

**Operational Metering Communications Meeting- (8)****Date of Meeting: 19<sup>th</sup> March 2012****Time of Meeting: 10.00 am****Location: GTC-Woolpit**

<b>Present:</b>	Jenny Rawlinson (Chair)	JR	GTC
	Tracy Goymer	TG	GTC
	Lisa Wong	LW	ESP
	Gethyn Howard	GH	IPL (Teleconference)
	Colette Baldwin	CB	Eon
	David McCrone	DM	SCP(Teleconference)
	Andy Smith	AS	NPower
	Kevin Woollard	KW	British Gas (Teleconference)
	Trevor Peacock	TP	Fulcrum (Teleconference)

**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. Agree Final Ancillary Doc and Reference**

The K08 and K09 titles need to be changed from "file" to "record".

A question was raised as to relevance of the FRJ and ERR. AC will look into this

The S72 contains a Total, but the group were unsure as to whether this was necessary, CB agreed to clarify and feedback to the group.

Clarification was also required regarding padding fields, such as reads and round the clock etc.

AC suggested the document include ASCII Characters and will provide these.

.JOB needs to be changed to capital letters throughout the document.

2.7.3 and 2.9.3 requires clarification as to whether these are all rejections or just record level.

The schematic at 2.8 needs standardising to match all other schematics. AS to provide.

Clarification is also required for where thirds party meters are found on site, CB to report back to the group which files are to be sent in this scenario.

The group worked through IL's points, at present TAS does not include the MAM ID, GH to address this issue.

IGT's all to confirm if they do "fuzzy matching".

It was noted that systems would need to be built to be able to accept the MAM ID for new user after transfer status stage, ready for their SSD.

PEMS- Still requires covering off.

**ACTION: AC to look into relevance of FRJ and ERR**

**ACTION: AC to check padding of fields**

**ACTION: AC to provide ASCII Characters**

**ACTION: AC to clarify 2.7.3 and 2.9.3 whether this is just record level rejections**

**ACTION: CB to check S72 "Total"**

**ACTION: CB to clarify files used in "found third party meter" situations**

**ACTION: IGT's to clarify fuzzy matching.**

## **5. Agree Final Draft Modification Proposal**

Due a shortage of time it was agreed that this would be carried over to the next meeting. In the meantime the workgroup would review and feed back comments to Tracy.

## **6. Review of Work Plan and Next Steps**

It was agreed that a further two meetings would be needed to finalise the Ancillary Doc and Draft Mod and to consider any PEMs impact. A revised work plan to reflect this would be distributed with the minutes.

## **7. AOB**

GH's email regarding the Governance of the file formats was discussed. This would be re-visited at the next meeting.

## **8. Next Meeting**

AC has offered to host the next Meeting at EDF's Crawley office. Date confirmed as 20<sup>th</sup> April 2012.

**Action Log**

<b>1</b>	AC	To look into relevance of FRJ or ERR	Pending
<b>2</b>	AC	To check padding of fields	Pending
<b>3</b>	AC	To provide ASCII Characters	Closed
<b>4</b>	AC	To clarify 2.7.3 and 2.9.3 whether this is just record level rejections	Pending
<b>5</b>	CB	To check S72 "total"	Pending
<b>6</b>	CB	To clarify files used where 3 <sup>rd</sup> Party meters are found	Pending
<b>7</b>	IGT's	To clarify fuzzy matching	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
<b>7</b>	AC	To send PEMs Validation Rules to the group	Closed
<b>8</b>	IGT's	Check cyclical read header & trailer to see if contains Shipper ID	Closed
<b>9</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>12</b>	IGTs	To review rejection codes and see if more are required	Closed
<b>13</b>	IGTs	Check when rejecting K09 does the IGT respond with the details held or details given by shipper	Closed
<b>14</b>	IGTs	To review minimum example files for validation purposes	Closed
<b>15</b>	ALL	To review surplus requirements to check all covered	Closed
<b>16</b>	IGTs	To look at minimum example files	Closed
<b>17</b>	TG	To include example on Validation Document	Closed
<b>18</b>	IL	To provide definition of field lengths	Closed
<b>19</b>	AC	To ask XOSERVE if there would any issues with including the Shipper ID in the PEMS file	Closed
<b>20</b>	TG	To provide example S72 file	Closed
<b>21</b>	CB	To provide S72 rejection codes	Closed
<b>22</b>	IGTs	To check F215 MAM ID Text field length	Closed
<b>23</b>	TG	To review rejection codes and include all those relevant to the processes	Closed
<b>24</b>	IL	To produce full .JOB fields	Closed
<b>25</b>	IL	To start on file validation and rules for .JOB	Closed
<b>26</b>	AC	To clarify with the FRJ is incorrect	Closed
<b>27</b>	ALL	Check Organisation ID character/TXT	Closed
<b>28</b>	ALL	To review Questions Document and feedback comments to TG	Closed

<b>29</b>	ALL	To review and feedback to Ancillary Document by next meeting	Closed
<b>30</b>	JR	To update and circulate Work Plan	Closed
<b>31</b>	CB	To circulate draft modification	Closed
<b>32</b>	ALL	To check venue availability for next meeting	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.