

**UNC Workgroup 0630R Minutes**  
**Review of the Consequential Changes required in UNC as a result of**  
**the Ofgem Switching Programme**

**Friday 15 December 2017**

**at Xoserve, Lansdowne Gate, 65 New Road, Solihull B91 3DL**

**Attendees**

Chris Shanley (Chair)	(CS)	Joint Office
Kully Jones (Secretary)	(KJ)	Joint Office
Alan Raper	(AR)	AGR Gas Consulting
Andy Clasper	(AC)	Cadent
Andy Miller	(AM)	Xoserve
Chris Warner	(CW)	Cadent
David Addison	(DA)	Xoserve
Mark Jones*	(MJ)	SSE
Nicky Rozier*	(NR)	iGT
Rachel Hinsley	(RH)	Xoserve
Richard Pomroy	(RP)	Wales & West Utilities
Steve Britton*	(SB)	Cornwall Insight

\* *via teleconference*

*Copies of all papers are available at: <https://www.gasgovernance.co.uk/0630/151217>*

*The Workgroup Report is due to be presented at the UNC Modification Panel by 17 May 2018.*

**1.0 Outline of Modification**

CW introduced UNC Modification 0630R and provided a brief overview. He explained that the Workgroup will assess the consequential changes as a result of the Ofgem Switching Programme (OSP). He signalled that whilst this Request enables early thinking on the impacts on UNC it will also consider DCS and UK Link impacts. The Workgroup will also identify possible solutions where possible and report back to the May Panel meeting. CW raised concerns about the overall attendance for this first meeting and in particular the level of engagement from Suppliers and Shippers.

**2.0 Initial Discussion**

**2.1. Issues and Questions from Panel**

None raised.

**2.2. Initial Representations**

None received.

**2.3. Terms of Reference**

The standard UNC Workgroup Terms of Reference will apply and is available at <http://www.gasgovernance.co.uk/mods>

**2.4 Business Requirements Document – Ofgem Switching Programme Sustaining Change to Xoserve Systems**

RH introduced a Business Requirements Document (BRD) developed by Xoserve which can be accessed on the Workgroup page <https://www.gasgovernance.co.uk/0630/151217>. She explained that the BRD was a draft document intended to evolve and develop as the Workgroup progressed. It is intended to capture everything in one place and help to provide focus to the Workgroup. She stressed the importance of collaborative working and buy-in from all industry parties.

### **Background and Context**

RH provided a high-level overview of the Ofgem Switching Programme (OSP) to set the background and context. She clarified that the name of 'the thing' that is being switched in the CSS (as defined in the new Retail Energy Code) is the Registrable Measurement Point (RMP) and for comparison purposes this is the Meter Point Reference Number (MPRN) for the Supply Point in the UNC.

The OSP changes were illustrated in a diagram (see page 4) by three main level types – 1, 2 and 3 as follows:

- Level 1 – OSP Core: delivery of CSS, supporting interfaces, functional implementation approach, target go live of CSS full operation by December 2020
- Level 2 – OSP Consequential changes to Xoserve systems: the changes required to be made in UK Link to enable the CSS to work – for example new interfaces and data flows, new functionality, some functionality decommissioned. Some changes could be implemented ahead of CSS go live.
- Level 3 – OSP Sustaining change to Xoserve systems: the consequential changes as a result of the CSS which are required to sustain gas and UK Link operations.

Market Intelligence Service (MIS) was described as an over-arching level which is not being delivered as part of the OSP, as it is being developed under a joint gas and electricity working group.

AM explained that the deliverables from Levels 1 and 2 would have to be implemented but there was more discretion with Level 3, as if the changes are not implemented there would not be a fundamental impact on the gas industry. He also said that the timing and funding could differ from Levels 1 and 2. The Workgroup will help to define, which changes will be assigned to which level. Some level 3 changes could be actioned immediately/early (for example MAP ID) but others will be aligned to the delivery of the OSP.

A brief discussion took place about the scope, particularly what is in scope and what is not. The Workgroup commented on the complexity of the change and the number of codes/parties impacted – SPAA, iGTs, MAPs, etc.

RP mentioned UNC Modification 0528V - *Implementation of Supply Point Administration, gas allocation and settlement arrangements*, as an example of where the IGT may need to also make changes, as the IGT UNC signposts to the UNC (but does not specify specific areas). NR stated that there is a wider issue about permission of data and expressed concern about the blanket approach currently being taken. She confirmed that IGTs will monitor the work of this Review group, before deciding how to proceed, as they do not wish to act prematurely.

### **Business requirements draft template (page 9)**

RH informed the Workgroup that a draft template had been developed to capture the key issues and solution options for each topic area.

It was suggested that the draft template be amended to include details of which OSP Level (1 or 2) the topic area may be linked to or even transferred to (if later it is decided it should be delivered as part of that element of the project).

**Action 1201:** Workgroup members to review the draft template on page 9 of the Business Requirements Document and provide feedback to Xoserve (RH)

## Transportation Charges (Section 3.2 Page 10)

RH provided a brief overview of a completed draft template for transportation charges to illustrate the type of information to be included. It was suggested that the template include a drop-down/check list of impacted parties.

### Topic Areas (page 6 and 7)

RH explained that Xoserve have developed an initial list of 11 topic areas which the Workgroup may wish to consider. The list is not definitive and requires input from Shippers and Transporters. The Workgroup is asked to review and agree the template before focussing on the draft topic areas in more detail. CS suggested that the Workgroup may also wish to structure future meetings by topic area and categorise them by impacted parties.

A brief discussion took place on each of the topic areas focusing on, the impacted parties and the actions that maybe required. As this was an iterative document the Workgroup were asked to propose additional topic areas as necessary.

The Workgroup also discussed governance and the approval process for the template in response to a question from DA. Early engagement and involvement with the DSC Change Management Committee was highlighted as important to raise awareness of the Workgroup, its objectives and proposed solutions. NR suggested monthly updates be provided through appropriate forums and AM suggested that SB could raise awareness amongst Suppliers and Shippers through his companies publication.

CW reiterated that this Review will impact all parties and engagement from National Grid NTS and Shippers was needed. He agreed to raise this at the next Panel meeting.

This first meeting highlighted the importance of getting the right level of engagement to achieve a good understanding of the impacts, in order to inform the development of the solution options.

In discussion, the Workgroup highlighted that some areas like Gemini Updates may not require any action, whereas the requirement for a Supplier/Shipper (and possibly transporters) relationship table to facilitate the appointing and de-appointing of Shipper Users is a critical process and therefore, needs early discussion by the Workgroup.

MAP ID change is to be considered by SPAA and UNC DSC forums in the New Year. DA stated that he considered it important to discuss MAP ID sooner, to help align UK Link releases to the Ofgem summer 2019 implementation date.

**Action 1202:** Workgroup to a) review the topic areas and propose additional areas for consideration; b) Xoserve to prioritise the topic areas and propose a schedule for discussion (to facilitate engagement with impacted parties).

The following new topic areas were identified:

- Market sector code de-commissioning
- Delayed synchronisations of RPM registrations
- Process/System failure issues (UKL downtime)
- New supply points
- Forced registrations.

NR suggested it would be helpful to have a process flow diagram for each topic area and for this to be included as part of the topic area introductory presentation. CS suggested that an illustrative diagram of how the different topic areas relate to each other and associated timescales, may be also be useful.

**Action 1203:** Xoserve (AM) to produce a high-level process map of the topic areas being investigated (to include timelines and any Level 1 or 2 interactions) and where relevant any processes that are not impacted/to be investigated.

### 3.0 Next Steps

CS confirmed that the next Workgroup meeting will focus on:

- Review of Outstanding Actions
- Updates on Level 1 and 2 developments of the OSP
- Development of Business Rules/BRD; review of impacts and costs of topic areas.
- Consideration of Wider Industry Impacts and Communications.

In relation to communications, it was suggested that a brief presentation be provided at the next Distribution Workgroup meeting on 05 January 2018 to encourage greater shipper participation within this group

### 4.0 Any Other Business

None.

### 5.0 Diary Planning

Further details of planned meetings are available at: [www.gasgovernance.co.uk/Diary](http://www.gasgovernance.co.uk/Diary)

Workgroup meetings will take place as follows:

Time / Date	Venue	Workgroup Programme
10:30 Friday 26 January 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	<ul style="list-style-type: none"> <li>• Review of Outstanding Actions</li> <li>• Updates on Level 1 and 2 developments of the OSP</li> <li>• Development of Business Rules/BRD; review of impacts and costs of topic areas</li> <li>• Consideration of Wider Industry Impacts and Communications</li> </ul>
10:30 Friday 23 February 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	<ul style="list-style-type: none"> <li>• Review of Outstanding Actions</li> <li>• Updates on Level 1 and 2 developments of the OSP</li> <li>• Development of Business Rules/BRD; review of impacts and costs of topic areas</li> <li>• Consideration of Wider Industry Impacts and Communications</li> </ul>
10:30 Friday 23 March 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	<ul style="list-style-type: none"> <li>• Review of Outstanding Actions</li> <li>• Updates on Level 1 and 2 developments of the OSP</li> <li>• Development of Business Rules/BRD; review of impacts and costs of topic areas.</li> <li>• Consideration of Wider Industry</li> </ul>

		Impacts and Communications
10:30 Friday 27 April 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	<ul style="list-style-type: none"> <li>• Review of Outstanding Actions</li> <li>• Updates on Level 1 and 2 developments of the OSP</li> <li>• Development of Business Rules/BRD; review of impacts and costs of topic areas.</li> <li>• Consideration of Wider Industry Impacts and Communications</li> </ul>

**Action Table (as at 15 December 2017)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1201	15/12/17	2.4	Workgroup members to review the draft template on page 9 of the Business Requirements Document and provide feedback to Xoserve (RH)	Xoserve (RH)	<b>Pending</b>
1202	15/12/17	2.4	Workgroup to a) review the topic areas and propose additional areas for consideration; b) Xoserve to prioritise the topic areas and propose a schedule for discussion (to facilitate engagement with impacted parties)	ALL	<b>Pending</b>
1203	15/12/17	2.4	Xoserve (AM) to produce a high-level process map of the topic areas being investigated (to include timelines and any Level 1 or 2 interactions) and where relevant any processes that are not impacted/to be investigated.	Xoserve (AM)	<b>Pending</b>