

User Pays User Group Minutes
Tuesday 06 December 2011
31 Homer Road, Solihull B91 3LT

Attendees

David Addison (Chair)	DA	Xoserve
Lorna Dupont (Secretary)	LD	Joint Office
Danielle King	DK	E.ON UK
Claire Copplestone	CC	SSE
Sandra Dworkin	SD	Xoserve

1.0 Introduction

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

DA 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

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

Update: DA discussed options regarding using a central box account. CC suggested an alternative where Users could also nominate alternative email addresses of team managers. **Carried forward.**

2.0 IAD Replacement Update

DA referred the group to the slide deck discussed at the Operations Forum that preceded the meeting. Slides are included within the slide deck published on the Joint Office website at: www.gasgovernance.co.uk/up/061211

3.0 Change Management

3.1 UPCO004 - Name change of New IAD Replacement System

DA confirmed that the voting period had closed out on 05 December 2011, and no negative comments had been received. Xoserve intended to issue the EQR on the day of the meeting. Voting would close out on this on 20 December 2011.

Provided no rejections were received the BER would be issued for voting from 22 December 2011 to 09 January 2012. Provided no negative comments were received the change process would conclude by 10 January 2012.

4.0 Operational Update

Performance

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

5.0 Modification Update

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

6.0 Any Other Business

DA highlighted to the meeting that the process conducted in previous years for Users to provide projected service utilisation would not be performed, as previous responses had indicated a carry forward of the previous year's demand. If Users believed that there was a change, they should provide this information to Xoserve. Xoserve would conduct the service order process as previously conducted.

Action UPUG1201: Users whose service usage was projected to change provide revised volumes to Xoserve.

DA highlighted that there was not planned to be a price change at the introduction of the Data Enquiry Service in January. Any changes would be reflected as part of the price review for April 2012.

7.0 Next Meeting

The next meeting is scheduled to take place at 14:00 on Monday 13 February 2012, via teleconference.

Action Table: User Pays User Group

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
UPUG 0801	08/08/11	2.0	IAD Replacement - Consider alternative options to a mandatory requirement that all IAD Service users have access to email.	Xoserve (DA)	Carried forward
UPUG 1201	06/12/11	6.0	Users whose service usage was projected to change provide revised volumes to Xoserve.	ALL	Pending