

User Pays User Group Minutes Monday 08 August 2011 via teleconference

Attendees

| | | |
|--------------------------|----|----------------|
| Tim Davis (Chair) | TD | Joint Office |
| Lorna Dupont (Secretary) | LD | Joint Office |
| Claire Blythe | CB | SSE |
| David McCrone | LG | Scottish Power |
| Lisa Harris | LH | Shell |
| Mark Cockayne | MC | Xoserve |
| Robert Finch | RF | RWE Npower |

1.0 Introduction

Meeting documentation can be found at www.gasgovernance.co.uk/up/2011

TD welcomed attendees to the meeting. As the meeting was not quorate, it was agreed the proceeding business would be addressed informally as a User Pays User Group meeting.

1.1. Minutes of last meeting (13 June 2011)

The minutes from the previous meeting were accepted.

1.2. Actions

UPUG 0201: Shippers to review performance measures and reporting and consider whether any changes are required.

Update: Ongoing. **Carried forward.**

UPUG 0601: Xoserve to contact proposer to either amend or withdraw Change Request UPCO003.

Update: The proposer had been contacted and was reconsidering the position. No further response had been received to date. **Closed.**

UPUG 0602: Shippers to confirm whether or not all IAD Service users have access to email.

Update: MC confirmed that no feedback had been received prior to the meeting. CB stated that not all SSE users had access and that SSE would not wish to give them access. **Carried forward/Closed.**

2.0 IAD Replacement Update

MC reported that contracts were now in place with external service providers and identified requirements were being taken forward. The project had been separated out and IAD was being built on a Business Objects based product; there would be a two phase approach.

The new IAD service is scheduled for delivery in January 2012. It will offer enhanced search and navigation facilities, with historic data views available for the current Shipper's ownership period for up to the previous 3 years.

MC pointed out that Customers may need to make certain changes to access these functions, and Xoserve will be able to assist with this.

Noting the issue raised by CB, that not all Shippers might want to give each of their users separate email access, MC would give consideration to alternative options.

Action UPUG0801: IAD Replacement - Consider alternative options to a mandatory requirement that all IAD Service users have access to email.

Testing will be carried out internally (system, UAT, and data validation). However, Xoserve was looking to make the system available in advance for a familiarisation period towards the end of November/December. Interested parties were encouraged to confirm their interest to MC, with those involved in the call confirming they would be interested.

Action UPUG0802: IAD Replacement - Register interest (to MC) in advance for familiarisation access.

Other areas of functionality were still under review, and a further migration exercise to a single log-on service will take place later in 2012 (date as yet unconfirmed).

Minor changes will be required to the IAD Services Schedule and these will be managed through the Change Process. The changes were believed to be minor and the intention was to produce all the documentation at the same time, present to the UPUC and then follow the Change Process as quickly as possible to avoid unnecessary delay. Noting that Shippers would appreciate clarity on timescales as soon as possible, MC will keep the UPUC updated on progress.

Action UPUG0803: IAD Replacement – Provide regular update on timescales.

3.0 Change Management

3.1 UPUC003 – IAD Transactional Charging

All associated documentation is available to view on the xoserve website at: www.xoserve.com/UPS_Changes.asp.

MC pointed out that the proposed implementation of IAD would now be in a revised format. Changes in circumstances and detail may impact both the definition of 'a hit' and the potential costs. In the absence of the proposer, TD suggested further discussion should be deferred.

4.0 Operational Updates

Performance

MC provided a performance update, with all areas on target.

5.0 Modification Update

The following Live UNC Modification Proposals were identified as being User Pay modifications: 0277, 0326VV, 0330, 0331, 0335, 0338, 0346, 0365, 0367/0367A, 0369/0369A, 0378, 0379/0379A, 0387, and 0388.

6.0 Any Other Business

Small Supply Point Enquiry Service

The close out for information provision was Friday, and MC thanked those who had provided details. However, others had yet to provide information and Xoserve would be issuing a reminder today.

AQ 2011 Update

MC gave a brief update on the 2011 AQ Review process, confirming Phase 1 had been carried out successfully. A more detailed update would be provided. ***Post Meeting Update:***

Phase 1 - 11 March to 20 August

The first phase of the AQ Review, where the AQ Calculation process takes place, is nearing completion. All tasks to date have been completed successfully.

Phase 2 – 27 August – 13 September

During the second phase, the Supply Point/Offer Review processes and new EUC changes takes place and shipper update files are sent.

Phase 3 – 22 September – 29 September

The third phase sees the start of the busiest time for the AQ Review process. On 22 September, all SPA file processing will be put on hold to allow for the preparation for uploading data onto the UK Link system. The SPA file processing is expected to be up to date by 24 September.

Phase 4 – 01 October – 15 October

On 01 October, when the new gas year data is loaded onto the system, all SPA file processing will be put on hold. The SPA file processing is planned to resume on 02 October, with all file processing expected to be up to date by 05 October. Following this, the 01 October data is validated to ensure there are no energy mismatches between S&M, Inv 95 and Gemini.

The data in IAD will be updated once the UK Link SPA processing catch up resumes during both Phase 3 and 4. During the catch up periods there is the possibility that IAD performance may slow during the refresh periods.

Further detailed communications relating to the file delays and IAD outages will be published via the web and e-mail. Should there be any unplanned issues that arise, Shippers and Networks will be informed at the earliest possible time.

7.0 Next Meeting

The next meeting is scheduled to take place via teleconference at 13:00 on Monday 12 September 2011, subject to confirmation.

Action Table: User Pays User Group

| Action Ref | Meeting Date | Minute Ref | Action | Owner | Status Update |
|-------------------|---------------------|-------------------|---|-----------------|-------------------------------------|
| UPUG 0201 | 15/02/11 | 4.0 | Shippers to review performance measures and reporting and consider whether any changes are required. | All Shippers | Ongoing. Carried forward |
| UPUG 0601 | 13/06/11 | 2.0 | Xoserve to contact proposer to either amend or withdraw Change Request UP0003. | xoserve (MC/SD) | Closed |
| UPUG 0602 | 13/06/11 | 5.0 | Shippers to confirm whether or not all IAD Service users have access to email. | All Shippers | Carried forward |
| UPUG 0801 | 08/08/11 | 2.0 | <i>IAD Replacement</i> - Consider alternative options to a mandatory requirement that all IAD Service users have access to email. | Xoserve (MC) | |
| UPUG 0802 | 08/08/11 | 2.0 | IAD Replacement - Register interest (to MC) in advance for familiarisation access. | ALL | As soon as possible |
| UPUG 0803 | 08/08/11 | 2.0 | IAD Replacement – Provide regular update on timescales. | Xoserve (MC) | Update at next meeting |