

**UNC Workgroup 0624R Minutes**  
**Review of arrangements for Retrospective Adjustment of Meter Information, Meter Point/Supply Point and Address data**  
**Wednesday 27 September 2017**  
**Arden Hotel and Leisure Club, Coventry Road, Solihull, B92 0ED**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Bev Harvey*	(BH)	EDF Energy
Andy Clasper	(AC)	Cadent
Andy Knowles	(AK)	Utilita
Angela Love*	(AL)	ScottishPower
Chris Warner	(CW)	Cadent
Emma Lyndon	(EL)	Xoserve
Gareth Evans*	(GE)	Waters Wye
Hilary Chapman	(HCh)	SGN
John Cooper*	(JC)	BUUK
John Welch	(JW)	npower
Kirsty Dudley*	(KD)	E.ON
Kully Jones	(KJ)	Joint Office
Mark Jones	(MJ)	SSE
Paul Orsler	(PO)	Xoserve
Phil Lucas	(PL)	National Grid NTS
Steven Britton*	(SB)	Cornwall Energy

\* via teleconference

Copies of all papers are available at: <https://www.gasgovernance.co.uk/0624/270917>

The Workgroup Report is due to be presented at the UNC Modification Panel by 18 January 2018.

**1.0 Introduction and Status Review**

**1.1. Approval of Minutes (21 August 2017)**

Approved.

**2.0 General Discussion**

CW suggested that today should focus on reviewing the outstanding actions and time should then be spent examining the benefits, and clarifying the questions needed for the consultation.

He stressed the need to make sure the Review Group Report can quantify the benefits and risks; and that any consultation needs to ask the right questions from the industry.

**3.0 Impact Assessment**

Item deferred. The Impact Assessment is likely to be available for the October Meeting. See Actions 0802 and 0803 below.

## 4.0 RAASP Options Review by Agreed Principles

AL highlighted that a presentation was provided at the last meeting which explained the options in detail ([16 August 2017 RAASP Options Presentation \(provided by Xoserve\)](#)), and that this also related to action 0802 below.

EL summarised the key options:

### **Option 1 - Timestamp Asset data - financial adjustment via CMS**

EL explained that there will be different time stamps. One which will record the file received date, i.e. the date the update was received at the gateway. The other will be a time stamp for the asset data (the effective date). The effective date would then flow into the DES for the asset update i.e. when it was physically updated on the site; the volume and energy adjustment would then be made in CMS.

### **Option 2 - Unravel data to agreed date**

EL confirmed this would involve a mini unravelling of data, taking out some of the existing asset information and replacing it. However, she emphasised this would only update the current asset and potentially not go back to the line in the sand. She highlighted that updating the current asset could span over multiple shipper ownerships. However, Xoserve do not want to go back correcting asset information past the line in the sand (3 years), so they only intend to edit the current asset on site. This would be managed through the RTO file. The volume and energy adjustment will utilise the reads in the system.

### **Option 3 – Initial Design**

Full blown RAASP using RTO.

### **Option 4 – No Change**

Continue with business as usual (BAU) process as used today. No Change

EL then summarised the 9 principles based on the agreed Nexus BRDs:

**Principle 1** – All data updates will be recorded correctly, for the correct effective date, where possible and subject to validation.

**Principle 2** - An update to asset, Supply Meter Point data or reads can only be effective from a date post Code Cut Off Date (LiS).

**Principle 3** - Only the current Shipper can update Supply Meter Point and asset data, even in a previous Shippers ownership.

**Principle 4** – Financial adjustments will be automatically processed for the current Shipper where an asset or Supply Meter Point update has been performed, dependant on receipt and acceptance on replacement / latest read to reconcile, except.

**Principle 5** – Where the transfer read is replaced via the SAR process a Reconciliation will be performed to the previous actual valid read in the previous Shipper(s) ownership, i.e. not the 'suspect' read, the retro update read.

EL clarified if the SAR reconciliation spans two registered shippers the adjustment would be automatically released for current Shipper. The outgoing Shipper would not be subjected to an automated adjustment, the Shipper would have to request the adjustment is released.

**Principle 6** – Previous Shipper(s) must separately request the financial adjustment and it will only be processed if the update has been performed (as above).

**Principle 7** – Meter reads can only be amended by the Shipper who submitted the read, within their period of ownership. Exception is the reads provided with the retro asset update.

**Principle 8** – Financial adjustments following a replacement read will be automatically processed. EL confirmed that this had already been delivered

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**Principle 9** – Any retrospective updates to asset, Supply Meter Point data or reads submitted post Go Live but for an effective date pre-Go Live will be accepted, subject to validation.

EL confirmed an updated document would be provided to include Option 4 (to continue with the BAU process as used today), with more detail on the options. She also confirmed the update may include a possible further option, if it is deemed to be a suitable during the assessment and that the update would be provided in advance of the October meeting.

PL asked if the next update would include the complexities for each solution and costs. EL confirmed this would be in the next update along with a timeline. However, these were high level assessments at this stage.

JW asked about the validations and what aspects the tolerance would include. EL explained that the validations would be, what is in situ today as this already exists. She clarified the process would simply pick this up and apply it.

MJ enquired if the consumption adjustment would be profiled or done on a flat basis. EL agree to take an action to confirm this.

**Action 0901: Xoserve to explain how the consumption adjustment will be undertaken and if this included ALPs and DAFs, and the current validation rules.**

## 5.0 Draft Questions for Request For Information (RFI)

Referring to Action 0805 below, AL and GE provided a draft RFI which had been created and is currently being reviewed by interested parties.

AL provided the background, the associated documents and implementation options used to create the draft. AL clarified this was a template RFI, based on the Ofgem RFI for Request 0594R.

CW asked if the background could include the Consent to Modify request for changing the 01 October 2017 implementation date for RAASP to a date later than October 2018. It was also requested that the costs are specific or reasonable estimates and for all parties including Xoserve, not to simply refer to significant costs.

The provision of commercially sensitive data was considered. EL confirmed she would talk through any concerns about confidentiality and ensure any concerns are addressed.

The Workgroup considered the collation of responses and whether the Joint Office or Xoserve should collate the feedback and share it with the Workgroup. AL emphasised she wouldn't want any interpretation involved with the collation, however the data would need to be anonymised by Xoserve as it was collated.

EL suggested once the Workgroup have agreed the questions a view can be taken on how to present the responses. BF suggested the Workgroup is looking for hard numbers not a view.

The Workgroup considered who the RFI would be sent to, who would need to respond, and how to communicate with parties. It was suggested that the DSC Contract Managers could be utilised as a primary contact. The timing of feedback, collation and presentation to the Workgroup was also considered.

The assessment timeline was reviewed to ensure the January 2018 Panel report date could still be achieved and what additional meetings may be required. It was agreed that the Workgroup would need to formulate a report with recommendations, with views from parties, and a consideration on whether a UNC modification is required or not, to help the industry to decide how to proceed.

BF confirmed the report should provide a recommendation on the RAASP functionality, its options and whether any of the options should be adopted. This may create a need for a UNC Modification.

AL expressed for the options presented, the operational impacts will also need to be considered. BF clarified this should also include which options are preferable and why.

AL stressed that Shippers may prefer the most expensive option that provides a Transporter funded system solution opposed to a lower costed central solution that has a manual workaround for all Shippers who would then be bearing significant costs. It was challenged what support there would be from the Transporters who would be funding RAASP. JW asked if this would be absorbed by Transporters or considered as an allowable expense and feed into Transportation charges. CW agreed to clarify how the Transporters would fund the costs.

**Action 0902: CW to clarify the funding of Transporter Costs and how this will be managed.**

CW suggested there ought to be a consideration on how this is measured against other industry change as a priority piece of work, and consider any other conflicting industry developments.

The Workgroup considered the actions required and the need to issue the RFI by 03 November to enable responses to be collated in time for consideration during December. Allowing a 20 Day consultation period, it was anticipated that the responses could be collated at the beginning of December, allowing a week to collate an initial assessment.

Attendees were advised to review the draft RFI and provide any comments they might have to AL and GE directly.

## 6.0 Review of outstanding actions

**0801:** Cadent (CW) to provide a presentation on the funding of Nexus and its associated modifications.

**Update:** CW explained that simply the GTs had an allowance to fund the replacement of UK Link systems (Nexus) and this has been spent, and there is no spare allowance for RAASP. These will be additional costs and funded directly by Transporters. He clarified under FGO there was no additional allowance for system changes for post Nexus. AL asked that if the costs for this modification would have to be met by the Transporters. CW clarified that Transporters would have to pick up the costs. See New Action 0902. **Closed**

**0802:** Xoserve (EL) to produce a 'table format' encompassing all the specific options detailing the differences and alternatives between them.

**Update:** See items 3.0 and 4.0. EL explained that the nine principles had come out of the BRDs, with a caveat that these were only at a high level Impact Assessment (IA) stage (not a design stage). The table was produced prior to engaging with Wipro, and work is undergoing with Wipro at numerous workshops. Further information on the solution options will be available once the IA has been delivered. EL emphasised at the moment this is a high-level principle document, until the technical experts have looked at the principles and the design of each of the technical solution is better understood. AL enquired if all of the functionality can be delivered for all of the principles/options. It was anticipated that the 4<sup>th</sup> Principle under Option 1 could not be delivered, this would be provisional of a financial adjustment. PO confirmed this would require a manual adjustment by the shipper. AL suggested some of the solutions may already be available through other project developments. **Closed**

**0803:** Xoserve (PO) to include how the Workgroup will determine the benefits into the overall timeline table, together with references to the Smart Meter Roll-out.

**Update:** PO provided a timeline from August, when the IA would be produced, the consultation phases and the deliverables. The timeline confirmed the options, IA phases, when Xoserve may be able to propose alternative options to those already presented. It was anticipated the IA would be provided at the October meeting. CW enquired, what will be the components for the cost analysis, and what would Xoserve expect to provide in October. He was keen to ensure all the costs were captured. PO hoped to provide the design build

implementation costs for each solution in October. CW asked if this would also include ongoing operational/resource costs. CW explained there will be a substantial increase in Xoserve costs for managing RAASP going forward and he would like this to be clear, for the ongoing resourcing on an enduring basis. EL explained the ongoing costs will be provided separately as the IA by Wipro will only consider the system build costs. AL stressed the importance for Xoserve to be specific with the costs. **Closed.**

**New Action 0903: Xoserve to look at all the cost components including the system build, the ongoing resource support and any market trial costs.**

**0804:** Xoserve (PO) to schedule a Teleconference on Wednesday 13 September 2017 to provide a 'temperature check' update on the Impact Assessment.

**Update:** PO confirmed that the teleconference was held to look at the options and the IA is on track for October. **Closed**

**0805:** Waters Wye (GE) and ScottishPower (AL) to produce a 'strawman' of questions for the (RFI) in a similar format to the questions developed for Request 0594R for discussion at the next meeting.

**Update:** See item 5.0. **Carried Forward**

## 7.0 Next Steps

Text

## 8.0 Any Other Business

None Raised.

## 9.0 Diary Planning

Further details of planned meetings are available at: [www.gasgovernance.co.uk/Diary](http://www.gasgovernance.co.uk/Diary)

Workgroup meetings will take place as follows:

Time / Date	Venue	Workgroup Programme
10.30am Tuesday 24 October 2017	Landsdowne Gate	<ul style="list-style-type: none"> <li>Review Solution Options</li> <li>Consideration of Impact Assessment</li> <li>Conclusion of RFI Questions</li> </ul>
10.30am Tuesday 28 November 2017	Landsdowne Gate	<ul style="list-style-type: none"> <li>Items to be confirmed</li> </ul>
10.30am Friday 08 December 2017	Landsdowne Gate	<ul style="list-style-type: none"> <li>RFI Consultation Feedback Update</li> <li>Development of Review Group Report</li> </ul>
Potential Meeting: 19 December	PM Teleconference	<ul style="list-style-type: none"> <li>Xoserve view on RFI responses</li> </ul>
Potential Meeting: 05 January	Venue (TBC) Potential Meeting	<ul style="list-style-type: none"> <li>Items to be confirmed</li> </ul>
10.30am Monday 08	Landsdowne Gate	<ul style="list-style-type: none"> <li>Conclusion of Review Group Report</li> </ul>

January 2018		
Potential Meeting: 12 January	Venue (TBC) Potential Meeting	<ul style="list-style-type: none"> <li>Items to be confirmed</li> </ul>

### Action Table (as at 27 September 2017)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0801	21/08/17	2.0	Cadent (CW) to provide a presentation on the funding of Nexus and its associated modifications.	Cadent (CW)	Closed
0802	21/08/17	2.0	Xoserve (EL) to produce a 'table format' encompassing all the specific options detailing the differences and alternatives between them.	Xoserve (EL)	Closed
0803	21/08/17	2.0	Xoserve (PO) to include how the Workgroup will determine the benefits into the overall timeline table, together with references to the Smart Meter Roll-out.	Xoserve (PO)	Closed
0804	21/08/17	2.0	Xoserve (PO) to schedule a Teleconference on Wednesday 13 September 2017 to provide a 'temperature check' update on the Impact Assessment.	Xoserve (PO)	Closed
0805	21/08/17	2.0	Waters Wye (GE) and ScottishPower (AL) to produce a 'strawman' of questions for the (RFI) in a similar format to the questions developed for Request 0594R for discussion at the next meeting.	Waters Wye (GE) & ScottishPower (AL)	Carried Forward
0901	27/09/17	4.0	Xoserve to explain how the consumption adjustment will be undertaken and if this included ALPs and DAFs, and the current validation rules.	Xoserve (EL)	Pending
0902	27/09/17	5.0	CW to clarify the funding of Transporter Costs and how this will be managed.	Cadent (CW)	Pending
0903	27/09/17	6.0	Xoserve to look at all the cost components including the system build, the ongoing resource support and any market trial costs.	Xoserve (EL)	Pending