

## UNC 0630R Workgroup Minutes

Friday 26 January 2018

at Xoserve, Lansdowne Gate, 65 New Road, Solihull B91 3DL

### Attendees

Chris Shanley (Chair)	(CS)	Joint Office
Kully Jones (Secretary)	(KJ)	Joint Office
Alan Raper	(AR)	AGR Gas Consulting
Andy Clasper	(AC)	Cadent
Andy Miller	(AM)	Xoserve
Chris Warner	(CW)	Cadent
David Addison	(DA)	Xoserve
James Crosland	(JC)	Orsted
Mark Jones*	(MJ)	SSE
Matthew Cleveland*	(MC)	SGN
Nicky Rozier*	(NR)	BUUK
Rachel Hinsley	(RH)	Xoserve
Richard Pomroy*	(RP)	Wales & West Utilities
Shanna Key*	(SK)	Northern Gas
Steve Britton*	(SB)	Cornwall Insight
Steve Mulinganie	(SM)	Gazprom

### Apologies

Graham Wood	(GW)	Centrica
Kirsty Dudley	(KD)	E.ON

\* *via teleconference*

Copies of all papers are available <https://www.gasgovernance.co.uk/0630/260118>

The Workgroup Report is due to be presented at the UNC Modification Panel by 17 May 2018.

## 1. Introduction and Status Review

### 1.1. Approval of Minutes (15 December 2017)

The minutes from the previous meeting were accepted.

## 2. Review of Outstanding Actions

**1201:** Workgroup members to review the draft template on page 9 of the Business Requirements Document (BRD) and provide feedback to RH (Xoserve).

**Update:** RH confirmed that no additional feedback had been received but as the BRD is an evolving document, feedback can continue to be fed in to Xoserve at any point. **Closed**

**1202:** Workgroup to a) review the topic areas and propose additional areas for consideration; b) Xoserve to prioritise the topic areas and propose a schedule for discussion (to facilitate engagement with impacted parties)

**Update:** RH confirmed that 3 new topic areas had been added to the BRD following the last meeting and DA intended to introduce 2 new topic areas at the meeting. **Closed**

**1203:** Xoserve (AM) to produce a high-level process map of the topic areas being investigated (to include timelines and any Level 1 or 2 interactions) and where relevant any processes that are not impacted/to be investigated.

**Update:** RH reported that a draft heat map had been added to the BRD and at this stage all 3 levels had been included. **Closed**

### 3. Updates on Level 1 and 2 Developments of the OSP

3.1. AM provided a brief update on the current progress of the Ofgem Switching Programme (OSP). The design phase is nearing completion with design documents such as; Operational Choreography and Solution Architecture about to be baselined and published following industry review in late 2017. Other requirements documents, such as, the CSS User Requirement Specification, Service Management and Non-Functional Requirements are expected to be completed within the next few weeks.

The Ofgem Switching Programme will then move to the enactment phase with the DCC planning to begin procuring the Central Switching System, Address Management and Project Assurance Services. The target implementation date is the end of 2020.

AM advised that Ofgem are to publish the Outline Business Case and other end-to-end baselined design documents in February. Ofgem are also changing the programme governance structure for the enactment phase, this is also expected to be published in February.

SM asked about the role and purpose of the Workgroup and how it fits with the Regulatory Design Group/OSP. He also commented on the lack of Shippers present at the meeting and therefore, questioned the value of the Workgroup.

AM provided a brief overview of the OSP and in particular took the Workgroup through some of the examples provided for each Level (1, 2 and 3) on page 4 of the BRD. He agreed to update the table for the next meeting as further/enhanced examples could be provided. He reiterated that the role of Workgroup 0630R is to identify issues and areas which don't have to be changed as a result of the OSP but which might make the system more effective and/or more efficient if a change was made. For all identified changes the solution options would have to be evaluated and a decision on feasibility made by the impacted parties.

He suggested that the Workgroup needs to explore all the topics identified in the BRD focusing on those that are within Level 3 and reiterated the importance of attendance of impacted parties such as Shippers, National Grid NTS (for Gemini related discussions) and iGTs.

CS summarised that Workgroup 0630R is the appropriate vehicle to capture the thinking and the BRD provides a useful summary of the discussions from the first meeting and will be updated further following subsequent meetings.

SM asked what the interaction is with the Market Intelligence Service (MIS). A letter from Xoserve and Gemserve has been sent to the energy industry seeking views and ideas on the issues and opportunities of a dual fuel service. AM explained that Xoserve have no funding to implement any of the identified changes so their customers will be paying for any agreed changes provided they are regarded as valuable to the industry. SM suggested that the MIS box in the table should also include examples of the latest thinking (similar to that provided for Levels 1-3).

CS reported that DSC Contract Management Committee have requested a regular update from Workgroup 0630R.

**New Action 0101:** Xoserve (AM) to update Table on page 4 of the BRD to reflect the discussions in the meeting.

### 4. Development of Business Rules(BRD)

#### 4.1. Review of impacts and Costs by topic area

RH introduced the BRD and took the Workgroup through the key changes. The key discussion points and actions are provided below:

a. What is in scope/out of scope (page 5)

SM queried the use of the words “consequential change” in the *Out of Scope* section suggesting that it is confusing. AM clarified that it is Level 1 and 2 that is out of scope and agreed to review the wording.

**New Action 0102:** Xoserve (RH) to review paragraph 1.6 and update based on feedback provided at the meeting.

b. Draft Heat map (page 6)

RH explained that a new draft heat map had been included to represent the areas of Xoserve that are impacted by the OSP to help users to understand the scope and impact of the change. Significant changes were shown in red; moderate changes in amber and no change in green. AM suggested that each topic area could be assigned individual value chain references in the next iteration.

**New Action 0103:** Xoserve (RH) to a) add a key to the draft heat map and b) cross reference the topics table with the individual value chain reference.

c. Topic Area Table (pages 7-9)

RH explained that a new column had been added “do nothing option” to clarify where this was an option for a topic.

Topic 3.3 – SM asked for the impact section to be clarified to explain why Class 1 is not included and RH agreed to look at this.

RH stated that the 3 new topic areas proposed at the last meeting had been added and these were numbered 3.13, 3.14 and 3.15. In relation to 3.13, CS informed the Workgroup that Modification 0642A *Changes to settlement regime to address Unidentified Gas issues* uses market sector code as part of the proposal and asked whether this Modification might be impacted by this topic area. AM clarified that the market sector code would still be held in the system but it would not be captured via the RPM registration process.

SM suggested that the table should show which level (1, 2 or 3) each topic area is mapped to. AM responded to say that at this initial stage it is important for the table to capture all the topic areas identified by the Workgroup but ultimately the group would focus only on those topic areas within level 3. AM advised that the level 1 and 2 changes would be removed once the impacts/interactions had been noted.

**New Action 0104:** AM to consider the use of an appendix/spreadsheet to capture the level 1 and 2 information to help Workgroup members filter the information as required.

d. Topic Area Templates (pages 11-29)

RH agreed to add new a row to the templates to capture ‘value chain reference’ from the heat map. RH took the Workgroup through the new templates within the BRD that were not discussed at the previous meeting. The key discussion points are provided below:

3.4 Gemini Updates (page 16)

Currently updates to Gemini occur at D-2 business days. Gemini updates will not include Shipper portfolio changes as a result of switch events that occur after the D-2 business days. Therefore, gas nominations and allocations will not be based upon the live Shipper portfolio.

In response to a question from SM whether the Gemini re-build is included, AM confirmed that this needs to be added, so that it can be considered when this topic is investigated by the group. This could be as a development dependency. He suggested that a meeting is dedicated to look at this specific topic, which would need to include representatives from National Grid NTS and also Xoserve colleagues with expertise in Gemini.

### 3.5 Change of Supplier required information (page 18)

At a change of supplier event, mandatory information is submitted to the CDSP in files that include the Supply meter point class, SOQ, SHQ and meter read frequency.

SM queried whether this topic title is correct as the Shipper is interacting with the CDSP and it is related to a change a shipper registration event. It was noted this area was linked to 3.6 Supplier / Shipper Relationship Table and 3.8 Supplier or Shipper Change.

CW and SM suggested that there is a significant impact on Large Supply Points and less for smaller Supply Points.

CW challenged why this is a Level 3 change as the solution rests with the customers. AM confirmed that this topic is classified as Level 3 and there are a number of solution options, customers can influence how the system works and make an informed decision on the solution. Shippers agreed that discussion of this topic should be a high priority as it is key to the industry and any solution needs to work from a Shipper perspective. This topic area is a good example of a level 3 change which has a significant impact.

Following an observation from SM, it was agreed that the heat map be amended to reflect the impact of change i.e. whether it is a minor or major change.

A brief discussion took place about the process for introducing changes following completion of this Workgroup. Changes will need to be sponsored by the gas industry and submitted in the normal way through a UNC Modification. Modifications related to critical switching changes will be raised by Ofgem. The importance of being joined up was raised and AR suggested that some Modifications could be embedded within the SCR implementation if the timing is right.

CS recommended that all issues are identified, analysed and the appropriate implementation route identified. He suggested that an extension could be sought from the Modification Panel if it was considered necessary to draft Modifications, etc. but at this stage it was important to get the first phase right.

### 3.6 Supplier/Shipper Relationship Table (page 20)

AM confirmed that this will be a Level 1 change. There is a requirement for a Shipper and Supplier (and possibly Transporter) relationship table to be maintained that will facilitate the appointing and de-appointing of Shipper Users.

SM suggested that the relationship table cannot be too simplistic as it will lead to increased risk of a licence breach. Currently sites that do not have a licence to supply cannot be registered. DA recommended that SM raise this issue at the *Regulatory Design User Group*.

### 3.7 Capacity Referral (page 21)

No discussion

### 3.8 Supplier or Shipper Change (page 22)

This topic looks at the management of an event where the Supplier changes Shipper. For example, the customer does not switch and the Supplier remains the same, but the Supplier updates the CSS with their new Shipper details.

JC asked if Suppliers need to have an existing relationship with Shippers? AM suggested that this relates to topic 3.6 Supplier/Shipper relationship table and the topics should be grouped together for future discussions.

### 3.9 MAP Identity (page 23)

This relates to the recording of the MAP identity against the Supply Meter Point and there is a requirement for UK Link to hold this information.

AM suggested that this is a Level 1 change as it is essential to the OSP and advised the gas industry to be aware of this.

### 3.10 Emergency Contact Details (page 24)

On large supply points emergency contact details are mandatory. However, this is not considered within CSS therefore, the details need to be updated outside of the switch.

RH confirmed that 2 solution options have been proposed in the template for this change.

### 3.11 CSS Switch Cancellations (page 25)

Consideration for the ability to cancel a switch event, particularly at short notice. AM confirmed that this is related to Gemini and should be considered as part of the discussions with topic 3.4.

### 3.12 Vulnerable Customers (page 26)

Whilst details for vulnerable customers are mandatory, this is not considered within CSS therefore, the details need to be completed outside of the switch. Vulnerable customer details are submitted by a Supplier through their Shipper and notified to the DNs and iGTs.

In response to a question from CS about the shell record, RH confirmed that it would involve a new file flow.

## Review of Topic Areas

Following discussion of the templates, the Workgroup revisited the topic areas set out in the table in Section 2.0 (pages 7-9). CS went through the table and the Workgroup agreed that 11 of the topic areas should be discussed as Level 3 changes. The table will be updated for the next meeting to reflect the levels.

CS also asked the Workgroup to identify any new topic areas for inclusion in the table. The following topics were identified and agreed to be added to the next iteration of the table:

- UK Link file format considerations
- Isolations and Withdrawals – meter point status.

## **5. Consideration of Wider Industry Impacts and Communications**

CS highlighted that CW had advertised the work of this group at various meetings, including the January Panel. SM indicated that given the importance of this groups work, he would discuss with the ICoSS shippers to make sure they are adequately represented at future meetings.

## **6. Next Steps**

CS confirmed that the key focus of the next meeting will be topic area 3.5 Change of Supplier required information.

## **7. Any Other Business**

None raised.

**8. Diary Planning**

CS proposed moving the date of the next meeting from Friday 23 February to Wednesday 21 February to meet Joint Office requirements and sought views. Workgroup members agreed to move the meeting to the new date.

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
10:30 Wednesday 21 February 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	<ul style="list-style-type: none"> <li>• Review of Outstanding Actions</li> <li>• Updates on Level 1 and 2 developments of the OSP – OSP Design Update</li> <li>• Development of Business Rules/BRD- key topics for discussion:                             <ul style="list-style-type: none"> <li>○ Change of Supplier required information</li> <li>○ UK Link file format considerations</li> <li>○ Isolation and Withdrawal.</li> </ul> </li> </ul>
10:30 Friday 23 March 2018	Pure Offices, Wilton Drive Warwick, CV34 6RA	<ul style="list-style-type: none"> <li>• Review of Outstanding Actions</li> <li>• Updates on Level 1 and 2 developments of the OSP</li> <li>• Development of Business Rules/BRD – key topic for discussion:                             <ul style="list-style-type: none"> <li>○ Gemini Updates</li> </ul> </li> <li>• Consideration of Wider Industry Impacts and Communications</li> </ul>
10:30 Friday 27 April 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	<ul style="list-style-type: none"> <li>• Review of Outstanding Actions</li> <li>• Updates on Level 1 and 2 developments of the OSP</li> <li>• Development of Business Rules/BRD; review of impacts and costs of topic areas.</li> <li>• Consideration of Wider Industry Impacts and Communications</li> </ul>

**Action Table (as at 26 January 2018)**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
1201	15/12/17	2.4	Workgroup members to review the draft template on page 9 of the Business Requirements Document and provide feedback to Xoserve (RH)	Xoserve (RH)	<b>Closed</b>
1202	15/12/17	2.4	Workgroup to a) review the topic areas and propose additional areas for consideration; b) Xoserve to prioritise the topic areas and propose a schedule for discussion (to facilitate engagement with impacted parties)	ALL	<b>Closed</b>
1203	15/12/17	2.4	Xoserve (AM) to produce a high-level process map of the topic areas being investigated (to include timelines and any Level 1 or 2 interactions) and where relevant any processes that are not impacted/to be investigated.	Xoserve (AM)	<b>Closed</b>
0101	26/01/18	3.1	Xoserve (AM) to update Table on page 4 of the BRD to reflect the discussions in the meeting.	Xoserve (AM)	<b>Pending</b>
0102	26/01/18	4.1	Xoserve (RH) to review paragraph 1.6 and update based on feedback provided at the meeting.	Xoserve (RH)	<b>Pending</b>
0103	26/01/18	4.1	Xoserve (RH) to a) add a key to the draft heat map and b) cross reference the topics table with the individual value chain reference.	Xoserve (RH)	<b>Pending</b>
0104	26/01/18	4.1	AM to consider the use of an appendix/spreadsheet to capture the level 1 and 2 information to help Workgroup members filter the information as required.	Xoserve (AM)	<b>Pending</b>