

**IGT UNC Modification Panel Meeting (Ex-Committee)**

**Draft Minutes**

**Friday 31<sup>st</sup> January 2020**

Via teleconference

<b>Attendee</b>	<b>Organisation</b>	<b>Representing</b>	<b>As</b>
Paul Rocke (PR)	Gemserv	Code Administrator	Chair
Kirsty Dudley (KD)	E.ON	Pipeline Users	
Claire Roberts (CR)	Scottish Power	Pipeline Users	
Jenny Rawlinson (JR)	BUUK	Pipeline Operators	
Cher Harris (CH)	Indigo Pipelines	Pipeline Operators	
Victoria Parker (VP)	ESP Utilities	Pipeline Operators	
Liam King (LK)	Ofgem	Authority	
Kemi Fontaine (KF)	Gemserv	Code Administrator	Secretariat
Sarah Gratte (SG)	Gemserv	Code Administrator	Advisor

**1. Alternates, observers and apologies**

The Chair welcomed attendees to the IGT UNC Modification Panel meeting. The Chair noted that apologies for absence had been received from Anne Jackson (Gemserv). The Panel agreed that PR would Chair the meeting in the absence of Anne Jackson.

The Chair reminded Panel that the meeting had been convened for the single purpose of agreeing the plan for the preparation of the legal text associated with the IGT UNC consequential changes for the Retail Code Consolidation (RCC) Significant Code Review (SCR).

**2. Proposed Plan for the RCC SCR Consequential Changes Drafting**

In a letter received by Panel ahead of its meeting on 24<sup>th</sup> January 2020, Ofgem had requested receipt of a plan setting out how the IGT UNC would submit the proposed required changes to the Code resultant from the RCC SCR before 31<sup>st</sup> March 2020. Ofgem had requested that the plan should be received by 31<sup>st</sup> January 2020.

At the request of Panel, Gemserv had subsequently convened this additional meeting, and prepared an initial version of a plan, which had been circulated to Panel for its consideration and agreement. The plan included a timeline of activity including key milestones, a summary of the identified risks and issues, and mitigating steps to minimise the impact and likelihood of those risks. The Chair progressed through the plan in detail and sought feedback from the Panel on its content.

Timeline of Activities/Milestones

Panel agreed that the activities captured within the plan were appropriate and required for the completion of the project; however, Panel did raise some amendments and additions to the plan, which have been captured below:

- Panel agreed that it was important to capture owners against each of the activity lines, to ensure there was certainty on the party responsible for completing each activity;

- Panel noted that there would be dialogue between Genserv and the Pipeline Operators to agree the commercial terms for completing the activities and agreed that this activity should be captured on the plan;
- Panel considered that the activities following the assumed publication of a baseline text for UNC 0708S<sup>1</sup> on 9<sup>th</sup> March 2020 should be marked as dependencies. Panel accepted that the accurate development of IGT UNC legal text for the RCC SCR was highly dependent on the availability of an agreed version of the UNC;
- Panel agreed to capture the UNC Modification Panel on 16<sup>th</sup> April 2020 as a key date, as UNC 0708S was scheduled to be approved at that meeting (Panel noted that this milestone was after the date by which Ofgem required the RCC SCR consequential legal text);
- Panel noted the importance of the progression of UNC 0708S and the modification to be raised in the IGT UNC to implement the consequential changes to the Code; the Panel suggested it would be useful to include the timetabled progression of the consequential modification on the plan;
- Panel proposed that an additional column should be added to the plan highlighting which activities fell under the critical path, where failure to progress those activities would prevent further activities under the plan from taking place; and
- The Panel considered that the colours used to denote non-dependent and dependent activities should be changed; the existing use of green and amber could suggest a risk and/or completion status which was not the intention.

The Chair thanked Panel for its comments, and Genserv agreed to incorporate all the proposals into a revised version of the timeline of activities.

#### Risks, Issues and Mitigations

Panel considered that the RAG status associated with several of the identified risks did not accurately reflect the true likelihood/impact of the risks, and proposed some amendments:

- Panel considered that the status of the risk of the IGT UNC failing to meet the deadline of 31<sup>st</sup> March 2020 for submission of legal text to Ofgem should be amended from green to amber. This was in recognition that – regardless of the mitigating actions – the IGT UNC was significantly dependent on the activities being undertaken within the UNC, over which the IGT UNC had a limited influence;
- Panel proposed that the status of the risk to the quality and accuracy of the prepared drafting should be amended from green to green/amber. Panel recognised the positive impact of the mitigating activities; however, Panel considered that the limited time for completion of the activity did introduce increased likelihood of the risk being realised;
- Panel agreed that the status should be changed from green to amber for the risk that the consequential drafting already completed for the Faster Switching SCR would become not fit for purpose.
- Panel sought clarification with respect to the risk associated with low engagement from industry parties. The Chair considered that this reflected the risk of code parties not engaging with the changes until late in the process, and then raising (potentially critical) issues that could further delay progression of the drafting. Panel agreed that this risk and the mitigations were appropriate but proposed to change the status of the risk from green to amber.
- Panel suggested to reword the identified issue to clarify that the deadline for submission of legal text to Ofgem precedes the approval decision for UNC 0708S (and the consequential IGT UNC Modification). Panel also agreed to set the status of this issue to red, as it would prevent the submission of an accurate legal text draft by the deadline set by Ofgem.

---

<sup>1</sup> 0708S - Re-ordering of the UNC in advance of Faster Switching

- Panel proposed to add a new risk, highlighting the impact in the event that Gemserv and the Pipeline Operators were not able to agree commercial terms. Panel noted that precedence suggested that the likelihood of this risk was low, although the impact would be significant. Panel agreed that the status of this risk should be green/amber.

### General

Panel agreed that it would be beneficial for Gemserv to send fortnightly progress updates against the plan to Panel, and for Panel to have visibility of the plan at its meetings throughout the course of the project.

Gemserv agreed to make the amendments raised against the plan, and to circulate to Panel for final comments and approval. Considering the timelines requested by Ofgem, Panel asked Gemserv to request an extension from Ofgem, to allow the amendments to be made and a complete plan to be approved. Gemserv agreed to request an extension on the submission of the plan until 5<sup>th</sup> February 2020, and – subject to that extension being agreed – would circulate the revised version of the plan to Panel on 4<sup>th</sup> February 2020.

**Action 20/01x-01: Gemserv to request from Ofgem an extension to the deadline for submission of a plan for the preparation of consequential legal text drafting for the RCC SCR. The proposed revised date for the submission of the plan would be 5<sup>th</sup> February 2020.**

**Action 20/02x-02: Gemserv to prepare a revised version of the plan for the preparation of consequential legal text drafting for the RCC SCR, whereby the revisions incorporate the amendments proposed by the Panel at its meeting on 31<sup>st</sup> January 2020. Gemserv to share the revised version with the Panel on 4<sup>th</sup> February 2020 for final comments and approval.**

The Chair thanked Panel for their support in the drafting of the plan, the comments and amendments they had raised, and for their attendance at the extraordinary Panel meeting.

### **3. Any Other Business**

There was no further business to be raised; the Chair closed the meeting.

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