

## **IGT UNC Modification Panel Meeting 20-01**

### **Draft Minutes**

**Friday 24th January 2020**

Gemserv, 8 Fenchurch Place, London EC3M 4AJ

<b>Attendee</b>	<b>Organisation</b>	<b>Representing</b>	<b>As</b>
Anne Jackson (AJ)	Gemserv	Code Administrator	Chair
Kirsty Dudley (KD)*	E.ON	Pipeline User	
Rebecca Shaw (RS)*	E.ON	Observer	
Jenny Rawlinson (JR)*	BUUK	Pipeline Operator	
Claire Roberts (CR)*	Scottish Power	Pipeline User	
Cher Harris (CH)*	Indigo Pipelines	Pipeline Operator	
Victoria Parker (VP)*	ESP Utilities	Pipeline Operator	
Liam King (LK)*	Ofgem	Authority	
Jon Dixon (JD)*	Ofgem	Authority	
Jessica Davis (JDa)	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 noted that no apologies were received.

### **2. Confirmation of Agenda**

The Chair confirmed the items for discussions as outlined in the final agenda. The Chair asked the Panel members if they had any other business to raise. A Pipeline Operator representative noted that they had questions regarding the BEIS Consultation and the potential impact on the IGT UNC. The Chair stated that although the BEIS Consultation did not address the IGT UNC directly, it could potentially impact the SCR which would have repercussions on the IGT UNC; this question could be directed to the Authority representative when they were available later in the meeting.

### **3. Approval of the previous minutes**

The Chair addressed the one comment that had been highlighted prior to the meeting and agreed, in the final minute, that Jenny Rawlinson would be categorised as a Pipeline Operator on the attendees list. No further comments or questions were raised on the previous minutes, therefore the panel agreed that the minutes was 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.

- It was agreed that Action **19/12-01** had been completed and could now be closed.
- Action **19/12-02** had been partially drafted and would be discussed further under Agenda Item 8. It was agreed that this action would remain open and reviewed again at the next meeting.
- It was agreed that Action **19/12-03** had been completed and was presented under Agenda Item 7, this action could therefore be closed.

### **5. Ofgem Letter**

The Authority's representative (JD) introduced the letter to the IGT UNC Panel from Ofgem. JD noted that there were two Significant Code Reviews (SCRs) currently running in parallel, that of the Switching Programme and Retail Code Consolidation. The main aspect that might have an impact on IGTs would be the changes required to metering provisions, however this would not necessarily result in changes to the IGT UNC document.

JD explained that an SCR gives the Authority additional powers over and above the usual governance processes. The Authority plans are to let as many modifications that might be raised in the following months through as possible, but modifications that are contradictory or unhelpful would be stopped.

JD explained that the IGT UNC has a dependency on the UNC. In response to the Switching Programme SCR in early 2019, Dentons (lawyers) had done some substantive redrafting on the UNC and this led to a further modification (UNC Mod 0708) to reorder the UNC to match the draft that will be implemented through the SCR modifications. This modification will be returned to the UNC Panel in March 2020 and visibility of the modification and the drafting is being encouraged throughout the process.

In terms of the Significant Code Review (SCR), seven industry codes are impacted. Late in 2020 the SCR modifications will be formally submitted into the governance process, before being returned to the Authority. There will not be seven separate consultations, but a single consultation incorporating all the changes in a collaborative approach, requiring a single response from Parties.

JD highlighted the importance of the code administrators being a part of the process going forward and in the creation of the consultation. It was likely that a common timetable would be prescribed.

A Pipeline Operator representative wanted to clarify what was expected to be submitted on 31<sup>st</sup> March 2020, and would it be a plan or the text? JD requested that the text be submitted on 31<sup>st</sup> March 2020 as there would need to be a reasonable amount of time to legally review it. However, a plan should be provided by 31<sup>st</sup> January 2020, showing when the IGT UNC plan to start the work, what elements are needed, milestones etc. and generally provide the comfort that the IGT UNC can meet the deadline for the legal text.

A Pipeline Operator raised a question regarding RG005 and if the work that had been completed would be redundant when the reordering under MOD 0708 was implemented. The Chair noted that there would likely be some amendments made to the current RG005 legal drafting, however, the work done so far will not be entirely redundant.

It was noted that a Mod needs to be raised for the IGT UNC to cover the consequential impacts of the UNC Mod 0708.

It was noted that a member of the IGT UNC may be requested to attend the legal walkthrough day to understand the changes needed to the IGT UNC. The day would not be a formal joint workgroup, but it would be a joint activity.

The large portion of changes to the IGT UNC would be directing references to the REC as opposed to the current codes (MRA, SPAA, etc.). One party was concerned that metering was still detailed in the IGT UNC which would likely be moved into the REC. It was agreed that the extent of these changes would not be known until the work starts. A Pipeline Operator representative noted that the Authority representative had mentioned changes to the Agency Services contract, as some of the services currently provided by the Central Data Services Provider (CDSP) would be provided by the Central Switching Service (CSS).

The Chair suggested that it would be the correct time to discuss the BEIS consultation that was bought up under AOB and it was noted that no consequences had been directed at the IGT UNC in the consultation. The consultation was about requiring more data from parties around smart meters.

The Authority representative noted that more work was needed on the BEIS consultation and future impacts. More information would be provided in the future and the Authority representative agreed to take an action to provide clarity on the BEIS consultation at the next meeting.

**20/01-01: The Authority representative to provide clarity on the BEIS consultation at the next meeting.**

## 6. Update on Review Group

The Chair noted that they had amended the Review Groups requirements and designed them in a way to allow for the addition of extra strands of work under the switching program.

The first piece of work would be to identify the implications of MOD 0708 on the IGT UNC and this is not within the scope of the Review. The Chair noted that this work could be completed by Gemserv along with the reference amendments in the IGT UNC. Once there is a static version of the UNC then more detailed work can commence in relation to the SCRs.

The Chair noted that a discussion was needed between Gemserv and the IGTs to discuss the costs and mapping of what was needed to be delivered and that this would be post the delivery of the plan, which would need to be signed off by the Panel members before the 31<sup>st</sup> January 2020.

There was some discussion around creating a matrix to map changes in the IGT UNC and the UNC to give a view of all of the changes between the two codes, however, it was decided that this would not be feasible.

A Pipeline Operator representative highlighted that the first task to be completed would be the consequential work due to the UNC Mod 0708 to reorder the UNC and to check that the faster switching draft works with the reordering.

The Chair agreed to provide the plan required by Ofgem on how the RCC consequential drafting would be achieved. This would provide a day for review by the Panel and an additional Panel meeting would be convened for the morning of Friday 31<sup>st</sup> January 2020 for approval. Any comments or concerns could be discussed offline prior to the meeting. This would allow the Friday afternoon on 31<sup>st</sup> January 2020 for final adjustments.

A Pipeline Operator representative (VP) agreed to raise the mod needed to deal with the consequences of UNC Mod 0708.

**20/01-02: Code Administrator to provide a high-level plan of the activities that the IGT UNC would be undertaking in the coming months in order to deliver the RCC consequential drafting, along with any risks, issues and mitigations that have been identified**

**20/01-03: Code Administrator to arrange a meeting on 31st January 2020 to provide agree the plan on how the impacts of UNC Mod 0708 are to be managed and the RCC consequential drafting is to be achieved.**

**20/01-04: A Pipeline Operator representative to raise the mod needed to deal with the consequences of UNC Mod 0708.**

## 7. Update on Workgroups

The Chair presented the paper that had been circulated to the Panel prior to the meeting, with summaries on all of the working groups activities. No questions were received

The Panel noted that they liked the addition of this paper and requested that this continues to be provided in the future.

## 8. UNC Letter

The Chair stated that the letter to the UNC Panel was still being drafted, it was discussing how the IGT UNC and the UNC move forward and start to work in a cross-code manner. It was noted that some parties under the UNC felt that they did not need to be aware of what was happening in the IGT UNC.

The Chair reported that there had been some very positive indications in terms of emails from the Joint Office of Gas Transporters notifying the IGT UNC of anticipated impacts and consideration of

the impacts on the IGT UNC recorded in meeting notes. As a result of these the Chair felt that this should be considered in terms of the direction and objectives of the letter.

The Panel felt that it would be a good start to acknowledge the improvements that have been made, request a meeting with the UNC Panel and suggest some next steps. The Chair agreed to have a draft ready for discussion and agreement at the IGT UNC Panel in February 2020.

## 9. Audio Recordings Policy

The Chair introduced the Audio Recording Policy paper that was provided with the pre meeting papers and asked if anyone had any concerns or questions with the Policy.

Some parties had concerns, and it was requested that there could be an “opt in” “opt out” policy, whereby parties had the option to stop recording the meeting at any point. It was confirmed that the Terms of Reference (ToR) for the Panel would not need to be amended to allow for audio recording and that a statement would be added to any agenda which was to be recorded. The Chair agreed to amend the policy in line with the requests

There was a discussion around the ability to listen to recordings after meetings. The policy states that the recordings can only be used to support the taking of meeting notes and would be for use by Gemserv only in fulfilling this requirement. However, under the Data Protection rules an individual may make a formal request to see / hear the data kept on them, which would mean in this instance that the individual would only be able to hear their own voice in these recordings.

**20/01-05: Code Administrator to amend the Audio Recording Policy in line with the requests made by Panel.**

## 10. Authority Updates

The Authority representative said that they had nothing to update.

## Appendix 1 – Summary of Actions

Action Reference	Date	Action	Owner	Status
20/01-01	24 <sup>th</sup> January 2020	The Authority representative to provide clarity on the BEIS consultation at the next meeting.	The Authority	New
20/01-02	24 <sup>th</sup> January 2020	Code Administrator to provide a high-level plan of the activities that the IGT UNC would be undertaking in the coming months in order to deliver the RCC consequential drafting, along with any risks, issues and mitigations that have been identified	CA	New
20/01-03	24 <sup>th</sup> January 2020	Code Administrator to arrange a meeting on 31st January 2020 to provide agree the plan on how the	CA	New

		impacts of UNC Mod 0708 are to be managed and the RCC consequential drafting is to be achieved.		
20/01-04	24 <sup>th</sup> January 2020	A Pipeline Operator representative to raise the mod needed to deal with the consequences of UNC Mod 0708.	VP	New
20/01-05	24 <sup>th</sup> January 2020	Code Administrator to amend the Audio Recording Policy in line with the requests made by Panel.	CA	New
19/12-02	20 <sup>th</sup> December 2019	Code Administrator to contact the IGT UNC Panel Chair in relation to cross code working between the IGT UNC and UNC as well as a specific request for a meeting between the two Panels.	CA	In progress
19/12-01	20 <sup>th</sup> December 2019	Code Administrator to request that the Chair of the UNC workgroup for UNC707S considers the implications of the modification in the context of IGT UNC Parties.	CA	Complete
19/12-03	20 <sup>th</sup> December 2019	Code Administrator to produce a high-level summary of IGT UNC Workgroups for Panel meetings going forwards.	CA	Complete

**The next Modification Panel meeting will take place on 28<sup>th</sup> February 2020.**