

**UNC Workgroup 0664 Minutes
Transfer of Sites with Low Read Submission Performance from
Class 2 and 3 into Class 4**

Tuesday 26 November 2019

at Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA

Attendees

Rebecca Hailes (Chair)	(RH)	Joint Office
Karen Visgarda (Secretary)	(KV)	Joint Office
Andy Clasper	(AC)	Cadent
David Mitchell	(DM)	SGN
Derek Clark	(DC)	Contract Natural Gas
Fiona Cottam	(FC)	Xoserve
James Rigby	(JR)	Xoserve
Kirsty Dudley*	(KD)	E.ON
Laura Claringbold	(LC)	Contract Natural Gas
Lorraine O'Shaughnessy	(LO)	Joint Office
Lorna Lewin*	(LL)	Orsted
Louise Hellyer	(LH)	Total Gas & Power
Luke Reeves*	(LR)	EDF Energy
Mark Bellman	(MB)	Scottish Power
Mark Jones*	(MJ)	SSE
Mark Palmer*	(MP)	Orsted
Megan Coventry*	(MC)	SSE
Naomi Anderson	(NA)	Utility Warehouse
Oorlagh Chapman*	(OC)	British Gas
Rhys Kealley	(RK)	British Gas
Richard Pomroy*	(RP)	Wales & West Utilities
Rob Johnson*	(RJ)	Waters Wye Associates
Rose Kimber	(RKi)	Contract Natural Gas
Ryan Stephenson	(RS)	Utility Warehouse
Stephanie Clements*	(SC)	Scottish Power

**via teleconference*

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0664/261119>

The Workgroup Report is due to be presented at the UNC Modification Panel by 20 February 2020.

1. Introduction and Status Review

The meeting was confirmed to be quorate.

1.1. Approval of Minutes (22 October 2019)

The minutes from the previous meeting were approved.

2. Amended Modification

Mark Jones (MJ) confirmed an amended Modification was published on 06 November (v8.0) had been provided for consideration by the Workgroup to add further clarity and the Business Rules had been amended. He said that following the Workgroup meeting a further amended Modification would be produced, this will be v9.0.

MJ provided an overview of the changes that had been made to the Business Rules 1-13 and drew attention to specific areas where necessary. He added that he would be discussing the UNC changes in more depth at the December meeting.

RH then drew attention to the fact that Laura Claringbold (LC) CNG had submitted an Initial Representation. LC then introduced herself and explained that she was aware that the Modification had so gone through various iterations and that she appreciated there would be a further amended Modification, but that she had concerns regarding 'Lock Out'.

She said she felt the 'Lock Out' period would be detrimental to customers. She sought clarification of what would happen if a Supply Point was in a Lock-Out period and the Shipper changed. MJ confirmed the 'Lock Out' period would cease upon change of Shipper.

LC said that Shippers could have multiple suppliers and that the Shippers needed to meet their targets in relation to the Shipper settlement and if a customer wanted to move to another new supplier, this would not be possible if the switch was still in the 'Lock Out' period, if supplied by the same Shipper. Derek Clark (DC) concurred with LC on this matter and again reiterated that the customer would not be able to change from supplier to another if using the same Shipper.

MJ explained it was the Shipper that would choose the settlement class and that the Shipper would send the file flow to Xoserve regarding the settlement class and so a supplier could not tell Xoserve to change a settlement class. Fiona Cottam (FC) noted that from the settlement class perspective that this information would come from the Shipper and so Xoserve would not have visibility of the customer involved.

Naomi Anderson (NA) said that if a small supplier took on a site in 'Lock Out' then they would incur UIG charges due to the 'Lock Out' and would be penalised unfairly. Louise Hellyer (LH) added that the infrastructure to manage small portfolios was an issue; if the Shipper did not meet the portfolio level targets they would fail at an individual site level. NA said that there was an infrastructure issue regarding the Shippers and the ECO Systems regarding both the known and unknown issues.

Kirsty Dudley (KD) said she was not sure how the issues with regards to the Shippers and suppliers would be addressed within the UNC. Louise Hellyer (LH) added that there were challenges concerning the SMART meters and how the targets would work and if these were achievable. NA said that she was not saying the targets were not achievable, she said it was specifically in relation to the 'Lock Out' period, and she asked if a SPAA Modification would be required to link with the UNC. MJ said there was already the Supply Point Register, where visibility was available. RH added that this was a commercial arrangement between the supplier and the Shipper regarding the 'Lock Out' and this was for the duration of 30 days in relation to the change.

MJ said that the Shipper PARR reports had been amended and that the report would be sent out to Shippers stating the percentage of their portfolio which was failing on their targets. DC said that would be helpful and would act as a monthly early warning. RH said that the extract of the report needed to be included within the Modification and MJ agreed to action this.

New Action 1101: SSE (MJ) to include the changes to the PARR Report (A and B parts) within the Modification or as an appendix to aid clarity in relation to the Shipper PARR Report.

Rose Kimber (RKi) said that regarding the Data Discovery Platform (DDP) that it was not possible to filter by supplier or meter and there was a limit to be able to download a maximum of 50,000 data items which may not be enough. Filtering by Supplier would be necessary to give real insight into the problem. RH said that Xoserve and CNG should investigate this area to explore if it would be possible to filter by supplier.

FC stated that this topic was presently on the backlog and would not be solved immediately and that she would have to further investigate the current XRN process, noting that the XRN overall process was not for discussion within this Workgroup. She also added that the initial requirements for this Modification had changed considerably and that the PARR Report was already on Version 4. KD said that it would be very useful to have a skeleton XRN for the December meeting, once the amended Modification had been finalised. FC said that it was still too early for the production of an XRN as this stage.

New Action 1102: CNG (RKi) and Xoserve (FC/JR) to look at the DDP and investigate if it would be possible to filter by supplier to assist with the needs of Modification 0664.

New Action 1103: SSE (MJ) to produce the amended Modification v9.0, to encompass the changes as discussed in the Workgroup.

RH proposed that LC needed to expand the Initial Representation to include the areas within the UNC in relation to reporting.

New Action 1104: CNG (LC) to expand the Initial Representation to incorporate the areas within the UNC in relation to reporting.

KD enquired if the SPAA process could be addressed post reconciliation (REC), as the issue would slow down what the problems are and how to get a rebate for it, as it covered the domestic market supplier and not the full supplier market.

3. Consideration of ROM Request

FC and James Rigby (JR) both said when the final version of the Modification was available, then the ROM would be considered and produced.

4. Consideration of PARR Report specification/format

See Action Update 0803.

5. Legal Text provision and review

MJ said that he had been discussing the Legal Text with both Dentons and Xoserve and Andy Clasper (AC) concurred that work was on going in relation to the Legal Text. Once the final version of the Modification was available (hopefully v9.0) then the Legal Text would be updated accordingly. MJ agreed that he would produce a document of the salient outstanding points and queries from Dentons in relation to the Legal Text. This can be included in the Workgroup Report.

New Action 1105: SSE (MJ) to produce a document which outlines the salient outstanding points and queries from Dentons in relation to the Legal Text for inclusion in the Workgroup Report.

David Mitchell (DM) enquired if work on the Legal Text had potentially been undertaken too early in the process, and Rhys Keally (RK) responded that requests for Legal Text can't always be left until the end of the process and that sometimes legal interpretation of the solution drove changes to a Modification. MJ and AC said that the changes were minor and that the Legal Text was 95% in place and that it had been appropriate to commence the work on the Legal Text. Rebecca Hailes (RH) also said that a formal Legal Text request had not yet been issued by Panel.

6. Confirmation of whether an equivalent IGT Modification is required

MJ confirmed that an IGT Modification would not be required.

7. Finalise Workgroup Report

RH said that the Workgroup Report could not be finalised until the final Modification had been submitted and MJ confirmed that he was hopeful that the next iteration v9.0 would be the final version.

8. Review of Outstanding Actions

0803: Xoserve (FC) to describe the format and specification of a potential new PARR report to show the effect of Modification 0664 (for example showing class movement by Shipper possibly as percentage of population in classes 2, 3 and 4).

Update: FC confirmed that the new PARR report v4.0 had been produced and so this action could now be closed. The specification will be included with the next version of the Modification **Closed.**

0901: Xoserve and SSE (FC/MJ) to consider and confirm the PARR Report specification/format for Modification 0664.

Update: See Action 0803 update. **Closed.**

0902: PAC Members (CW/LH/MB) to ensure the specification of the new PARR Report (Sites converted from PC 2/3 to PC4 by the CDSP due to low read submission levels at individual supply points) is considered by the Performance Assurance Committee (PAC).

Update: All PAC Members agreed to the new PARR Reports and so this action could now be closed. **Closed.**

Action 1001: MJ / AC to review the Solution and Legal Text for the minimum percentage requirement to ensure the correct terminology is used (Assured / Approved).

Update: MJ said this action could now be closed as this exercise had been completed. **Closed**

Action 1002: MJ to liaise with the Proposers of Modification 0674 and Modification 0672 to consider the consolidation of all Performance Measures with a single UNC Related Document.

Update: MJ said this action could be closed, but that a new action was raised in relation to the Document 8 and the inclusion of configurable targets. **Closed**

New Action 1106: SSE (MJ) to propose the PAC Document 8 to hold configurable tables and for these to be included within Modification 0674 - Performance Assurance Techniques and Controls

Action 1003: MJ to consider the provision of a warning list.

Update: MJ confirmed this action could now be closed as the reporting for Shipper performance by month as an early warning system had now been addressed. **Closed**

Action 1004: MJ to review the need for an IGT Modification and if necessary, raise an IGT Modification.

Update: MJ confirmed an IGT Modification would not be required. **Closed**

Action 1005: Legal Text to be provided for Modification 0664 based on v8.0

Update: AC confirmed the Legal Text had been supplied. **Closed**

Action 1006: Joint Office to request ROM for ~~v8.0~~ v9.0 Modification 0664.

Update: RH requested this action be carried forward. **Carried forward**

Action 1007: Xoserve (FC) to consider and provide a ROM for Modification 0664.

Update: FC requested that this action was carried forward. **Carried forward.**

9. Next Steps

RH confirmed the next steps for the December meeting, these were:

- To address the CNG Initial Representation within the Workgroup Report (December)
- Consideration of ROM request following the amended Modification v9.0 (December)

- Review of Legal Text (December)
- Development of Workgroup Report

10. Any Other Business

None.

11. Diary Planning

Further details of planned meetings are available at: www.gasgovernance.co.uk/events-calendar/month

Workgroup meetings will take place as follows:

Time / Date	Venue	Workgroup Programme
10:30 Thursday 12 December 2019	Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA	<ul style="list-style-type: none">• To address the CNG Initial Representation within the Workgroup Report (December)• Consideration of ROM request following the amended Modification v9.0 (December)• Review of Legal Text (December)• Development of Workgroup Report

Action Table (as at 26 November 2019)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0803	20/08/10	8.0	Xoserve (FC) to describe the format and specification of a potential new PARR report to show the effect of Modification 0664 (for example showing class movement by Shipper possibly as percentage of population in classes 2, 3 and 4).	Xoserve	Closed
0901	23/09/19	9.0	Xoserve and SSE (FC/MJ) to consider and confirm the PARR Report specification/format for Modification 0664	Xoserve/SSE (FC/MJ)	Closed
0902	23/09/19	9.0	PAC Members (CW/LH/MB) to ensure the specification of the new PARR Report (Sites converted from PC 2/3 to PC4 by the CDSP due to low read submission levels at individual supply points) is considered by the Performance Assurance Committee (PAC).	PAC (CW/LH/MB)	Closed
1001	22/10/19	2.0	MJ / AC to review the Solution and Legal Text for the minimum percentage requirement to ensure the correct terminology is used (Assured / Approved).	Xoserve (FC/MJ)	Closed
1002	22/10/19	2.0	MJ to liaise with the Proposers of Modification 0674 and Modification 0672 to consider the consolidation of all Performance Measures with a single UNC Related Document.	SSE (MJ) Cadent (AC)	Closed
1003	22/10/19	2.0	MJ to consider the provision of a warning list.	SSE (MJ)	Closed
1004	22/10/19	2.0	MJ to review the need for an IGT Modification and if necessary, raise an IGT Modification.	SSE (MJ)	Closed
1005	22/10/19	2.0	Legal Text to be provided for Modification 0664 based on v8.0	Cadent (AC)	Closed
1006	22/10/19	2.0	Joint Office to request ROM for v8.0 v9.0 Modification 0664.	Joint Office (HC)	Carried forward
1007	22/10/19	2.0	Xoserve (FC) to consider and provide a ROM for Modification 0664.	Xoserve (FC)	Carried forward

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Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1101	26/11/19	2.0	SSE (MJ) to include the changes to the PARR Report (A and B parts) within the Modification or as an appendix to aid clarity in relation to the Shipper PARR Report.	SSE (MJ)	Pending
1102	26/11/19	2.0	CNG (RKi) and Xoserve (FC/JR) to look at the DDP Report and investigate if it would be possible to filter by supplier to assist with the needs of Modification 0664.	CNG (RKi) Xoserve (FC/JR)	Pending
1103	26/11/19	2.0	SSE (MJ) to produce the amended Modification v9.0, to encompass the changes as discussed in the Workgroup.	SSE (MJ)	Pending
1104	26/11/19	2.0	CNG (LC) to expand the Initial Representation to incorporate the areas within the UNC in relation to reporting.	CNG (LC)	Pending
1105	26/11/19	5.0	SSE (MJ) to produce a document which outlines the salient outstanding points and queries from Dentons in relation to the Legal Text for inclusion in the Workgroup Report.	SSE (MJ)	Pending
1106	26/11/19	8.0	SSE (MJ) to propose the PAC Document 8 to hold configurable tables and for these to be included within Modification 0674 - Performance Assurance Techniques and Controls	SSE (MJ)	Pending