

**User Pays User Group Minutes**  
**Monday 14 September 2009**  
**(via teleconference)**

**Attendees**

Tim Davis (Chair)	TD	Joint Office
Lorna Dupont (Secretary)	LD	Joint Office
Alan Raper	AR	National Grid Distribution
Ashley Collins	AC	EDF Energy
Chris Davies	CD	Total Gas and Power
Danielle King	DK	E.ON UK
Graham Wood	GW	British Gas
Jemma Woolston	JW	Shell
Joel Martin	JM	Scotia Gas Networks
Mark Cockayne	MC	xoserve
Sandra Dworkin	SD	xoserve

**1.0 Introduction**

TD welcomed attendees to the meeting and confirmed that, as the meeting was not quorate, it would be deemed to be an informal meeting of the User Pays User Group.

**1.1. Minutes of last meeting**

These were accepted by those present.

**1.2. Actions arising**

**Action UPUG05/02:** All to send to Joint Office suggestions on how M Number data may be submitted electronically in future; and

**Action UPUG05/03:** xoserve (MC) to explore options for electronic transfer of M Number data.

**Update:** MC reported that following discussions with E.ON it was agreed no further action could be undertaken by xoserve. Both actions were agreed closed by those present. **Actions closed.**

**2.0 Agency Charging Statement (ACS) Update**

MC reported that, as part of xoserve's commitment to review User Pays Charges, the revision had created only one price change which had resulted in a reduction in the IAD charge to £5.75. No comments had been received from the industry, and it had been submitted to Ofgem for final review. Assuming no veto was received, the new charge will be effective from 01 October 2009.

**3.0 Change Management**

**3.1 Change Orders**

Both UPCO001 and UPCO002 had been progressed to projects within xoserve, and all associated documentation will be available to view on the xoserve website at: [http://www.xoserve.com/UPS\\_Changes.asp#1](http://www.xoserve.com/UPS_Changes.asp#1).

Evaluation Quotation Reports (EQRs) were being developed for both Change Orders and should be available for discussion at the next meeting.

### **3.1.1 UPCO001 – IAD Transactional Charging**

There were early indications that this change could be implemented but would require a change to the Service Schedule and the ACS. MC pointed out that the ACS was the responsibility of the Transporters and any proposal to make changes would therefore require their involvement. xoserve was looking at the effects/impacts on existing processes, and MC would let everyone know as soon as the EQR was available. It was recognised that BGT's proposed implementation date of 01 October 2009 would not be met, and GW confirmed that the BGT aspiration was for implementation at the earliest possible opportunity.

It was suggested that a timeline would be useful to clarify the progress of the Change Order and the voting periods (a process flow diagram was available on the xoserve website at: [http://www.xoserve.com/UPS\\_ChangeDocs.asp](http://www.xoserve.com/UPS_ChangeDocs.asp)). The level of detail that could be included in the EQR to aid clarity was also discussed, with JM suggesting that xoserve should consider whether the proposed change would be consistent with the ACS cost reflectivity obligation. TD pointed out that in previous discussions xoserve was acknowledged as a neutral service provider and, as such, should only set out the costs and the practicalities of making the change. xoserve should not provide an opinion on whether a change would be good or bad; such judgement remained with the UPUC and those eligible to vote.

**Action UPUG09/01: Provide a timeline to clarify progress of Change Order 0001 and the anticipated voting periods.**

**Action UPUG09/02: Consider the level of detail that could be included in the EQR to aid assessment and clarity.**

### **3.1.2 UPCO002 – IAD Last Access Report**

The proposed report already exists and can be formally implemented. As with UPCO001 a change would be required to the Service Schedule and the ACS. xoserve was developing the EQR and MC would let everyone know as soon as it was available.

## **3.2 Local Security Officer (LSO)/Deputy Local Security Officer (DLSO) Request Form**

MC explained that xoserve's Customer Lifecycle Team validated all requests for the creation/amendment/removal of LSOs/DLSOs. IAD had now been incorporated onto the Request Form and this would help to improve internal processes. It was confirmed that the changes made to the form did not require changes to be made to the contract. Some feedback on the form had already been received and any further comments would be welcome.

**Action UPUG09/03: Issue a marked up version of the LSO/DLSO Request Form for comparison.**

## **4.0 Modification Update**

MC briefly ran through the Live UNC Modification Proposals which were identified as being User Pays Proposals (0209, 0224, 0231, 0245, 0246B, 0248, 0253, 0255, 0260, and 0264).

## **5.0 Operational Updates**

MC presented for xoserve. All indicators were green, with all performance targets being achieved.

## **6.0 Any Other Business**

### **6.1 AQ Activities – Portfolio Reports**

MC advised that the AQ 2009 data refresh was planned for the period 01 – 03 October 2009, and that data could be affected for reports scheduled at this time. Delivery of some reports may be slightly delayed but, should this be the case, Users will be notified.

### **6.2 AQ Activities - IAD**

MC advised that a datafix was required in order to reflect new gas year values. The datafix was planned to take place between 17:00 on 01 October and 02:00 on 03 October 2009. It was expected that IAD would be in 'catch up' mode between 02:00 and 08:00 on 03 October 2009. During this period all data available in IAD will be pointing to D-2 rather than D-1, ie a day older than usual. Users would still be able to access the system as usual and it was expected that normal service would be resumed on Monday morning.

## **7.0 Next Meeting**

The next meeting was scheduled for 10:30 on Monday 12 October 2009, and will take place via teleconference. The conference contact numbers will be made available on the agenda.

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**Action Table: User Pays User Group – 14 September 2009**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
<b>UPUG05/02</b>	11/05/09	10.0	Send to Joint Office suggestions on how M number data may be submitted electronically in future.	All	No further action. <b>Closed</b>
<b>UPUG05/03</b>	11/05/09	10.0	Explore options for electronic transfer of M Number data.	xoserve (MC)	No further action. <b>Carried Forward</b>
<b>UPUG09/01</b>	14/09/09	3.1.1	Provide a timeline to clarify progress of Change Order 0001 and the anticipated voting periods.	xoserve (MC)	
<b>UPUG09/02</b>	14/09/09	3.1.1	Consider the level of detail that could be included in the EQR to aid assessment and clarity.	xoserve (MC)	
<b>UPUG09/03</b>	14/09/09	3.2	Issue a marked up version of the LSO/DLSDO Request Form for comparison.	xoserve (MC)	