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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.

OPERATIONAL CONTACTS GUIDELINE

Need help in updating your Party's Operational Contacts via the self-service Portal?

The SPAA Team has created a new 'Help' page with useful information and 'how-to' videos on various aspects of the Portal. You can access the page via the 'Guidelines & Information' menu item, or can be [found here](#).

Videos include processes such as adding new contact points (with and without website accounts), editing contacts and removing contacts.

We hope that you find the help you are looking for on this page, however, if you cannot, please contact the team on SPAA@electralink.co.uk.

MARKET DOMAIN DATA PROCESS

The SPAA team would like to remind parties of the current Market Domain Data (MDD) process.

Any changes required to the MDD Meter Product Table, Converter Product Table, and MDD General can be made by completing the MDD Change Proposal (CP) Form.

All completed forms should be sent to spaachanges@electralink.co.uk. Upon receipt of the CP, we will then follow the MDD Change Process Calendar which outlines the specific dates for each part of the CP process. The Calendar can be found [here](#).

Please be aware that following the approval of the below cross-code change proposals, all Market Participant Market Domain Data processes has now migrated to UNC governance and is now being administered by Xoserve.

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 which can be found [here](#).

The MDD Market Participant discussions will be held on the same day as the SPAA Change Board (second Tuesday of each month) and will begin at 10:00am.

The relevant Change Proposals that moved MDD Market Participants to UNC Governance are:

- 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

DELAY TO THE SECURE DATA EXCHANGE PORTAL

Further to the decision of the SPAA Change Board to approve SCP 498A, and the MRA Development Board (MDB) who approved MRA CP 0266A and MAP CP 0331A, the implementation date for the following SPAA and MRA Change Proposals have been delayed to 21 August 2020:

- SCP 472 – Web-based solution for sending Customer information securely.
- SCP 485 – Consequential Amendments following SCP 472 ‘Webbased solution for sending Customer information securely’.
- MRA CP 0262 – Web based solution for sending customer information securely.
- MAP CP 0322 – Changes to existing MAPs required for the implementation of the Secure Data Exchange Portal.
- MAP CP 0323 – Introduction of new MRA Agreed Procedure for the Secure Data Exchange Portal.

Therefore, Parties will not be required to use the SDEP from 26 June 2020 as previously communicated and will now be required to use this from 21 August 2020.

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.

Further details regarding training information, onboarding and transitioning to the new system can be obtained from Support.SDEP@gemserv.com.

SPAA EXECUTIVE COMMITTEE NOMINATIONS

Governance plays a crucial role in the industry and relies on the expertise and knowledge of the members that make up each codes Executive Committee, Panel or Board.

The Executive Committee (EC) has substantial authoritative and administrative powers under the Agreement and is a vital component in the development and operation of the governance arrangements for the Domestic gas supply market. To enable the EC to fully meet its remit, a full complement of members is desirable. A full quorum of members will ensure that the views of each category of Parties to the Agreement are represented.

In accordance with Clause 6.13 of the Supply Point Administration Agreement, all current SPAA Executive Committee Members and Directors of SPAA Limited are required to retire on 31 October 2020 and therefore, we are now seeking nominations for the period 01 November 2020 to 31 October 2021 (or a potentially shorter or longer period, depending on REC go-live).

The EC is made of the following members:

- 2 Industrial and Commercial Supplier Member representatives;
- 2 Large Domestic Supplier Member representatives;
- 1 Small Domestic Supplier Member representative;
- 2 Large Transporter Member representatives;
- 1 Small Transporter Member representative; and
- 1 Industrial and Commercial TRAS Supplier Member representative.

This is an interesting opportunity for those to contribute to the industry during such an important and challenging time. If you would like to hear more about becoming an EC member, please call the SPAA Helpdesk on 020 7432 3005 or email spaa@electralink.co.uk.

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 01 July 2020. Agenda items and discussions included:

- Updates from SPAA Working Groups,
- SIF 039 - Schedule 11 Read Replacement Contacts,
- PSR Needs Codes - Financial Vulnerability, and
- SCP 473 - Release of Shipperless and Unregistered Site Data to the PPMIP.

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 05 August 2020.

ERRONEOUS TRANSFER PERFORMANCE ASSURANCE BOARD (ETPAB)

The ET PAB was set up in August 2019 as an independent group of experts with the aim of reviewing Erroneous Transfers (ET) performance across the industry. Meetings are held on a monthly basis.

The ET PAB met on 09 July 2020, and the following topics were discussed:

- An update on the wider ET landscape from Ofgem,
- Review of feedback from the ET Performance Deviation Letter,
- Industry Engagement Plan, and
- Timelines for Change Proposals.

The next ET PAB meeting will be held on 13 August 2020.

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.

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 14 July 2020, where two 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 503** - Facilitating Gaining Supplier GSoP Payment - issued for 10 Working Days (WD) Impact Assessment (IA) period.

The next SPAA CB meeting will be held on 11 August 2020.

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](#), or the [Master Registration Agreement \(MRA\) Website](#).

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

SPAA CHANGES

Reference	Summary	Outcome
SCP 494	Theft Charter	Accepted
SCP 500	ETTOS Escalation Process	Accepted

UPCOMING EVENTS



MDD Release	04 August 2020
SPAA Expert Group (SEG)	05 August 2020
SPAA Change Board (CB)	11 August 2020
Erroneous Transfer Performance Assurance Board (ETPAB)	13 August 2020
Theft Issues Group	18 August 2020
SPAA Executive Committee (EC)	26 August 2020
SPAA Board Meeting (SB)	26 August 2020

SHARE THE NEWSLETTER!

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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