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User Pays User Committee Minutes
Monday 15 November 2010
(via teleconference)

Attendees

Tim Davis (Chair)	TD	Joint Office of Gas Transporters
Helen Cuin (Secretary)	HC	Joint Office of Gas Transporters
Chris Davies	CD	Total Gas & Power
Claire Blythe	CB	Southern Electric Gas Ltd
David McCrone	DM	Scottish Power Energy Management Ltd
Graham Wood	GW	British Gas Trading Ltd
Jemma Woolston	JM	Shell Gas Direct Ltd
Kate Potts	KP	E.ON Energy Ltd
Joel Martin	JM	Scotia Gas Networks
Mark Cockayne	MC	xoserve
Naomi Anderson	NA	EDF Energy Plc
Robert Finch	RF	Npower Ltd
Sandra Dworkin	SD	xoserve
Simon Trivella	ST	Wales & West Utilities

1.0   Introduction

TD welcomed attendees to the meeting, which was quorate.

1.1.   Minutes of last meeting (13 September 2010)

Those present accepted the minutes from the previous meeting.

1.2.   Actions

Action UPUC09/01: GF to establish if the IAD replacement could include a button that would automatically export data to Excel.
Update: MC explained that this would represent a change in service and is not included in the current programme.   **Closed.**

ACTION UPUC09/02: GF to confirm whether the IAD replacement will be compatible with IE8.
Update: MC confirmed that the IAD replacement would be compatible with IE8.
                                                                          Complete.

ACTION UPUC09/03: GF to ask the Transporters whether further information on the costs of IAD replacement can be made available.
Update: MC confirmed that Transporters are not in a position to confirm costs without first establishing the platform.   **Complete.**

2.0   Change Management

2.1 UPCO003 – IAD Transactional Charging

All associated documentation is available to view on the xoserve website at:
http://www.xoserve.com/UPS_Changes.asp#1.

SD provided an update on the EQR for UPC0003, IAD Transactional Charging. She explained that the next step is a formal vote for a BEO to be produced requesting a BER. If the Committee was content, the voting process would be commenced.

MC gave a background to the proposal, outlining the advantages and summarising key data items. xoserve believe it is reasonably practical to implement the change. However, xoserve would not be able to implement the

charging basis until it was clear how many hits were likely to be encountered and consequently the charge to apply per hit. A lag time of at least 6 months after system implementation is suggested, allowing base data to be generated and used to set charges.

GW requested that alternatives be considered, such as reconciling estimated usage once actual usage was available. MC was willing to look at this as an option, but cautioned that it is difficult to obtain reliable usage forecasts. It was questioned if previous hit data could be used, but MC indicated that hits are be calculated differently under the existing system.

ACTION UPUC 1101: xoserve to examine and provide an update on possible IAD Transactional Service charging mechanisms.

JM drew attention to the Licence requirements for an ACS change. This required that charges be cost reflective, and the BER might usefully look at whether costs are transaction or account driven. TD suggested that the requirement was for a BER that assessed the proposed change, not an assessment of the most cost reflective option - the change order is for a transactional charge per hit. However, if the proposed change to ACS charges does not increase cost reflectivity, the ACS change may be vetoed.

Parties were then unanimously approved progressing to the formal vote, and to note that, if approved, xoserve would prepare a BEO on their behalf and request a BER. SD explained the BER timeframe was expected to be six weeks and cost about £1500.

GW asked about the general communication on delivery of the replacement IAD platform. He expressed concern that there was little visibility about what is happening. MC believed there was an intention to set up another group to provide updates. However, at the moment xoserve are focusing on the technical difficulties of the platforms communicating with each other. Once issues have been resolved, xoserve will engage with the industry.

3.0 ACS Review April 2011

MC confirmed that the review is underway and that xoserve will be requesting forecasts of usage, and emphasised that the key factor for prices is accurate assessments of demand. MC added the review will include an annual report against the objectives for the previous year.

JW asked about the outturn development costs for UNC0224. ST indicated that final costs would only be known once all invoices had been received from those working on the project.

ACTION UPUC 1102: xoserve to confirm the development costs for UNC0224

4.0 Operational Updates

5.1 Performance

MC provided a performance update, with all on target.

5.0 Modification Update

The following Live UNC Modification Proposals were identified by MC as being User Pays: Proposals 0347, 0346, 0337, 0336, 0335, 0331, 0330, 0327, 0326, 0317A/0317, 0292, 0282, 0277, 0274, 0270 and 0209.

6.0 Any Other Business

MC explained xoserve intentions for staff cover over the Christmas period - Christmas Eve - skeleton staff cover after 1pm.

New Year Eve –staff skeleton staff cover after 3:30pm.

xoserve propose that the data service will be available until 3pm on Christmas Eve with no change on New Years Eve. UPUC was supportive of this, but requested written communication of xoserve's plans. MC asked if other industry parties could similarly confirm their intentions for Christmas working hours.

7.0   Next Meeting

The next scheduled meeting is due to be held via teleconference at 10:30 on 10 January 2011. This may be held on the following week if papers are not ready.

Action Table: User Pays User Group/Committee – 15 November 2010

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
UPUG 0901	13/09/10	2.2	Establish if the IAD replacement could include a button that would automatically export data to Excel	xoserve (GF)	**Closed**
UPUG 0902	13/09/10	2.2	Confirm whether the IAD replacement will be compatible with IE8	xoserve (GF)	**Complete**
UPUG 0903	13/09/10	2.2	Ask the Transporters whether further information on the costs of IAD replacement can be made available	xoserve (GF)	**Complete**
UPUC 1101	15/11/10	2.1	xoserve to examine and provide an update on possible IAD Transactional Service charging mechanisms.	xoserve (MC/SD)	**Pending**
UPUC 1102	15/11/10	3.0	xoserve to confirm the development costs for UNC0224	xoserve (MC/SD)	**Pending**