

## **iGT UNC Modification Workstream 15-02**

**Monday 8<sup>th</sup> March 2015 at 10.00am**

Gemserv, 8 Fenchurch Place, London EC3M 4AJ

<b>Attendee</b>	<b>Initials</b>	<b>Organisation</b>
Steve Ladle (Chair)	SL	Gemserv
Paul Rocke	PR	Gemserv
Katy Binch	KB	ESP
Laura Cahill	LC	SSE
Kirsty Dudley	KD	E.ON
Cher Harris *	CH	Indigo Pipelines
Maria Hesketh * (Items 4 – 7)	MH	Scottish Power
Kay Mackey	KM	Brookfield Utilities
Andrew Margan * (Items 4 – 8)	AM	British Gas
Kishan Nundloll	KN	ESP
Paul Orsler	PO	Xoserve
Trevor Peacock *	TP	Fulcrum
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 first meeting of the iGT UNC Modification Workstream. The concept of the meeting had been introduced with the implementation of iGT062 on 27<sup>th</sup> February 2015; the meeting would be comprised of Workgroups for relevant Modifications, as directed by the Panel, in addition to an opportunity for the discussion of operational issues. All Modification Workgroups were to be independently chaired by the Code Administrator.

Apologies for absence had been received from Bryan Hale (EDF).

### **2. Minutes and Actions Arising**

The minutes of the iGT Shipper Standing Work Group meeting held on 26<sup>th</sup> January 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. [iGT070: Removal of redundant Ancillary Documents following the implementation of Single Service Provision](#)

SL provided an overview of the Modification Proposal for iGT070. The Modification, raised by E.ON on 7<sup>th</sup> January 2015 sought to facilitate the removal of Ancillary Documents to the iGT UNC which would become redundant following the introduction of Single Service Provision through the implementation of iGT039. SL noted that the Modification Panel had considered iGT070 on 21<sup>st</sup> January 2015 and accepted the recommendation of the Proposer that it should proceed to a Workgroup for further development.

The Workgroup agreed that the Terms of Reference as drafted and published on the iGT UNC Website were appropriate. The Workgroup fully comprehended and agreed with the rationale for the change. The Workgroup considered the solution of the change; the removal of the following Ancillary Documents and references thereof in Section K of the Code:

- Inspection Notification File Format and Response File;
- Unbundled Meter Reading File Formats;
- Meter Reading Validation Rules;
- Fax Forms;
- Third Party Metering and MAM ID Communication; and
- Data Items Relevant to Smart Metering.

The Workgroup unanimously concurred that the solution was appropriate to meet the expectations of the Modification, suggesting no alternative solutions or amendments to the proposal. The Workgroup agreed with the Proposer that the Modification facilitated Relevant Objective f) “Promotion of efficiency in the implementation and administration of the Code”; the Modification aligned the Code with accepted industry processes by removing redundant documentation.

The Workgroup considered that there were no foreseen costs of implementation, nor significant impacts on consumers or the environment.

The Workgroup agreed that the implementation of iGT070 must be aligned with the Project Nexus Go Live Date, from which point the Ancillary Documents to be removed would become redundant.

The Workgroup considered that the proposed legal text properly achieved the requirements of the solution without need for amendment.

The Workgroup agreed that the Modification fully met the Self Governance criteria; implementation of the Modification would result in no significant impacts on consumers or competition. The Workgroup recommended that the Modification was suitable to proceed to consultation. The Workgroup agreed that the Workgroup Report as drafted during the course of the meeting was appropriate and should be added to the agenda of the next Modification Panel meeting.

**Action MWS15/02-01: Code Administrator to add the iGT070 Workgroup Report to the agenda of the Modification Panel meeting on 18<sup>th</sup> March 2015.**

**4. [iGT071: Updating the iGT AQ Review Procedures Ancillary Document](#)**

SL provided an overview of the Modification Proposal for iGT071. The Modification, raised by npower on 9<sup>th</sup> January 2015 sought to amend the Ancillary Document for the iGT AQ Review Procedure to align with new processes expected to be introduced under Single Service Provision. SL noted that the Modification Panel had considered iGT071 on 21<sup>st</sup> January 2015 and accepted the recommendation of the Proposer that it should proceed to a Workgroup for further development.

The Workgroup agreed that the Terms of Reference as drafted and published on the iGT UNC Website were appropriate. The Workgroup fully comprehended and agreed with the rationale for the change. The Workgroup considered the solution of the change: to remove the majority of the content of the relevant Ancillary Document, retaining Section 9 (e) "iGT Data Collation" for reporting purposes, and Section 10 – the process for the annual update to the AQ values within the CSEP NExA Table. The Workgroup unanimously concurred that the solution was appropriate to meet the expectations of the Modifications, suggesting no alternative solutions or amendments to the proposal.

The Workgroup agreed with the Proposer that the Modification facilitated Relevant Objective f) "Promotion of efficiency in the implementation and administration of the Code"; the Modification aligned the Code with accepted industry processes by removing redundant sections of the Ancillary Document. The Workgroup considered that there were no foreseen costs of implementation, nor significant impacts on consumers or the environment.

The Workgroup agreed that the implementation of iGT071 must be aligned with the Project Nexus Go Live Date, from which point the relevant sections to be removed would become redundant.

The Workgroup considered the proposed legal text and queried whether the timescales within the current AQ Review process would still be feasible under Single Service Provision given the dependency on Xoserve to provide the necessary AQ information. It was understood by iGTs that the data would be provided by Xoserve towards the end of November; the requirement to hold a review meeting in early December could prove difficult to meet. The Workgroup considered the impacts of delaying the steps of the process by one month, and noted that this would not impact on the date that the new table could be implemented into Code. The Workgroup deemed that this was an acceptable solution, and that the legal text should be amended to reflect this.

The Workgroup agreed that the Modification fully met the Self Governance criteria; implementation of the Modification would result in no significant impacts on consumers or competition. The Workgroup recommended that the Modification was suitable to proceed to consultation. The

Workgroup agreed that the Workgroup Report as drafted during the course of the meeting was appropriate and should be added to the agenda of the next Modification Panel meeting.

**Action MWS15/02-02: Code Administrator to add the iGT071 Workgroup Report to the agenda of the Modification Panel meeting on 18<sup>th</sup> March 2015.**

*Post-Meeting Note: Following the meeting, an issue with the suggested amended legal text was raised by the Code Administrator, in particular with respect to the timing of the review process due to the change in process for the provision of information. It was also noted that the Modification may not need to be implemented in line with the Project Nexus Go Live Date, as the process for 2015 would be utilising the existing methodology. The Code Administrator has proposed that a further Workgroup is convened to further consider the issues raised; in the interim the Workgroup Report for iGT071 has been removed from the Modification Panel agenda.*

## 5. IND002: Change to Supplier File Formats

SL provided an overview of the Modification Proposal for IND002. The Individual Network Code Modification, raised by Indigo Pipelines on 4<sup>th</sup> February 2015 sought to amend the Indigo INC to include the new requirement to use .csv files formats to exchange Change of Supplier Requests and Notifications, for the period until implementation of Single Service Provision. SL noted that the Modification Panel had considered IND002 on 18<sup>th</sup> February 2015 and determined that it should proceed to a Workgroup for further development.

The Workgroup agreed that the Terms of Reference as drafted and published on the iGT UNC Website were appropriate. The Workgroup fully comprehended and agreed with the rationale for the change. The Workgroup considered the solution of the change; some members of the Workgroup suggested that Indigo Pipelines may look to consider accepting both formats (.csv and existing file formats); however Indigo Pipelines was keen to propose the new .csv as a requirement, with any exceptions to this requirement agreed outside of formal governance arrangements.

The Workgroup agreed with the Proposer that the Modification facilitated Relevant Objectives a) “Efficient and economic operation of the pipe-line system”, b) “Coordinated, efficient and economic operation of the pipe-line system of one or more other relevant gas transporters” and d) Securing of effective competition.

The Workgroup considered that the costs of implementation were unknown; the Code Administrator agreed to prompt parties for an indication of implementation costs during any consultation for IND002. The Workgroup did not foresee any significant impacts on consumers or the environment.

With regard to implementation, the Proposer had suggested that the change should be implemented in the scheduled June release, in order that a benefit should be realised prior to Single Service Provision. The Workgroup noted that industry system changes generally required a

six month notice period prior to implementation; however the Proposer recognised that as Pipeline Users currently utilised the .csv format with other Pipeline Operators, system changes should be insignificant. The Workgroup asked that Pipeline Users should provide further detail with regard to implementation lead time requirements in their consultation response to IND002.

The Workgroup considered that the proposed legal text properly achieved the requirements of the solution without need for amendment.

The Workgroup agreed that the Modification fully met the Self Governance criteria; implementation of the Modification would result in no significant impacts on consumers or competition. The Workgroup recommended that the Modification was suitable to proceed to consultation. The Workgroup agreed that the Workgroup Report as drafted during the course of the meeting was appropriate and should be added to the agenda of the next Modification Panel meeting.

**Action MWS15/02-03: Code Administrator to add the IND002 Workgroup Report to the agenda of the Modification Panel meeting on 18<sup>th</sup> March 2015.**

## 6. [iGT076: Amendment of RPC format in line with Single Service Provision](#)

SL provided an overview of the Modification Proposal for iGT076. The Modification, raised by E.ON on 10<sup>th</sup> February 2015 sought to amend the RPC Invoice Supporting ancillary document within iGT UNC Section K in line with the introduction of Single Service Provision. SL noted that the Modification Panel had considered iGT076 on 18<sup>th</sup> February 2015 and agreed with the recommendation of the Proposer that it should proceed to a Workgroup for further development.

The Workgroup agreed that the Terms of Reference as drafted and published on the iGT UNC Website were appropriate. The Workgroup fully comprehended and agreed with the rationale for the change. The Workgroup unanimously concurred that the solution was appropriate to meet the expectations of the Modifications, suggesting no alternative solutions or amendments to the proposal.

The Workgroup agreed with the Proposer that the Modification facilitated Relevant Objective f) "Promotion of efficiency in the implementation and administration of the Code"; the Modification aligned the Code with accepted industry processes by removing redundant documentation.

The Workgroup considered that there would be costs of implementation for all Pipeline Operators and those Pipeline Users who opted to process the files following Single Service Provision. The Workgroup did not foresee any significant impacts on consumers or the environment.

The Workgroup agreed that the implementation of iGT076 must be aligned with the Project Nexus Go Live Date.

The Workgroup considered that the proposed legal text properly achieved the requirements of the solution without need for amendment. One attendee queried whether, in the event that rows in the file format were removed, it would be sensible for new rows to be given separate line numbers

(with old line numbers left intentionally blank) rather than replacing the removed lines, to help prevent confusion; it was noted that this methodology was used in UK legislative documents. The Workgroup agreed that the suggestion was sensible; however industry Codes had not adopted the practice in the past and amending the format now may itself lead to confusion. The Workgroup did agree that further clarification should be added in the comment field for Field 2 – CSEP Number – to confirm that this field was intended to refer to the CSEP Project Number allocated by the iGT.

The Workgroup agreed that the Modification fully met the Self Governance criteria; implementation of the Modification would result in no significant impacts on consumers or competition. The Workgroup recommended that the Modification was suitable to proceed to consultation. The Workgroup agreed that the Workgroup Report as drafted during the course of the meeting was appropriate and should be added to the agenda of the next Modification Panel meeting.

**Action MWS15/02-04: Code Administrator to add the iGT076 Workgroup Report to the agenda of the Modification Panel meeting on 18<sup>th</sup> March 2015.**

**7. [iGT077: Amendment of Portfolio Extract format in line with Single Service Provision](#)**

SL provided an overview of the Modification Proposal for iGT077. The Modification, raised by E.ON on 10<sup>th</sup> February 2015 sought to amend the Portfolio Extract within iGT UNC Section G in line with the introduction of Single Service Provision. SL noted that the Modification Panel had considered iGT077 on 18<sup>th</sup> February 2015 and agreed with the recommendation of the Proposer that it should proceed to a Workgroup for further development.

The Workgroup agreed that the Terms of Reference as drafted and published on the iGT UNC Website were appropriate. The Workgroup fully comprehended and agreed with the rationale for the change, noting that there was ongoing discussion with regard to whether it was necessary for the iGTs to continue to send the Portfolio Extract following the implementation of Single Service Provision. The Proposer remained keen that the Portfolio Extract should be retained in its entirety and reviewed at some point subsequent to implementation of Single Service Provision.

The Workgroup unanimously concurred that the solution was appropriate to meet the expectations of the Modifications, suggesting no alternative solutions or amendments to the proposal. As per the discussions for iGT076, the Workgroup agreed that further clarification should be added in the comment field for Field 4 – “CSEP No” – confirming that this field was intended to refer to the CSEP Project Number allocated by the iGT.

The Workgroup agreed with the Proposer that the Modification facilitated Relevant Objective f) “Promotion of efficiency in the implementation and administration of the Code”; the Modification aligned the Code with accepted industry processes by removing redundant documentation.

The Workgroup considered that there would be costs of implementation for all Pipeline Operators and those Pipeline Users who opted to process the files following Single Service Provision. The Workgroup did not foresee any significant impacts on consumers or the environment.

The Workgroup agreed that the implementation of iGT077 must be aligned with the Project Nexus Go Live Date. The Workgroup requested that iGT UNC Parties should provide an indication of the implementation lead time required, through the consultation process for iGT077.

The Workgroup considered that the proposed legal text properly achieved the requirements of the solution without need for amendment.

The Workgroup agreed that the Modification fully met the Self Governance criteria; implementation of the Modification would result in no significant impacts on consumers or competition. The Workgroup recommended that the Modification was suitable to proceed to consultation. The Workgroup agreed that the Workgroup Report as drafted during the course of the meeting was appropriate and should be added to the agenda of the next Modification Panel meeting.

**Action MWS15/02-05: Code Administrator to add the iGT077 Workgroup Report to the agenda of the Modification Panel meeting on 18<sup>th</sup> March 2015.**

KD noted that she had spoken with Xoserve to ascertain whether the Confirmation Reference Number should be added to the Portfolio Extract; it had been agreed that any additions to the Portfolio Extract would not be considered at this stage, whilst the future of the Portfolio Extract under Single Service Provision remained uncertain.

There was some discussion around the consistent inclusion of planned meter points under the Meter Point Status Code field within the Portfolio Extract; KD noted that some iGTs were not including planned meter points within the Portfolio. TP queried whether there was an interpretation of “planned status” accepted by all Parties; the term was undefined under Code. It was generally understood that a meter point was recognised as “planned” in the event that a PSR was in place between the iGT and Shipper, and the iGT has sent a request to Xoserve to create a meter point on UK Link; from that point, Shippers would receive planned sites in the Portfolio Extract from Xoserve upon request.

**8. [iGT073: Consequential Changes to the ‘Pipeline Operator Standards of Service Query Management’ Ancillary Document](#)**

SL noted that this was the second Workgroup meeting for iGT073; the first meeting had been convened on 6<sup>th</sup> February 2015 at the request of the Modification Panel. Attendees agreed that the minutes of the previous meeting were an accurate representation of discussions. The Workgroup considered two outstanding actions:

***Action 01: PO to clarify what reporting data currently looks like for Shippers under UNC regime.***

PO noted that current reporting arrangements did not wholly meet Shipper requirements; under Single Service Provision, for queries addressed through Xoserve there would be basic reporting (an extension of the current reporting arrangements); it was not anticipated that iGTs would also

report on those queries, to avoid duplication of effort. iGT reporting was anticipated to be restricted to those queries directly addressed by the iGTs (e.g. invoicing queries).

KD noted a concern with regard to how queries would be handled in the run up to the switch to Single Service Provision; specifically those queries that had been raised by the Shipper to the iGT during the legacy regime but had not been completed by the iGT prior to the cut-off date (anticipated to be 24<sup>th</sup> September 2015). KD queried whether a process could be defined as to how such reports would be treated, whether the iGTs would be mandated to resolve the queries, or the iGTs would have to send the queries back to Shippers to re-raise directly to Xoserve. Shippers were keen to avoid double working reports if possible. The Workgroup attendees agreed that this was an issue that needed to be resolved but did not consider it to be relevant to the solution for iGT073. JR considered one potential solution may be for iGTs to provide Shippers with a snapshot report of the number and type of open queries in the run up to Single Service Provision, to provide Shippers with an indication of the volume of queries that may not be able to be resolved by the cut-off; Shippers perceived a benefit in this level of transparency, however there was some uncertainty as to whether all iGTs would be able to provide such a report.

**Action MWS15/02-06: iGTs to provide an indication on the feasibility of providing a one-off report to each Shipper on the number and type of outstanding queries in the run up to the cut-over to Single Service Provision, and to propose their view on what will happen with unresolved queries following the cut-off date.**

***Action 02: PO to confirm when changes to Shipper CMS performance reports will be raised with User Pays customers.***

PO confirmed that these changes would be raised before the end of March 2015.

Further to the initial meeting, the Proposer and Xoserve had drafted a further amendment to the Ancillary Document 'Pipeline Operator Standards of Service Query Management' and had invited comment from all parties. The Workgroup carried out a page-turning exercise of the revised Ancillary Document for iGT073, and agreed that the changes to the Ancillary Document were appropriate and achieved the solution, subject to some general formatting and numbering changes. The Code Administrator noted that a version of the Ancillary Document would need to be produced clearly identifying all changes that had been made on the currently published version of the document.

The Workgroup queried how a suite of queries was ascertained to be 'High Volume' in accordance with Section 4 of the Ancillary Document. PO noted that the phraseology was largely taken from the UNC which had some methodology for calculating increases in percentages to ascertain high volumes.



Subject to the amendments discussed during the course of the meeting, the Workgroup agreed that the proposed legal text properly achieved the requirements of the solution without need for amendment.

The Workgroup agreed that the Modification fully met the Self Governance criteria; implementation of the Modification would result in no significant impacts on consumers or competition. The Workgroup recommended that the Modification was suitable to proceed to consultation. The Workgroup agreed that the Workgroup Report as drafted during the course of the meeting was appropriate and should be added to the agenda of the next Modification Panel meeting.

**Action MWS15/02-07: Code Administrator to add the iGT073 Workgroup Report to the agenda of the Modification Panel meeting on 18<sup>th</sup> March 2015.**

9. [GPL048/IPL041/QPL041: Changes to Individual Network Codes in line with Single Service Provision Changes](#)

SL provided an overview of the three Individual Modification Proposals raised by Brookfield Utilities to align the three relevant INCs with the requirements of Single Service Provision. SL noted that the Modification Panel had considered the three Modifications on 21<sup>st</sup> January 2015 and accepted the recommendation of the Proposer that all three should proceed to a Workgroup for further development.

The Workgroup agreed that the Terms of Reference as drafted and published on the iGT UNC Website were appropriate. The Workgroup fully comprehended and agreed with the rationale for the change. The Workgroup considered the solution of the change for each Modification, and concurred that the solution was appropriate, suggesting no alternative solutions or amendments to the proposal. The Workgroup agreed with the Proposer that the Modifications facilitated Relevant Objectives a), b), d) and f).

The Workgroup considered that there were no foreseen costs of implementation, nor significant impacts on consumers or the environment.

The Workgroup agreed that the implementation of all three Modifications must be aligned with the Project Nexus Go Live Date, from which point the sections within the INC proposed to be removed would become redundant.

The Workgroup considered that the proposed legal text properly achieved the requirements of the solution without need for amendment. KP queried whether the exception clauses in the IPL and QPL INCs (Schedule 1, Paragraph 8) should also be removed from the INCs at this point; JR noted that the scope of this suite of Modifications was to prepare the INCs for Single Service Provision and, therefore, changes falling outside this scope were not being proposed at this time.

The Workgroup agreed that the Modification fully met the Self Governance criteria; implementation of the Modification would result in no significant impacts on consumers or competition. The

Workgroup recommended that the Modification was suitable to proceed to consultation. The Workgroup agreed that the Workgroup Report as drafted during the course of the meeting was appropriate and should be added to the agenda of the next Modification Panel meeting.

**Action MWS15/02-08: Code Administrator to add the Workgroup Reports for GPL048, IPL041 and QPL041 to the agenda of the Modification Panel meeting on 18th March 2015.**

*Post-Meeting Note: Further to the meeting, Brookfield Utilities agreed that Schedule 1, Paragraph 8 of the IPL and QPL INCs should be removed in line with Kristian Pilling's suggestion at the meeting, bringing all three Brookfield INCs in line and removing an exception to the main Code. The Workgroup Reports submitted to the Modification Panel will reflect this amendment, and Workgroup attendees have been encouraged to advise the Code Administrator of any challenges to this amendment in advance of the Panel meeting on 18<sup>th</sup> March 2015.*

#### **10. iGT Data Cleansing**

PO noted that towards the end of February 2015, Shippers had received iGT portfolio reports from Xoserve, reflecting the data held by Xoserve in the iGT data preparation database. The purpose of the first run of reports was to align the information held by both Shippers and Xoserve. PO noted that Shippers would be running comparison exercises and working with iGTs to address quality and completeness issues. iGT data would also be an agenda item and the next Data Cleansing Workgroup; meeting information would be sent by PO to the iGTs following the meeting. PO noted that the group would continue to exist subsequent to implementation of Single Service Provision.

#### **11. RGMA Compliance**

KN noted that an update on iGT intentions and proposals for testing arrangements in advance of RGMA compliance would be provided at the Modification Workstream meeting scheduled for 7<sup>th</sup> April 2015.

#### **12. Individual Network Codes**

SL noted that the Code Administrator had approached all iGTs with a view to carrying out a review of the Individual Network Codes in line with Single Service Provision. To date, Brookfield Utilities and Indigo Pipelines had raised Modifications to their INCs, whilst ESP had confirmed that no changes would be necessitated. TP noted that Fulcrum were in the process of considering amendments to the Fulcrum INC, whereas no update had been provided by Energetics to date.

#### **13. MPRN Ranges Implementation Notice**

SL noted that following the previous update to the MPRN Ranges Table in January 2015, KP had suggested that the specified period of fifteen business days between notification and implementation of new MPRN ranges was too brief for the changes that would need to be made to Shipper systems to recognise the new ranges. Attendees agreed that a thirty business day window

would be more reasonable. PR agreed to draft an amendment to the MPRN Ranges Allocation Process document in line with the view of the group, and raise for agreement at an upcoming Modification Panel meeting.

**Action MWS15/02-09: 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.**

#### 14. Meter Point Status Code – Planned Sites

This agenda item had been addressed in Agenda Item 7.

#### 15. Debt Assignment Protocol

KP raised an issue, requesting iGTs' support in overcoming challenges being faced by Suppliers in delivering a new Debt Assignment Protocol (DAP) that had been developed via an Energy UK workgroup. The DAP will allow a prepayment meter customer with a debt of up to £500 to switch Supplier, with the debt transferring to the gaining Supplier. In order that the DAP procedure should work, the prospective gaining Supplier must know who the potentially losing Supplier is prior to the initiation of the switch. KP noted that, due to existing industry processes, the gaining Supplier can access losing Supplier information for electricity and GT sites in gas; however for iGT sites, the gaining Supplier would need to contact iGTs to request losing Supplier details. KP noted that initial analysis had suggested that this would necessitate a low volume of calls, and that new arrangements would need to be in place by 1<sup>st</sup> April 2015, lasting until the implementation of Single Service Provision.

TP noted that operational staff had previously been instructed not to provide Supplier information; the Workgroup agreed that in terms of process, it would be preferred if requests were sent by named contacts to an email address to allow for an audit trail. Alternatively, for telephone requests, an industry password could be agreed to identify requests being made in line with the DAP. KP agreed to take the suggestions back to the Energy UK group.

SL suggested that the provision for a gaining Supplier to attain losing Supplier information already existed within the iGT UNC Part K, Paragraph 40: Disclosure of Supplier Identity. KP agreed to consider the existing provisions and feed back to the Energy UK group.

#### 16. Any Other Business

JR asked Shippers to provide details of the internal operational actions being undertaken to ensure that new processes under Single Service Provision were effectively rolled out to staff. Shippers agreed to provide feedback via the Code Administrator.

**Action MWS15/02-10: Shippers to provide to iGTs, via the Code Administrator, a report on the internal activities being undertaken to ensure the effective roll-out of new Single Service Provision processes to operational staff.**

## 17. Next Meeting Date

The next meeting of the iGT UNC Modification Workstream would be held on 7<sup>th</sup> April 2015.

### *iGT Shipper Standing Workgroup Action Table*

Action Ref	Meeting Date	Action	Owner	Status Update
Action iGTWG14/08-02	3 <sup>rd</sup> November 2014	Kirsty Dudley (E.ON) to raise two Modifications to (a) remove a number of Ancillary Documents and (b) amend the RPC Invoice Template document.	KD	Closed.
Action iGTWG14/09-04	15 <sup>th</sup> December 2014	JK to draft a Modification Proposal amending the Portfolio Extract based on feedback received from parties.	JK	Closed.
Action WG15/01-01	26 <sup>th</sup> January 2015	PR to circulate notification of the next Data Cleansing Workgroup to parties of the iGT UNC.	PR	Closed.
Action WG15/01-02	26 <sup>th</sup> January 2015	PR to add iGT Data Cleansing as a standing agenda item for meetings of the iGT Shipper Standing Work Group.	PR	Closed.
<b>Action WG15/01-03</b>	<b>26<sup>th</sup> January 2015</b>	<b>KN to draft a paper explaining iGT intentions and proposals for testing arrangements in advance of RGMA compliance, and share with Suppliers for input in advance of the iGT Shipper Standing Work Group meeting on 9<sup>th</sup> March 2015.</b>	<b>KN</b>	<b>Carried forward.</b>
<b>Action WG15/01-04</b>	<b>26<sup>th</sup> January 2015</b>	<b>BH to draft a summary paper of the issue with respect to Confirmation Cancellations on iGT sites and circulate via the Code Administrator.</b>	<b>BH</b>	<b>Carried forward.</b>
Action WG15/01-05	26 <sup>th</sup> January 2015	Shippers to provide an indication of the minimum notice period required for the allocation of new MPRN ranges.	Shippers	Closed.

Action WG15/01-06	26 <sup>th</sup> January 2015	Gemserv to add MPRN Ranges Implementation Notice to the agenda for discussion at the next meeting of the iGT Shipper Standing Work Group.	Gemserv	Closed.
Action MWS15/02-01	9 <sup>th</sup> March 2015	Code Administrator to add the iGT070 Workgroup Report to the agenda of the Modification Panel meeting on 18th March 2015.	Gemserv	
Action MWS15/02-02	9 <sup>th</sup> March 2015	Code Administrator to add the iGT071 Workgroup Report to the agenda of the Modification Panel meeting on 18th March 2015.	Gemserv	
Action MWS15/02-03	9 <sup>th</sup> March 2015	Code Administrator to add the IND002 Workgroup Report to the agenda of the Modification Panel meeting on 18th March 2015.	Gemserv	
Action MWS15/02-04	9 <sup>th</sup> March 2015	Code Administrator to add the iGT076 Workgroup Report to the agenda of the Modification Panel meeting on 18th March 2015.	Gemserv	
Action MWS15/02-05	9 <sup>th</sup> March 2015	Code Administrator to add the iGT077 Workgroup Report to the agenda of the Modification Panel meeting on 18th March 2015.	Gemserv	
Action MWS15/02-06	9 <sup>th</sup> March 2015	iGTs to provide an indication on the feasibility of providing a one-off report to each Shipper on the number and type of outstanding queries in the run up to the cut-over to Single Service Provision, and to propose their view on what will happen with unresolved queries following the cut-off date.	iGTs	
Action MWS15/02-07	9 <sup>th</sup> March 2015	Code Administrator to add the iGT073 Workgroup Report to the agenda of the Modification Panel	Gemserv	

		meeting on 18th March 2015.		
<b>Action</b> <b>MWS15/02-08</b>	<b>9<sup>th</sup> March 2015</b>	<b>Code Administrator to add the Workgroup Reports for GPL048, IPL041 and QPL041 to the agenda of the Modification Panel meeting on 18th March 2015.</b>	<b>Gemserv</b>	
<b>Action</b> <b>MWS15/02-09</b>	<b>9<sup>th</sup> March 2015</b>	<b>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.</b>	<b>Gemserv</b>	
<b>Action</b> <b>MWS15/02-10</b>	<b>9<sup>th</sup> March 2015</b>	<b>Shippers to provide to iGTs, via the Code Administrator, a report on the internal activities being undertaken to ensure the effective roll-out of new Single Service Provision processes to operational staff.</b>	<b>Shippers</b>	