



IGT UNC Modification Panel Meeting 19-12

Draft Minutes

Friday 20th December 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	
Jenny Rawlinson (JR)*	BUUK	Pipeline User	
Cher Harris (CH)*	Indigo Pipelines	Pipeline Operator	
Victoria Parker (VP)*	ESP Utilities	Pipeline Operator	
Scott McPhillimy (SM)*	Ofgem	Authority	
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. The Chair indicated that apologies had been received from Claire Roberts (Scottish Power) who had appointed Kirsty Dudley as her alternate. Apologies had also received from Liam King, Ofgem and Scott McPhillimy was welcomed as the Ofgem representative.

2. Confirmation of Agenda

The Chair confirmed the items for discussions as outlined in the final agenda. Panel members did not have any other business to raise.

3. Approval of the previous minutes

BH stated that Liam King highlighted that Roberta Fernie's initials had been captured incorrectly in the previous minutes under section 12. The Chair indicated that Action 19/11-07 should be amended to 'Code Administrator to liaise with the Joint Office to arrange joint discussions for UNC 0708'. BH stated no further comments had been received and that the highlighted amendments would be reflected in the final minutes. Subject to the stated amendments being made, the meeting minutes for the IGT UNC Modification Panel (22nd November 2019) were approved as a true and accurate record of the meeting.

4. Outstanding actions

Outstanding actions were reviewed by the workgroup. Please see Appendix 1 for a record of the discussion and new actions.

5. New Modification Proposals

[IGT136 - Introducing 'Performance Assurance Framework Administrator' as a new user type to the Data Permissions Matrix](#)

The Chair introduced IGT136 to Panel members. The modification adds the Performance Assurance Framework Administrator (PAFA) to the Data Permissions Matrix and is a mirror modification for UNC Modification [0707S - Introducing 'Performance Assurance Framework Administrator' as a new User type to the Data Permissions Matrix](#).

The Chair indicated that the modification had been subject to a 'critical friend' review prior to publication. However, in subsequent discussions about the modification with the Joint Office, a concern had been identified that the modification may have an unintended consequence of removing the current permissions that the PAFA has been granted in the UNC. The Chair explained that the UNC states that the Data Permissions Matrix (DPM) overrides what is stated elsewhere in the UNC. She indicated that had this been identified earlier, the issue would have been highlighted to the proposer of the modification (Carl Whitehouse, Shell) in the 'critical friend' review and but that she would be informing the proposer subsequently.

The Chair indicated that the chair of the UNC workgroup for the mirror modification was aware of the concern identified.

The Panel unanimously agreed that IGT136 should be subject to self-governance procedures and sent to the next Workgroup scheduled on Thursday 9th January 2020. They additionally requested that the workgroup for the equivalent modification in the UNC ([UNC0707S – Introducing 'Performance Assurance Administrator' as a new user type to the Data Permissions Matrix](#)) be requested to consider the implications of the modification in the context of IGT UNC Parties within the UNC workgroup.

19/12-01: Code Administrator to request that the UNC workgroup for UNC707S consider the implications of the modification in the context of IGT UNC Parties.

Discussion on cross code workings:

The Chair provided a brief update on cross code working between the IGT UNC and the UNC. A number of requests for cross-code implications have been made to workgroups under the UNC, via their chairs, to consider the implications of UNC modifications on IGT UNC parties. References in the minutes of meetings and anecdotal reports from workgroup participants indicate that potential consequential implications are now being considered. Some Panel members indicated that there is still room for improvement.

The Chair reminded members that a letter re-emphasising the relationship between the two codes, highlighting the importance of cross code working and the implications for the IGT UNC, is being drafted for the incoming UNC Panel Chair which would be sent in January 2020. The Panel unanimously agreed that the letter should specifically request a meeting between the two Panels. It

was also suggested that the agenda of the UNC Distribution Workgroup might be reordered to keep together modifications impacting the IGT UNC, to encourage participation from IGT UNC parties and for greater operational efficiency. The draft letter will be shared with the Panel before being sent.

19/12-02: IGT UNC Chair, when writing to the UNC Panel Chair re the working relationship between the IGT UNC and the UNC Panels, to include a specific request for a meeting between the two Panels.

6. Update on Workgroups

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

BH informed Panel members that the determination in relation to [UNC692S – Automatic updates to Meter Read Frequency](#) being implemented had not yet been received. The Chair stated that once the modification had been implemented and the 15-day Appeal Window had passed, the recommendation to the proposer, Louise Hellyer, would be to withdraw IGT131.

[IGT133 – Transition of IGT UNC Theft Reporting into the IGT UNC](#)

The Chair provided a brief update for IGT133 indicating that an updated modification had been received and it was currently being reviewed by the Code Administrator.

The Chair indicated that she was trying to reduce the workload of the Panel by ensuring that only appropriate updates on workgroups that are currently in flight are highlighted in Panel meetings. Members suggested a high-level summary of the IGT UNC Workgroups each month might be helpful for Panel and that Panel members could request further information if needed.

19/12-03: Code Administrator to produce a pre-Panel high-level summary of modifications discussed in IGT UNC Workgroups going forward.

7. Update on Review Group

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

The Chair provided Panel members an update from the December 2019 IGT UNC Workstream meeting in relation to RG005. The Chair explained that the terms of reference for the review group RG005 needed to be amended for the two additional strands of work required under Ofgem's Faster Switching Programme. The Chair indicated that the original strand of work within the Review Group Request would remain the same and the two additional strands of work would be added to the Review Group Request. This includes the consequential work for the [Retail Code Consolidation Significant Code Review](#) and the Retail Energy Code (REC) Metadata that was highlighted by Ofgem and discussed at the [November 2019 IGT UNC Workstream meeting](#).

The Chair informed Panel members that during discussions at the Workstream meeting, workgroup members highlighted that additional review group meetings may be required to facilitate the work needed and that she supported this view while the deadline remains as March 2020.

8. Panel Shipper Representation

The Chair informed members that the [IGT UNC Pipeline User Engagement Survey](#) was sent out on Friday 20th December 2019 and had a closing date of 31st January 2020. The results from the survey will be available in the February 2020 IGT UNC Workstream meeting.

9. Authority Updates

None.

Appendix 1 – Summary of Actions

Action Reference	Date	Action	Owner	Status
19/12-01	20 th December 2019	Code Administrator to request that the UNC workgroup for UNC707S consider the implications of the modification in the context of IGT UNC Parties.	CA	New
19/12-02	20 th December 2019	IGT UNC Chair, when writing to the UNC Panel Chair re the working relationship between the IGT UNC and the UNC Panels, to include a specific request for a meeting between the two Panels.	CA	New
19/12-03	20 th December 2019	Code Administrator to produce a pre-Panel high-level summary of modifications discussed in IGT UNC Workgroups going forward.	CA	New
19/10-06	18 th October 2019	VP to provide updates to the Panel in relation to the digitisation of the IGT UNC.	VP	Closed
19/11-01	22 nd November 2019	Code Administrator to add IGT134 onto the December 2019 IGT UNC Workstream Agenda.	CA	Closed
19/11-02	22 nd November 2019	Code Administrator to liaise with the Joint Office to arrange joint discussions between IGT134 and UNC0702.	CA	Closed
19/11-03	22 nd November 2019	Code Administrator to send out communications to encourage participation at the November 2019 UNC Distribution Workgroup.	CA	Closed
19/11-04	22 nd November 2019	Code Administrator to liaise with the Joint Office to arrange joint discussions between IGT135 and UNC697.	CA	Closed

19/11-05	22 nd November 2019	Code Administrator to send out communications to encourage participation at the November 2019 UNC Distribution Workgroup.	CA	Closed
19/11-06	22 nd November 2019	Code Administrator to add RG005 onto the December 2019 IGT UNC Workstream Agenda.	CA	Closed
19/11-07	22 nd November 2019	Code Administrator to liaise with the Joint Office to arrange joint discussions between IGT134 and UNC0708.	CA	Closed
19/11-08	22 nd November 2019	Panel members to review the Pipeline User survey ex committee.	CA	Closed
19/11-09	22 nd November 2019	Panel members to agree IGT Code meeting dates ex committee.	CA	Closed

The next Modification Panel meeting will take place at 10am, 24th January 2020.