

**UK LINK Committee Meeting Minutes**  
**Thursday 08 May 2014**  
**via teleconference**

**Attendees**

Mike Berrisford (Chair)	(MiB)	Joint Office
Helen Cuin (Secretary)	(HC)	Joint Office
Amie Charalambous	(AC)	RWE npower
Anne Jackson (alt M Brandt)	(AJ)	SSE
Bryan Hale	(BH)	EDF Energy
David Addison	(DA)	Xoserve
Lee Harrison	(LH)	Xoserve
Marie Clark	(MC)	Scottish Power
Trevor Clark	(TC)	E.ON UK

\* via teleconference

Copies of all papers are available at: <http://www.gasgovernance.co.uk/uklc/080514>

**1. Review of Minutes, Action and Modifications**

**1.1 Minutes**

Reference paragraph 2.1.1, (on behalf of MB) AJ believed an action was placed on Xoserve to notify the Users present at the Committee, who is held on the ANS contact list for their organisation had not been captured in the April minutes. DA confirmed work is ongoing, templates have started to be populated and three of six have started to be contacted. It was agreed to record this as a new action for an update at the next meeting.

**Action UKL0501: Xoserve to notify the Users present at the April UK Link Committee who is held on the ANS contact list for their organisation.**

Thereafter, the minutes of the previous meeting were then approved.

**1.2 Actions**

**UKL0102:** CRN 2789 - Xoserve to provide the timings for forced confirmations.

**Update:** DA highlighted this change related to Modifications 0424 and 0410A, where the Transporter has been out to site and identified gas is flowing from the same meter that the Shipper has previously isolated and withdrawn. He confirmed that in this case the Shipper will be notified of the situation and advised to reconfirm the supply point. This will appear in the Shipper CMS queue for one calendar month to identify and undertake the relevant action required i.e. Supply Point Update Required (SPUR). Where there is a failure to undertake any action the CFR process will be enacted to force a confirmation. DA confirmed the Change Pack will be provided on 09 May 2014.

BH enquired if Xoserve would be able to provide a process timeline within the Change Pack. The Committee agreed to delay the provision of the communication to enable a timeline to be produced. **Carried Forward.**

BH asked about the information process flow from the Transporters and how long Xoserve anticipated this would take from identification. DA was not aware of any agreed SLAs from identification to report of identified supply points that require action to the User. The Committee discussed the flow of information from Transporters and recognised that the planned/actual Gas Safety Regulations (GSR) site visit dates would not be identified within

this process so it would be difficult to ascertain how long the Transporter have taken to flag identified sites that required action.

BH asked if Xoserve were able to provide any indication of the likely numbers of sites that may require an update.

**New Action UKL0502: CRN 2789 - Xoserve to investigate whether a view can be provided on the potential backlog of sites that could be loaded onto CMS requiring action soon after implementation.**

**UKL0104:** CRN2791 - Xoserve to provide a consolidated SPA rejection code list.

**Update:** BH asked about the anticipated completion date for this piece of work. DA confirmed Xoserve are working hard and are considering technical extractions however they are struggling to move this piece of work forward with other priorities at present.

**Carried Forward**

**UKL0401:** Xoserve to clarify what the pre and post acquisition process will be for site transfers under Modification 0477.

**Update:** Work ongoing. **Carried Forward**

**UKL0402:** Xoserve to clarify the treatment and conditionality of Meter Inspection Files and Meter Inspection Dates through RGMA.

**Update:** DA confirmed Xoserve will not be assuming an inspection has taken place. He confirmed that the on-job conditionally has been communicated and that there is an opportunity to provide an inspection date within the N44 flow record. **Complete**

**UKL0403:** Xoserve to review and consider the future use of multiple Change Packs.

**Update:** DA reported that confirmation has now been added at the end of the Change Pack to clarify the pack is final for that month. He explained there may be exceptions where follow up dates are required and this will be made clear. **Complete**

### 1.3 Modifications

MiB confirmed that four modifications had been raised since the last meeting:

[0499 -Amendment to TPD Section G1.6.13\(e\)\(iv\)](#)

No impacts identified.

[0500 - EU Capacity Regulations - Capacity Allocation Mechanisms with Congestion Management Procedures](#)

Impacts to be assessed in due course.

[0501 - Treatment of Existing Entry Capacity Rights at the Bacton ASEP to comply with EU Capacity Regulations](#)

Impacts to be assessed in due course.

[0502 - Amendment to Gas Quality NTS Entry Specification at the px Teesside System Entry Point](#)

No impacts identified.

## 2. Xoserve Reporting

### 2.1. UK Link Modification Implementation Plan

#### 2.1.1 Current UK Link Changes awaiting scheduling – Not Implemented

##### *ANS Replacement*

DA confirmed that Xoserve are working through the proposals and will provide an update to Action 0401 in due course.

***CRN3316.1 Individual Settlements for Pre-Payment & Smart Meters – Reconciliation Invoicing***

DA provided a presentation to provide an update on [COR3316: Implementation of UNC Modification 0451AV](#). DA stressed that the profile within the modification is simply an illustrative profile and may not be the profile ultimately used. He confirmed DESC would be considering further information being attained from Shippers to assess if a more robust profile can be developed. For further information on the DESC considerations please refer to the [DESC Minutes](#) and the [UNC 0451AV Individual Settlements For Pre- Payment & Smart Meters presentation](#) available at: <http://www.gasgovernance.co.uk/desc/250314>. Further information on the considerations undertaken by the 0451 Workgroup please refer to the [Issue 063 Report - Implementation of 0451AV](#) available at: <http://www.gasgovernance.co.uk/0451>.

***CRN 3137.1 & 3137.2 Single Meter Supply Points***

DA reported that although 0451AV has been approved Xoserve are expecting some economies of scale and plan to look at the solution along with Modification 0486. DA confirmed an update will be provided next month where Xoserve hope to obtain a caveat approval for the change. He welcomed responses to such approach within the representations.

***CRN 3288.1 Supplier Portfolio - Input File***

DA reported that within the representations received there was an expressed preference to have a single consolidated report to cover all scenarios. The report will be issued via IX via the SPO file. The committee reviewed and approved the change with an implementation date on 13 June 2014. A communication will be issued to confirm approval and change of date.

DA reported that Xoserve are working towards an informal 20-day SLA to respond to files submitted. However until the files have been received it is difficult to predict the timescale in which Xoserve will respond.

AC enquired about any planned contingency if the IX file cannot be received by Shippers. DA asked parties to advise Xoserve if there are any perceived problems or any encountered problems with this activity.

***CRN3186 Billing for Site Visits for UNC Modification 0410A and 0424***

DA reported a communication will be issued on 09 May to confirm the file structure and creation of the new charge types noting a 01 November 2014 implementation date. He hoped to seek approval next month.

***CRN3187 EU Code Change Phase 2 Delivery (Analysis & Design)***

Analysis ongoing.

***CRN3286 Supply Point Registration – Facilitation of Faster Switching***

DA confirmed significant system changes are required however there are only minor changes to file formats. He referred to Communication 1281.4 which confirmed approval would be sought for the K14 record as part of the confirmation response file. He confirmed that the file formats will be updated to indicate the circumstances in which Xoserve could be receiving the K14 record. The Committee considered the change with an implementation date within UK Link release window on 07 November 2014. BH enquired about the contingency implementation date and any late notice change to the date. The Committee approved the 07 November 2014 implementation date noting that if there was a requirement to utilise the contingency date any change would be approved via an urgent UK Link Committee.

**Monthly Revision of erroneous SSP AQs outside the User AQ Review Period**

DA provided a [COR3007: UNC Modification 0450B – Monthly revision of erroneous SSP AQs outside the User AQ Review Period Implementation](#) update. He highlighted in order to make an appeal an appeal reference would need to be provided and the quota will be applied at the appeal request not on accepted appeals. He also highlighted, and asked the Committee to note, the proposed notice period of 3 months for rejections. DA confirmed that if the functionality cannot be made by mid September implementation will not be on 01 October 2014. If the 01 October cannot be achieved this will be brought to the attention of the UK Link committee to implement as soon as possible afterwards noting the conclusion of the AQ review process which would indicate that this would probably not be before 10 October 2014. DA asked parties to note that whilst this is not a significant change to flow transactions there may be significant changes required by Users to facilitate the process.

**2.1.2 Current UK Link Changes Approved – Scheduled for Implementation**

**CRN2791 K08 Validation of the MAM ID**

DA confirmed implementation on 02 May 2014. He asked parties to contact Xoserve if they are experiencing any issues.

**CRN3288.1 Supplier Portfolio – Input File**

DA confirmed implementation remains on track for 28 May 2014.

**CRN2831 Smart Metering DCC Day 1**

DA confirmed the change is within development and implementation remains on track.

**CRN2831 SUN File Format Decommissioning**

DA confirmed implementation remains on track.

**CRN2789.1 Measures to Address Unregistered and Shipperless Sites**

DA provided a [COR2789: Measures to Address Unregistered & Shipperless Sites](#) presentation. AJ enquired if all possible outcomes had been considered for example to allow Shippers to communicate a subsequent meter removal. DA confirmed Xoserve would investigate and provide clarification within the Xoserve communication.

**Action 0503: CRN2789.1 - Xoserve to investigate and confirm whether a Shipper can update CMS to confirm the meter has been removed.**

**2.1.3 UK Link Changes – Implemented since last UK Link Committee Meeting**

**CRN2457 Development of Procedures to Cover the Claims Process Introduced by the Implementation of Modification Proposal 0429**

DA confirmed successful implementation on 10 April 2014.

**CRN 3137.1 & 3137.2 Single Meter Supply Points**

DA confirmed not many offer cancellations were necessary and confirmed successful implementation on 10 April 2014.

**Amendment to MRF Frequency Days Field in I14 Record**

DA confirmed successful implementation on 11 April 2014.

**CRN 2557 Revision to the Metering Charges Pricing module on Unique Sites**

DA confirmed successful implementation on 30 April 2014.

**2.2. Performance Reporting – Monthly Report**

Report accepted.

### **2.3. File Format and Urgent Communications (Xoserve Report D)**

Report accepted.

### **2.4. Planned Outages**

Report accepted.

## **3. Strategic Initiative Update**

DA reported the formation of a new Xoserve working group – the UK Link Programme Industry Engagement Group (UPIEG) and that the first meeting was being held after the Project Nexus Workgroup on 12 May 2014. Xoserve agreed to ensure future events are added to the Joint Office event diary.

## **4. Any Other Business**

### **4.1. Modification 0479S 'Inclusion of email as a valid UNC communication' update**

DA confirmed the next [Workgroup 0479 meeting](#) was being held on 28 May 2014. DA reported that Xoserve are currently reviewing Appendix 5B within the UK Link Manual. He anticipated the UK Link committee will need to review and approve a revised version of Appendix 5B. He gave examples of scenarios where Xoserve are obliged to provide letters for certain communications for example new Shippers where the communication would be more appropriate via email.

### **4.2. Shipper and Supplier Organisational ID**

DA reported that Xoserve have tabled a paper at the SPAA expert group to consider where a Shipper and Supplier wish to share the same short code. He explained that this will be permitted where certain criteria can be met. An application form will be required requesting the relevant short code. DA highlighted where the Shipper and Supplier wish to go down this route a UNC flow will be required to provide the correct Supplier ID.

BH asked about the registration flows. DA clarified some parties provide a different Supplier (12 character numeric record) within their registration flows and these may be mapped to a Supplier Organisation ID. This registration flow will need to be considered by Shippers if they wish to use a single Shipper/Supplier Organisational ID.

AJ enquired, if the Supplier ID is moved to the Shipper ID, if this would affect the header but wouldn't it was visa versa (i.e. Shipper uses Supplier ID). DA explained that this is a more complex change. AJ asked how Xoserve would identify the change particularly if it was appropriate to send a file which in effect would suggest a change of Supplier when in effect it's just a change of code.

DA explained that this will be further discussed at SPAA Expert Group. This is not a system change but updates will be provided to the UK Link

### **4.3. UK Link Communication List Review**

DA advised an internal review within Xoserve has identified the need to review the UK Link communication list. Xoserve have written out to users asking for updates. Xoserve propose to make an enhancement to managing communication lists by trying to identify a lead contact to provide updates to distribution lists maintained by Xoserve.

DA confirmed that the emails will have been issued from the [uklink@xoserve.com](mailto:uklink@xoserve.com) email account and asked parties to review the communications and respond. He suggested the UK Link Committee Members might wish to be nominated as a key contact. He hoped that any confirmed key contacts would also provide details of the email extensions they would be responsible for within their organisations.

**4.4. Extranet UK Link Minute Removal**

DA proposed to remove the UK Link minutes for 2003, 2004, and 2005 from the Extranet Xoserve website. UK Link Committee members approved the removal.

**5. Diary Planning**

Details of all meetings can be found at [www.gasgovernance.co.uk/Diary](http://www.gasgovernance.co.uk/Diary)

10:00, 12 June 2014, Teleconference

**ACTION TABLE**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status
0102	09/01/14	2.1.1	CRN 2789 - Xoserve to provide the timings for forced confirmations.	Xoserve (DA)	Carried Forward
0104	09/01/14	2.1.1	CRN2791 - Xoserve to provide a consolidated SPA rejection code list	Xoserve (DA)	Carried Forward
0401	10/04/14	2.1.1	Xoserve to clarify what the pre and post acquisition process will be for site transfers under Modification 0477.	Xoserve (DA)	Carried Forward
0402	10/04/14	2.1.1	Xoserve to clarify the treatment and conditionality of Meter Inspection Files and Meter Inspection Dates through RGMA.	Xoserve (DA)	Complete
0403	10/04/14	3.1	Xoserve to review and consider the future use of multiple Change Packs.	Xoserve (DA)	Complete
0501	08/05/14	1.1	Xoserve to notify the Users present at the April UK Link Committee who is held on the ANS contact list for their organisation.	Xoserve (DA)	Pending
0502	08/05/14	1.2	CRN 2789 – Xoserve to investigate whether a view can be provided on the potential backlog of sites that could be loaded onto CMS requiring action.	Xoserve (DA)	Pending
0503	08/05/14	2.1.2	CRN2789.1 - Xoserve to investigate and confirm whether a Shipper can update CMS to confirm the meter has been removed.	Xoserve (DA)	Pending