

**Review Group 0157 Minutes**  
**Tuesday 11 September 2007**  
**Ofgem, 9 Millbank, London, SW1P 3GE**

**Attendees**

Julian Majdanski (Chair)	JM	Joint Office of Gas Transporters
Helen Cuin (Secretary)	HC	Joint Office of Gas Transporters
Abid Sheikh	AS	Energywatch
Alex Travell	AT	E.ON UK
Beverley Grubb	BG	Scotia Gas Networks
Chris Warner	CW	National Grid Distribution
David Speake	DS	ESP Pipelines
Francesca Dixon	FD	IPL / QPL
Jaime Sorrell	JS	Total Gas & Power
Karen Kennedy	KK	Scottish Power
Mark Jones	MJ	SSE
Mitch Donnelly	MD	British Gas Trading
Ndidi Njoku	NN	Ofgem
Paul Edwards	PE	GTC
Rosie McGlynn	RM	EDF Energy
Savita Shaunak	SS	EDF Energy
Simon Trivella	ST	WWU
Steve Nunnington	SN	xoserve

**Apologies**

James Crosland	JC	Corona Energy
Heidi Martin	HM	NPower

**1. Introduction**

1.1. Minutes of last meeting

The minutes of the previous meeting were approved

1.2. Actions Arising

**Action 0001:** Joint Office to ensure PE, FD and DS are included in future RG 0157 communications.

**Action Update:** Recipients added to the circulation list

**Action:** Complete

**Action 0002:** CW to commission the production of process maps, timelines and analysis of data flows by xoserve on the behalf of the Transporters.

**Action Update:** Circulated at the meeting and to be provided for the website

**Action:** Complete

**Action 0003:** MC to request, via the Gas Forum, that the same RbD Shipper's produce updated information, using June's invoice data, for the Review Group to consider.

**Action Update:** Circulated at the meeting and to be provided for the website.

**Action:** Complete

## 2. Review Group Process

PE confirmed that the Terms of Reference for iGTRP002 were not yet published. MD confirmed that Gemserv have been provided with a draft copy of the Terms of Reference for approval by the iGT Panel.

KK provided a commentary on the June invoice data. AT noted that the information suggested that the position is getting worse. MD confirmed the impact to RbD in relation to mismatched reconcilable energy is increasing.

### 2.1 iGT CSEP Connection Process

BG provided a summary of the iGT CSEP Connection Process provided at the Ofgem CSEP NExA Meeting

A discussion evolved on how an iGT sets its collective AQ for a CSEP, this takes into account a 1/20 winter and predicted growth, it is not a collation of the existing sites consumptions.

A number of points were clarified with regards to the iGT process in particular the notification of information to xoserve and DNs. AT confirmed that the load information is the most crucial piece of information for Shippers to understand.

BG highlighted that there can be AQ Overruns. FD confirmed that only 24 overruns have occurred for IPL which she believes is not a significant issue. PE confirmed that the CSEP AQs are reviewed on an ongoing basis and that erroneous AQs can be challenged and amended.

KK highlighted that there are invoicing implications if the capacity is understated.

### 2.2. Consideration of process maps, timelines and data flows

#### New Project Processes

SN explained the New Project Process and clarified that there were no standards of service for the New Project Process. PE suggested that the biggest concerns within this process are the submission of completion notices and the updating of xoserve systems.

JS highlighted a problem relating to CSEP invoice reconciliation and the ability to match xoserve and iGT invoices without the provision of Meter Point Reference Numbers (MPRNs) and Logical Meter Numbers (LMNs). PE highlighted that an iGT Modification Proposal has been raised to look at the provision of LMNs on invoice back-up data. SN confirmed that the LMN is used within Gemini for Gas Nominations.

A concern was raised in relation to CSP01 rejections. SN confirmed that the rejections are notified to the iGT to investigate. The CSP01 indicates that gas is flowing to the site. BG suggested that these rejections will be occurring if gas is physically flowing when the DNs are not aware of project completion and was concerned that gas could be flowing without submission of the Completion Pack. BG confirmed that she would investigate the provision of Completion Packs and system updates.

BG highlighted that SGN are currently investigating a number of outstanding quotations that have gone past the development stage and have not received a Completion Pack.

**Action 0004:** BG to investigate the provision of Completion Packs and system updates

DS asked if BG could confirm what happens following the sign off of the Completion Pack and what would happen if it was not authorised.

**Action 0005:** BG to confirm the Completion Pack process

MD questioned how quickly the iGTs are clearing xoserve CSP01 rejections.

BG suggested that xoserve provide a copy of CSP01 rejections to DNs to identify the possibility of a missing Completion Packs. xoserve confirmed that a manual investigation is already undertaken on CSP01s and DNs are approached to check if they have a backlog of completion notices.

**Action 0006:** DNs to consider receiving a copy of CSP01 rejections from xoserve.

It was suggested that xoserve may be able to provide CSP01 rejections by network, by IGT. JS believed that any rejection statistics need to consider the percentage of failures. However it was noted that any information would be anonymous.

**Action 0007:** xoserve to provide CSP01 rejection figures.

DS highlighted that the xoserve CSP01 investigation is assisting with the number of rejections as they have experienced a reduction.

AT suggested that a process flow diagram is produced. It was agreed a full end to end process to include timescales is required.

**Action 0008:** iGTS and DNs to provide current end to end process

**Action 0009:** All to consider timescales that could be used within an end to end process.

BG suggested there may be a need for standards to be set for the provision of data flows and system updates.

AT enquired about CSEP emergency contracts. FD confirmed this is being covered by another group.

#### Industry data items – CSEPs flows

SN provided a process summary confirming that the Shipper transfer is updated on a weekly basis. SN confirmed that xoserve could produce daily updates, however system constraints may exist for iGT systems.

SN confirmed that there can be between 20-50% rejections, however FD highlighted that some of these rejections may not be significant, for example duplicates. SN confirmed that the biggest rejection rate was for duplicates

BG requested that xoserve provide an analysis of rejections

**Action 0010:** xoserve to provide details of CSEP flow rejections rates and reasons.

AT expressed concern with only a weekly notification of CSEP site transfers as Shippers will be affected. FD highlighted that this only may be 4% of the market.

BG highlighted that nested CSEPs issues also need to be considered.

#### Reconciliation data items – CSEPs flows

SN explained the process for I&C sites.

PE summarised the UNC 0167 debate from the Ofgem CSEP NeXa Meeting highlighting a number of iGT concerns with Neutral Reconciliation, I&C Reconciliation and future reconciliation. A fix would be required to identify a start read that would allow reconciliation going forward.

**Action 0011:** All to consider future reconciliation if UNC0167 were to be implemented.

**Action 0012:** xoserve to produce the timings of Meter Reads and the reconciliation period.

### 3. Diary Planning for Review group

11:30, 09 October 2007, Ofgem, 9 Millbank, London.

**4. AOB**

None.

**APPENDIX A.****ACTION LOG - Review Group 0157**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
RG0157 0001	01/08/2007	3.0	Joint Office to ensure PE, FD and DS are included in future RG 0157 communications.	Joint Office (HC)	Action: Complete
RG0157 0002	01/08/2007	4.0	CW to commission production of process maps, timelines and data analysis by xoserve, on the behalf of the Transporters.	Transporters (CW)	Action: Complete
RG0157 0003	01/08/2007	4.0	MC to request, via the Gas Forum, that Shipper's produce updated information, using June's invoice data, for the Review Group to consider.	Shippers (MC)	Action: Complete
RG0157 0004	11/09/2007	2.2	BG to investigate the provision of Completion Packs and system updates	Transporters (BG)	Action: Pending
RG0157 0005	11/09/2007	2.2	BG to confirm the Completion Pack process	Transporters (BG)	Action: Pending
RG0157 0006	11/09/2007	2.2	DNs to consider receiving a copy of CSP01 rejections from xoserve.	All Transporters	Action: Pending
RG0157 0007	11/09/2007	2.2	xoserve to provide CSP01 rejection figures.	xoserve (SN)	Action: Pending
RG0157 0008	11/09/2007	2.2	iGTS and DNs to provide current end to end process	iGTs and Transporters	Action: Pending
RG0157 0009	11/09/2007	2.2	All to consider timescales that could be used within an end to end process.	All	Action: Pending
RG0157 0010	11/09/2007	2.2	xoserve to provide details of CSEP flow rejections rates and reasons.	xoserve (SN)	Action: Pending

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
RG0157 0011	11/09/2007	2.2	All to consider future reconciliation if UNC0167 were to be implemented.	All	Action: Pending
RG0157 0012	11/09/2007	2.2	xoserve to produce the timings of Meter Reads and the reconciliation period.	xoserve (SN)	Action: Pending