

# Terms of reference for the registry amendments implementation group (RAIG)

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## 1. Background and purpose

- 1.1 In August 2014, Gas Industry Co issued a *Statement of Proposal on Gas Registry Amendments*<sup>1</sup> (*Statement of Proposal*) which sought to:
- a) increase the accuracy and efficiency of retailers' conversion of metered volumes to energy by adding additional metering fields to the registry;
  - b) increase oversight of the quality and maintenance of ICP information in the registry by requiring the registry participants to undergo performance audits;
  - c) better align switching for dual fuel customers by reducing the maximum time frame for gas switches from 23 business days to 10 business days;
  - d) make minor amendments to the switch process and the ICP life cycle to better reflect the reality of commercial arrangements in the gas market; and
  - e) enhance the mechanisms and interfaces for secure exchange of information between registry participants.
- 1.2 Submissions on the *Statement of Proposal* were received in September 2014 and, taking this feedback into account, Gas Industry Co expects to make a *Recommendation to the Minister of Energy and Resources (Recommendation)* in December 2014 to amend the Gas (Switching Arrangements) Rules 2008 (the Switching Rules).
- 1.3 An important element of the amendments is the addition of several metering fields to the gas registry. Prior to the population of these fields a data cleansing process needs to be undertaken by registry participants to ensure that the metering information is of sufficient quality to be added to the registry. Gas Industry Co also intends to use this opportunity to check the accuracy of a small number of existing registry fields that influence the accuracy of the reconciliation process.
- 1.4 Gas Industry Co has established the registry amendments implementation group (RAIG), consisting of representatives from relevant participants, to plan and co-ordinate the implementation of the gas registry amendments and associated data clean up.

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<sup>1</sup> <http://gasindustry.co.nz/work-programmes/switching-and-registry/policy-development/#registry-amendments-project-2014/statement-of-proposal-2014/>

## **2. Role of the RAIG**

- 2.1 The role of the RAIG is to assist Gas Industry Co in the implementation of the amendments to the gas registry and the Switching Rules. In particular, the RAIG will be responsible for coordinating the data cleansing process outlined above and carrying out user acceptance testing (UAT) of registry amendments prior to go live.
- 2.2 Key tasks for the RAIG include:
- a) contributing to the development of an implementation plan;
  - b) establishing data cleansing priorities, data quality standards, acceptance criteria, methodology and timeline;
  - c) agreement on details and specification of proposals including assistance with finalising an updated Registry Functional Specification document;
  - d) identifying and monitoring risks relating to implementation;
  - e) discussing and resolving any issues that may arise;
  - f) coordinating the population of a test environment with new metering parameters;
  - g) establishing and implementing a UAT plan; and
  - h) establishing a suitable go live date and go live criteria.
- 2.3 In addition to their role within the RAIG, members will also be expected to:
- a) Act as the contact point for their organisation, in relation to all implementation matters;
  - b) Communicate the data cleansing requirements to their own organisation;
  - c) Report the status of their organisation's data cleansing activities to Gas Industry Co; and
  - d) Maintain ongoing communication on any issues encountered in the system development process, related to any of the amendments.

## **3. Role of Gas Industry Co**

- 3.1 Gas Industry Co will facilitate all meetings of the RAIG.
- 3.2 RAIG meetings will be carried out in accordance with agendas determined by Gas Industry Co in advance of meetings. Reasonable notice must be given by Gas Industry Co, including the time and venue.
- 3.3 Gas Industry Co will prepare minutes following all meetings. Draft minutes will be circulated to members for comment before being finalised. Final minutes will be made public on Gas Industry Co's website.
- 3.4 Gas Industry Co will make all RAIG material available on its website unless specific material has been agreed as confidential by members.

## 4. Key deliverables and milestones

4.1 The following is an indicative timeline only.

Date	Deliverable
October 2014	<ul style="list-style-type: none"><li>• Agreement on definitions and rule drafting for the <i>Recommendation</i></li><li>• Agreement on amendments to the <i>Gas Registry – Detailed Requirements Specification</i><sup>2</sup> in order that Jade Software can finalise pricing</li></ul>
November 2014	<ul style="list-style-type: none"><li>• Agreement on scope and methodology to be applied to the data cleansing process as detailed in the <i>Draft data cleansing scope and methodology</i> document</li><li>• First exchange of data</li></ul>
December 2014	<ul style="list-style-type: none"><li>• An understanding of the magnitude and quantity of the differences to be reconciled in metering data held between the registry, retailers and meter owners</li></ul>
April 2015	<ul style="list-style-type: none"><li>• Quality thresholds for data cleansing met</li></ul>
May 2015	<ul style="list-style-type: none"><li>• Population of UAT system with new metering data</li></ul>
July 2015	<ul style="list-style-type: none"><li>• Go-live</li></ul>

## 5. Membership

5.1 The RAIG will consist of the following members, in addition to Gas Industry Co attendees:

Organisation	Member
AMS	Bill Miller
Contact Energy	Campbell Wilson
Genesis Energy	Andrew Maseyk
Mercury Energy	Kiryn Savage
Nova Energy (Metering)	Mike de Kort
Nova Energy (Retail)	Martyn Hammond
Powerco	Jules Meredith
Trustpower	Helen Taylor

5.2 Representatives from Gasnet, On Gas and Energy Direct NZ are acting as observers and will receive all communications and will report any issues encountered in their system development.

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<sup>2</sup> Available for download from the gas registry

- 5.3 Members are expected to have the following skills and experience:
- a) a good or advanced level of knowledge in the technical operation of the registry (including population of ICP fields);
  - b) appropriate knowledge of the records and operational systems of the organisation that the member is representing;
  - c) the ability to resolve issues in a team environment; and
  - d) be familiar with the operation of the Switching Rules and the amendments proposed in the *Recommendation*.
- 5.4 Members will be responsible for:
- a) Complying with the requirements set out in these *Terms of Reference*;
  - b) Being available for all RAIG meetings unless otherwise arranged prior to the meeting; and
  - c) Carrying out any tasks as assigned by Gas Industry Co
- 5.5 If for any reason a member needs to withdraw from the RAIG then the member must give Gas Industry Co reasonable notice, and nominate a replacement member from their organisation.
- 5.6 The members will be appointed until the rule amendments as detailed in the *Recommendation* come into effect.

## **6. Meetings**

- 6.1 RAIG members will be expected to make themselves available for meetings in person.
- 6.2 RAIG members are entitled, if appropriate, to send an alternate to meetings, as agreed on by Gas Industry Co.
- 6.3 Meetings will be held at intervals no shorter than four weeks, when required.
- 6.4 Alternate communication will be via email distribution list and a communications platform.

## **Appendix A   Draft data cleansing scope and methodology**