IGT039 Meeting #11
Minutes

Present:

Mike Berrisford (MB) Joint Office Lorna Lewin (LL) Dong Energy
Andrea Bruce (AB)* Scottish Power Joel Martin (JM) Scotia Gas Networks
Elaine Carr (EC)* Scottish Power Andy Miller (AM) Xoserve
Jon Dixon (JD)* Ofgem Michael Payley (MP) Xoserve
Bob Fletcher (BF) Joint Office Trevor Peacock (TP) FPL
Cher Harris (CH)* SSEPL Adam Pearce (AP) ESP
Gethyn Howard (GH) (Chair) GTC Alan Raper (AR) National Grid
Anne Jackson (AJ) SSE Alex Ross-Shaw (ARS) Northern Gas Networks
Tabish Khan (TK) BG Chris Warner (CW) National Grid
Jonathan Kiddle (JK) EDF Energy
Steve Ladle (SL) Gemserv obo. IGT UNC

*via teleconference

1) Introductions
The 039 meeting was held in conjunction with the UNC 0440 workgroup meeting at the Joint Office.

2) Review of Actions from Previous Meeting
GH ran through the actions which are updated as follows;
   1) GH to circulate previous work carried out on PSR process. Closed – This was circulated on May 8th.
   2) GH to circulate meter information update requirements. Closed –It was agreed that on the basis that the updating of asset details would follow the process of the GDNs that this was not required.
   Post meeting note: the provisions for the IGT UNC and UNC are the same under IGT UNC Part E 2.1 – 2.18 and UNC TPD Part M 3.2.1 – 3.2.18 so there will be no material impact.
   3) IGTs to compile impacts matrix and circulate to Shippers. Closed
   4) IGTs to individually complete matrix (pending completion and agreement of matrix). Open -this will be carried out once the approach to determining costs has been agreed.

3) NEXUS Update
There was no NEXUS update on the basis that the 039 meeting was held back to back with 0440 and at this meeting the IGT BRD was reviewed with a few minor drafting changes agreed. The IGT BRD can be found under the 0440 section of the Joint Office website.

4) Data Migration and Cutover (See appendix 1)
AM presented the data migration and cutover slides to the group that had been circulated ahead of the meeting. These can be found on the 039 section of the IGT UNC website. AM summarised that as Xoserve does not currently hold the data required for SSP, prior to SSP go live a migration database will be required which will be used to populate the new SSP systems.

Slide 5/6 Migration and Data Preparation
It was confirmed that for the purposes of the data migration exercise, this would likely need to commence approximately 12 months ahead of ‘go live’. It was asked what the timeframe was for this migration database. AM commented that as it stands it would be sensible to work back from a September 2015 implementation meaning the migration database could be implemented around September 2014.
It was also commented that it is likely that the new CSEP process would need to be in use during this transitional phase to ensure that CSEPs are mapped correctly. SL commented that all Shippers will need to be engaged on the topic to ensure full participation.

_Slide 7 Examples of Missing Data_  
This slide provided a number of examples where IGTs do not hold the same data as the GDNs and suggested some possible resolutions for populating such fields. AM confirmed that once the analysis phase has been completed, Xoserve will contact the industry to highlight all blank fields and provide guidance on how to populate these.

_Slide 8 Industry Input is Welcomed_  
It was suggested that modifications or a separate agreement may need to be in place between parties ready for the transitional phase to ensure the transfer of data occurs which could then drop away once the enduring obligations come into effect. AM commented that the timings of this would also be dependent on systems changes being in place within Xoserve to support the transitional phase.

5) **Funding Discussion**  
GH provided some background on the matrix and why it had been pulled together. This was as a result of an action at the previous meeting where IGT cost neutrality was discussed and that in order to calculate this, the starting point would be to list out the services that the SSP would undertake on behalf of IGTs. GH added that Ofgem had also had some thoughts on how to achieve neutrality and JD commented that an alternate approach could be on a revenue neutrality basis. GH confirmed that the purpose of the discussion was to review the services and not to discuss funding approaches as this would require a dedicated standalone meeting. GH commented that whichever approach to funding is taken, it is the services listed within the matrix which will form the basis for the costs to be allocated against. Therefore the matrix and the services within were still relevant and would therefore need to be agreed by the group.  
GH explained that the list of services had been pulled together based on a review of the IGT BRD as well as the IGT UNC. It was explained that the services had been placed into similar groupings as it may be the case that costs may not be able to always be identified on a line by line basis and that some costs may need to be aggregated.  
The group review the groupings and service lines and agreed to make the following changes;  
- Under “Read Activities” add meter read reconciliation  
- Under “Reporting” add SPAA supply point count.  
The matrix can be found in Appendix 1.  
In order to allow for a productive discussion to take place on funding at the next meeting, GH and JD took an action to develop some slides and circulate ahead of the next meeting in order that parties have adequate time to review.

**Action:** GH and JD to develop and circulate slides to support funding discussions ahead of the next meeting.

6) **AOB**  
There was no AOB.

7) **Next Steps**  
It was agreed that the next meeting would purely be to discuss the funding approach. GH and JD agreed to develop some slides and circulate in advance of the meeting to provide parties with time to review. It is hoped that once the approach has been agreed on, the matrix can then be developed and populated which will form the basis.

8) **Future Meeting Dates**  
The group will meet at Ofgem for the next meeting on July 8th, starting at 10am.
Actions:

1) GH and JD to prepare and circulate funding approach papers and circulate ahead of next meeting.
2) IGTs to individually complete matrix (this is a standing action which is dependent on which funding approach is taken forwards).
## Appendix 1

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<tr>
<th><strong>Read Activities</strong></th>
<th>Validation of meter reads</th>
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<tr>
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<td>Estimated Opening Meter Reads</td>
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<td>Closing Reads</td>
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<td>Meter Read Reconciliation</td>
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<td>Must Reads</td>
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| **CoS**                           | Change of Supply          |

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<tr>
<th><strong>LMN Activities</strong></th>
<th>DO Process</th>
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<td>LMN updates</td>
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<td>LMN Queries</td>
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| **SoS**                           | Standards of Service      |

| **General**                       | MPRN Query, i.e. Current AQ & TC |
|                                   | General ICT Support        |

| **Reporting**                     | Portfolio Extracts        |
|                                   | SPAA Supply Point Count   |
|                                   | Standards of Service Performance reporting |

| **Other**                         | SCOGES Updates            |
|                                   | AQ Review                 |
|                                   | IX Connection             |