

User Pays User Group Minutes
Monday 04 March 2013
via teleconference

Attendees

Tim Davis (Chair)	(TD)	Joint Office
Helen Cuin (Secretary)	(HC)	Joint Office
Claire Copplestone	(CC)	SSE
Dave Addison	(DA)	Xoserve
Dave Turpin	(DT)	Xoserve
Lorna Lewin	(LL)	DONG Energy

Meeting documentation can be found at www.gasgovernance.co.uk/up/2013

1.0 Introduction

TD welcomed attendees. As the meeting was not quorate, DA gave an informal overview of the presentation and provided updates by exception.

1.1 Minutes of previous meeting

The minutes from the previous meeting were accepted.

1.2 Actions

There were no actions outstanding.

2.0 Change Management Update

2.1 Change Order No UPCO006: Supporting Information for Telephone Enquiry Usage

DA confirmed that the service would be available from 01 April 2013. The cost of the annual service (12 Reports) will be £312 and the cost of the Adhoc Report will be £35 each report. The proposed changes to the ACS can be found at www.gasgovernance.co.uk/proposedACS

3.0 Operational Update

Data Centre Services - Performance

All areas were shown as on target. No questions were raised.

4.0 Modification Update

No issues were raised regarding the list of User Pays Modifications currently 'live' on the Joint Office Modifications Register: www.gasgovernance.co.uk/mods.

5.0 Any Other Business

5.1 Changes to the Data Enquiry Service

DA confirmed an address format change had been made for the inclusion of plot numbers and provision of additional data for dead meter points.

5.2 Contact Management Service Phase II

DA noted the revised go live date in April – training will be provided.

USRV Mod 192 Process: the process has been renamed from MOD192 to TORU, (Transporters Obligation to Resolve USRV Contacts).

Must Read Process: DA outlined the changes and drew attention to the improved visibility in Conquest.

User Pays Invoices: Xoserve provided a table of new charge information.

6.0 Next Meeting

6.1 User Pays User Committee (UPUC)

The meeting programme for 2013 is as follows (all meetings will be via teleconference, unless otherwise advised):

09:30 Monday 13 May 2013

09:30 Monday 01 July 2013

09:30 Monday 02 September 2013

09:30 Monday 04 November 2013.

6.2 User Pays Contract Expert Group (UPCEG)

There is an annual requirement for UPCEG to meet; the last meeting was held on 05 November 2012, and the next meeting will be arranged as appropriate during 2013.