

**UNC Workgroup 0395 Minutes**  
**Limitation on Retrospective Invoicing and Invoice Correction**  
**Tuesday 12 September 2011**  
**Teleconference**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HC)	Joint Office
Alan Raper	(AR)	National Grid Distribution
Alison Chamberlain	(AC)	National Grid Distribution
Claire Thorneywork	(CT)	National Grid NTS
Joanna Ferguson	(JF)	Northern Gas Networks
Joel Martin	(JM)	Scotia Gas Networks
Linda Whitcroft	(LW)	Xoserve
Mark Jones	(MJ)	SSE
Mandip Grewal	(MG)	Northern Gas Networks
Simon Trivella	(ST)	Wales & West Utilities
Stefan Leedham	(SF)	EDF Energy
Tom Connolly	(TC)	Scottish Power

*Copies of all papers are available at [www.gasgovernance.co.uk/0395/220911](http://www.gasgovernance.co.uk/0395/220911)*

**1.0 Outline of Modification**

SL introduced the modification.

**2.0 Consider Terms of Reference**

No further comments were provided.

**3.0 Discussion**

Actions Carried forward from preliminary discussion held on the 25 August at Distribution Workgroup ([www.gasgovernance.co.uk/dist/250811](http://www.gasgovernance.co.uk/dist/250811)) Item 5.1.

**Action 0001:** Provide a list of potential invoice adjustments/causes for 0395 meeting on 12 September 2011.

**Update:** LW provided examples of asset and data errors managed by Shippers, which would create an adjustment, these ranged from individual meter errors, asset updates, duplicate MPRNS, datalogger errors and USRVs. She explained that this is not an exhaustive list. **Complete.**

**Action 0002:** Establish the potential adjustment LSP volume on monthly and daily read sites.

**Update:** LW reported that this is not a set amount and depends on activity and the number of queries raised. She confirmed that Xoserve were getting information to present to the workgroup but was unsure how valuable this would be. **Carried Forward.**

**Action 0003:** Establish the number of must reads actioned on monthly basis for the previous 24 months.

**Update:** LW referred to the Must Read Statistics Presentation which included 23 months of data, the total count of MPRNs were actual Must Read requests. She reported that

Must Reads are generally cleared within 6 weeks and it appeared that performance was improving and suggested that the ones remaining may be the more difficult ones. LW reported that Xoserve are able to obtain 95% of the must reads which would suggest that Shippers may have been able to clear some of the must reads beforehand. SL concurred with this conclusion. It was agreed to consider appending the Must Read information to the Workgroup Report. **Complete.**

**Action 0004:** 01 April 2012 implementation date - Establish what notice from Ofgem was required.

**Update:** LW reported that if the change was a simple line in the sand functionality change, Xoserve would need to know by 01 March 2012 but as the modification also impacts other processes, some offline systems may be affected and may need to be changed e.g. USRVs. An exact set of requirements would assist with providing implementation timescales. **Carried Forward.**

Following consideration of the actions SL briefly summarised the recent modification amendment.

ST questioned if the Workgroup would also want to consider the incentive payment for outstanding USRVs, explaining that if the DN resolution times shorten the industry may see more USRVs passed to Transporters.

LW confirmed that the current monthly incentive payment is nothing for the first two months, then £30 at month two, nothing at month three, then £40 at month four. She also explained that there is some netting off depending on performance. Xoserve were asked to confirm which part of code covered USRVs and to explain the netting off process.

The age analysis of USRVs was considered. LW confirmed Xoserve would need to look at the age analysis of outstanding USRVs to establish age profiles, she suggested the change may increase the number of neutral reconciliations.

**Action 0005: Xoserve to establish the likely number of neutral USRV reconciliations.**

**Action 0006: Xoserve to confirm what section of code provides the calculation of the Monthly incentive payment and how the netting off works.**

**Post Meeting Note:** LW confirmed Section E8, USRVs are found in Section E8.3.  
**Action Closed**

Must Reads were discussed and the impact on this process. SL believed that the modification may incentivise Shippers to action must reads earlier to avoid Energy reallocations when those invoices flow through to RbD. LW explained the reallocations are processed through RbD dependant on site, there are twelve, six and monthly read pots.

SL asked Xoserve to provide information on the energy corrections and how many result in credits to Shippers, debits to RbD and visa versa. LW explained that this would be difficult, however Xoserve will try to get information on the total value of adjustments.

### Action 0007: Xoserve to provide information on energy corrections credits and debits.

SL envisaged amending the modification and hoped Xoserve would be able to progress the ROM. LW asked about the rules being set to enable a ROM to be started. BF also asked about the production of Legal Text for consideration by the Workgroup.

It was agreed to consider modifications 0395 and 0398 on the same day and that both would be discussed on the 10 October 2012.

#### 4.0 Any Other Business

None raised.

#### 5.0 Diary Planning for Review Group

Further details of planned meetings are available at: [www.gasgovernance.co.uk/Diary](http://www.gasgovernance.co.uk/Diary)

The next meeting of the Workgroup will take place within the business proceedings of the Distribution Workgroup, on Monday 10 October 2011, at 31 Homer Road, Solihull, B91 3LT.

#### Action Log – UNC Workgroup 0395

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0395 0001	25/08/11	5.1	Provide a list of potential invoice adjustments/causes for 0395 meeting on 12 September 2011.	Xoserve (LW)	Complete
0395 0002	25/08/11	5.1	Establish the potential adjustment LSP volume on monthly and daily read sites.	Xoserve (LW)	Pending
0395 0003	25/08/11	5.1	0395 – Establish the number of must reads actioned on monthly basis for the previous 24 months.	Xoserve (LW)	Complete
0395 0004	25/08/11	5.1	01 April 2012 implementation date - Establish what notice from Ofgem was required.	Xoserve (LW)	Complete
0395 0005	12/09/11	3.0	Xoserve to establish the likely number of neutral USRV reconciliations.	Xoserve (LW)	Pending
0395 0006	12/09/11	3.0	Xoserve to confirm what section of code provides the calculation of the Monthly incentive payment and how the netting off works.	Xoserve (LW)	Post Meeting Note. Complete.

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0395 0007	12/09/11	3.0	Xoserve to provide information on energy corrections credits and debits.	Xoserve (LW)	Pending