

User Pays User Group Minutes

Thursday 30 January 2014

via teleconference

Attendees

Helen Cuin (Chair)	(HC)	Joint Office
Lorna Dupont (Secretary)	(LD)	Joint Office
Graham Wood	(GW)	Centrica
Paul Orsler	(PO)	Xoserve
Steve Nunnington	(SN)	Xoserve

Meeting documentation can be found at: <http://www.gasgovernance.co.uk/up/300114>

1.0 Introduction and Status Review

HC welcomed participants to the meeting. As the meeting was not quorate the proceeding business was addressed informally as a User Pays User Group meeting.

1.1 Minutes

The minutes of the previous meeting (13 January 2014) were accepted.

1.2 Actions

No outstanding actions to consider.

2.0 Future Chair for Meetings

Noting that the previous Chair (TD) had now retired, HC confirmed the intention for the Joint Office (JO) to assign HC as the new Chair for the User Pays User Committee (UPUC) and User Pays Contract Expert Group (UPCEG) meetings, with LD as Secretary. If the JO are unavailable to provide administrative support, it was suggested that Darren Jackson and Helen Field would be the substitute Chair and Secretary. All present agreed to these contingency arrangements.

3.0 Review of comments relating to Business Evaluation Reports (BERs) CO007 and CO008

The respective Business Evaluation Reports (BERs) providing a view on the work involved in relation to the proposed change(s) including a cost estimate (design/build/ongoing, etc) and any risk margin assessments, had been developed by Xoserve.

Xoserve confirmed it aimed to publish the contractual documentation for review and provide a ten day consultation period. Following this period the User Pays Committee Expert Group will meet discuss the contractual documentation and approval process.

3.1 Business Evaluation Report (BER) CO007 – iGT Customer Data Preparation Service (v1.0)

No comments made.

3.2 Business Evaluation Report (BER) CO008 - iGT Customer Data Provision Service (v2.0)

PO explained the change in the ranges related to IX installation. There were 3 different options and the original figure had been based on the most basic option, including 2

years' maintenance costs. Xoserve now had a better understanding of the equipment required by iGTs and this was slightly more expensive (the expectation being that all iGTs would have this standard of equipment). SN added that the costings had been considered and discussed in some detail at the Smart Metering groups so nothing should be 'unexpected'.

No further comments were made.

3.3 Next Steps

Xoserve will issue the BERs on 31 January 2014 providing a 10 day consultation/voting period. PO expected the subsequent contracts would be issued by mid-February for industry consideration.

4.0 Agree Representatives for User Pays Contract Expert Group (UPCEG)

Consideration deferred to next meeting (19 February 2014).

5.0 Any Other Business

None.

6.0 Diary Planning

Further details of planned meetings are available at: www.gasgovernance.co.uk/Diary

Meetings will take place as follows:

Time/Date	Venue		Programme
11:00 – 12:30 Wednesday 19 February 2014	Via teleconference	UPUC	<ul style="list-style-type: none"> • Outcome of BERs • Consider Contractual Documents for ACS and Service Schedules • Agree representatives for UPCEG
09:30 – 11:00 Monday 10 March 2014	Via teleconference	UPCEG	Review progress of Contractual Documents and address any issues relating to the ACS and Service Schedules
09:30 Monday 10 November 2014	Via teleconference	UPUC, followed by UPCEG	<i>To be confirmed</i>

Action Table

Action Ref	Meeting Date(s)	Minute Ref	Action	Owner	Status Update