

iGT072 Workgroup Meeting

Tuesday 17th March 2015 at 10.00am

Gemserv, 8 Fenchurch Place, London EC3M 4AJ

Attendee	Initials	Organisation
Steve Ladle (Chair)	SL	Gemserv
Paul Rocke	PR	Gemserv
Laura Cahill *	LC	SSE
Kirsty Dudley *	KD	E.ON
Richard Franklin *	RF	Opus
Gethyn Howard *	GH	Brookfield Utilities
Andrew Margan *	AMa	British Gas
Andy Miller *	AMi	Xoserve
Kristian Pilling *	KP	SSE
Dan Simons *	DS	EDF

*Attended via teleconference.

1. Welcome and Apologies for Absence

SL welcomed attendees to the third meeting of the Workgroup for [iGT072 - Non-effective Days for Cutover to Single Service Provision](#). Following the implementation of iGT062, secretariat services for Modification Workgroups had been transferred to the Code Administrator, Gemserv. The Workgroup agreed a joint-Chairmanship approach for future meetings of the iGT072 Workgroup, with incumbent Chair Gethyn Howard to be supported by independent Chair Steve Ladle on behalf of the Code Administrator.

2. Minutes and Actions Arising

The minutes of the iGT072 Workgroup meeting held on 23rd February 2015 were accepted as a true and accurate record of the meeting. An update was provided for the following actions:

Action: IGTs to confirm whether they are able to provide a portfolio extract to Shippers based on data from last day before non-effective days (24th September).

Fulcrum and Brookfield had confirmed that they would be able to provide a portfolio extract; GH would seek confirmation from the remaining iGTs.

Note: following the meeting GH confirmed that all iGTs would be able to provide the portfolio extract. GH would be amending the legal text to capture the requirement for iGTs to send the portfolio extract to shippers at the start of the non-effective period.

Action: iGTs and Xoserve to develop a detailed report solution for in-flight CoS events and report back to the Shipper Workgroup by end of April 2015.

Carried forward. A solution would be drafted ahead of consideration at the iGT UNC Modification Workstream meeting on 5th May 2015.

Action: AMi to update the report with the clarifications discussed under Appendix 1.

GH noted that AMi had produced an updated version of the report, including clarifications, which had subsequently been published on the iGT UNC Website. The updated report would be discussed further later on the agenda.

Action: KP to provide details of Consumer Rights Directive for inclusion in the Panel letter to Ofgem.

PR noted that KP had sent through suggested wording for inclusion in the letter with respect to the Consumer Rights Directive. PR noted that the draft letter had been circulated for comment. The Workgroup confirmed that they were now happy for the letter to progress to Ofgem subject to a final review.

Action: KS to query at next iGT073 meeting whether the iGT073 modification will include the treatment of open queries and the non-effective period.

KD noted that following discussion at the most recent iGT UNC Modification Workstream, parties had concurred that the scope of iGT073 would be restricted to enduring query management following the implementation of Single Service Provision and therefore would not include the non-effective period and treatment of open queries through the cut-over period.

Action: GH and SL to provide draft legal text on March 10th.

GH noted that legal text had been drafted and published in advance of 10th March 2015 in preparation for further discussion at this meeting; the legal text would be considered later on the agenda.

3. Updates to the Supporting Report

GH noted that, following the previous Workgroup meeting, AMi had amended the Supporting Report with further clarifications as agreed at the meeting. The Code Administrator had published the Supporting Report on the iGT UNC Website for consideration at this meeting. AMi led a page-turning exercise, drawing the Workgroup's attention to areas within the Supporting Report where changes had been made, including:

- Introduction – clarification that matters raised outside the scope of iGT072 would be captured in discussions at the iGT UNC Modification Workstream;
- Outstanding Actions – note on the potential extension of the 25 Supply Point Systems Business Day window for meter read validation submissions;

- Outstanding Actions – note that daily meter read arrangements were outside the scope of iGT072, whilst CoS events and asset updates (whereby files are submitted to both iGT and Xoserve) remained inside the scope;
- Non-Effective Day Impacts – clarification with respect to the length of the extended CoS timescales dependent on the date the confirmation request was to be submitted; and
- Supply Point Register Updates – clarification with respect to the meter reading types included within the scope of the change (including cyclic, replacement and customer reads).

AMi noted that Appendix 3 had been drafted to set out all matters arising outside the scope of iGT072, for which a solution would be developed and raised at an iGT UNC Modification Workstream meeting in due course. AMi confirmed that Xoserve were targeting the meeting on 5th May 2015 for a resolution for the issues, and noted that Xoserve were working on the issues as a matter of urgency.

DS queried whether the Supporting Report should contain a more detailed reference to the impacts of the non-effective days window on the cancellation confirmation process, given the overlap between the cooling-off period and the non-effective days window. AMi considered that the impacts were already included, however agreed to add a more specific paragraph detailing the impacts on this element.

KD queried how iGTs intended to carry out invoicing for September, to take account of the non-effective period, including whether there would be any exceptions to or impacts on the standard invoicing process. GH agreed to seek clarification from the iGTs with respect to whether invoice processes for September would be affected.

Action iGT072/03-01: GH to seek clarification from the iGTs with respect to whether invoice processes for September would be affected by the non-effective days period.

4. Feedback on Legal Drafting

GH noted that following the circulation of the latest iteration of draft legal text, no comments had been received. GH led a walkthrough of the legal text and asked for any further comments to be highlighted.

GH clarified the decision to precede each impacted section of Code with a small piece of introductory text, clarifying that provisions of the text would be subject to the new requirements of the non-effective days period. SL noted that this approach was preferred rather than cross-referencing every impacted clause throughout the text, particularly given the short-term nature of the new requirements, which would be removed following Project Nexus Go Live.

GH noted that since drafting the legal text, the implementation of iGT039 had been directed by the Authority; subsequently the date of direction could be added to the text (11th March 2015). SL

noted that Clause 1.1 of the legal text referred to the iGT072 supporting report; SL considered that there was precedence for referencing a non-Code document, providing that the document was available and readily accessible via the iGT UNC Website.

GH asked the Workgroup to consider whether any activities not listed under Clause 1.7 may be affected during the non-effective days window. KD considered whether isolation requests should be included as a communication which could not be sent on a non-effective day. GH considered that, given an isolation request could require a physical site visit during the window, isolations should continue to be sent. KD considered that the treatment of isolation requests should be added to the list of ongoing issues within the supporting report. GH considered that isolation requests should still be able to be sent, but by telephone or email request in the case of an emergency rather than via dataflow. GH noted that this approach would be reflected in the supporting report.

AMa queried whether it may be appropriate to draft a number of scenarios setting out processes to be taken in defined events. SL noted that it was general practice for a Workgroup to develop business rules and then draft legal text to achieve the requirements of the business rules; in the case of iGT072, legal text had been drafted without the need for business rules, and there was uncertainty as to what clarity scenarios would provide that was not already made clear within the legal text. Shippers agreed that were there any scenarios that needed exploring, these would be raised ahead of the Modification Workstream on 7th April 2015, with comments sent to Xoserve by 31st March 2015.

Action iGT072/03-01: Shippers to submit any requests for scenarios to Xoserve by 31st March 2015 ahead of discussion at the next Workgroup meeting on 7th April 2015.

The Workgroup was happy that the legal text as drafted fully met the requirements of the solution without further amendment.

5. Next Steps

GH confirmed his intention to send the legal text to the other iGTs for their agreement. GH would then look to draft a Workgroup Report in advance of the next Workgroup, to be held as part of the Modification Workstream meeting on 7th April 2015. SL clarified the timescales for progression of the Modification, noting that were the Workgroup Report to be considered at the Modification Panel meeting on 15th April 2015, an Authority Decision could be expected to be received by Ofgem in July 2015. GH was keen to emphasise that the UNC equivalent Modification should not delay a decision on iGT072.

6. Any Other Business

There was no additional business.

7. Next Meeting Date

The next meeting of the iGT072 Workgroup would be held as part of the iGT UNC Modification Workstream on 7th April 2015.

DRAFT