

Single Service Provision Ancillary Document Review

Background

Currently the IGT UNC operates a number of ancillary documents which detail various file formats and processes for IGT operations. Under Single Service Provision ("SSP") the SSP Agent (Xoserve) will act as the hub for the majority of IGT to Shipper (and vice-versa) communications and many IGT processes will be aligned with those currently operated by the Agent for GDN networks. Aside from developing an appropriate governance framework for SSP, Development Group IGT039 has reviewed the IGT UNC to align the Code drafting where relevant to SSP with the UNC. This work is nearing completion though there are a number of ancillary documents which though not core to the work completed under IGT039, still require review.

Issue

The IGT039 modification is predominantly focusing on the Code drafting changes required to support SSP. However, there are a number of ancillary documents which are more technical in nature and require review to determine if they are still required or relevant under SSP. In some cases, it is understood that new file formats or data items that are required for some of the areas outlined in IGT UNC ancillary documents are not yet confirmed. Therefore in order to allow IGT039 to progress to consultation in a timely manner, the IGT039 development group has agreed that the ancillary documents should be subject to a separate review. This will ensure that not only can IGT039 progress to consultation in a timely manner but also that those parties with the relevant experience and/or technical knowledge can specifically input and review the ancillary documents impacted by SSP.

Scope and Deliverables

For each of the documents and/or parts of the IGT UNC that require changes, the standing group is asked to review these with the aim of:

- Determining the changes required i.e. amend the document to include future formats under SSP or remove the document if no longer required;
- Drafting the required changes;
- Submitting the changes via the relevant change process;
- Providing monthly progress updates to the IGT UNC Panel.

Input from the SSP Agent may be required to identify changes required to a number of documents such as the portfolio extract where there are expected to be new data items.

Progress updates are requested to be provided to the IGT UNC Panel in advance of each IGT UNC Panel meeting.

Documents or Parts of the IGT UNC for Review

The standing group is asked to review the following documents along with any other documents deemed relevant and within the scope of the IGT UNC:

- Standards of Service Regime (already in progress)
- AQ Review Procedures Document
- Portfolio Extract
- "IGT047" Smart Ancillary Document
- Fax Forms
- Meter Reading Validation Rules
- Password Protection Protocols
- Meter Inspection File Formats
- Invoice Backing Data Content for Transportation Charges backing data.¹
- Any other relevant documents identified by the standing work group which are not listed above.

NB. IGTs will be responsible for identifying the necessary changes to their short form Codes which are not expected to be in scope of this work.

Timescale

- SSP is currently due to go live on 1st October 2015. To allow sufficient time for the change process to take place, it is requested that pending the availability of any required file formats the review is completed within 3 meetings.

¹ Note that the invoice backing data will be sent by IGTs so is technically not dependent on IGT Agency Services. The changes however would look to amend any data items which have changed as a result of Agency Services as well as any relevant new data items which weren't previously available