

iGT UNC Modification Workstream 15-11

Tuesday 1st December 2015 at 10.00am

Gemserv, 8 Fenchurch Place, London EC3M 4AJ

Attendee	Initials	Organisation
Steve Ladle (Chair)	SL	Gemserv
Katy Binch	KB	ES Pipelines
Laura Cahill	LC	SSE Supply
Kirsty Dudley	KD	E.ON
Maria Hesketh	MH	Scottish Power
Gethyn Howard *	GH	Brookfield Utilities
Adam Iles	AI	British Gas
Mark Jones	MJ	SSE Supply
Kishan Nundloll	KN	ES Pipelines
Paul Orsler	PO	Xoserve
Trevor Peacock *	TP	Fulcrum
Jenny Rawlinson	JR	Brookfield Utilities
Nicky Rozier	NR	Brookfield Utilities
Kirandeep Samra	KS	npower
Michael Walls	MW	ES Pipelines
Paul Roche	PR	Gemserv

**Attended via teleconference.*

1. Welcome and Apologies for Absence

SL welcomed attendees to the meeting of the iGT UNC Modification Workstream. No apologies for absence had been received.

2. Confirmation of Agenda

The Chair invited any further items for discussion not on the agenda. MH asked to raise a point regarding iGT meter returns; the attendees agreed to take the discussion at the head of the agenda. AI sought to raise a point with respect to the iGT RGMA Guidance Document; attendees agreed to take the discussion at the foot of the agenda. KS wanted to speak about the progress of iGT056, and the attendees agreed to add it to the foot of the agenda. SL noted that there was a point of consideration around the annual AQ Review process, which would also be added to the foot of the agenda.

3. Confirmation of Minutes and Actions

The minutes of the iGT UNC Modification Workstream meeting held on 3rd November 2015 were agreed, subject to a minor point of clarification.

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

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

In order to address an outstanding action, JR had carried out some analysis to ascertain the data items that the iGT would require to carry out its annual AQ review following the implementation of Single Service Provision. JR had provided a list of those data items identified; however, JR noted that many of those items were in fact superfluous, and that the only items deemed necessary were found in the column "NExA Table". All other reports were expected to fall away following the implementation of SSP. PR noted that he would circulate the list to all iGTs, with a request that iGTs consider the list and provide comments if they were to consider that the list was incomplete and/or incorrect.

Action MWS15/11-01: Code Administrator to circulate to all iGTs the list of data items identified as necessary for the continued AQ Review under iGT071, seeking comments in advance of the next Modification Workstream meeting.

JR noted that the next step would be for Xoserve to review the list, to ensure that they were capable of sending the necessary data items following SSP. PO noted that Xoserve may need to clarify interpretation of certain data items, for example "geographical area". PO agreed that the data would be provided to the Modification Workstream in February 2016.

Action MWS15/11-02: PO to confirm Xoserve's capability to provide to iGTs the data items deemed necessary to complete the annual AQ Review process under iGT071.

5. [iGT075: Identification of Supply Meter Point pressure tier](#)

KD noted that Colette Baldwin (as Proposer) had intended to attend the meeting, but had been unavoidably diverted. PR noted that he had spoken with Tom Chevalier (Association of Meter Operators) who had noted that ongoing discussions between Gas Transporters and Xoserve had led to the development of a possible solution which would identify low-pressure meter points by postcode area. It was believed that 85% of postcode areas were low-pressure only, which would allow MAMs to more appropriately allocate resource; however, it was still recognised that the solution did not go as far as desired, by identifying pressure tiers at an MPRN level. KS noted that there had been an indication that the solution may fall under SPAA.

Attendees concurred that they would prefer to wait until a GT solution is defined before they begin to develop an independent solution, if required, for the iGT networks. KD noted that either she or Colette Baldwin would provide a full update at the Modification Workstream in January 2016.

6. [iGT078: Ancillary Document for the New Connections process](#)

SL noted that KS (as Proposer) had prepared updated versions of all Modification documentation, in anticipation of this being the final Workgroup meeting for iGT078. Updated documentation included a revised Modification Proposal, updated Ancillary Document, proposed Legal Text, and PSR template document.

KD noted that she had sent a number of comments to KS shortly in advance of the meeting, particularly with respect to the PSR template. The Workgroup proceeded to consider KD's comments as they sought to finalise the PSR template document. The amendments to the template were generally minor in nature, including changes to field lengths, descriptions and consistency of terminology. Specific changes include making inclusion of the CSEP ID conditional, to ensure that it was included where available (i.e. following SSP). There was additional detail added to the description of how the PSR Issue Number will advance, to note that the number will advance by one every time a new version is issued irrespective of whether the previous version was accepted or rejected. The Workgroup reverted on a previous decision to allow Shippers to overwrite incorrect MAM information via PS2, and instead added a specific rejection code for that instance. With the changes taken into account, the Workgroup agreed that the PS1 and PS2 templates were complete and suitable to be implemented.

The Workgroup continued to consider the Workgroup Report. It was agreed that the Modification would be anticipated to have a medium level impact on both iGTs and Shippers, and that no other party should be impacted. It was agreed that the solution still met the criteria for self-governance, but could not be considered a fast-track change. The Workgroup agreed that both the Rationale for Change and the Solution were complete, with no further amendments necessary.

It was agreed that the Modification better facilitated Relevant Objectives D) and F), and that the justification within the Modification Proposal was proper. The Workgroup considered that there would be costs of implementing the changes, particularly with respect to systems development; however, it was noted that these costs could not yet be quantified. The Workgroup agreed that any impacts on consumers would be beneficial, as a result of the likely improvement in the quality of industry data.

AI noted his preference that implementation should be aligned with SSP, to ensure an efficient testing programme. The Workgroup agreed that no less than six months lead time was required to implement the change. The Workgroup recommended that a specific question should be asked in the Draft Modification Report consultation to ascertain preferences for when the Modification should be implemented.

The Workgroup proceeded to consider the drafted Legal Text; SL reminded the Workgroup that two versions of the text had been drafted to account for whether the change was to be implemented prior to or following the implementation of SSP. The Workgroup analysed the Legal Text and was confident that the text fully achieved the intention of the Solution. SL had included some additional points on the Legal Text for discussion, including whether the domestic connections process should cover New Supply

Points where there is no Developer involved. JR was keen that the process should remain separate, as she considered that Siteworks tended to be more complex, with a greater element of discussion with the consumer.

The Workgroup agreed that the Workgroup Report was wholly complete, and the Workgroup should be closed. There was further discussion around how in-flight requests would be handled upon implementation of the new process, which would be picked up within the Modification Workstream. PR agreed to finalise the Workgroup Report, and add to the Modification Panel agenda, reflecting the recommendation from the Workgroup that iGT078 should progress for consultation as a Draft Modification Report.

Action MWS15/11-03: Code Administrator to finalise the Workgroup Report for iGT078 and add to the agenda for the Modification Panel in December 2015.

JR considered that the efficiency of the Workgroup process might be improved if Modification solutions were increasingly scrutinised within meetings, rather than much of the work being progressed outside of the Workgroup. This would help to avoid a situation where different individuals and companies attended Workgroups with diverse viewpoints that had the potential to delay progression of change. It was further noted that the situation could be further aided if papers were provided to the Code Administrator with a reasonable lead-time in advance of the meeting.

7. iGT079: Adding Non-Domestic New Connections Framework Ancillary Document

The Workgroup agreed that development of the Modification should be deferred in the continued absence of Andrew Margan (as Proposer). SL requested that all Parties should thoroughly consider all aspects of iGT079, in order that the development of the Modification should not be delayed any further. It was specifically requested that Parties provide comments in writing in advance of the Modification Workstream in January 2016.

AI reiterated that the scope of the Modification would be unaltered, in that it would apply to all non-domestic new connections, whether or not a Developer had been appointed.

JR queried whether there was a track changed version of the Ancillary Document and Modification Proposal; AI agreed to circulate a change-marked version.

Action MWS15/11-04: All Parties to provide any comments or concerns relating to iGT079 in writing, to the Code Administrator, in advance of the Modification Workstream on 5th January 2016.

Action MWS15/11-05: AI to circulate a change-marked version of the Modification Proposal and Ancillary Document for iGT079.

8. [iGT080: Mandating iGT use of Xoserve Portfolio Data for Shipper Transportation Billing](#)

SL noted that MJ (as Proposer) had circulated a revised version of the Modification Proposal (including Legal Text) ahead of the Workgroup. A separate version of the Legal Text had also been issued by the Code Administrator. Particularly, with respect to the Modification Proposal, significant amendments had been made to the Rationale for Change, to take account of comments from JR regarding the accuracy of the statements. The Workgroup noted that, whilst the revised Legal Text required no amendment, the Solution section within the Modification Proposal should be corrected, to remove the statement “iGTs can only charge Shippers for Supply Meter Points from the date they become effective on the Pipeline Operators’ Agent database”, as a Shipper may have confirmed a Site with the iGT without confirming the Site on Xoserve, which should not prevent the iGT from billing. The Workgroup agreed that the change was appropriate, and was reflected within the Legal Text.

PO noted that the statement “iGTs should have received all portfolio update data from the Pipeline Operators’ Agent by 05:00 on the 1st of each for all updates done during the previous month” should be removed, as this sought to put a requirement on a non-Code party, and in any case the requirement would be backed off via contractual arrangements between iGTs and Xoserve.

In further consideration of the revised Modification Proposal, the Workgroup generally agreed that the solution met the criteria for self-governance; however, it was specifically requested that the question should be asked during the consultation.

The Workgroup considered that the impacts and costs of the Modification were not significant; however, it was considered that Shippers not signed up to receive the Xoserve portfolio information as part of the user-pays service may have to pay for access. In terms of implementation, the Workgroup had previously considered that a four month grace period should be provided between implementation of SSP and iGT080, to ensure cleanliness of data; however, the Workgroup agreed that subsequent changes meant that this was no longer necessary. The Workgroup noted the process would come into force from November 2016 (for October billing) assuming a SSP go-live date of 1st October 2016. The proposed Legal Text was approved with a slight change to reflect the amendment to the implementation timescales as referenced above.

MJ agreed to amend the Modification Proposal based on the discussion, and send to the Code Administrator, to pull together the Workgroup Report, and circulate to Workgroup members in advance of 9th December 2015. The Workgroup Report would then be added to the Modification Panel agenda for 16th December 2015, with a recommendation from the Workgroup to proceed to consultation as a Draft Modification Report.

Action MWS15/11-06: MJ to prepare amended versions of the Modification Proposal and Legal Text for iGT080 and send to the Code Administrator.

Action MWS15/11-07: Code Administrator to produce the Workgroup Report for iGT080 and circulate to Workgroup members ahead of adding to the agenda for the Modification Panel in December.

9. [iGT082: iGT Single Service Provision, non-effective Days for cutover in 2016](#)

In response to his outstanding action to provide further rationale for the requirement for the additional non-effective day, PO provided a presentation including a background to the difference between iGT072 and iGT082, justification for the seventh non-effective day, and an updated detailed (and annotated) diagram demonstrating the timescales associated with processes affected by the period.

GH (as Proposer) had also amended the supporting report for iGT072, bringing it up to date for iGT082. This included an impact assessment on the number of consumers expected to be affected by the additional non-effective day, anticipated to be on average 568 consumers per day.

The Workgroup considered the latest iteration of the Legal Text, noting the addition of a further communication that could not be sent on a non-effective day: "Threshold Rate Increase". Furthermore, it was confirmed that Part N 1.8 would also refer to the new PSR process that should this be implemented via iGT078 and/or iGT079 prior to the implementation of SSP.

There was some discussion regarding the progression of the Modification in relation to its UNC equivalent, noting the importance of aligning the two closely, to ensure for an efficient consultation process. GH also noted the importance of the iGT UNC Modification not progressing until a decision had been made to finalise the UNC Workgroup Report, and thus ending development of the UNC solution. That said, GH agreed to draft and circulate the Workgroup Report in time for the Modification Panel meeting in December, to allow the Panel to make a decision on progressing the Modification in line with the UNC as by this time, the status of the UNC workgroup should be clearer.

Action MWS15/11-08: GH to draft and circulate the Workgroup Report for iGT082 for consideration by Parties in advance of 9th December 2015, when it will be circulated by the Code Administrator ahead of the Modification Panel on 16th December 2015.

Finally, GH noted that all Parties should be aware of the ongoing work of the Project Nexus Transition Workgroup, even if they were not actively engaging.

10. **iGT Meter Returns**

MH noted that she had previously contacted iGTs with respect to obtaining iGT policies on meter returns, in the context of an upcoming smart meter trial. MH requested that all iGTs confirm whether they wished meters to be returned and, if so, how they would prefer Scottish Power to return them.

Action MWS15/11-09: iGTs to inform Maria Hesketh with respect to their policy on meter returns with respect to an upcoming smart meter trial.

11. iGT RGMA Guidance

AI noted that within the iGT guidance document for RGMA baseline, field A0056 “Transaction Comment” is mandatory for new installations and expected to contain “full concatenated address data”. However, there was no agreed format for how the data should be presented. JR noted that she would be happy to consider any proposal; AI agreed to draft a structure for consideration.

Action MWS15/11-10: AI to propose a structure for the concatenated address data in field A0056 of the RGMA baseline for iGT meter works.

12. Development of iGT056

KS reflected her disappointment that iGT056 – Provision of UPRN had not appeared on the agenda for the meeting, as she had been informed that the Proposer would be in attendance. KS noted her concern that the solution was being developed under incorrect assumptions (particularly around funding requirements) and was seeking confirmation from the Proposer that iGT056 was being developed on the correct grounds. KD advised that KS should provide any comments in writing to be directed to Colette Baldwin (as Proposer).

13. AQ Review Workgroup

SL noted that the iGTs had provided their annual review of AQ information, for review by the AQ Review Workgroup. The rules set out within the Ancillary Document note that a Workgroup should be convened within fifteen Business Days of the information being provided, to ensure that a Workgroup Report can be provided to the Modification Panel in January. Attendees noted that the Workgroup Report could still be published were the Workgroup to form part of the Modification Workstream on 5th January 2016, and it was agreed that this was preferable to convening a separate meeting.

Action MWS15/11-11: Code Administrator to add AQ Review Workgroup to the Modification Workstream agenda for 5th January 2016.

14. Date of Next Meeting

The next meeting of the Modification Workstream will be held on 5th January 2016.

iGT UNC Modification Workstream Action Table

Action Ref	Meeting Date	Action	Owner	Status Update
MWS15/03-05	7 th 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.
MWS15/08-07	1 st September 2015	Xoserve (PO/SN) to refine options for Provision of Plot Summaries and parties to submit any further proposals over the next two months, in time for the 3 rd November Modification Workstream meeting.	Xoserve	Carried forward. PO advised that data is unlikely to be available until 2016.
MWS15/09-02	6 th October 2015	Xoserve (PO) and Brookfield Utilities (JR) to continue developing iGT071 outside of the Workgroup, to ascertain what data Xoserve can provide to iGTs, so they can determine how they can complete the revised data table.	Xoserve/ Brookfield Utilities/ iGTs	Closed. Superseded.
MWS15/10-01	3 rd November 2015	KS to produce final versions of all documentation for iGT078 and circulate to the workgroup ahead of a final workgroup meeting on 1 st December 2015.	KS	Closed.
MWS15/10-02	3 rd November 2015	iGTs and Shippers to consider the impacts of the amendments to the Modification Proposal for iGT079, particularly the Business Rules which appear to widen the scope of the Modification to incorporate all commercial new connection processes.	iGTs / Shippers	Closed. Superseded.
MWS15/10-03	3 rd November 2015	MJ and JR to discuss proposed amendments to the rationale for change for iGT080, with changes to be incorporated into a revised Modification Proposal.	MJ / JR	Closed.
MWS15/10-04	3 rd November 2015	MJ to revise the Modification Proposal for iGT080 based on discussions within the workgroup, and recirculate to parties in advance of the Modification Workstream on 1 st December 2015.	MJ	Closed.
MWS15/10-05	3 rd November 2015	All Parties to provide high level feedback to the Code Administrator on the cost-benefit case associated with implementation (and non-implementation) of iGT080.	All	Closed.

MWS15/10-06	3 rd November 2015	Code Administrator to speak with the Joint Office to coordinate the development and progression of iGT082 and UNC0532.	Gemserv	Closed. Gemserv met with Joint Office and a joined up timetable has been proposed.
MWS15/10-07	3 rd November 2015	GH to consider the analysis that accompanied the Workgroup Report for iGT072 and prepare a revised version for iGT082 taking into account the changes and impacts of the additional non-effective day.	GH	Closed.
MWS15/11-01	1 st December 2015	Code Administrator to circulate to all iGTs the list of data items identified as necessary for the continued AQ Review under iGT071, seeking comments in advance of the next Modification Workstream meeting.	Gemserv	
MWS15/11-02	1 st December 2015	PO to confirm Xoserve's capability to provide to iGTs the data items deemed necessary to complete the annual AQ Review process under iGT071.	PO	
MWS15/11-03	1 st December 2015	Code Administrator to finalise the Workgroup Report for iGT078 and add to the agenda for the Modification Panel in December 2015.	Gemserv	
MWS15/11-04	1 st December 2015	All Parties to provide any comments or concerns relating to iGT079 in writing, to the Code Administrator, in advance of the Modification Workstream on 5th January 2016.	All	
MWS15/11-05	1 st December 2015	AI to circulate a change-marked version of the Modification Proposal and Ancillary Document for iGT079.	AI	
MWS15/11-06	1 st December 2015	MJ to prepare amended versions of the Modification Proposal and Legal Text for iGT080 and send to the Code Administrator.	MJ	
MWS15/11-07	1 st December 2015	Code Administrator to produce the Workgroup Report for iGT080 and circulate to Workgroup members ahead of adding to the agenda for the Modification Panel in December.	Gemserv	
MWS15/11-08	1 st December 2015	GH to draft and circulate the Workgroup Report for iGT082 for consideration by Parties in advance of 9 th December 2015, when it will be circulated by the Code Administrator ahead of the	GH	

		Modification Panel on 16th December 2015.		
MWS15/11-09	1st December 2015	iGTs to inform Maria Hesketh with respect to their policy on meter returns with respect to an upcoming smart meter trial.	iGTs	
MWS15/11-10	1st December 2015	AI to propose a structure for the concatenated address data in field A0056 of the RGMA baseline for iGT meter works.	AI	
MWS15/11-11	1st December 2015	Code Administrator to add AQ Review Workgroup to the Modification Workstream agenda for 5th January 2016.	Gemserv	

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