

## **Operational Metering Communications Group Meeting (1) – Minutes**

**Date of Meeting :** 17<sup>th</sup> May 2011

**Time:** 10am – 14.30pm

**Location:** NPower Offices- Solihull

**Present:**

Jenny Rawlinson (Chair)	JR	GTC
Tracy Goymer	TG	GTC
Colette Baldwin	CB	EON
Andy Smith	AS	NPower
Ashley Collins	AC	EDF (Teleconference)
Gethyn Howard	GH	IPL (Teleconference)
Lisa Wong	LW	ESP

**Date for next meeting:** 13<sup>th</sup> June 2011

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### **1. Admin and Introductions**

JR advised the group that there were no fire alarm testing or practices due.

### **2. Agree Intention of the Group**

The intentions were agreed by the group. The intention being to facilitate IGT-Shipper communication between iGTs and Shippers for metering point information held on a transporters network.

### **3. Review and agree terms of Reference**

The Terms of Reference, as attached, were agreed by the group.

### **4. Complete and agree Work Plan**

The Work Plan to date, as attached, was agreed by the group. It was agreed that the Work Plan would be developed further and appropriately throughout the course of the Work Group.

### **5. Review v0.7 of Draft MAM Manual to identify gaps in communication between IGT's and Shippers**

Agreed by all that the RGMA Baseline was a more appropriate reference.

The following Flows/ Scenarios were identified:

#### **MAM ID**

**Shipper- GT-** Shipper to send K08 file which contains new MAM ID and GAO  
**GT-Shipper** - K09 MAS Response File

## **Asset**

**Shipper-IGT**-.UPD to update asset details

**IGT-Shipper**- respond with RNUPD file

**Shipper –GT**- will send a .Job file for meter exchange, including meter removals, capping etc.

IGT- Shipper- will respond with a RNJOB

## **De-Appointment**

**Shipper – GT**- ONAGE will be sent

**GT- Shipper** - respond with RNAGE

Where the Shipper no longer wishes the iGT to be the MAM a K08 will be sent and the iGT will respond with a K09

AC volunteered to draft the appropriate flows identified above, schematics and guidance rules and circulate to the group in advance of the next meeting. These would reflect only Shipper-iGT, and vice versa communication even though some of the flows will be the same as the existing Supplier – MAM, and vice versa, flows. CB had previously carried out some work in this area. These templates would be circulated to the group. Parties would use these to obtain internal IT feedback.

**Action: CB to circulate templates.**

**Action: AC to draft appropriate flows, schematics and guidance rules and circulate prior to next meeting.**

***\*Note for next meeting- need to discuss the possibility of an instance where subsequent to de-appointment, the shipper may wish to re appoint the iGT without the request of a new meter installation, for example, where a meter has been previously removed and subsequently (but in the absence of a commercial contract, the shipper wishes to appoint the iGT for the metering point.***

## **PEMS**

CB will discuss this with Chris Warner (National Grid) to gain a better understanding of this process and, thereby identify where there may be an appropriate communication requirement.

**Action: CB to discuss with Chris Warner prior to the next meeting.**

## **6. AOB**

6.1 The group discussed an email from Kay Houghton on behalf of a large commercial MAM re: communication between suppliers, MAMs and iGTs. It was agreed more appropriate to be raised at the iGT UNC Panel meeting on 18<sup>th</sup> May.

**Action: CB to raise at the Panel meeting on 18<sup>th</sup> May.**

6.2 It was provisionally agreed that the flows, and guidance rules would be included in an Ancillary Document to the iGT UNC in addition to amendments to the appropriate iGT UNC text.

**Action**

<b>1</b>	CB	To circulate Excel Templates to rest of Group	Pending
<b>2</b>	AC	Draft Schematics, flows and guidelines and aim to circulate within 2 weeks	Pending
<b>3</b>	CB	To speak with CW (National grid) re PEMS	Pending
<b>4</b>	CB	To raise subject of Colette Houghton's email at Panel Meeting on 18 <sup>th</sup> May	Pending

**Log of potential concerns**

<b>1</b>	MAM ID on CoS flow to New Shipper to be included/mandated on the appropriate CoS Files.
<b>2</b>	Transportation charges to continue where no meter shown, where appropriate
<b>3</b>	Re-charge to Shippers for 3 <sup>rd</sup> Party Meters Emergency Provision Charge