

UK LINK Committee Minutes

Thursday 11 February 2010

Teleconference

Attendees

John Bradley (Chair)	(JB) Joint Office of Gas Transporters
Mike Berrisford (Secretary)	(MiB) Joint Office of Gas Transporters
Andy Simpson	(AS) xoserve
Ashley Collins	(AC) EDF Energy
Danielle King	(DK) E.ON UK
Dave Addison	(DA) xoserve
David Watson	(DW) Centrica
Lewis Plummer	(LP) xoserve
Mark Cockayne	(MC) xoserve
Martin Brandt	(MB) SSE
Sean McGoldrick	(SM) National Grid NTS
Stephanie Shepherd	(SS) RWE npower

1. Review of Minutes and Actions

1.1. Minutes

DA highlighted a minor error in the action table for item UKL1164 which refers to MAN, but should read as MAM.

Thereafter, the minutes of the previous meeting were accepted.

1.2. Review of actions

Appendix A contains a tabulated update on actions.

UKL 1164 – xoserve (DA) informed members that there had been no further progress on this item since the January 2010 meeting and discussions with British Gas are still ongoing.

DW added that work is ongoing internally to develop suitable migration plans and that he will contact DA in due course.

Chair (JB) asked, and members agreed to carry forward the action.

Action UKL 1164: Carried Forward

UKL 1172 – xoserve (LP) informed members that a brief update is to be provided under item 3.0 below.

Chair (JB) asked, and members agreed to close the action.

Action UKL 1172: Closed

UKL 1173 – xoserve (MC) informed members that a detailed review of the UK Link Manual is still ongoing within xoserve and a change approach proposal has been presented to the Contract Managers for consideration. MC will provide a copy of the presentation to the Joint Office for publication alongside these minutes.

In summary, amongst other things xoserve are looking to:

- Rationalise the UKLink Manual;
- Remove obsolete elements;
- Align the format to closely resemble the Uniform Network Code,
- Remove any/all commercial contract elements.

xoserve plan to follow a phased approach to reviewing the document and are looking to publish the amended version towards the end of 2010.

Chair (JB) asked, and members agreed to close the action.

Action UKL 1173: Closed

UKL 1175 – xoserve (DA) informed members that xoserve have started engagement with their 3rd party service provider to deliver the changes to the timescales indicated at the last Committee meeting (three months). SS asked whether a copy of the previous report relating to this matter will be re-issued once an implementation date is identified, DA indicated that if this was required he would investigate, but did not anticipate an issue with doing so. Thereafter, Shippers could commence re-populating the MAM identities.

From an xoserve perspective, the aim is to implement the change asap and in order to do so, the change will be limited to resolving the current MAM id problem (excluding re-population of the MAM id which xoserve will ask shippers to do). A further update will be provided at the March UKLC meeting.

Chair (JB) asked, and members agreed to carry forward the action.

Action UKL 1175: Carried Forward

UKL 1180 – xoserve (DA) informed members that an update on the UKLC DME discussions had been included in the 15/01/10 Change Pack.

Chair (JB) asked, and members agreed to close the action.

Action UKL 1180: Closed

UKL 1181 – xoserve (DA) informed members that he had contacted parties who were not involved in the January UKLC meeting to ascertain if they had received their respective MAM i.d./Sites & Meters related reports.

Chair (JB) asked, and members agreed to close the action.

Action UKL 1181: Closed

UKL 1182 – JB informed members that an update on Exit Reform (Phase 1 - COR1360 and Phase 2 – COR1630) will be provided under item 3.4 below.

Chair (JB) asked, and members agreed to carry forward the action.

Action UKL 1182: Carried Forward

2. Other Industry Fora

JB reported that the following UNC Modification Proposal had been implemented.

0259 “Removal of Obligations to Install UK Link User Equipment and UK Link User Software for UK Link Users who utilise the services of an UK Link User Agent”. This will mean that Users who do not carry out any UK Link transactions themselves but instead rely on an agent may opt not to have IX equipment installed,

He then provided an update (by exception) on the “live” UNC Modifications with a potential impact upon UK Link systems, specifically highlighting the following status changes since the previous meeting:

- 0209 “Rolling AQ”. Allocated to the Project Nexus Workstream with a report due at the 21/05/10 panel meeting;
- 0246/0246A/0246B “Quarterly NTS Entry Capacity User Commitment”. Currently with the Authority awaiting a decision. The UNC panel members have requested an indication of a likely decision date and the Authority have suggested a decision may be forthcoming in February;
- 0248 “Meter Reading Replacement”. Allocated to the Distribution Workstream with a report due at the 15/04/10 Panel meeting;
- 0263 “Enabling the Assignment of a Partial Quantity of Registered NTS Exit (Flat Capacity)”. Currently with the Authority awaiting a decision. ;
- 0270 “Aggregated Monthly Reconciliation for Smart Meters“. Potential for significant system impacts. Allocated to a Development Work Group, with a report due at the 20/05/10 panel meeting.

Both xoserve and the Transporters are keen to utilise existing system functionality to meet requirements;

- 0271 “Amendment to the SSP – Provisional LSP – SSP Amendment Rules“. Referred to the Distribution Workstream with a report due at the 18/02/10 panel meeting, although an extension will be sought;
- 0272 “Mod 640 Validation Arrangements for when a Change of Shipper has occurred“. System impacts unclear at this time. Allocated to a Review Group, with a report due at the 20/05/10 panel meeting;
- 0274 “Creation of a National Revenue Protection Service“. Allocated to a Development Work Group, with a report due at the 20/05/10 panel meeting.
- 0276 “Alternative User Pays approach to – UNC Modification 0263 – Enabling the Assignment of a Partial Quantity of Registered NTS Exit (Flat Capacity)“. As with 0263 above, currently with the Authority awaiting a decision. ;
- 0280 “Review of Demand Estimation UNC Section H Processes and Responsibilities“. Allocated to a Review Group, with a report due at the 15/07/10 panel meeting. As the review group progresses it is looking increasingly likely that any potential system impacts are reducing over time, and
- 0282 “Introduction of a process to manage Long Term Vacant sites“. New proposal for consideration at 18/02/10 panel meeting. Potentially has significant system impacts.

Moving on, JB informed members that the Operational Forum had met the previous day and no xoserve Gemini presentation or update was provided.

Post Meeting Note: All presentations now available at:
<http://www.nationalgrid.com/uk/Gas/OperationalInfo/operationsforum/>

3. UK Link Modification Implementation Plan (and review of UK Link Modification Status Report)

3.1 COR 962 – Query and Workflow Management (ConQuest Replacement Project)

xoserve (DA) informed members that this will be discussed under item 4.1 below.

3.2 CAR File Removal – Administrative Change

xoserve (DA) informed members that this relates to ‘triggering’ Emergency Contact Information Updates during an AQ Review and was last utilised in 1997. As this was never formally withdrawn, xoserve are now seeking to withdraw this functionality. A communication will be issued as part of the Change Pack due to be issued on

Friday 12/02/10, seeking views (10 business day consultation response window) on this.

When asked if there were possibly any other elements of potentially redundant functionality involved, DA indicated that their (xoserve's) focus had been limited to this item, although he would welcome feedback from users.

3.3 COR 1617 – Change to Pulse Value Format

xoserve (DA) informed members that this remains 'on track' for a 26/02/10 implementation within the UK Link window, with the new formats available early on the Tuesday (02/03/10).

3.4 COR1360 – NTS Exit Reform Phase 1

xoserve (AS) provided members with a brief review of the NTS Exit Reform Phase 1 & 2 presentation, a copy of which is available to view &/or download from the Joint Office of Gas Transporter web site at: <http://www.gasgovernance.co.uk/uklc/110210>.

The main points discussed being:

- Whilst elements of Phase 1 are slightly behind the plan, they are not expected to cause any problems;
 - Once all dates are agreed, the full implementation plan will be issued via the UKLC;
- Communication will be issued on Friday 12/02/10 (as part of the Change Pack) inviting all participants to attend the initial teleconference;
- The overview session will include provision of information packs (instructions on how to login, configure p.c.'s etc.);
- Since phase 1 screen pack was issued in the summer of 2009, some further updates have been made to the 'generic' screen designs;
 - Meeting later today will finalise screen pack changes;
 - No significant changes to external screen views as the majority of changes are purely cosmetic, although that does not exclude any substantive changes being identified in due course;
 - A revised screen pack will then be issued to UKLC members via the Change Pack on Friday 12/02/10, seeking views;
 - As the screen pack(s) are large file sizes they will be published on the Joint Office web site rather than emailed out;
- Once phase 2 analysis is completed, project team will move on to detailed design stages;
 - Phase 2 User Trails will include consideration of phase 1 functionality change impacts;
 - The (25) new external screens/reports will support the new processes, and
 - As with phase 1, screen packs will be published on Joint Office web site rather than emailed out.

The change remains 'on track' for a 23/05/10 implementation.

AS then agreed to provide an update at the March 2010 meeting.

3.5 COR 1133 – Facilitating the use of AMR in a DM Elective Regime

xoserve (LP) informed members that the detailed analysis work associated with this change will be completed by the end of the week and the change remains 'on track' for a 21/11/10 implementation.

DME Options

Following on from responses received relating to the DM Elective options, xoserve are proposing to adopt two solutions, utilisation of the existing **Enquiry record (as part of the existing NOM file)** and the S75 record within the **TRF File issued at D-7**. When asked if the data logger information field within the TRF file would be populated when a shipper registers a site as NDM, LP confirmed that it would. AC remained concerned that should he (EDF Energy) decide that they DO NOT wish to participate in the regime, the field would still be populated. Seeking more clarity, he enquired if the number inserted into the field could be validated against published industry data, to which DA responded by advising that xoserve will populate the field with the data logger serial number. xoserve will not populate the actual datalogger (or equivalent) serial number for other providers, therefore for DME a 'dummy' reference number – 'DME001' – will be populated. MB suggested that Shippers will need to appreciate this fact. He went on to note that, whilst xoserve refer to this (TRF Field) as a zero cost option, that may not be the case for all users.

AC suggested that he believes that as long as his company do not validate the field he cannot see a problem with utilising the TRF Field option. In support, DA indicated he does not believe users presently utilise the field for their validations, although this could be developed if required. If the functionality were to be built in to the system now, there would not be an additional cost, but should members wish to defer a decision on this, development at a later date would incur additional costs.

MB requested, and LP agreed, to re-issue the previous correspondence relating to the DME regime in light of knowledge gained from receipt of user responses, including asking if parties believe that utilising the TRF File would impact them, or would utilise it if they could.

Action UKL1183: xoserve (LP) to re-issue DME Regime comms within the 12/02/10 Change Pack, seeking users views on whether or not they believe they would be impacted by utilisation of the TRF File ('Option 5'), or in fact, would like to utilise it going forward.

Transfer Read Requirements Workshop

LP informed members that a workshop has been set up to take place at 31 Homer Road on 05/03/10 and he recommends that ALL Shippers attend. It should be noted that there are no proposed changes to the modification rules required.

A brief presentation will be provided to the Joint Office for publication alongside these minutes.

When asked, AC confirmed that he retains concerns on this matter and will be attending the workshop.

Post meeting note: a copy of the presentation is available to view &/or download from the Joint Office web site at: <http://www.gasgovernance.co.uk/uklc/110210>.

File Formats

LP reminded members that the UKLC 'DM Elective File Formats (v0.2)' summary document was published on 05/03/09 for consideration at the April 09 meeting. Subsequent analysis has identified that the RPA file does not conform to the UKLC standard and as a consequence, will be re-issued in early April 2010. The representation window will be 'restricted' to some time during April to facilitate approval at the May meeting (6 month notification period).

4. Review of Topics Status Report

xoserve (DA) provided members with a brief update on the xoserve strategic initiatives, as follows:

Project Nexus – An update will be provided for publication alongside the UKLC meeting minutes in due course.

Post meeting note: a copy of the presentation is available to view and/or download from the Joint Office of Gas Transporters web site at: <http://www.gasgovernance.co.uk/UKLC/110210>

ConQuest Replacement – The presentation from the January teleconference meeting is available to view &/or download from the Joint Office of Gas Transporters web site and DA recommends that members have a look at it.

A User representation pack (communication CB/943/DA, dated 15/01/10) was issued seeking views on matters such as which Internet Browser platform to use and security of sites issues. Based on responses received to date, xoserve are looking to 'benchmark' security based upon on Internet Explorer 6 (IE6).

In the responses, one (1) organisation has indicated that it may not be able to accept download and installation of cookies associated to the new system, and xoserve expect to discuss this matter with that organisation to see if a satisfactory solution can be agreed. The utilisation of a 'cookies' based solution remains xoserve's objective and development will continue along these lines – an update will be provided at the March UKLC meeting.

DK enquired (on behalf of Kate Potts) as to how many individuals could be involved in the user testing scheduled to take place in August 2010. DA agreed to take an action to investigate and report back in due course.

In response to a question on whether or not training will be delivered in person or via provision of training manuals (or a combination of both), DA indicated that xoserve are planning to provide 'train the trainer' programmes, but did not intend to provide training for the +5k users. Furthermore, he expects to issue the screen information in the March Change Pack.

Moving on, AC enquired if any consideration had been given to the potential impact of the rollout of Smart Metering (i.e. UPD and JOB file impacts etc.) and the possible management of information flows via a Central Communication Provider (CCP) as this could potentially lead to some ConQuest replacement system redundancy issues. In agreeing that this is an important area to consider, DA indicated that he believes the ConQuest replacement system will be flexible enough to 'switch' various elements of functionality in and out to cater for smart metering developments, should the need arise. It should be noted that the ConQuest replacement system will be able to interface with the UKLink system.

DA went on to remind members that the primary objective is to move away from the current ConQuest system onto the new replacement system as soon as possible as it is unclear how long ConQuest can continue in its current state (ref: the December 2008 User Interface problems). Additionally, he will be providing regular updates to the ConQuest User Group, especially on matters such as what new ideas could be introduced (during phases 3 & 4) to benefit the industry as a whole.

DA informed members that he has been discussing the option of utilising 'off the shelf' coding packs with the ConQuest UG and regardless of whether or not the new system may become redundant sometime in the future, he strongly believes it is still beneficial to continue with development at this time. AC suggested that this matter will also need consideration elsewhere in the industry.

In closing, DA agreed to take a new action to look to raise the profile of the ConQuest system replacement with the Smart Metering Forum.

Action UKL1184: xoserve (DA) to investigate if there are any constraints on the number of users allowed to participate in the ConQuest UAT scheduled for August 2010.

Action UKL1185: xoserve (DA) to look into raising the profile of the ConQuest system replacement with the Smart Metering Forum.

5. Performance Reporting

xoserve (MC/DA) reviewed the xoserve Report Pack by exception.

5.1 IS Faults logged by Shippers (xoserve Report A).

This report was accepted.

5.2 UK-Link Business Support Agreement (xoserve Report B)

This report was accepted.

5.3 Liabilities Report (xoserve Report C)

This report was accepted.

5.4 Report on Performance Problems

This report was accepted.

6. File Format and Urgent Communications (xoserve Report D)

This report was accepted.

7. Planned Outages (xoserve Report E)

DA pointed out that the GSN Implementation had been previously notified to the Committee but the previous implementation in October 2009 was deferred, and held off over the winter period. He will provide a progress update on the contingency within the 12/02/10 Change Pack.

Thereafter, this report was accepted.

(Post meeting update – Contingency date is scheduled for 08/05/2010. This will be communicated to the UK Link Distribution List in due course.)

8. AOB

12/02/10 Change Pack Contents

DA informed members that he anticipates issuing five (5) communications within the 12/02/10 Change Pack including elements to cover the new GSN Contingency Date, DME and ConQuest Replacement.

ConQuest File Template Change

DA informed members that xoserve are currently considering changing the EST template to a *.csv format. A notification relating to this matter will be issued in due course.

ECO File Format Within the K25 & 27 Records

Relating to the GCM 10 & 11 papers for Over/Under Recovery during the Auction process, GCM 11 has been withdrawn and replaced with GCM 12. DA does not believe that this constitutes a material change and therefore is proposed as a Class 1 change that does not require a formal notice period, he will be writing out to users seeking their views on this matter. The first issue of the amended records may be required in April, but it is not known at this time whether conditions exist that will require it's issue. JB added that this is related specifically to refunds to Shippers.

Market Domain Data (product i.d.'s)

AC (on behalf of the SPAA) enquired if, (meter i.d. data was originally populated by xoserve), this is still utilised, and if not, whether it could be removed. Furthermore, he believes that the codes could potentially be utilised for the future smart metering differentiation of dumb and smart meters. Whilst agreeing to discuss their (the codes) possible future use with AC off-line, DA undertook a new action to investigate whether or not users are still utilising the Market Domain Data codes.

Action UKL1186: xoserve (DA) to investigate whether or not users are still utilising the Market Domain Data Product i.d. codes.

Retirement Announcement

JB informed members that he is to retire on 01 July 2010. DA took the opportunity to thank John for all his hard work on behalf of the UKLC over recent years.

9. Next Meeting

The March 2010 UK Link Committee meeting will be a teleconference meeting and is scheduled to commence at 10:00 am on Thursday 11 March 2010.

APPENDIX A

ACTION LOG: UK Link Committee 11 February 2010

Action Ref	Meeting Date	Minute Ref (original ref)	Action	Owner*	Status Update
UKL 1164	09/07/09	1.2 (1.1)	Contact BG to discuss their specific volume increase requirements for their proposed June 2010 system change (change to the MAM activity).	xoserve (DA)	Update due at March 2010 meeting. Carried Forward
UKL 1172	12/11/09	3.5 (3.1)	Provide an update on the progress of the detailed analysis phase of the DM Elective Regime.	xoserve (LP)	Update provided. Closed
UKL 1173	12/11/09	1.2 (3.5)	Provide an update at the January 2010 meeting on the proposed approach to the governance of the (UK Link Manual) document.	xoserve (MC)	Update provided. Closed
UKL 1175	12/11/09	1.2 (8.)	Provide an update on the feasibility of amending the current coding to resolve the Sites & Meters blank i.d. problem.	xoserve (DA)	Update due at March 2010 meeting. Carried Forward
UKL 1180	14/01/10	1.2 (1.2)	Provide updates on the UKLC discussions of the DM Elective Regime and ConQuest Replacement in the Change Pack due on 15/01/10.	xoserve (DA)	Update provided. Closed
UKL 1181	14/01/10	1.2 (1.2)	Double-check that the MAM id/Sites & Meters related reports from the 13/01/10 meeting have been issued to the correct recipients list and re-issue where appropriate.	xoserve (DA)	Update provided. Closed
UKL 1182	14/01/10	3.4 (3.4)	Provide a progress update on COR1630 (Exit Reform - Phase 2) progress and content along with a likely delivery date.	xoserve (AS)	Update due at March 2010 meeting. Carried Forward
UKL 1183	11/02/10	3.5	Re-issue DME Regime comms within the 12/02/10 Change Pack, seeking users views on whether or not they believe they would be impacted by utilisation of the TRF File option, or in fact, would like to utilise it going forward.	xoserve (LP)	Update due at March 2010 meeting.

Action Ref	Meeting Date	Minute Ref (original ref)	Action	Owner*	Status Update
UKL 1184	11/02/10	4.	Investigate if there are any constraints on the number of users allowed to participate in the ConQuest UAT scheduled for August 2010.	xoserve (DA)	Update due at March 2010 meeting.
UKL 1185	11/02/10	4.	Raise the profile of the ConQuest system replacement with the Smart Metering Forum.	xoserve (DA)	Update due at March 2010 meeting.
UKL 1186	11/02/10	8.	Investigate whether or not users are still utilising the Market Domain Data Product i.d. codes.	xoserve (DA)	Update due at March 2010 meeting.

*** Key to action owner**

AS Andy Simpson, xoserve
 DA David Addison, xoserve
 LP Lewis Plummer, xoserve