

IGT UNC Modification Workstream Meeting 19-07

Draft Minutes

Tuesday 2nd July 2019

Gemserv, 8 Fenchurch Place, London EC3M 4AJ

Attendee		Organisation	
Steve Ladle	(SL)	Gemserv	Chairman
Chris Barker	(CB)	BUUK	
Jenny Rawlinson	(JR)	BUUK	
Brandon Rodrigues	(BR)	ES Pipelines	
Victoria Parker	(VP)	ES Pipelines	
Cher Harris	(CH)*	Indigo Pipelines	
Dave Bowles	(DB)*	Fulcrum	
Kate Mulvany	(KM)	Centrica	
Kirsty Dudley	(KD)	E.ON	
Radhika Kalra	(RK)	E.ON	
Billy Howitt	(BH)	Gemserv	Secretariat
Anne Jackson	(AJ)	Gemserv	Observer

*Attendees joined meeting via teleconference

1. Welcome and apologies for absence

The Chair welcomed attendees to the meeting of the IGT UNC Modification Workstream. Apologies were received from Megan Coventry (SSE).

2. Confirmation of Agenda

The Chair confirmed the items for discussion as outlined in the final agenda. CB indicated that he would like to discuss developing an IGT industry contact list as AOB.

3. Approval of the Previous Minutes

Attendees reviewed the minutes from the Modification Workstream meeting held on 4th June 2019 (19-06). BH indicated that comments had been received from both BUUK and E.ON in regards to items 6 and 7. BH stated that the amendments would be reflected in the final minutes. The Chair indicated that subject to these amendments the minutes from the previous Workstream Meeting (4th June 2019) were approved as a true and accurate record of the meeting.

4. Outstanding Actions

Please refer to the table in Appendix 1 at the end of the minutes for updates on actions arising.

5. Cross-Code Modification Implications

The Chair introduced a document prepared by the Code Administrator which is used to track UNC modifications which could have an impact on the IGT UNC.

The Workgroup reviewed the document and discussed the possible implications to the IGT UNC. The discussion is detailed below;

Mod Ref		Description	Workgroup determination
696		Addressing inequities between Capacity booking under the UNC and arrangements set out in relevant NExAs	The workgroup discussed this modification whereby they indicated that they were interested in what the scope of this modification is. The workgroup resolved to monitor this modification.
695		Obligations on Shippers to pass Transporter compensation payments on to consumers, via Suppliers	CB informed the workgroup would he would be drafting an IGT modification in relation to UNC695. The workgroup resolved to monitor this modification.
694	R	CDSP provision of Class 1 Read service	The workgroup were informed that this review group was discussed on 27 th June 2019 and no minutes had been produced at this point thus no update was provided. The workgroup resolved to monitor this modification.
693	R	Treatment of kWh error arising from statutory volume-energy conversion	The workgroup was informed that this review group would be discussed in July. The workgroup resolved to monitor this modification.
691		CDSP to convert Class 3 or 4 meter points to Class 1 when G1.6.15 criteria are met	The workgroup was informed that UNC691 had been deferred to the next meeting due to the amended modification not being received. The Workgroup resolved to monitor this modification.
690		Reduce qualifying period for Class 1	The workgroup was informed that the amended modification for UNC690 had not been received by the JO. The workgroup was informed that there were discussions surrounding the exclusion of Class 2 classification within this modification. The Workgroup resolved to monitor this modification.
681		Improvements to the quality of the Conversion Factor values held on the Supply Point Register.	The workgroup was informed that IG127 was withdrawn by the proposer as it was deemed that the IGT UNC points across to the UNC thus any changes should be captured automatically. The Workgroup resolved to monitor this modification to ensure that this position continued to be accurate.
682		Market Participant MDD Migration to UNC Governance from the SPAA	The Workgroup were informed that IGT124 had been sent out for consultation with a close out date of 15 th July 2019. The Workgroup resolved to continue to monitor this modification.
680	S	UNC changes as a Consequence of 'no deal' United Kingdom Exit from the EU	The workgroup was informed that IGT120F was deferred until July's Panel. The Workgroup resolved to continue to monitor this modification.

677	R	Shipper Supplier Theft Reporting Request	CB informed the workgroup would he would be drafting an IGT modification in relation to UNC677R. The Workgroup resolved to continue to monitor this modification.
676	R	Review of Gas Transporter Joint Office Arrangements	The first workgroup for this review group is in July thus there is no update. The Workgroup resolved to monitor the review group.
674		Performance Assurance Techniques and Controls	AJ informed workgroup members that the UNC674 workgroup went through the outline content of the ancillary documents. The entry testing and incentives ancillary documents have been removed from the scope of this modification. The Workgroup resolved to monitor the review group
672		Incentivise Product Class 4 Read Performance	BH informed the workgroup that the full development of this modification had not been reached thus an extension until September Panel was suggested by the JO. The Workgroup resolved to monitor the review group
664		Transfer of Sites with Low Read Submission Performance from Class 2 and 3 into Class 4	The workgroup was informed that this modification had previously been withdrawn by Npower. However, SSE adopted this modification on 28 th June 2019 and will be discussed at July's Panel. The Workgroup resolved to monitor the review group
647		Opening Class 1 reads to Competition	Workgroup members agreed to remove UNC647 from the tracker.
630	R	Review of the consequential changes required in UNC as a result of the Ofgem Switching Programme	Workgroup members agreed to remove UNC630 from the tracker.

6. Review Groups

[RG005 – IGT UNC Review of Consequential Changes resulting from Faster Switching arrangements](#)

The Chair informed workgroup members that the version 10.9REC and supplementary documentation had been sent to Ofgem. BH indicated that this had been included in the Ofgem's Switching Programme and Retail Code Consolidation (REC) consultation. The workgroup members raised concerns around the best method to manage the IGT UNC until the implementation of the REC. Workgroup members indicated that they would like the Code Administrator to draft a response in relation to the REC consultation. The workgroup members indicated that response should indicate a brief description of the IGT UNC Governance arrangements and the independent approach that is being taken by to manage the code during the transition period. The workgroup members asked the Code Administrator to have an initial high level draft response for an initial review at the July Panel. This response could be developed at the August workstream for a final decision at the August Panel.

It was suggested that the response should focus on the questions asked in 2.19 of the Ofgem consultation document. It was suggested that the response should focus on the questions asked in 2.19 of the Ofgem consultation document.

Action MWS19/07-01: Code Administrator to draft an IGT UNC response to the REC consultation for July's Panel.

7. Review Groups

[RG006 – Review of metering arrangements in the IGT UNC](#)

The Chair indicated that comments on the review of metering arrangements questionnaire in the IGT UNC feedback had been received from four IGTs. The Chair summarised the document to workgroup members. KD indicated that based on the Panel outcomes and discussions at the previous workstream an impasse had been reached. Her view was that going forward a modification(s) would be raised rather than continuing review group discussions. JR asked KD if she would be sending any future modification drafting in regards to other areas of the review group scope. KD indicated that parties would not be receiving any modification drafting and it would proceed through the formal modification process. VP indicated that she was happy that the scope of the review group had been completed. The Chair asked KD if the review group report could be produced offline and then taken to the July Panel. JR indicated that she would prefer if it was to be completed offline, then it should be brought back to workstream in August for it to be reviewed. The Chair indicated that the Code Administrator and KD would draft the review group report.

Action MWS19/07-02: Code Administrator and KD to draft the review group report

[IGT128 – Amendment of definitions in D1.2](#)

The Chair indicated that this modification was being treated as a draft modification. KD indicated that this modification was derived from the work carried out during June's workstream meeting as part of the RG006 Review Group. KD indicated that this modification was based exactly on the outcomes from the June workstream meeting. CH indicated concerns around section three of the modification proposal in regards to question two 'The responses for Q2 – "Meter Installation Works" '. CH indicated that the reference "completed as multiple jobs" does not apply to new connections. It was further queried as to why this statement was in the "Why change" section as there did not appear to be any reference to it in the Solution section. KD indicated that she would take this back to her internal metering team. CH indicated that the GT installs the service but not necessarily the meter if there is a third party MAM. KD stated she would check with her internal sponsor to ascertain if they are happy for this sentence to be removed. The Chair reiterated that the modification should be worded in line with the proposed legal text which currently has not introduced any requirements for installation works to be completed solely in a single visit.

CH raised her concerns to the legal text in regards to the additional sentence in Section D1.2.c in relation to 'Where required, the Meter Installation Works will include any pipe fittings and up to 1m of pipework required to connect the outlet of the Supply Meter to the Consumer's installation'. JR indicated that 'will' should be changed to 'may'. VP highlighted her concerns in regards to the removal of housings from section D1.2. due to the potential material impact on consumers. VP also highlighted that there might be a misalignment with MAMCoP and therefore the proposed route of self-governance of this modification may not be appropriate thus authority direction might be required. VP, JR and CB agreed to review MAMCoP and other documentation in relation to 'housings' and feedback to KD by Friday 5th July 2019. KD indicated that the key aim of the review group was to remove ambiguity and was therefore not willing to vary the modification in this area.

Action MWS19/07-03: KD to review internally the area of the Modification referencing “Multiple jobs”.

Action MWS19/07-04: VP, JR and CB to review MAMCoP and other documentation in relation to ‘housings’ and feedback to KD by Friday 5th July 2019.

8. Review Groups

[RG007- Secure measures of sending electronic communication and password protection](#)

KD indicated that she wanted to hear suggestions from the workgroup, but with the intention of not being too prescriptive. JR indicated that each organisation has its responsibilities in terms of GDPR compliance. KD stated that any ad hoc information with personal data in it should be password protected and this single standard should be adopted. KD highlighted that when the CDSP sends any information in regards to MPRN level data then it is always encrypted. JR stated that she wanted to determine what the review group was trying to fix. KD informed the workgroup that this review group aims to put in place mechanisms and processes that will become codified protocols. KM highlighted that by adding this password protection it adds another level of policing. KM reiterated that the current process of sending personal data via email without encryption is not secure.

AJ asked the proposer what outcomes they wanted to achieve from this review group and what was the risk them not being mitigated. RK indicated that this review group intended to understand the scope of what Eon would feed into the modification. RK indicated that the scope of the IGT118 modification did not cover all MPRN level data and therefore this was the reasoning for setting up this review group. KD indicated that the current information security standards do not meet the standards of her organisation. The Chair indicated that the code already highlights password protection in section K23.2 which was the subject of IGT118.

VP commented that ultimately the penalty if a breach occurs in regards to personal data it will be a GDPR issue. AJ indicated that if there was an individual GDPR breach this would result in the whole process being put under scrutiny by the Information Commissioner's Office (ICO). KM indicated that the preferred mechanism to transfer data has not been determined by the Secure Communications Working Group (SCWG). VP indicated that parties should go back to their organisations and review

their GDPR compliance. KD indicated that the definition of 'Protected Information' needed to be reviewed by parties and this should be fed back at August's workgroup. The Chair asked if a technical subgroup was required at this time of which the proposer declined. KM reiterated the significance of protecting personal data. AJ stated that an organisation is responsible for its own data protection and security in legislation, however in doing that it would want to be assured that any organisation to which it sent data were similarly competent in data protection and security. RK indicated that she will take away all these suggestions to help form the modification and allow a more focussed discussion to take place.

Action MWS19/07-05: Parties to review definitions and internal practices to feed into August Workgroup meeting.

Action MWS19/01-06: RK to take away all suggestions from the review group to help form a modification.

9. Modification Workgroups

[IGT119 – Opening Class 1 read services on IGT Meter Supply Points to Competition](#)

The Chair indicated that this modification has been withdrawn.

10. Modification Workgroups

[Draft IGT Average NEXA AQ Values Table 2019](#)

The Chair indicated the Draft IGT Average NEXA AQ Values Table 2019 was released on the IGT UNC website on 10th June 2019. Workgroup members raised no concerns over the proposed NEXA AQ Values Table. JR indicated that the average AQ has gone down over the last seven years. The Chair indicated that the Draft IGT Average NEXA AQ Values Table 2019 will be taken to July's Panel for ratification.

Action MWS19/07-07: Code Administrator to add Draft IGT Average NEXA AQ Values Table 2019 to July Panel Agenda.

11. IGT UNC Known Issues Register

The Workgroup reviewed the current items recorded on the known issues register. The Workgroup agreed with the following changes and comments;

- SPAA MDD references to be removed from the Known Issues Register as this is now captured in the REC log.
- BU-UK to chase CDSP for an update on Shipper User Verifications of Supply Meter Point Isolations.

Action MWS19/07-08: Code Administrator to remove SPAA MDD references to the Known Issues Register.

Action MWS19/07-09: BU-UK to chase CDSP for an update on Shipper User Verifications of Supply Meter Point Isolations.

12. AOB

Communication between Pipeline Operators and Pipeline Users

JR highlighted the issue that there is no IGT UNC Shipper contact list. JR stated that this has caused problems for organisations in the past. JR provided examples where she has been unable to contact Shippers for example when she had been alerted that an organisation had been hacked.

JR asked workgroup members if they believed that this list would be useful for them and whether or not the IGT UNC has contract managers like other codes. KD indicated that the best way to achieve this would be through a codified method. AJ indicated that this list would need to be maintained once the process has started. It was confirmed by workgroup members that IGTs would provide the Code Administrator with a list of Shippers on their networks. BH indicated before anything was processed from the Code Administrator perspective, he would check with their internal compliance team. KD indicated that an email could be sent over the JO for distribution to all Shippers to provide a point of contact for the IGTs.

Action MWS19/07-10: Code Administrator to speak to internal compliance team in regards to creating an IGT shipper contact list

Action MWS19/07-11: IGTs to provide the Code Administrator with a list of Shippers on their networks.

Action MWS19/07-12: Code Administrator to send out communications to the JO in regards to obtaining shipper contact details for IGTs.

The next IGT UNC Modification Workstream Meeting is on 6th August 2019

Appendix 1

MWS19/05-01	7 th May 2019	CA to review the RG004 outputs and speak to the UNC directly in regards to UNC676.	CA	Open
MWS19/06-01	4 th June 2019	Code Administrator to add SPAA MDD references to the Known Issues Register.	CA	Closed

MWS19/06-02	4 th June 2019	Code Administrator to contact Jon Dixon to find out when the IGT UNC would be sent for consultation in regards to the consequential changes of faster switching arrangements.	CA	Closed
MWS19/06-03	4 th June 2019	Code Administrator to complete the workgroup report for June's Panel.	CA	Closed
MWS19/06-04	4 th June 2019	Code Administrator to send out Metering Charging Statement documentation to IGTs with the new identified categories.	CA	Closed
MWS19/06-05	4 th June 2019	Brandon Rodrigues to withdraw modification IGT119.	BR	Closed
MWS19/06-06	4 th June 2019	Code Administrator to contact the Joint Office in regards to joint review group for IGT119 and UNC647 (UNC649R).	CA	Closed
MWS19/06-07	4 th June 2019	Code Administrator to complete Workgroup report for IGT124 and add this to June's Panel agenda.	CA	Closed
MWS19/06-08	4 th June 2019	Code Administrator to add SPAA MDD references to the Known Issues Register.	CA	Closed
MWS19/07-01	2nd July 2019	Code Administrator to draft an IGT UNC response to the REC consultation for July's Panel.	CA	New
MWS19/07-02	2nd July 2019	Code Administrator and KD to draft the review group report	CA	New
MWS19/07-03	2nd July 2019	KD to review internally the area of the Modification referencing "Multiple jobs".	KD	New
MWS19/07-04	2nd July 2019	VP, JR and CB to review MAMCoP and other documentation in relation to 'housings' and feedback to KD by Friday 5th July 2019.	VP, JR and CB	New
MWS19/07-05	2nd July 2019	Parties to review definitions and internal practices on protected information to feed into August Workgroup meeting.	All	New

MWS19/07-06	2nd July 2019	RK to take away all suggestions from the review group to help form a modification.	RK	New
MWS19/07-07	2nd July 2019	Code Administrator to add Draft IGT Average NExA AQ Values Table 2019 to July Panel Agenda.	CA	New
MWS19/07-08	2nd July 2019	Code Administrator to remove SPAA MDD references to the Known Issues Register.	CA	New
MWS19/07-09	2nd July 2019	BU-UK to chase CDSP for an update on Shipper User Verifications of Supply Meter Point Isolations.	BU-UK	New
MWS19/07-10	2nd July 2019	Code Administrator to speak to internal compliance team in regards to creating an IGT shipper contact list.	CA	New
MWS19/07-11	2nd July 2019	IGTs to provide the Code Administrator with a list of Shippers on their networks.	IGTs	New
MWS19/07-12	2nd July 2019	Code Administrator to send out communications to the JO in regards to obtaining shipper contact details for IGTs.	CA	New