



IGT UNC Modification Panel Meeting 19-09

Draft Minutes

Tuesday 24th September 2019

Gemserv, 8 Fenchurch Place, London EC3M 4AJ

Attendee	Organisation	Representing	As
Anne Jackson (AJ)	Gemserv	Code Administrator	Chair
Kirsty Dudley (KD)*	E.ON	Pipeline User	
Claire Roberts (CR)*	Scottish Power	Pipeline User	
Cher Harris (CH)*	Indigo Pipelines	Pipeline Operator	
Jenny Rawlinson (JR)*	BU-UK	Pipeline Operator	
Victoria Parker (VP)*	ESP Utilities	Pipeline Operator	
Liam King (LK)*	Ofgem	Authority	
Oorlagh Chapman (OC)*	Centrica	Pipeline User	Observer
Louise Hellyer (LH)*	Total Gas and Power	Pipeline User	Item 6 Proposer
Billy Howitt (BH)*	Gemserv	Code Administrator	Secretariat

**Attended via teleconference*

1. Alternates, observers and apologies

The Chair welcomed attendees to the IGT UNC Modification Panel meeting. No apologies were received, or alternates appointed for this meeting. The Chair welcomed Oorlagh Chapman as an observer of the meeting. The Chair welcomed Claire Roberts (Scottish Power) to her first meeting as an IGT UNC Panel Pipeline User Representative.

2. Confirmation of Agenda

The Chair asked the Panel if they had any additional items to add to the agenda for this meeting. VP indicated that she wanted to raise the topic of the digitisation of the IGT UNC as an AOB item.

3. Approval of the previous minutes

BH informed the Panel that no comments had been received regarding the August IGT UNC Modification Panel (16th August 2019) meeting minutes and the minutes were approved as a true and accurate record of the meeting.

4. Outstanding actions

Action Reference	Date	Action	Owner	Status
19/08-01	16 th August 2019	Code Administrator to add IGT130 to the September Workgroup agenda.	CA	Closed
19/08-02	16 th August 2019	Code Administrator to send the cross-referencing corrections with the amended text to the Authority.	CA	Closed
19/08-03	16 th August 2019	Code Administrator to send the final draft of the IGT UNC consultation response to Panel members and the Authority.	CA	Closed
19/08-04	16 th August 2019	Code Administrator to send out finalised draft of the RG006 review group report to members to seek final comments.	CA	Closed
19/08-05	16 th August 2019	Code Administrator to notify all parties that IGT128 has been implemented by Panel and will be scheduled for implementation in the November 2019 release.	CA	Closed
19/08-06	16 th August 2019	Code Administrator to send a reminder to Shippers as well as contacting ICCoS, Cornwall Insight and Energy UK to send the issue about quoracy and Shipper representation on the IGT Panel to its members.	CA	Closed
19/08-07	16 th August 2019	Code Administrator to add Shipper Panel Representation to the September Workstream meeting.	CA	Closed

5. Panel Decisions

[IGT120F – Aligning the IGT UNC with licence changes following the UK leaving the EU with a ‘No deal’](#)

The Chair informed Panel members that the Joint Office had scheduled an emergency meeting on 1st November 2019 to discuss the implementation of UNC680S ([UNC Changes as a Consequence of ‘no deal’ United Kingdom Exit from the European Union](#)). Panel members discussed the implications of implementing IGT120F if a “no deal” exit does not occur. Although the mod would not become current because the required circumstance to make it so had not occurred, a further housekeeping change would need to be raised to remove the changed legal text at some point in the future. Panel members discussed the legal text as identified in the Final Modification Report for IGT120F and members requested that additional clarity around the implementation date was needed. The Chair stated that she would liaise with the Proposer to rethink the modification in relation to the implementation date and this would be brought back to the October IGT UNC Modification Panel.

Action 19/09-01: Code Administrator to liaise with the IGT120F Proposer to add more clarity around the implementation date. This will be brought back to the October IGT UNC Modification Panel.

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

BH and KD informed Panel members that some minor changes were raised in relation to the RG006 Request Workgroup report, therefore it had proceeded straight to the September IGT UNC Panel meeting.

Panel members agreed that the Request Workgroup report accurately summarised the findings of the review group discussions and that the Review group should be closed by unanimous vote.

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

BH informed Panel members that the Proposer had made a couple of amendments to the report but was satisfied that these were minor changes, consequentially, it had proceeded straight to the September IGT UNC Panel meeting.

Panel members agreed that the Request Workgroup report accurately summarised the findings of the review group discussions and that the Review group should be closed by unanimous vote.

6. New Modification Proposals

[IGT131 – Automatic updates to Meter Read Frequency](#)

The Proposer, Louise Hellyer, introduced her modification to Panel members. LH highlighted that all sites with a Rolling AQ equal to or greater than 293,000kWh should have a monthly read frequency, however she indicated that this is not always reflected on the Supply Point Register. LH indicated that the CDSP should be given the authority to make changes to Meter Read Frequency in the following circumstances:

- a) Where the Rolling AQ of a meter point increases to 293,000 kWh or above, the Meter Read Frequency should be amended to monthly (if not already set to that value) with effect from the effective date of the new AQ.
- b) Where the Supply Point Register is updated to show that the meter point has either a Smart meter or Automated Meter Reading Equipment fitted, the Meter Read Frequency should be amended to monthly (if not already set to that value) with immediate effect.

The Proposer clarified that this modification is not to make any changes to the must-read requirements and that should the site drop below a particular threshold that the CDSP would not reverse the meter reading frequency.

Panel members questioned and agreed that this modification should be discussed alongside its adjacent modification [UNC092S Automatic updates to Meter Read Frequency](#). Panel members agreed that IGT131 should be discussed at the October IGT UNC Workstream meeting. Additionally, it was determined by Panel members that parties should be encouraged to participate at the October UNC Distribution Workgroup meeting, where the equivalent UNC mod is to be discussed next.

The Proposer indicated that two workgroup meeting should be enough to satisfy all discussions required and this would then help to keep IGT131 and UNC692S aligned. UNC692S is scheduled to go back to the UNC Panel on 21st November 2019.

KD requested that any early sight of the legal text for UNC692S would be beneficial in helping draft the legal text for IGT131, which the Proposer supported.

Action 19/09-02: Code Administrator to add IGT131 to the October IGT UNC Workstream agenda.

Action 19/09-03: LH to provide legal text for UNC692S to the IGT UNC Code Administrator when it becomes available.

7. Update on Workgroups

[IGT129 – Obligations on Shippers to pass Transporter compensation payments on to consumers, via Suppliers](#)

BH informed Panel members that he had been liaising with the Proposer of IGT129 and UNC695 – [Obligations on Shippers to pass Transporter compensation payments on no consumers, via Suppliers](#). BH stated that amendments had been made to the UNC695 legal text and this is now reflected in the updated modification proposal for IGT129. BH indicated that the amendment resulted in the definition drafted within the legal text being changed from ‘Registered Supplier’ to ‘Supplier’.

[IGT130 – Applying password encryption to electronic communication containing MPRNs](#)

BH provided a brief overview of the discussions surrounding IGT130 at the September IGT UNC Workstream meeting. The Chair indicated that she was reviewing the changes to the proposed legal text and amendments to the Password Protocols ancillary document with the Proposer. The Chair advised that this would be made available to workgroup members ahead of the October IGT UNC Workstream meeting.

8. Update on Review Group

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

The Chair stated the IGT UNC Code Administrator had not received any comments with regards to the IGT UNC Panel’s response to the Switching Programme and Retail Code Consolidation: “Proposed changes to licences and industry codes” consultation from the Authority.

The Code Administrator had also provided the referencing amendments that had been identified in the Switching Programme consequential change work and no comments had been received on these.

The Chair asked LK if there were any updates from the Authority on these matters to which he said there were not.

9. Panel Shipper Representation

[Panel Shipper Representation](#)

The Chair informed the panel members that the IGT UNC Panel was no longer non-quorate as a result of the appointment of Claire Roberts (Scottish Power) as an IGT UNC Panel Pipeline User Representative. The Chair advised that even though the problem of quoracy was not an issue currently, the IGT UNC Panel was still vulnerable to a re-occurrence in the future, so a proactive approach to mitigating this risk needed to be adopted. This concern was also reiterated by KD who stated that at the end of her term in 2020 it is likely that she will be stepping down as IGT UNC Pipeline User Representative.

Panel members discussed some of the options outlined in the [IGT UNC Panel Representation Paper](#). Panel members indicated that a hybrid of all the proposed options might be a way forward in solving

quoracy issues. The Panel expressed differing views on the options put forward and identified some of the merits or otherwise of each. Consequently, Panel members felt it would be beneficial to discuss the proposed options at the October IGT UNC Workstream meeting.

LK stated that he was interested to see the outcomes of the discussions surrounding the proposed options and that it might also be advantageous to review the risk in the wider context of the REC (Retail Energy Code) governance.

Panel members requested that the IGT UNC Panel Representation Paper was uploaded to the website. Panel members asked LK if he could provide a view from the Authority regarding any proposed options. LK informed Panel members that they would liaise with the IGT UNC Code Administrator before the October IGT UNC Workstream meeting regarding the Authority's view.

Action 19/09-04: Code Administrator to upload the IGT UNC Panel Representation Paper to the meeting papers for the October Workgroup on the IGT UNC website.

Action 19/09-05: LK to liaise with the Code Administrator in relation to the Authority view of the proposed options outlined in the IGT UNC Panel Representation Paper.

10. CACoP Engagement Event (July 2019)

KD stated that she was in favour of the Code Administration Code of Practice (CACoP) website which was presented to parties at the CACoP engagement day in July 2019. KD expressed concerns that engagement is not good enough. KD stated that each Code Administrator has slightly different boundaries, but they are not working well together. CH explained that all codes are different, and they must be taken into consideration, but she agreed that they could be more aligned.

The Chair stated that she had met with the Joint Office regarding the ways in which the two codes are working together, there is a greater dependency on the UNC for the IGT UNC, and that IGT UNC could be considered through the critical friend stage which the Joint Office facilitates for the UNC.

The Chair explained that the remits of Code Administrator role and Code Manager role are different in regard to making decisions and acting on behalf of the Panel and Code and this is a factor in the services that are provided.

KD stated that CACoP is not working to its aims, and she had highlighted across different forums the need for change to improve the process. JR suggested one solution could be to liaise with the Joint Office to amend the UNC Modification Proposal template. Panel members asked LK for his view on this to which he responded that it is an issue the IGT UNC Panel needs to fix.

The Chair committed to provide updates on the discussions and liaison that has been started with the Joint Office as they progress.

Action 19/09-06: Chair to update Panel members as discussions with the Joint Office on cross code working progress.

11. Authority Updates

Code Administrators Performance Survey

LK informed Panel members that the results from the 2019 Code Administrators Performance Survey will be released shortly.

12. AOB

Victoria Parker had to leave the meeting, so it was agreed to postpone her AOB item on digitisation to the next Panel meeting in October.

Action 19/09-07: Code Administrator to add the Digitisation of the IGT UNC onto the October IGT UNC Panel agenda.

Summary of Actions

Action Reference	Date	Action	Owner	Status
19/08-01	16 th August 2019	Code Administrator to add IGT130 to the September Workgroup agenda.	CA	Closed
19/08-02	16 th August 2019	Code Administrator to send the cross-referencing corrections with the amended text to the Authority.	CA	Closed
19/08-03	16 th August 2019	Code Administrator to send the final draft of the IGT UNC response to Panel members and the Authority.	CA	Closed
19/08-04	16 th August 2019	Code Administrator to send out finalised draft of the RG006 review group report to members to seek final comments.	CA	Closed
19/08-05	16 th August 2019	Code Administrator to notify all parties that IGT128 has been implemented by Panel and will be scheduled for implementation in the November 2019 release.	CA	Closed
19/08-06	16 th August 2019	Code Administrator to send a reminder to Shippers as well as contacting ICCoS, Cornwall Insight and Energy UK to send the issue about quoracy and Shipper representation to its members.	CA	Closed
19/08-07	16 th August 2019	Code Administrator to add Shipper Panel Representation onto the September Workstream meeting.	CA	Closed
19/09-01	24 th September 2019	Code Administrator to liaise with the IGT120F Proposer to add more clarity around the implementation date. This will be brought back to the October IGT UNC Modification Panel.	CA	New

19/09-02	24 th September 2019	Code Administrator to add IGT131 to the October IGT UNC Workstream agenda.	CA	New
19/09-03	24 th September 2019	LH to provide legal text for UNC692S to the IGT UNC Code Administrator when it becomes available.	LH	New
19/09-04	24 th September 2019	Code Administrator to upload the IGT UNC Panel Representation Paper to the meeting papers for the October Workgroup on the IGT UNC website.	CA	New
19/09-05	24 th September 2019	LK to liaise with the Code Administrator in relation to the Authority view of the proposed options outlined in the IGT UNC Panel Representation Paper.	LK	New
19/09-06	24 th September 2019	Chair to update Panel members as discussions with the Joint Office on cross code working progress.	CA	New
19/09-07	24 th September 2019	Code Administrator to add the Digitisation of the IGT UNC onto the October IGT UNC Panel agenda.	CA	New

The next Modification Panel meeting will take place on 18th October 2019