

User Pays User Group Minutes

Monday 11 May 2009

at

Energy Networks Association, 6th Floor, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF

Attendees

Tim Davis (Chair)	TD	Joint Office
John Bradley (Secretary)	JB	Joint Office
Colette Baldwin	CB	E.ON
Dave Hayton	DH	RWE npower
Nick Reeves	NR	xoserve
Helen Barratt	HB	xoserve
Jemma Woolston	JW	Shell Gas Direct
Kevin Woollard	KW	British Gas
Lorna Gibb	LG	Scottish Power
Mark Cockayne	MC	xoserve
Rosie McGlynn	RM	EDF Energy
Sharon Cole	SC	Scottish and Southern Energy

1.0 Introduction and Status Review

TD welcomed attendees to the meeting. He explained that the intention had been for this to be the first formal meeting of the User Pays User Committee. However, as no quorum was present, the meeting would be recorded as a final User Pays User Group meeting.

1.1. Minutes from the previous UPUG Meeting (09 March 2009)

The minutes of the previous meeting were approved.

1.2. Review of Actions from previous meetings

The outstanding actions from previous meetings were reviewed.

Action UPUG0066: Explain the Must Read process and identify the associated elements that make up the charges.

Update: An explanation had been circulated and was available on the Joint Office website. **Action closed**

Action UPUG0067: Define what constitutes a domestic Must Read and clarify the position in respect of domestic Must Read sites.

Update: An explanation had been circulated and was available on the Joint Office website. **Action closed**

2.0 User Pays Non-code Contract Update

MC identified that there had been a number of contracts signed and xoserve were in contact with those who had not yet done so.

3.0 Agency Charging Statement (ACS) Update

MC gave an update on this and agreed that the document including the proposed changes that become effective in June 2009 would be

published on the Joint Office website. These changes reflect Modification Proposal 0213V, which was implemented in April 2009.

4.0 Change Process Administration Update

NR summarised progress on this item. RM suggested that adjustments should be made to voting values as companies signed the contract. TD acknowledged this would be the correct procedure but suggested that the key was that the voting values be established for the first substantive vote.

There was some discussion on charges to non members, ie those that had not yet signed, with respect to the change budget. HB reiterated the principles that had been identified at previous meetings and were reflected in the ACS. There would not be a separate or identifiable charge for the change budget but instead all charges would be slightly higher than otherwise as a result of this overhead cost.

5.0 Modifications Update

MC summarised the progress of five UNC Modification Proposals and their associated alternatives, which had been identified as User Pays.

In respect of Proposal 0224 RM queried whether it was User Pays if AMR was included in Nexus. TD responded that, as a new service, it should be within the scope of User Pays. If the service was provided as part of Nexus, however, it was possible that the additional costs and corresponding charge could be lower than if modifying existing systems.

6.0 Operational Update

MC summarised the performance of telephone, IAD, email reporting, portfolio reports, AQ enquiries and IAD Account Transaction Volumes and IAD Account Deletion Volumes. All were on target. Attendees confirmed that this matched their own experience in using the services.

7.0 IAD/SCOGES Update

HB identified the work being done by SPAA on SCOGES. Whilst xoserve was involved with SPAA on service options, comments from customers not included in SPAA would be helpful. A workshop to go through the SPAA work had therefore been suggested with all I&C Shippers invited. RM summarised some of the work that had been done in SPAA, including with AMR, and supported the idea of a workshop. xoserve would be deriving a cost estimate this summer but emphasised the need for requirements to be clear before this was commenced. xoserve would circulate the draft requirements document for comment. It was agreed in principle that the workshop could take place on 28 May 2009 after the Distribution Workstream.

Action UPUC05/01: xoserve (MC) to circulate draft IAD/SCOGES draft requirements document.

8.0 Password Protection

A current trial was progressing satisfactorily. Further updates will be given prior to general adoption.

9.0 xoserve Business Changes

MC summarised these. He was now leading the Shipper Customer Relationship Management Team. HB was returning to National Grid and her replacement in xoserve would be notified in due course.

10.0 Change Proposal – M-Number DVD

CB suggested that instead of M Numbers being sent by DVD, it should be offered via FTP. xoserve had looked at electronic transfer, but FTP was not available and the files were too large for IX. CB asked whether dividing into smaller files might be possible. TD suggested also that a daily update might be feasible. xoserve undertook to explore these and other possibilities and to clarify why FTP was not available. Members were asked to submit suggestions also.

Action UPUC05/02: All to Send to Joint Office suggestions on how M Number data may be submitted electronically in future.

Action UPUC05/03: xoserve (MC) to explore options for electronic transfer of M Number data.

11.0 Any Other Business

None.

12.0 Next Meeting

It was noted that the User Pays User Committee was due to meet on 08 June 2009.

Action Table: User Pays User Group - 11 May 2009

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
UPUG0066	09/03/09	4.1	Explain the Must Read process and identify the associated elements that make up the charges.	xoserve (GF)	Completed. Closed
UPUG0067	09/03/09	4.1	Define what constitutes a domestic Must Read and clarify the position in respect of domestic Must Read sites.	xoserve (GF)	Completed. Closed
UPUC 05/01	11/05/09	7.0	Circulate draft IAD/SCOGES draft requirements document	xoserve (MC)	
UPUC 05/02	11/05/09	10.0	Send to Joint Office suggestions on how M number data may be submitted electronically in future.	All	
UPUC 05/03	11/05/09	10.0	Explore options for electronic transfer of M Number data.	xoserve (MC)	