

**Operational Metering Communications Meeting- (7)****Date Of Meeting: 16<sup>th</sup> November 2011****Time of Meeting: 11.00 am****Location: Gemserv London**

<b>Present:</b>	Jenny Rawlinson (Chair)	JR	GTC
	Tracy Goymer	TG	GTC
	Lisa Wong	LW	ESP
	Gethyn Howard	GH	IPL (Teleconference)
	Stefano Tiani-Tanzi	SS	IPL (Teleconference)
	Colette Baldwin	CB	Eon
	David McCrone	DM	SCP(Teleconference)
	Billy Giannini	BG	SCP (Teleconference)
	Andy Smith	AS	NPower
	Ian Lightowler	IL	British Gas
	Trevor Peacock	TP	Fulcrum
	Sham Afonja	SA	Npower

**1. Admin and Introductions**

JR advised that there were no fire alarm tests due.

**2. Minutes from Previous Meeting**

The minutes were agreed by the group.

**3. Actions from Previous Meeting**

See Actions Log for update

**4. Review Ancillary Document**

All parties agreed that the Ancillary document was beneficial. The User Guide will now become a Questions log for future review.

The Ancillary Document needs to include reason, purpose and definition of each flow and who is sending the flow and the schematic for each.

Discussions were had regarding the Response files, which are optional.

However if response files are not used, the receiving party will assume the flow has been accepted. A group decision is required to decide on the rules surrounding the response files.

NPower were concerned that their system would not be able to process a K08 without generating an ONAGE from their Supplier to their MAM. However AS Will feedback at the next meeting clarification as to how this will impact their systems.

All IGT's will need to consider system impacts should a .JOB be generated and received before a K08.

It was agreed that the Ancillary document should state that the MAM effective date can be retrospective, but all charges and de appointments dates will be from the date received.

A list of S72 rejection codes are also to be included in the Ancillary document. CB to provide list to TG.

The F215 was also discussed and the text field length.

IL has agreed to produce all .JOB fields for discussion at the next meeting, as well as File Validation & Rules.

**ACTION: CB to provide S72 rejection Codes**

**ACTION: IGT's to check F215 MAM ID text field length**

**ACTION: TG to review rejection codes and include those relevant to the process**

**ACTION: IL to produce .JOB fields**

**ACTION: IL to make a start on file validation and rules for .JOB**

**ACTION: AS to clarify why FRJ for file rejection is incorrect**

**ACTION: ALL to check organisation ID character/text**

**ACTION: ALL to review Ancillary document and feedback prior to next meeting**

**ACTION: ALL to read through Questions Document and feedback views to TG**

## 5. Next Meeting Date and Venue

19<sup>th</sup> January at Eon's Pall Mall Office, directions attached. Meeting will commence at 10am.

### Action Log

<b>1</b>	AC	Ask XOSERVE if there would be any issues with including the Shipper ID in the PEMs file	Pending
<b>2</b>	TG	To provide example S72 File	Pending
<b>3</b>	CB	To provide S72 Rejection Codes	Closed
<b>4</b>	IGT's	To check F215 MAM ID text field length	Pending
<b>5</b>	TG	To review rejection codes and include those relevant to the process	Closed

<b>6</b>	IT	To produce full .job fields	Pending
<b>7</b>	IT	To start on File Validation & Rules for .Job	Pending
<b>8</b>	AS	To clarify why the FRJ is incorrect	Pending
<b>9</b>	ALL	Check Organisation ID character/Txt	Pending
<b>10</b>	ALL	To review Ancillary document and feedback before next meeting	Pending
<b>11</b>	ALL	To review Questions Document and feedback comments to TG	Pending

### **Closed Actions**

<b>1</b>	AS	To look at Reading (M) and read date (O) on .UPD File	Closed
<b>2</b>	AS	To compare .Job with ONJOB	Closed
<b>3</b>	SA	continue compiling the User Guide	Closed
<b>4</b>	ALL	To continue to work with Internal IT Teams in preparation of next meeting	Closed
<b>5</b>	IGTs	To confirm whether populating meters as F – freestanding rather than P - primary will be an issue.	Closed
<b>6</b>	TG	To draw up PEMs scenario's and circulate	Closed
	AC	To send PEMs Validation Rules to the group	Closed
<b>7</b>	IGT's	Check cyclical read header & trailer to see if contains Shipper ID	Closed
<b>8</b>	TG	Circulate File Naming Convention	Closed
<b>10</b>	ALL	Review User Guide and feedback responses to the questions	Closed
<b>11</b>	DM	To circulate initial technical assessment to the group	Closed
<b>13</b>	IGTs	To review rejection codes and see if more are required	Closed

<b>14</b>	IGTs	Check when rejecting K09 does the IGT respond with the details held or details given by shipper	Closed
<b>15</b>	IGTs	To review minimum example files for validation purposes	Closed
<b>17</b>	ALL	To review surplus requirements to check all covered	Closed
<b>18</b>	IGTs	To look at minimum example files	Closed
<b>29</b>	TG	To include example on Validation Document	Closed
<b>20</b>	IT	To provide definition of field lengths	Closed

### **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
<b>4</b>	British Gas's removal of Meters on IGT Networks. (Kay Houghtons email)
<b>5</b>	Consider 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.
<b>6</b>	IGT's passing on information regarding New MAM's for assets that are no longer IGT's responsibility.
<b>7</b>	Validation issues regarding the timescales of receiving files
<b>8</b>	IGTs to think about file transmission and format i.e. email/DTN/IX and xml/csv.