

iGT UNC Modification Workstream 15-04

Tuesday 5th May 2015 at 10.30am

Gemserv, 8 Fenchurch Place, London EC3M 4AJ

Attendee	Initials	Organisation
Steve Ladle (Chair)	SL	Gemserv
Paul Rocke	PR	Gemserv
Katy Binch	KB	ESP
Kirsty Dudley	KD	E.ON
Ross Haigh	RH	Gemserv
Bryan Hale *	BH	EDF
Maria Hesketh *	MH	Scottish Power
Cher Harris *	CH	Indigo Pipelines
Andrew Margan * (Items 1 – 6)	AM	British Gas
Kishan Nundloll	KN	ESP
Paul Orsler	PO	Xoserve
Trevor Peacock *	TP	Fulcrum
Adam Pearce * (Items 4 and 6)	AP	ESP
Kristian Pilling	KP	SSE
Jenny Rawlinson *	JR	Brookfield Utilities
Kirandeep Samra	KS	npower

**Attended via teleconference.*

1. Welcome and Apologies for Absence

SL welcomed attendees to the meeting of the iGT UNC Modification Workstream.

Apologies for absence had been received from Laura Cahill (SSE) and Kay Mackey (Brookfield Utilities).

2. Minutes and Actions Arising

The minutes of the iGT UNC Modification Workstream meeting held on 7th April 2015 were accepted as a true and accurate record of the meeting.

Please refer to the table at the end of the minutes for further actions arising and updates.

3. iGT075: Identification of Supply Meter Point pressure tier

SL welcomed attendees to the second Workgroup meeting to develop iGT075. SL recapped that following the initial meeting, parties had agreed to provide information to assist with a cost-benefit analysis for both an interim and enduring solution. The Code Administrator had collated and aggregated information from four of the five iGTs regarding the proportion of medium pressure meter points on iGT networks; PR concluded that based on the last known portfolio figures, the proportion of non-low pressure meter points for the four iGTs was approximately 1.63%, or less than 28,000 meter points, including approximately 1,000 non-domestic meter points.

KD noted that the figures within the Rationale for Change in respect of aborted visits were based on statistical analysis derived from the Association of Meter Operators (AMO) and referred to the entire gas transportation network, rather than specifically the iGT network. KD added that further work was being carried out by E.ON to better ascertain relevant statistics for iGT sites alone; the Proposer of iGT075 had recommended that further development on the Modification should be deferred until (a) the further analysis had concluded; and (b) discussions with Xoserve around the detail of an enduring solution had sufficiently progressed. KD considered that further progress could be scheduled for the Modification Workstream meeting on 2nd June 2015.

JR noted the importance of a notice period to implement a solution for iGT075 that may require internal system changes; the Workgroup concluded that there was no particular time constraint on implementation that would require a truncated implementation window. SL considered that, regardless of ongoing discussions in other fora, the Workgroup should aim to carry out a cost-benefit analysis for an interim solution with the available information. PR agreed to circulate consultation document to parties requesting feedback on potential costs and benefit, with responses requested ahead of the next Modification Workstream.

Action MWS15/04-01: PR to circulate a consultation document requesting feedback from parties on the costs and benefits of implementing an interim solution for iGTs to provide a list of non-low pressure meter points tiers to Shippers with the responses being presented to June's Modification Workstream.

4. iGT078: Ancillary Document for the New Connections process

SL provided an overview of the Modification Proposal for iGT078. The Modification, raised by npower on 8th April 2015, sought to create a new Ancillary Document to clarify and formalise the process for new connections on iGT sites, incorporating elements of the Project Summary Report (PSR) work that had fallen out of the development of iGT039 (Use of a single gas transporter agency). SL noted that the Modification Panel had considered iGT078 on 15th April 2015 and determined that it should proceed to a Workgroup for further development.

The Workgroup agreed that the Terms of Reference as drafted were appropriate. KS noted that Shippers had met since the Modification Panel meeting and further developed the associated Ancillary Document (v0.4), which had subsequently been circulated as late paper to the meeting.

The Workgroup considered the Ancillary Document; KS queried whether the scope of the document should be restricted to domestic sites, or whether industrial and commercial (I&C) meter points should be included. TP considered that the process was unlikely to be effective for I&C sites, as the developer would not be aware of whether future tenants would require gas connections, and therefore Shippers were less likely to sign contracts with developers for I&C sites. AM agreed and considered that a process for industrial sites would need to be clearly distinguished from a domestic PSR process. The Workgroup concurred that the key focus for the Ancillary Document should be domestic connections.

AM noted concern around the removal of the sending of the Meter Fit Report (MFR). AM considered that there was value in continuing to send the MFR for a period of time following the implementation of Single Service Provision in order to mitigate the risk of data issues arising during the transition to the new system. AM also considered that the ONJOB dataflow did not allow for the population of a plot number in the address detail. IGTs noted that they would consider whether continuing to send the MFR was feasible; however iGTs agreed that it was not balanced to expect iGTs to comply with RGMA provisions under SSP and continue to send archaic files. JR noted a preference for an improved process under SSP, rather than continuing to send legacy files as a 'belt and braces' approach. No further Shippers present indicated a requirement for the sending of the MFR to continue for an interim period following SSP implementation.

Action MWS15/04-02: iGTs to consider practicalities of continuing to send the Meter Fit Report to Shippers for an interim period following the implementation of Single Service Provision.

PO noted that some iGTs had raised a concern that plot number was not a recognised field in UK Link; a UK Link workgroup held in 2014 had concluded that parties should populate the Delivery Point Alias free text field with the plot information, although PO conceded that he was uncertain how many iGTs were actively populating the field. TP noted that this practice would not resolve the omission of plot number within the ONJOB flow; BH recommended that the issue should be raised under SPAA to understand how plot number might be incorporated into RGMA.

Action MWS15/04-03: EDF and npower to raise the issue of inclusion of plot information within the ONJOB dataflow at the next SPAA EG meeting and provide feedback to the Workgroup via the Code Administrator.

KS noted that the proposed Ancillary Document also set out a process for an annual review of PSR information, whereby PSRs were to be updated in the event that plot and developer details changed prior to confirmation of postal address. TP considered that this review process may be better considered outside the scope of the Modification due to the multitude of considerations that may prevent iGT078 from progressing efficiently.

KS requested that parties should provide all comments on the Ancillary Document (v0.4) and associated templates via the Code Administrator, prior to a further Workgroup as part of the next Modification Workstream.

Action MWS15/04-04: All parties to provide comments on the iGT078 proposed Ancillary Document and associated templates to npower via the Code Administrator in advance of the Workgroup meeting on 2nd June 2015.

5. iGT Data Cleansing

PO provided an update on the activities being undertaken to prepare iGT data in advance of the transition to Project Nexus arrangements. PO noted that the data cleansing workgroup had commenced a closer look at data issues with iGT CSEP and Meter Point information.

PO outlined that 3,500 Logical Meter Numbers (LMNs) for existing CSEPs had not been reconciled and that, in order to migrate effectively, a key objective would be to close off as many outstanding LMNs as possible. Additionally, PO noted that Xoserve had loaded 50,000 iGT Meter Points into its test environment to identify key data defects requiring rectification. iGTs continued to provide data loads to Xoserve, who in turn were providing iGT with rejection information and working with iGTs to resolve.

PO further noted that Xoserve would be continuing to present data and key issues to the iGT UNC Modification Workstream as activity in the Data Cleansing Workgroup progressed over the coming months.

6. RGMA Compliance

AP noted that iGTs had recently held a two day workgroup, subsequent to meeting with Shippers, to further develop proposals and documentation for a minimum accepted standard and interpretation for the sending and receipt of RGMA data flows by iGTs following the implementation of Single Service Provision. AP reiterated that the standards within the document did not preclude any bilateral agreements between parties, and noted that the standards did not apply to circumstances whereby iGTs provided metering services on behalf of a Shipper. AP requested that Shippers review the document and provide feedback to KN no later than 19th May 2015.

AP clarified that once the document was approved, there was no intention for it to sit under any formal governance structure; rather, the ownership of the document was to rest with the iGT parties named therein. AP considered that once embedded, iGT UNC and SPAA may wish to consider whether more formal structure and codification would be required.

Action MWS15/04-05: Shippers to return all feedback on the iGT RGMA Compliance document to Kish Nundloll (ESP) no later than 19th May 2015.

7. Non-Effective Days Supporting Activities

PR noted that following the conclusion of the development of the solution for iGT072 (Non-Effective Days for cut-over to Single Service Provision), several issues had arisen that, whilst associated with the change, were considered to be outside the scope of the Proposal. Xoserve had been working to consider solutions to the issues, and the Workgroup invited further considerations.

Bulk Confirmations

KD queried how, given iGTs intended to continue to create and assign MPRNs during the non-effective window, Shippers would be able to extract any changes made to the Portfolio during that period. KD considered that a final portfolio cut and the portfolio on the day of Project Nexus Go Live could differ, and that it was important that a mechanism be in place to identify any differences. KD noted particular concern around the allowance for bulk confirmations to be processed during the window, and the risk therefore inherent in reconciling portfolios against a moving target. SL suggested that the legal text for iGT072 might be latterly amended to remove the ability for iGTs to continue to send bulk confirmations during the window; PO considered that this ability may have been retained to reduce impact on contracts with developers (and other third parties) whereby service levels may obligate the processing of confirmations during that period. The group agreed that the issue would require further consideration.

Final Portfolio Report

The supporting report for the iGT072 Workgroup noted that “Shippers have requested a final portfolio report from the iGT supply point register. This will enable Shippers to compare the report from the Xoserve Data Preparation database and iGT systems”. iGTs present unanimously agreed that the Final Portfolio Report could be sent to Shippers five days prior to Project Nexus Implementation Date (PNID-5).

In-Flight (CoS) Events

PO considered that there was still analysis to be undertaken to fully understand the statuses of supply points and how that information would be migrated. SL queried whether there was to be developed a report identifying the instances whereby a transfer request had been submitted for relevant MPRNs, and to which stage in the process requests had progressed. PO indicated that once the analysis had been completed by Xoserve it would be presented to the Modification Workstream for further consideration. BH noted that a timeline of reporting before, during transition and after implementation would be of particular benefit. PO agreed to send an updated cut-over plan to the Code Administrator for wider circulation to parties by 8th May 2015.

Action MWS15/04-06: PO to send updated plan and reporting profile for transition to Single Service Provision to all parties via the Code Administrator by 8th May 2015.

Work in Progress / PEMS Reconciliation

From the iGT072 Supporting Report: “There is a requirement to ensure that all work in progress is completed and the relevant records updated. Work completed during the non-effective period will require supply point register updates to UK Link. Some form of reconciliation will be needed to be ensure all physical works result in the relevant system updates”. PO noted that Andy Miller (Xoserve) had been discussing an appropriate way forward with Shippers.

KB queried whether iGTs would continue to work in-flight queries after the implementation of Single Service Provision, or whether Shippers would be expected to re-raise open queries via Xoserve. KB considered that there would be some query types (e.g. crossed meter reconciliations) that iGTs would not have the functionality to resolve following implementation. KS stated a preference for as many outstanding queries as possible to be resolved by the iGTs. KD noted that it would be beneficial for Shippers to understand the volume of in-flight queries and how many were likely to remain unresolved following implementation. KB noted that she would be prepared to work with Shippers to define a report including status update information on in-flight queries.

Action MWS15/04-07: iGTs to advise Shippers via the Code Administrator whether it is feasible for iGTs to provide update status information on all in-flight queries, and appropriate timescales for the provision of information, ahead of the next Modification Workstream.

Action MWS15/04-08: KB to liaise with Shippers to define the parameters of a report to include update information on all in-flight queries, and provide feedback at an upcoming Modification Workstream.

iGTs considered that it was a challenge to tally in-flight queries as queries were often not sent in a format compliant with the agreed standards of service; it was noted by the group that if queries were not sent as per the agreed template, standards would not be expected to apply. KS considered that, going forward, iGTs may wish to reject queries sent in the incorrect format to allow for more accurate query reporting in the approach to Single Service Provision.

Isolation Requests

As per the iGT072 Supporting Report: “Physical isolations work will still continue during the non-effective day period. Isolations can still be requested, but any supply point register updates cannot be made until after 1st October. The isolation request process may need to be refined during the non-effective day period”. The group concurred there would be no impact on the way that Shippers managed isolation requests during the non-effective window, and no further refining of the process was to be required.

8. Any Other Business

CH noted that the new Indigo Pipelines data base would become operational on 8th June 2015, and consequentially their telephone service would not be operational on 7th June 2015 for training purposes

BH queried whether there was a central view of the reports that iGTs currently send to Shippers and the reports that will be sent following implementation of Single Service Provision. IGTs considered that the reporting differed due to contractual arrangements from Shipper to Shipper; therefore a central view was difficult to provide. BH agreed to speak with iGTs independently to ascertain a view of anticipated reporting.

9. Next Meeting Date

The next meeting of the iGT UNC Modification Workstream would be held on 2nd June 2015.

iGT Shipper Standing Workgroup Action Table

Action Ref	Meeting Date	Action	Owner	Status Update
MWS15/02-09	9 th March 2015	Code Administrator to amend the MPRN Ranges Allocation Process document, increasing the period between notification and allocation of new ranges to thirty business days, and raise for agreement at an upcoming Modification Panel meeting.	Gemserv	Carried forward. To be raised at the Modification Panel in May 2015.
MWS15/03-01	7 th April 2015	Code Administrator to add the iGT072 Workgroup Report to the agenda of the Modification Panel meeting on 15th April 2015.	Gemserv	Closed.
MWS15/03-02	7 th April 2015	Code Administrator to add the iGT074 Workgroup Report to the agenda of the Modification Panel meeting on 15th April 2015.	Gemserv	Closed.
MWS15/03-03	7 th April 2015	KD to speak with Colette Baldwin as Proposer of iGT075 to clarify whether numbers provided in the Rationale for Change were related to all GT sites or	KD	Closed. See agenda item 3.

		restricted to sites on the iGT networks.		
MWS15/03-04	7 th April 2015	iGTs to provide the Code Administrator with an estimate on the proportion of medium pressure meters on iGT networks, before 24th April 2015.	iGTs	Closed. See agenda item 3.
MWS15/03-05	7th April 2015	KD to investigate the proportion of aborted visits for iGT sites only, to assist with the cost-benefit analysis for iGT075.	KD	Carried forward. See agenda item 3.
MWS15/03-06	7th April 2015	PO to seek an update from David Addison (Xoserve) with regard to discussions with Colette Baldwin subsequent to the first meeting of the Workgroup for UNC0526.	PO	Carried forward.
MWS15/03-07	7 th April 2015	iGTs to consider potential opportunities for optimising the GT1 process prior to potential implementation of the solution for iGT075 and provide feedback ahead of the next Modification Workstream meeting.	iGTs	Closed.
MWS15/03-08	7 th April 2015	Code Administrator to add the IND001 Workgroup Report to the agenda of the Modification Panel meeting on 15th April 2015.	Gemserv	Closed.
MWS15/03-09	7 th April 2015	Code Administrator to add the npower New Connections Modification Proposal to the iGT UNC Modification Panel agenda.	Gemserv	Closed.
MWS15/03-10	7th April 2015	SL to attend the Cornwall Small Suppliers meeting to outline upcoming changes introduced by iGT039, including non-effective window impacts on iGT072.	Gemserv	Carried forward. Meeting scheduled for 13th May 2015.
MWS15/04-01	5th May 2015	PR to circulate a consultation document requesting feedback from	Gemserv	

		parties on the costs and benefits of implementing an interim solution for iGTs to provide a list of non-low pressure meter points tiers to Shippers with the responses being presented to June's Modification Workstream.		
MWS15/04-02	5 th May 2015	iGTs to consider practicalities of continuing to send the Meter Fit Report to Shippers for an interim period following the implementation of Single Service Provision.	iGTs	
MWS15/04-03	5 th May 2015	EDF and npower to raise the issue of inclusion of plot information within the ONJOB dataflow at the next SPAA EG meeting and provide feedback to the Workgroup via the Code Administrator.	EDF / npower	
MWS15/04-04	5 th May 2015	All parties to provide comments on the iGT078 proposed Ancillary Document and associated templates to npower via the Code Administrator in advance of the Workgroup meeting on 2nd June 2015.	All	
MWS15/04-05	5 th May 2015	Shippers to return all feedback on the iGT RGMA Compliance document to Kish Nundloll (ESP) no later than 19th May 2015.	Shippers	
MWS15/04-06	5 th May 2015	PO to send updated plan and reporting profile for transition to Single Service Provision to all parties via the Code Administrator by 8th May 2015.	PO	
MWS15/04-07	5 th May 2015	iGTs to advise Shippers via the Code Administrator whether it is	iGTs	

		feasible for iGTs to provide update status information on all in-flight queries, and appropriate timescales for the provision of information, ahead of the next Modification Workstream.		
MWS15/04-08	5 th May 2015	KB to liaise with Shippers to define the parameters of a report to include update information on all in-flight queries, and provide feedback at an upcoming Modification Workstream.	KB / Shippers	