

**User Pays User Group
Monday 07 January 2013
via teleconference**

Attendees

Tim Davis (Chair)	(TD)	Joint Office
Lorna Dupont (Secretary)	(LD)	Joint Office
Claire Copplestone	(CC)	SSE
Dave Addison	(DA)	Xoserve
Helen Field	(HF)	Xoserve
Katie Ballard	(KB)	Total
Shoberg Khatun	(SK)	RWE npower
Trevor Clark	(TC)	E.ON UK
Vicki Workman	(VW)	Xoserve

Meeting documentation can be found at www.gasgovernance.co.uk/up/2013

1.0 Introduction

TD welcomed attendees. 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 previous meeting

The minutes from the previous meeting were accepted.

1.2 Actions

There were no actions outstanding.

2.0 Change Management Update

2.1 Change Order No UPCO006: Supporting Information for Telephone Enquiry Usage

The BER voting period closed out on 05 December 2012; no objections were received. Change Order UPCO006 has therefore been approved and will be implemented as a User Pays Report. Xoserve is in the process of making the relevant changes to update the ACS for formal publishing, and it is planned that this service will be available from 01 April 2013.

3.0 Operational Update

Data Centre Services - Performance

DA provided a performance status update, with all areas on target. No questions were raised.

4.0 Modification Update

DA provided a list of User Pays Modifications currently 'live' on the Joint Office Modifications Register: www.gasgovernance.co.uk/mods.

5.0 Any Other Business

5.1 Annual Service Request Process

DA confirmed the Annual Service Request process for services effective from 01 April 2013 and gave a reminder of the timeline. Contract Managers are asked to review the 2013/2014 Service Request Forms and respond to Xoserve to confirm or change services required. Responses should be submitted to xoserve.userpays@xoserve.com by Friday 08 March 2013; new contracts will go live on 01 April 2013. The Service Request Forms will act as the contracts for the next year.

5.2 Changes to the Data Enquiry Service

DA outlined the background and proposed changes (address format change; inclusion of plot numbers; provision of data related to 'Extinct' Meter Points). The Delivery Point Alias (DPA) will be shown in square brackets. The iGT data will be shown (in square brackets) as the final field in the stream.

A further change requiring assessment was noted (iGT provision of Meter Point Status), which was to be discussed with iGTs to determine the best course. Time of implementation may depend on the complexity of what is required, and this may be addressed separately.

The approach to the implementation of the changes was confirmed. Following UKLC agreement the changes are likely to be scheduled around the end of February (but could be a little sooner or later, depending on priority of any other intervening changes).

TC raised concerns regarding consistency of order of data items, pointing out the differences in Address Format between the Transporter and iGT data. He explained the confusion that this caused for Shipper staff interpreting the data. TC indicated that Shippers would prefer to see both sets of data shown in the same format/order.

DA acknowledged TC's point and will discuss internally and with the iGTs, and will endeavour to bring an appropriate response to the UKLC meeting.

5.3 Modification 0430 – Inclusion of data items relevant to smart metering into existing industry systems

DA confirmed that the change would be put forward at UKLC for confirmation. It will require changes to two Data Enquiry items (smart metering installing supply, and smart metering technical specifications), and it is proposed to show these on DE from 01 April 2013, subject to UKLC's agreement.

These will also be put forward at SPAA as they require a Schedule 23 change.

6.0 Next Meeting

6.1 User Pays User Committee (UPUC)

The next meeting (via teleconference) is scheduled to take place on Monday 04 March 2013.

The meeting programme for 2013 was agreed as follows (all meetings will be via teleconference, unless otherwise advised):

09:30 Monday 04 March 2013

09:30 Monday 13 May 2013

09:30 Monday 01 July 2013

09:30 Monday 02 September 2013

09:30 Monday 04 November 2013.

6.2 User Pays Contract Expert Group (UPCEG)

There is an annual requirement for UPCEG to meet; the last meeting was held on 05 November 2012, and the next meeting will be arranged as appropriate during 2013.