

User Pays User Group Minutes

Monday 13 June 2011

via Teleconference

Attendees

Tim Davis (Chair)	TD	Joint Office
Helen Cuin (Secretary)	HC	Joint Office
Claire Blythe	CB	SSE
Chris Davis	CD	Total Gas & Power
Danielle King	DK	E.ON UK
Kevin Crabb	KC	E.ON UK
David McCrone	LG	Scottish Power
Mark Cockayne	MC	Xoserve
Robert Finch	RF	RWE Npower
Sandra Dworkin	SD	Xoserve

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

The minutes from the previous meeting were accepted.

1.2 Actions

UPUG 0103: Revise the BER to include any contract wording/legal text that might change (including tracked changes and setting in context).

Update: MC explained there would be no change to the service schedules and that Xoserve is unable to complete the ACS as there is insufficient information to do so. **Closed.**

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

Update: MC confirmed that no feedback had been received. TD asked if those present had views or wished to carry the action open forward. RF highlighted the consultation regarding Xoserve services which may provide an alternative route for agreeing standards. **Carried forward.**

2.0 Change Management

2.1 UPCO003 – IAD Transactional Charging

All associated documentation is available to view on the xoserve website at: www.xoserve.com/UPS_Changes.asp. See also Action UPUG0103 above.

The group considered how to progress the change in the absence of both the Proposer (British Gas) and legal text. MC suggested writing to invite postal votes, seeking agreement whether or not the change should go ahead. MC did not believe this should await the ACS drafting, explaining that the ACS is not part of the change process for non-code services. Shippers were unhappy about

progressing the change in the absence of clarity regarding what is proposed, which would be provided by the appropriate legal definitions, and there was no support for MC's suggested way forward. Given that Xoserve is unable to complete an ACS with the current information, it was suggested that the change should be amended or withdrawn.

It was questioned if the change could be rejected through the voting process. SD explained that a minimum of four rejection votes would have to be received, and the percentage market share test would also need to be passed.

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

3.0 Operational Updates

Performance

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

4.0 Modification Update

The following Live UNC Modification Proposals were identified as being User Pay modifications: 0277, 0282/0282A, 0326, 0330, 0331, 0335, 0346, 0353, 0365, 0367/0367A, 0369, 0378 and 0379/0379A

5.0 Any Other Business

Concern was raised about the recent attendance of meetings and MC explained that Xoserve have contacted parties to encourage participation.

MC highlighted that the single sign in web service had been approved via the UK Link Committee. This would consolidate services using Internet Explorer and Firefox. He explained that the IAD Service schedule Part 3 currently lists a number of internet browsers, which needs to be amended to reflect the approved change. He confirmed a formal notification would be provided for the schedule change. He also confirmed that a two-month notice period would be provided, no later than November 2011.

MC asked if all IAD users have access to email, explaining that the replacement system assumed this would be the case and messages could be sent by email. A number of attendees did not believe IAD users had company email addresses, and it was agreed that this should be confirmed.

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

MC highlighted the need to undertake an Annual Renewal Process for each user to confirm non-Code service requirements. Xoserve had received some feedback on the process and asked if parties believe that the approach needs to be reviewed and any necessary changes reflected in the contract. DM asked about the possibility of having a rolling agreement and users only communicating changes if required. However, a number of Shippers believed the process was seamless, and some reported that the review process had proved useful. The consensus was that there were no major issues, but Xoserve emphasised they would welcome feedback.

MC highlighted the possibility of auditing the Reporting Process, he explained Xoserve will be writing out to Contract Managers to advise about this requirement with a target completion by 05 August 2011.

MC gave a brief update on the 2011 AQ Review process, confirming Phase 1 had been carried out successfully.

6.0 Next Meeting

It was agreed to schedule the next meeting in August.

Action Table: User Pays User Group [Committee]

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
UPUG 0103	19/01/11	2.0	Revise the BER to include any contract wording/legal text that might change (including tracked changes and setting in context).	xoserve (MC/SD)	Closed.
UPUG 0201	15/02/11	4.0	Shippers to review performance measures and reporting and consider whether any changes are required.	All Shippers	Carried forward
UPUG 0601	13/06/11	2.0	Xoserve to contact proposer to either amend or withdraw Change Request UPCO003	xoserve (MC/SD)	Pending
UPUG 0602	13/06/11	5.0	Shippers to confirm whether or not all IAD Service users have access to email.	All Shippers	Pending