meeting:

- It is assumed that Shippers will have overall responsibility in updating the Market Sector Flag changes and that the iGT will be notified of the changes. Any queries will be resolved between the iGT and Shipper.

5.8 Action: *iGTs to confirm their acceptance of the assumption made regarding Market Sector Flag changes*

6. Notification of Any Other Business

6.1 No items were raised.

7. Next Meeting

7.1 A teleconference will take place on Wednesday, 21st June 2013 at 2pm. The purpose of this meeting is to review any issues raised by iGT's and baseline the iGT Agency Services BRD. Teleconference details will be issued shortly.

7.2 Action: *Xoserve to issue updated process models and iGT Agency Services BRD.*