

IGT UNC Modification Workstream Meeting 20-01

Draft Minutes

Thursday 9th January 2020

Gemserv, 8 Fenchurch Place, London EC3M 4AJ

Attendee		Organisation	
Anne Jackson	(AJ)	Gemserv	Chair
Brandon Rodrigues	(BR)	ESP	
Chris Barker	(CB)	BUUK	
Cher Harris*	(CH)	Indigo Pipelines	
Claire Roberts*	(CR)	Scottish Power	
Kirsty Dudley*	(KD)	E.ON	
Ellie Rogers*	(ER)	Xoserve	
Billy Howitt	(BH)	Gemserv	Secretariat
Amy Stackhouse	(AS)	Gemserv	Secretariat

*Attendees joined meeting via teleconference

1. Welcome and apologies for absence

The Chair welcomed attendees to the meeting. The Chair indicated that apologies were received from Mark Jones (SSE) and Megan Coventry (SSE).

2. Confirmation of Agenda

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

3. Approval of the Previous Minutes

Attendees considered the minutes from the Modification Workstream meeting held on 3rd December 2019 (19-12). KD requested that the minutes be amended, under Review Group RG005 to include that a request had been made during the UNC0708 meeting for a clause-mapping exercise to be carried out and records to be kept. No further comments were received. Subject to this amendment the minutes were approved.

4. Outstanding Actions

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

20/01-01: Code Administrator to provide ER with the Pipeline User Engagement Survey to be sent to CDSP's distribution list.

5. Modification Workgroups

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

KD indicated that IGT130 version 3 was the final revision of the modification, any further changes would be housekeeping only. The approach is principal based which allows the sender of information to make the decision of whether they choose to encrypt the data based on the content of the email.

KD informed members that after discussions with the proposer Radhika Kalra (E.ON) it was determined that she would adopt IGT130 going forward.

The governance of IGT130 will be subject to an Authority decision, as the modification pertains to consumer data so it was felt not to be appropriate to be subject to self-governance rules. KD stated that an existing process adopted by CDSP already exists that applies similar principles regarding communications containing consumer data. As this process already exists within the industry, IGT130 seeks to create consistency with consumer data handling.

One IGT raised concerns about the modification being too broad and that the subsequent increase in encrypted emails will be difficult to manage efficiently. They suggested that there will need to be a transitional period, where IGTs and Shippers can discuss where and when encrypted emails should be sent to avoid a 'big bang' of encrypted emails.

One IGT indicated that some shippers currently struggle with encrypted invoices and also asked whether an MPRN within an unencrypted email constitutes a breach? The proposer indicated that this would be a matter for the sender of the email to decide and therefore whether encryption is required or not.

One IGT indicated that a slight increase in processing activity was anticipated.

The Proposer noted the workgroup report for IGT 130 should capture the concerns expressed by IGT's on the potential workload implications and would be happy for the Panel to amend the implementation date.

The Proposer indicated that the legal text would be ready for the February 2020 IGT UNC Workstream and the intention was for the workgroup report to be completed next month.

20/01-02: Code Administrator to provide the legal drafting for the next workgroup meeting.

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

The Chair informed workgroup members that [UNC692S Automatic updates to Meter Read Frequency](#) (the equivalent modification for the UNC) has been appealed. The Chair stated that UNC692 would be discussed at the UNC Panel meeting scheduled on 16th January 2020. Members agreed to remove

IGT131 from the agenda until further updates are made available. It is still the intention, dependant on the outcome of the appeal, that IGT131 be withdrawn.

[IGT132 – Introduction of IGT Credit Code Rules](#)

The Proposer noted IGT132 had been raised due to Supplier and Shipper businesses that went into liquidation in 2018 as IGT's were unprotected from the resulting debt. This modification seeks to create a standard process for all IGT's and Shippers, similar to both DCUSA and UNC which have defined processes in place. IGT132 seeks to provide IGT's with the same protections.

KD stated that there was some overlap with UNC713 ([Amendments to TPD V3.1.7 Independent Assessment Table](#)) which must be addressed if there are to be no conflicting values between the codes. The Proposer advised that the legal text would be amended accordingly.

The proposer indicated that the legal text includes a transition / implementation approach within it. CB noted that bi-lateral talks would be essential for arrangements to be put in place following implementation of IGT132. One Shipper raised concerns that formal contacts for credit arrangements may not be in place or up to date, noting that DCUSA hold a central register of formal contacts which is managed by the Secretariat and this may need to be reflected in the modification for IGT's.

One shipper asked if other individual network codes would need to be updated as those of IPL and QPL were. CB confirmed that he believed that credit code rules did not feature in the individual network codes of any of the other IGT's. CH confirmed that this was the case for the Indigo's network code.

20/01-03: Code Administrator to send a note to Shippers to indicate that a line by line review of the legal text would be conducted at the next workgroup to encourage participation and attendance at the next Workgroup.

20/01-04: All members to send any comments on IGT132 to the Proposer before the meeting to allow time for review and solutions to be brought back to the next Workgroup.

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

CB, the Proposer for IGT133 indicated that this modification seeks to provide clarification on the provision of a standard report to ensure that it is available should the Authority request it. The Proposer clarified that the Authority can make a request for information i.e. any theft data items and at any time. The modification does not seek to mandate the provision of the report at prescribed times. Theft reporting data should be collated by IGTs regularly as a requirement of SPAA governance, but the requirement to provide a prescribed standard report is being removed from the SPAA and the modifications seeks to ensure that IGT's continue to be able to provide such a report if requested.

CB informed the Workgroup that the legal text for IGT133 is still being drafted.

ER provided the following information in relation her Action - **MWS19/11-04:**

“The Allocation of Unidentified Gas Expert (AUGE) received a year on year summary of all Valid Theft of Gas (ToG) contacts that we received via Central Data Services (CDS). This data includes both Shipper contacts and those raised by the Gas Transporter’s.

They also receive summary information from the Theft Risk Assessment Service (TRAS) which contains the ‘Source of Lead’ and includes information provided by GT’s. Below is a summary of the information used by the AUGE as published in their AUG Statement to the industry.

Data supplied by the CDSP consists of all recorded, detected and alleged thefts from 2008 to March 2019. For each theft, the following key data items are supplied:

- *Dummy MPRN*
- *Theft start and end dates*
- *LDZ*
- *Meter AQ*
- *Estimate of energy value of theft (kWh)*

In addition, SPAA have supplied the SPAA Schedule 33 data for 2015 to 2017 (summary level) plus line-by-line data from the TRAS Outcome files covering the following:

- *Dummy MPRN (defined by the CDSP)*
- *Meter Serial Number (supplied to CDSP only, not provided to the AUGE)*
- *EUC (derived by matching MPRN with asset data)*
- *Product Class (derived by matching MPRN with asset data)*
- *Meter Type (traditional/Smart/AMR – derived by CDSP)*
- *Meter installation date (derived by matching MPRN with asset data)*
- ***Source of lead (MAM, MRA, GT, TRAS, own analysis, tip-off)***
- *Lead investigated? (Yes/No)*
- *Theft detected? (Yes/No)*
- *Assessed Losses*
- *Tamper Code “*

[IGT134 – Introducing ‘Research Body’ as a new user type to the Data Permissions Matrix and the IGT UNC](#)

ER provided an update on IGT134, noting that a presentation has been prepared to present to the Data Services Contract (DSC) Contract Management Committee and further updates will be provided when available. ER advised members that a high-level draft of the definition of “Research Body” was proposed to the distribution workgroup, and discussions remain ongoing as to whether a ‘Research Body’ would need a company registration number on the basis that it is preferable to have a company registration number when entering into a contract.

[IGT135 – Alignment of the IGT UNC Part K and the Data Permissions Matrix](#)

ER informed workgroup members that of the three approaches presented to members regarding UNC697 ([Alignment of the UNC TPD Section V5 and the Data Permissions Matrix](#)), the third option to partly rationalise Section V5 and add a list of Data Permissions Matrix user types was chosen as the solution. The legal text is still currently being drafted and will be ready for the IGT UNC Modification Workstream in February.

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

The Chair introduced the modification to members and highlighted that IGT136 has a mirror modification in the UNC ([UNC707 – Introducing ‘Performance Assurance Framework Administrator’ as new user type to the Data Permissions Matrix](#)). The Chair highlighted that the intent of this modification is to provide the Performance Assurance Framework Administrator (PAFA) as a new user type and that the Proposer’s intention was to allow the PAFA access to Xoserve’s new self-service data platform.

Following discussions with the Joint Office and through reviewing the legal text within the UNC, the Chair indicated that the PAFA may already have sufficient data permissions in the UNC and this modification may have unintended consequences whereby the PAFA’s current data permissions could be removed. The Chair informed members that she had discussed this with the proposer and was working with the proposer as well as the Joint Office to work out a solution.

6.Review Groups

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

KD indicated the title of the review group may not be accurate and should be revised to be more generic. The Chair highlighted the amendments to the review group were to allow for any additional strands of work to be added to the review group request in relation to the Faster Switching Programme (which includes the Faster Switching and the Code Consolidation SCR’s).

The Chair indicated that ‘Work Strand 1’ refers to the work that had already been completed in relation to [Switching Programme and Retail Code Consolidation: Proposed changes to licences and industry codes](#).

The Chair stated that two additional strands will be added to the RG005 Review Group Request following the request from Ofgem for the additional work that falls within the Faster Switching Programme.

Work Strand 2:

The Chair stated that 'Work Strand 2' relates to the planned centralising of access to industry metadata. The Authority explained in [November 2019 IGT UNC Workstream meeting](#) that their intention is to develop a Retail Energy Code (REC) Data Catalogue ([outlined here](#)) and wanted to ascertain if there were any specific data items or flows that should be moved over to this new single energy market data depository.

The Chair explained that a review of all IGT documentation including all ancillary documents will be required to indicate which data items or flows should be considered for the REC Data Catalogue.

Workgroup members highlighted that Portfolio extracts, PSA, PSB, backing data and GT1 data items/flows should be considered for the REC Data Catalogue. The Workgroup requested that these data/flows are added to work strand 2 of the RG005 Review Request.

20/01-05: Code Administrator to update work strand 2 to cover Portfolio, PSA, PSB, Backing Data and GT1.

One Shipper noted that the Code Administrator may be best placed to conduct the work as they have a better understanding of the code, or an IGT rather than a Shipper representative.

The Chair noted the following options to complete work strand 2:

- Additional meeting(s) where the work is done by the workgroup participants;
- The Code Administrator carries out the work;
- A representative from an IGT UNC party volunteers to carry out the work.

The Workgroup agreed that a proposal from the Code Administrator regarding the associated costs and a breakdown of work would be required.

Work Strand 3:

The Chair explained that Work Strand 3 relates to the work required from Ofgem's '[Retail Code Consolidation Significant Code Review](#)'.

CB stated that initial work must identify what will be impacted as a result of the significant code review and the Known Issues Register will help to identify instances where SPAA is referenced, so it is essential to ensure this register is up to date.

KD noted that waiting on other codes to complete their work could impact the ability of others to complete their work to the required deadlines. A joint workgroup between all impacted parties could address this issue by identifying a clear timeline, including any tasks that are co-dependent.

The Chair noted that Ofgem have asked the Code Administrator to consider that the two SCR's could be implemented in any order or even together. The consequence of this would mean that the Code Administrator will need three versions of the IGT UNC and the consequential changes to be drafted and maintained until implementation in order to prepare for these possibilities.

One Shipper asked if with the fundamental shift of switching being Supplier led rather than Shipper-led, would have an impact on processes such as new connections. If so, is there the possibility of creating a 'Work Strand 4' to accommodate any additional findings that arises. The Chair advised that new connections would not be considered within the remit of Work Strand 3 (the [Retail Code Consolidation Significant Code Review](#) element) or Work Strand 1 (Faster Switching), but anything of a consumer nature (which new connections are assumed to be) would ultimately need considering as potential content for the REC. The drafting of RG005, however, is now designed to take additional strands of work as necessary.

One Shipper raised concerns that as Shippers are not governed through SPAA and unless there are existing subcontracts between them and their supplier, when theft is consolidated into the REC, there will be ambiguity as to whether IGT UNC and the REC cover the responsibilities of all parties involved.

20/01-06: Code Administrator to send out placeholders for an additional meeting each month.

The Chair advised the Workgroup that a revised drafting of RG005 will be presented to the Panel to understand and consider how much additional work is required.

7. IGT UNC Known Issues Register

The Workgroup reviewed the current items recorded on the known issues register.

BH asked if anything needed to be added, the Workgroup agreed with the following changes;

- Adding 'RG005 – IGT UNC Review of Consequential Changes resulting from Faster Switching arrangements' to the register due to the potential workload implications on members.

The Chair noted that some of the expected Switching Programme consultation documents had not yet been published by Ofgem and the anticipated joint workgroups to address code consolidation issues have not yet been arranged.

8. Cross-Code Modification Implications

The Chair introduced the 'Cross Code Tracker', the Workgroup reviewed the document and discussed the possible implications to the IGT UNC, and a summary of the discussion is detailed in Appendix 2.

9. AOB

Recording of future IGT UNC Meetings

The Chair highlighted that due to changes to the administrative team at Gemserv, it is the intention that future meetings will be recorded to assist with writing minutes. This will be discussed further with the Panel who will review the Code Administrator's policy in respect of this planned change. Agendas will highlight that meetings are to be recorded, the recording will only be accessed by Gemserv and deleted once final minutes have been approved.

Supply Point Administration Agreement (SPAA) Market Domain Data (MDD) and MPRN Allocation

The Chair also noted that there have been recent instances where MPRN ranges have been notified to Shippers that are not on MDD. The Code Administrator explained that information received confirming the status of MDD on these occasions had subsequently been found to be erroneous and the Chair apologised for the confusion and inconvenience being caused.

Xoserve, ER advised this would be investigated further with the Xoserve onboarding team to ensure that IGT parties are receiving the correct advice as new parties to ensure that they are able to start using their MPRN ranges as quickly and as efficiently as possible.

PCW's and TPI's Non-Domestic Data Request

ER raised that discussions are currently ongoing at the UNC Distribution Workgroup regarding Price Comparison Websites (PCW) and Third-Party Intermediaries (TPI). Currently PCW's and TPI's have access to domestic data and they have put forward a request for non-domestic data which is being considered.

There were no further items raised for discussion, and the Chair closed the meeting.

The next meeting is scheduled for Friday 14th February 2020.

Appendix 1

Action Reference	Date	Action	Owner	Status
MWS19/10-06	1 st October 2019	Code Administrator to review the UNC code obligations for Supply Meter Point Isolations in relation to the issue on the Known Issues Register. Action to remain open.	CA	Open
MWS19/11-01	5 th November 2019	Code Administrator to draft a workgroup report for the IGT130 for the December 2019 IGT UNC workstream meeting. Action to remain open and the draft workgroup report will be provided for the February 2020 IGT UNC Workstream meeting.	CA	Open
MWS20/01-01	9 th January 2020	Code Administrator to provide ER with the Pipeline User Engagement Survey to be sent to CDSP's distribution list.	CA	New
MWS20/01-02	9 th January 2020	Code Administrator to provide the legal drafting for the next workgroup meeting.	CA	New
MWS20/01-03	9 th January 2020	Code Administrator to send a note to Shippers to indicate that a line by line review of the legal text would be conducted at the next workgroup to encourage participation and attendance at the next Workgroup.	All	New
MWS20/01-04	9 th January 2020	All members to send any comments on IGT132 to the Proposer before the meeting to allow time for review and solutions to be brought back to the next Workgroup.	CA	New
MWS20/01-05	9 th January 2020	Code Administrator to update work strand 2 to cover Portfolio, PSA, PSB, Backing Data and GT1.	CA	New
MWS20/01-06	9 th January 2020	Code Administrator to send out placeholders for an additional meeting each month.	CA	New

MWS19/12-01	3 rd December 2019	Code Administrator and Proposer (CB) to liaise with the RG005 proposer in relation to the current Terms of Reference. Action covered in the RG005 discussions.	CA / CB	Closed
MWS19/12-02	3 rd December 2019	Code Administrator to highlight the potential workload implications of this review to the December 2019 IGT UNC Panel meeting in relation to covering the scope of the Code Consolidation SCR and REC Metadata. Action covered in the RG005 discussions.	CA	Closed
MWS19/12-03	3 rd December 2019	Code Administrator to amend the IGT UNC Pipeline User Engagement Survey and then pass it to Panel for approval. Action closed as the Pipeline User Engagement Survey has been sent out to parties.	CA	Closed
MWS19/12-04	3 rd December 2019	Code Administrator to provide a summary paper for labelling cross code modifications for the January 2020 IGT UNC Workstream meeting. Action covered in Cross Code implications discussions.	CA	Closed
MWS19/10-06	1 st October 2019	Code Administrator to review the UNC code obligations for Supply Meter Point Isolations in relation to the issue on the Known Issues Register. Action discussed during the Known Issues Register discussions. The workgroup determined for this action to remain open.	CA	Open
MWS19/11-02	5 th November 2019	IGTs to provide how they calculate energy losses due to theft in conveyance across their networks. Workgroup members determined that this action should be closed.	IGTs	Closed

MWS19/11-04	5 th November 2019	CDSP to provide an update as to whether all theft reporting, where the transporter is responsible, is being properly recorded and fed into AUGE modelling. Action covered in IGT133 discussions.	ER	Closed
MWS19/11-07	5 th November 2019	ER to check with the communications team at the CDSP to see if they are satisfied to send out the survey to the CDSP's distribution list. Action closed as ER indicated that the survey can be sent via the CDSP's distribution list.	ER	Closed

Appendix 2

Mod Ref	Description	Workgroup determination
713	Amendments to TPD V3.1.7 Independent Assessment Table	The Workgroup indicated that this would impact the IGT UNC as Graydon's table is within modification IGT133. The Workgroup agreed to continue to monitor this modification.
711	Update of AUG Table to reflect new EUC bands	The workgroup for UNC711 met on 17th December 2019. The CDSP raised concerns around the impacts that this change cause to Gemini. The CDSP highlight that a ROM assessment was needed. The Workgroup agreed to continue to monitor this modification.
710	CDSP provision of Class 1 read service	No update. The Workgroup agreed to continue to monitor this modification.
0708	Re-ordering of the UNC in advance of Faster Switching	The Proposer indicates that there will be a consequential impact on the IGT UNC. The IGT UNC Chair indicated that a proposer was required for an IGT modification. The IGT UNC Chair highlighted the importance of alignment of the UNC and proposed IGT Modification. The Workgroup agreed to continue to monitor this modification.
706	Instances where Shippers can exit commercial agreements with an independent Supplier	No update. The Workgroup agreed to continue to monitor this modification.
704	Review of Transporter Theft Reporting	No update. The Workgroup agreed to continue to monitor this modification.
702	Introducing 'Research Body' as a new User type to the Data Permissions Matrix	The workgroup reviewed a high-level definition of 'Research Body'. Xoserve informed the workgroup that an application template has been sent to DSC Contract Management Committee for review. The Workgroup agreed to continue to monitor this modification.
701	Aligning Capacity booking under the UNC and arrangements set out in relevant Network Exit Agreements	The workgroup met on 17th December 2019. The workgroup reviewed the updated modification whereby the solution had been updated. Some members questioned the updated solution and the Proposer indicated that she would review the comments and potentially submit an amended modification. The Workgroup agreed to continue to monitor this modification.
699	Incentivise Key Areas of Performance using additional UIG Charges	No Update. The Workgroup agreed to continue to monitor this modification.
697	Alignment of the UNC TPD Section V5 and the Data Permissions Matrix	No Update. The Workgroup agreed to continue to monitor this modification.
696	Addressing inequities between Capacity booking under the UNC and arrangements set out in relevant NExAs	The Workgroup for UNC696 met on 17th December 2019. The Workgroup worked through The Workgroup agreed to continue to monitor this modification.

695		Obligations on Shippers to pass Transporter compensation payments on to consumers, via Suppliers	UNC695 was implemented on the 8th November 2019. IGT129 will be implemented within the February 2020 release. The Workgroup agreed to continue to monitor this modification.
693	R	Treatment of kWh error arising from statutory volume-energy conversion	The Workgroup for UNC693 was deferred and therefore there is no update. The Workgroup agreed to continue to monitor this modification.
692		Automatic updates to Meter Read Frequency	UNC692 is out for consultation with a close out date of 11th December 2019. The workgroup discussed UNC692 during the IGT131 discussions. The Workgroup agreed to continue 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 for UNC691 was deferred and therefore there is no update. The Workgroup agreed to continue to monitor this modification.
690		Reduce qualifying period for Class 1	No Update. The Workgroup agreed to continue to monitor this modification.
680	S	UNC changes as a Consequence of 'no deal' United Kingdom Exit from the EU	No Update. The Workgroup agreed to continue to monitor this modification.
677	R	Shipper Supplier Theft Reporting Request	UNC677 review group was closed at the November 2019 UNC Panel meeting. The proposer for IGT133 has submitted an updated modification proposal. The Workgroup agreed to remove this review group.
676	R	Review of Gas Transporter Joint Office Arrangements	The Workgroup for UNC676R met on 2nd December 2019. The Workgroup discussed the need for consistency around the critical friend process. The Workgroup discussed IGT governance and it was highlighted that the IGT has a greater dependency on the UNC thus it needed to be acknowledged and considered. The Workgroup agreed to continue to monitor this modification.
674		Performance Assurance Techniques and Controls	The Workgroup for UNC676R met on 2nd December 2019. The Workgroup discussed the need for consistency around the critical friend process. The Workgroup discussed IGT governance and it was highlighted that the IGT has a greater dependency on the UNC thus it needed to be acknowledged and considered. The Workgroup agreed to continue to monitor this modification.
672		Incentivise Product Class 4 Read Performance	The Workgroup for UNC672 met on 12th December 2019. The Workgroup reviewed the legal text and the Proposer, SC indicated that an IGT modification is unlikely however this cannot be determined until the legal text has been finalised. The Workgroup agreed to continue to monitor this modification.
664		Transfer of Sites with Low Read Submission Performance from Class 2 and 3 into Class 4	The Workgroup for UNC664 met on 12th December 2019. The Workgroup reviewed the amended legal text and it was determined that the legal text needed to be updated within the

			<p>amended modification proposal to reflect the discussions made. Members discussed the implementation date for UNC664, the Proposer indicated that it will be directed by Ofgem following the Panel decision.</p> <p>The Workgroup agreed to continue to monitor this modification.</p>
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