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Overview

The Supply Point Administration Agreement (SPAA) sets out the inter-operational arrangements between gas suppliers and transporters in the UK retail market. It is a multi-party agreement to which all domestic gas suppliers and all gas transporters are required by their Licences to accede.

CODE ADMINISTRATION CODE OF PRACTICE (CACOP)

The Code Administration Code of Practice was established to provide a consistent approach and level of service across associated code modifications.

In addition to the SPAA E-Bulletin, a CACoP Newsletter is also published on a periodic basis. If you would like to be added to the CACoP Newsletter distribution list, please contact SPAA@electralink.co.uk.

Another of the CACoP products is the Central Modifications Register, which contains information on Change Proposals across all of the industry codes, both gas and electricity. The Central Modification Register can be found on the SPAA Website, [via this link](#), or the Master Registration Agreement (MRA) Website [via this link](#).

Further information can be found on the Ofgem Website [via this link](#), or on the SPAA Website [via this link](#).

OPERATIONAL CONTACTS

Please can all Parties ensure that their Operational Contacts are kept up to date, including Contract Manager details.

It is especially important, given the current situation regarding Coronavirus, that Parties are ensuring the SPAA website contains the correct contact information.

Please do not hesitate to contact us if you require any assistance in updating your Party Operational Contact information.

The SPAA team thanks you in advance for your cooperation.

SECURE DATA EXCHANGE PORTAL

Accession to the Secure Data Exchange Portal (SDEP) – Action Required

SPAA Supplier parties and MRA Supplier and Distributor parties will be required to use the Secure Data Exchange Portal (SDEP) from 26 and 25 June 2020, respectively. The SDEP will be used to manage operational queries and escalations in relation to MRA and SPAA processes. In order to access the system, parties must complete an application form and sign the SDEP Access Agreement.

Parties were requested to complete and return the application form by 13 March 2020. Unfortunately, many parties have not returned their application form or responded to the communication.

We now request that parties that have not returned the completed application form return this by 17:00 on Friday 03 April 2020 or provide details of why this has not been returned and what steps are required to resolve this so this can be reviewed by MEC.

We would like to highlight that parties that do not complete the accession process within required timescales will introduce risks to the successful testing and implementation of the new arrangements, and will also not be eligible to participate in User Acceptance Testing themselves and have shorter internal timescales to onboard and train their staff.

This is a significant change to industry systems and processes, and your engagement and co-operation is required to ensure a smooth transition and minimal disruption to industry parties and consumers.

A copy of the application form can be found on the SPAA website (<https://www.spaa.co.uk/secure-data-exchange-portal-sdep/>) and if you have any questions please contact Support.SDEP@gemserv.com.

SDEP Webinar – 05 March 2020

On 05 March 2020, Gemserv and Electralink hosted a joint MRA and SPAA webinar to provide an overview of the SDEP and the requirements for completing the accession process. A recording of this webinar, a copy of the slides and the Q&A from the session is available on the MRASCo website (<https://www.mrasco.com/sdep-webinar/>).

If you have any questions regarding this webinar or the SDEP, please contact Support.SDEP@gemserv.com.

COMMITTEE AND MEETING UPDATES

SPAA EXPERT GROUP (SEG)

The SPAA Expert Group provides an opportunity for industry participants to discuss SPAA issues, debate Draft Change Proposals and develop formal Change Proposals. The scope of the group will include matters relating to SPAA products and the RGMA Baseline. Issues for discussion by the Expert Group will be either raised by SPAA parties or referred from the SPAA Executive Committee (EC).

The group met on 04 March 2020. Agenda items included:

- Updates from SPAA Working Groups,
- Flowbuilder 2.0 Demonstration,
- Joint Theft Reporting Review (JTRR) Update,
- Unknown MAM ID Report, and
- New MDD Process.

For more detailed information on the discussions held, the post-meeting pack can be found on the SPAA Website.

The next SEG meeting will be held on 01 April 2020

MARKET DOMAIN DATA (MDD)

There were 2 MDD Change Proposals (CPs) voted on at the SPAA Change Board Meeting on 10 March 2020 (MDD 20/029 and MDD 20/030). At the meeting, both CPs were accepted.

Both CPs will be implemented on 31 March 2020.

More information on MDD Change Proposals and Releases can be found on the SPAA Website.

NEW SPAA PARTIES

Every month we will be providing an update on the amount of new SPAA Party accessions.

We have not received any accessions this month.

A list of all SPAA Parties can be found on the SPAA Website.

MDD MIGRATION

Please be aware that following the approval of the below cross-code change proposals, all Market Participant Market Domain Data processes will migrate to UNC governance and be administered by Xoserve from 28 February 2020.

This will mean that all new change requests to add, amend or delete market participants will need to be submitted to Xoserve in future and the Market Participant list will be published on the Xoserve website.

A 'parallel publication period' is currently being undertaken whereby Xoserve have begun to publish the Market Participant list prior to the cessation of publication under SPAA. The Market Participant list can be accessed [via this link](#).

- *SPAA Change Proposal 467 - Market Participant MDD Migration to UNC Governance*
- *UNC Modification 0682 - Market Participant MDD Migration to UNC Governance from the SPAA*
- *IGT UNC Modification 124 - Market Participant MDD Migration to UNC Governance from the SPAA*
- *DSC Change Proposal XRN4851 - Moving Market Participant Ownership from SPAA to UNC/DSC*

CORONAVIRUS (COVID-19) UPDATE

ElectraLink's Response to Coronavirus

In line with the government's advice, to delay the spread of novel coronavirus (COVID-19), and to protect our staff and customers, ElectraLink's senior management team has closed our offices in London and Nottingham. We are asking our customers not to travel to our offices until further notice.

With our proven capabilities to manage services remotely and host meetings virtually, we will continue providing services. Our comprehensive Business Continuity Plan includes detailed actions for how we will keep delivering services in the event of an outbreak, and our teams are prepared accordingly.

The SPAA Secretariat has prepared specific protocols to ensure core services will continue. ElectraLink will work with our business communities to identify priorities as needed, recognising in the event of widespread illness Parties could have a reduced amount of resources available.

The Secretariat will work with the SPAA Executive Committee and SPAA Ltd Board to identify priorities as needed, recognising in the event of widespread illness, SPAA Parties could have a reduced amount of resource available. We are taking extra precaution and encouraging customers to take the necessary steps to protect themselves.

Some of the key things we've done since we became aware of the coronavirus include:

- Carrying out a review of essential roles to ensure we have clear plans for coping with multiple absences within teams.
- Engaging with our key suppliers to understand their plans, and to ensure they are being developed appropriately.

We are confident in our ability to continue to deliver a high quality of service to you, irrespective of coronavirus. However, if you would like to discuss our BCP in more detail, or how we could help with your organisation's own business continuity planning, including remote working arrangements, please don't hesitate to get in touch with us.

If you have any questions or concerns, please call 020 7432 3005 or email SPAA@electralink.co.uk.

We hope you and your family stay well during this time

SPAA CHANGE BOARD

The objective of the SPAA Change Board (CB) is to manage the administration of the voting by SPAA Parties on both technical and commercial changes to the SPAA and its associated documents.

The SPAA CB convened on 10 March 2020, where one SPAA Change Proposal (SCP) was presented for voting. Please refer to the table at the bottom of the newsletter for the outcome of the votes.

The following SCPs were submitted for Impact Assessment (IA):

- **SCP 473** - Release of Shipperless and Unregistered Site Data to the PPMIP - issued for 30 Working Days (WD) IA period.
- **SCP 476** - Obligations to pass Transporter compensation payments received from Shippers on to consumers - issued for 10 WD IA.
- **SCP 487** - Requirement for Suppliers to Submit Outcome Files Regardless of the Investigation Outcome - issued for 10 WD IA.
- **SCP 488** - Theft Detection Incentive Scheme Company Mergers - issued for 10 WD IA.
- **SCP 489** - TDIS Methodology Used for Rounding the Individual Theft Targets and Correction of Supplier Market Share - issued for 10 WD IA.
- **SCP 490** - Extra Theft Data Shared Between the TRAS and the AUGER via CDSP - issued for 10 WD IA.
- **SCP 491** - Amendment to the Gas Theft Detection Incentive Scheme (GTDIS) Timing - issued for 10 WD IA.
- **SCP 492** - Joint Theft Reporting Review: Reporting Confirmed Theft of Gas - issued for 30 WD IA.

The next SPAA CB meeting will be held on 14 April 2020.

SPAA TRAINING DAY

The Q1 2020 SPAA Training Day took place on 11 March 2020.

The training day is an introduction to the SPAA industry code and provides new members with an insight to SPAA Code Governance.

Items on the agenda included:

- Gas Industry Basics,
- The Energy Market,
- Industry Codes,
- Introduction to The SPAA,
- How to Engage with SPAA,
- Parties to the SPAA and Obligations,
- SPAA Products,
- The SPAA Change Process,
- Metering Overview, and,
- Individual Party Overview

Please do let us know if you would like to receive a copy of the Training Day slides.

SPAA CHANGES

Reference	Summary	Outcome
SCP 487	Removal of Non-Participating Suppliers and SOLR From Annual Report	Accepted

UPCOMING EVENTS



SPAA Expert Group (SEG)	01 April 2020
SPAA Change Board (CB)	14 April 2020
Theft Issues Group (TIG)	21 April 2020
SPAA Executive Committee (EC)	22 April 2020
SPAA Ltd Board	22 April 2020

SUBSCRIBE

If this newsletter is forwarded to you by a colleague and you do not receive it directly, please subscribe by emailing our helpdesk at SPAA@electralink.co.uk.

CONTACTS



If you require further information on the Working Groups under SPAA, or would like to sign up to the Newsletter, please contact our helpdesk at SPAA@electralink.co.uk, or call the number below: 020 7432 2862

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