IGT UNC Modification Workstream Meeting 20-05

Final Minutes

Thursday 14th May 2020

Teleconference

Attendees		Organisation	As
Anne Jackson	AJ	Gemserv	Chair
Brandon Rodrigues	BR	ESP	
Cher Harris	CH	Indigo Pipelines	
Jenny Rawlinson	JR	BUUK	
Kirsty Dudley	KD	E.ON	
Claire Roberts	CR	Scottish Power	
Ellie Rogers	ER	Xoserve	
Liam King	LK	Ofgem	For agenda item 5
Rachel Clarke	RC	Gemserv	
Kemi Fontaine	KF	Gemserv	Secretariat

1. Welcome and Apologies for Absence

The Chair welcomed attendees to the meeting No apologies were received.

2. Confirmation of Agenda

The Chair confirmed the items for discussion as outlined in the final agenda and asked attendees for any AOB items. Workgroup members did not submit any AOB items to discuss.

3. Approval of Previous Minutes

The Chair highlighted two comments received on the previous draft minutes.

The first concerning the contingency in place should the IGT UNC chair fall ill. The chair assured the Panel that in her absence Paul Rocke and Rachel Clarke would be the alternatives for chairing meetings. Also Gemserv has enacted a business continuity plan and this plan is reviewed and tested annually. This plan was executed the Monday before lockdown and Gemserv has managed to fulfil all of its obligations to the IGT UNC. It was agreed to add the point to the minutes.

The second comment was focused on the referencing of the UNC Panel in minutes. It was highlighted that clarification was needed in the cross-code discussions and that it should be made clear which Panel was being referenced. This point was relevant to section 5 of the minutes. It was agreed that this clarification would be provided in the minutes.

No further comments were made, and the minutes were accepted as a true reflection of discussion subject to these amendments.

4. Outstanding actions

Outstanding actions were outlined by the code administration and the workgroup were updated on the following actions:

WS 20/04-01- The Chair confirmed that the one-page diagrammatical document would be discussed under agenda item 7 Switching Considerations

WS 20/04-02- The Chair confirmed that CS and VS were still documenting the process and therefore it was agreed that the action could roll over until this is to be included on a future agenda.

WS 20/02-02 – The Workgroup agreed that this should be closed until the Proposer returns to the Workgroup meeting.

WS 20/02-03- The Workgroup agreed that this should be closed until the Proposer returns to the Workgroup meeting.

WS 20/02-08 – The Code Administrator outlined the discussion paper regarding shipper engagement, highlighting the suggestions received from industry parties and the workgroup discussed how these actions could be utilized in future. It was agreed that this could be discussed in further detail under an agenda item for next month.

WS 20/02-09- The Code Administrator assured workgroup members that it is highly unlikely that Gemserv would run out of MPRNs and confirmed the current number of MPRNs available. The workgroup discussed the maintenance of MPRNs.

5. Introduction of New Modifications

IGT140 – Changes to the IGT Panel Rules

KD presented IGT140 to the Workgroup, highlighting that, as of the last few years, the IGT UNC has faced different challenges concerning Shipper representation on the IGT UNC Panel. The Proposer underlined that, although it has been primarily a Shipper issue, this Modification intends to approach the issue with both the IGTs and Shippers in mind to create a balanced solution for all Panel representatives.

The Proposer reflected on the importance of Modification IGT140, explaining briefly what had been carried out in the past to tackle the issue of engagement and why this has not been successful.

The Proposer explained that the solution of this modification looks to amend the current quoracy rules within Code. In the solution quoracy would not be based on the number of Panel participants representing their constituency, but rather the same amount of fairly allocated votes (three votes per constituency) to those who are currently in a Panel position.

The Workgroup discussed the reduction of minimum quoracy (there being two IGTs and two Shippers currently written in code). The Proposer noted that the modification was based on there being two IGTs in attendance and potentially reducing to a minimum of one Shipper representative in attendance. However, JR noted concerns with reducing Panel attendance and particularly in disincentivising parties to be present at the Panel.

The Proposer highlighted that currently, quoracy is only applied to scheduled meetings and not to reconvened meetings.

It was highlighted that this modification would introduce the ability to use a proxy vote, which KD noted was not used in the UNC, however, was currently utilised in Supply Point Administration Agreement (SPAA). KD explained that this may be beneficial in resolving some quoracy issues, ensuring party views were represented, and provide a safeguard that allowed decision making to progress forward. The Proposer explained that parties allocated additional votes across their constituency did not have to reflect only one position and there could be different outcomes, depending on the consultation responses. The Proposer agreed this would need to be outlined further through an ancillary document or with a form which informs the participant of the process.

LK suggested that additional guidance around Panel representation, what is expected, and the creation of a proxy form could be useful. LK noted that it may be useful to know how this is managed across different Gemserv managed Codes and Committee meetings in order to identify further what is needed in this modification.

CH noted that this would not solve the issue of Shipper engagement, rather that this would only be beneficial to those already on Panel in allowing them some flexibility in attendance. The Workgroup agreed that the proposal was a rational principle and suggested that it could be reviewed after a period of use, as possible issues have been highlighted.

The Proposer outlined that the modification aimed to provide a contingency if neither a Panel member nor the nominated alternate could attend the meeting, decisions could still be made.

The workgroup noted that this might provide reassurance for those interested in taking a seat on the Panel in that there is flexibility in the instance when they are happy to contribute to the Panel but unable to attend the meetings. The Workgroup discussed how a proxy vote could be administered, either via email or through the Chair.

The Proposer noted that this modification is intended to proceed under an Authority decision as it is amending Panel rules to which the Workgroup agreed.

The Proposer agreed to create an accompanying document to apply to this Modification.

05-20-01: Code Administrator to identify voting practices within other Codes managed by Gemserv and bring information back to the June meeting for discussion.

The Proposer highlighted a further section of the solution, noting, that in the instance that a re-convened meeting is not quorate then the decision would be carried over to the next standard

meeting. JR queried whether this would slow the decision making and core functions of the Panel business.

BR highlighted the risk of potentially a month and half with out any decisions being made due to reconvened meetings under the proposed solution. KD questioned whether balanced representation was more valuable than 'business as usual' and noted the struggle currently faced. The Workgroup stated that there may be instances where a decision could be time sensitive. It was noted that a compromise between the proposed process and the current process would be to reconvene within five working days in the instance that the scheduled meeting is not quorate. If this meeting remains not quorate then the meeting can be reconvened again in another five days allowing decisions to go ahead. The Proposer reiterated the concern that this would not resolve the issue of underrepresented Panel meetings. The Workgroup explained that the reconvened meeting would allow for Panel members to submit their proxy votes.

The Proposer thanked Workgroup members for their contribution and resolved to take the modification back for further development. KD noted that an updated modification would be submitted to the Code Administrator in time for the next meeting.

IGT138 - Performance Assurance Techniques and Controls

CR introduced the Modification to the Workgroup, stating that this Modification was introduced by the Proposer at the February Panel meeting. CR briefly explained the current work of the Performance Assurance Committee (PAC) and their responsibilities to assure performance under the UNC. CR informed the group that the equivalent UNC Modification was UNC0674(Performance Assurance Techniques and Controls) and explained that the purpose of the modification was to provide an effective framework for the governance of industry performance that gives industry participants mutual assurance in the accuracy of settlement volume allocation. In its current state the PAC is limited in what actions can be taken, furthermore the Performance Assurance Framework Administrator (PAFA) has provided examples of where it has identified a weakness in the processes. This Modification would hold Shippers accountable for poor performance presented in these reports. The Workgroup noted that currently, PAC do not possess the authority to enforce Shipper performance, where at present the PAFA contact Shippers in regard to their performance in the form of letters.

The Chair noted that the Proposer is about to amend UNC0674 and that the IGT UNC Modification will be amended by the Proposer similarly following developments in the Workgroup under the UNC.

The Workgroup noted the update.

5. **Switching Program Considerations**

The Chair presented the Workgroup with a diagram which was created to illustrate the timeline for the Faster Switching Programme from the start of the first Switching Programme SCR to the predicted implementation stage. The Chair noted that this document would only include milestones from

RG005's strand's one and three, and that strand two was to be dealt with completely separately from this work.

The Chair discussed the timeline from the initial request from Ofgem to industry, outlining the impacts of the work being carried out on the two Codes, UNC and IGT UNC.

The Chair noted that in Q1 and Q2 2019, RG005 was originally created to facilitate changes to the Code due to the consequential changes for Faster Switching and the CSS (strand one). This SCR will lead to switching being removed from the IGT UNC and the UNC and the UNC decided to heavily re-order the UNC at the same time as an integral part of the SCR modification(s). The IGT UNC was forced to respond to that by including the re-referencing exercise within the drafting it submitted for the SCR.

The Chair noted that in Q4 2019, a modification was raised in the UNC (UNC0708) to bring forward the re-ordering of the UNC, this coincidently happened at the same time as Ofgem launched their Retail Code Consolidation SCR (however these are not linked). The creation of UNC0708 has resulted in the IGT UNC raising IGT137 in Q1 2020 to ensure the two Codes remain aligned.

The Chair went onto outline the future path of the two modifications (UNC0708 and IGT UNC137) and the expected implementation dates for the two Ofgem SCRs (Faster Switching SCR and Retail Code Consolidation SCR).

The Chair anticipated that UNC0708 would be implemented at the next panel meeting which would then mean that the equivalent IGT UNC modification IGT137 must be implemented at the same time in order that the two code updates marry up. However, the Chair noted that the expected implementation date for UNC0708 would be outside the agreed release schedule for the IGT UNC, noting the Panel may have to be pragmatic in agreeing an extraordinary release.

The Workgroup noted the update and expressed that the document gave more clarity to the current and future situation.

IGT137 – Alignment of IGT UNC to the UNC in Advance of Faster Switching

The Chair opened up discussion concerning the final Workgroup Report for IGT137. The Chair noted that comments on the legal drafting for this modification had been invited before the meeting, however, none had been received. Both CH and BR noted that they had each sampled some of the cross references within the legal text and had not found any issues. The Workgroup did recognise that no Workgroup members had carried out a full analysis of the proposed text. The Workgroup were however satisfied that the Code Expert had approved the drafting and carried out a thorough analysis prior to publication.

The Workgroup reviewed and discussed previous comments on the Modification and formulated a Workgroup Report before concluding it was suitable to be presented to Panel. The discussion is summarised in the IGT137 Workgroup report.

20-05-02: CA to complete the Workgroup report for IGT137 and add this to the May Panel Agenda for discussion.

20-05-03: CA to amend and publish the drafted one-page diagram with a narrative that accompanies the diagram.

Modification Workgroups

6. IGT131 – Automatic updates to Meter Read

The chair confirmed the current status of the equivalent modification within the UNC and confirmed that no update was available to discuss at this meeting.

7. IGT134 – Introducing 'Research Body' as a new user type to the Data Matrix and IGT UNC

The Workgroup reviewed and discussed previous comments on the Modification and formulated a Workgroup Report before concluding it was suitable to be presented to Panel. The discussion is summarised in the IGT134 Workgroup report.

20-05-04: CA to complete the Workgroup report for IGT134 and add this to the May Panel Agenda for discussion.

8. IGT135 – Alignment of the IGT UNC Part K and the Data Permissions Matrix

The Proposer provided the workgroup with a brief update on the progress of IGT135 and confirmed the modification has been amended to align with the UNC modification 0697(Alignment of the UNC TPD Section V5 and the Data Permissions Matrix) and clarified that the modification has a significantly different approach to what was initially drafted. ER explained that previously the Modification was only to align the UNC and IGT UNC to the DPM (Data Permissions Matrix) and that this involved removing data items from the UNC. The direction that is being taken now is to remove user types and data items from the UNC and only have them referenced in the DPM and in the conditionality document which is managed by the Contract Management Committee and is being drafted at this time. The amendments made are to reflect what would be removed as references in the IGT UNC.

Operational Issues

9. Known Issues Register

The Chair proposed that the Workgroup did not cover the known issues register due to the meeting running over time. The Workgroup agreed to postpone this until the next meeting.

10. Cross-Code Modification Implications

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The Chair proposed that the Workgroup did not cover the cross-code implications tracker due to the meeting running over time. The Workgroup agreed to postpone this until the next meeting.

11. <u>AOB</u>

The Chair informed the Workgroup that UNC0672 (Target, Measure and Report Product Class 4 Read Performance) which is to be presented to the UNC Panel and likely to be passed at their meeting in May. The Chair stated that the legal drafting of the UNC Modification is pointed at by the IGT UNC in its entirety and will therefore become a code obligation under the IGT UNC.

The Chair noted that in the event of UNC0672 being implemented, the IGT UNC Code Administrator would send out clear communication to industry to highlight the consequential impacts on IGT Parties, pointing them to the implemented Modification and relevant legal text.

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

<p style="text-align:center"><u>The next meeting is scheduled for Thursday 11th June 2020.</u></p>

Appendix 1 – Summary of Actions

Action reference	Action Description	Owner	Status
WS20-05-01	**Code Administrator to identify voting practices with other Codes managed by Gemserv and bring information back to the June meeting for discussion.**	CA	New
WS 20-05-02	**Code Administrator to complete the Workgroup report for IGT137 and add this to the May Panel Agenda for discussion.**	CA	New
WS 20-05-03	**Code Administrator to amend and publish the drafted one-page diagram for RG005 with a commentary that accompanies the diagram.**	CA	New
WS 20-05-04	**Code Administrator to complete the Workgroup report for IGT134 and add this to the May Panel Agenda for discussion.**	CA	New
WS 20/04-01	Code administrator to create a 'one pager' perhaps with diagrammatical and narrative explanation of Strand 3 for RG005.	CA	Closed
WS 20/04-02	**CG and VS to draft a Guidance Document on the process for the sale of assets for discussion at a future workgroup**	CG & VS	Open
WS 20/02-02	CB to prepare to discuss the analysis in Appendix 1, IGT132 at the next meeting	CB	Closed until Proposer's return
WS 20/02-03	All were asked to review the legal drafting and provide comments to CB, for discussion at the next Workgroup.	All	Closed until Proposer's return
WS 20/02-08	CA to collate a discussion paper on possible ways to engage with parties for the Modification Panel**.**	CA	Closed

WS 20/02-09	Code administrator to look into the governance and process for adding to the MPRN ranges and provide feedback to the IGTs	CA	Closed