

**UK LINK Committee Meeting Minutes**  
**Thursday 10 March 2011**  
**via teleconference**

**Attendees**

Mike Berrisford (Chair)	(MiB) Joint Office of Gas Transporters
Helen Cuin (Secretary)	(HC) Joint Office of Gas Transporters
Arno Vanden Eynde	(AR) Electrolink
Amie Charalambous	(AC) RWE npower
Ashley Collins	(AC) EDF Energy
Danielle King	(DK) E.ON UK
Dave Addison	(DA) xoserve
Dave Corby	(DC) National Grid NTS
Graham Wood	(GW) British Gas
Martin Brandt	(MB) SSE

**1. Review of Minutes and Actions**

**1.1. Minutes**

The minutes of the previous meeting were accepted.

**1.2. Review of actions**

**UKL1209:** CRN 962.7 - xoserve to establish how a change in definition from 'check meter' to 'secondary meter' can be accommodated and report back.

**Update:** DA reported that number of discussion have taken place some concerns have been expressed, further discussions need to take place and an update to be provided at the April meeting. **Carried Forward.**

**UKL0102:** Address lack of visibility/inability to access attachments associated with UKL Communication documents published on the JO website.

**Update:** MB confirmed that any embedded documents are also added to the end of the document. **Complete.**

**UKL0201:** xoserve/Joint Office (DA/MiB) to arrange a face-to-face June UK Link Meeting for a detailed walk through of the Q Project changes.

**Update:** MiB confirmed that 31 Homer Road has been booked for the June meeting. **Complete.**

**2. Other Industry Fora**

**2.1 UNC Workgroups**

MiB confirmed which modification had a potential impact upon UKL systems:

- 0367A - Interruptible to Firm – Supply Point Transition. New UK Link functionality required.
- 0369 - Re-establishment of Supply Meter Points – measures to address shipperless sites.

- 0371 - Unsecured Credit Limit allocated through payment history - late payments, accepted the urgent status by the UNC Panel.
- 0328 – Proposal to amend Annex A of the CSEP NExA by replacing the current version of the AQ Table, has been rejected.

## **2.2 Operational Forum**

MiB reported that the Operational Forum met on 09 February 2011 and the next meeting will take place on 13 April 2011, all the documents will be available on the National Grid Website.

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

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

#### **3.1. CRN 2005 – Exit Reform Phase 3**

DA reported that a communication had been issued but only one response had been received. He confirmed that this will be flagged at the Transmission Workgroup meeting and the Operational Forum.

#### **3.2. CRN 962 – Query and Workflow Management**

No further update.

#### **3.3. CRN 962.6 Q&WM Proposed Removal of QEX File**

To be discussed at the CEUG, 15 March 2011 at Elexon.

#### **3.4. CRN 962.7 Q&WM – Q Communications**

To be discussed at the CEUG, 15 March 2011 at Elexon.

#### **3.5. CRN 962.10 – Q&WM Proposed Change to Theft of Gas (TOG)**

To be discussed at the CEUG, 15 March 2011 at Elexon.

#### **3.6. CRN 962.17 – Proposed Change to Generic Invoicing Process**

DA proposed to move this to scheduling. This was approved.

#### **3.7. CRN 962.18 – Proposed Changes to Filter Failure (USRVs) Process**

DA reported that this had been issued to the committee, further information needs to be worked through for the design stage. This will be discussed at the CEUG before requesting final approval.

#### **3.8. CRN 962.19 – Proposed Change to Request for Adjustment (RFA/CDQ/UMA) processes**

DA reported that this had been issued to the committee, further information needs to be worked through for the design stage. This will be discussed at the CEUG before requesting final approval.

#### **3.9. User Pays Adhoc Invoice Type**

DA reported that the change was sent out to get some views on the change. The proposal is to introduce a new invoice type code in order to differentiate user pays charges, xoserve are anticipating a Class 1 change. No views were expressed. Committee members requested that a formal communication is issued for further consideration. DA confirmed that xoserve will issue the proposal for a mid May Class 1 change for formal representations.

**3.10. CRN 2156 – Mod317 – UK Link Committee communication new adhoc charge types**

DA reported that the change is to introduce new adhoc charge codes and that a communication will be issued. He noted an error had been made in a previous communication and that a further communication will be provided for clarification.

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

**3.11. CRN 1630 – Exit Reform Phase 2**

DA reported the implementation is going ahead as planned for a week early as mentioned at last month meeting.

**3.12. CRN 2029 – Improving the availability of Meter Read History**

DA confirmed that the dates are currently being finalised for a scheduled implementation in June 2011.

***Query & Workflow Management – 2011 Release***

**3.13. CRN 962.1 – CRN962.15**

No further update provided.

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

**3.14. CRN 1832 – xoserve Service Desk Number**

DA reported the scheduled change for implementation is on 28 February 2011.

**4. Review of Issue Status Report**

**4.1 xoserve Strategic Initiative**

***4.1.1 Project Nexus***

A written update will be provided with this months minutes.

***4.1.2 Query and Workflow Management***

DA confirmed that xoserve will be provided an update at the CEUG meeting on the revised project Q implementation plan, he reported that the date has now slipped until early 2012 because of the xoserve code freeze window. The plans will be shared with the CEUG on 15 March 2011.

GW asked about the IAD plans. DA confirmed that the base infrastructure, storage and servers are in place and that xoserve are looking to bring on-line some internal processes. He suggested that IAD may be able to use some of the infrastructure.

AC asked about the implementation of project Q. It was questioned if contingency systems/plans would be in place. DA confirmed that there is no system waiting in the wings in case any elements fail, it was anticipated that xoserve would have to run manual processes for any failures. It was requested that contingency plans are put into place to avoid any panic situations. DA explained it would be difficult to justify having a system built for a contingency solution.

**5. Performance Reporting – Monthly Report**

DA reviewed the xoserve Report Pack by exception.

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

Report accepted.

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

Report accepted.

**5.3 Mod 565 Monthly Liabilities Report (xoserve Report C)**

Report accepted.

**5.4 Report on Performance Problems**

Report accepted.

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

Report accepted.

**7. Planned Outages**

DA confirmed that this had been updated. The Report was accepted.

**8. Any Other Business**

MB confirmed a Workgroup have been looking at Modification 0334 and intend to recommend the earlier engagement of the UK Link Committee in the modification process. Prior going to approval process UK link committee will be involved in the technical solution consideration.

**9. Next Meeting**

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

The next UK Link Committee meeting will take place at 10:00 am on Thursday 14 April 2011, by teleconference.

**2011 Meetings via teleconference unless otherwise stated**

10:00 – 12:00, 12 May 2011.

10:00 – 12:00, 09 June 2011, Conference Room 2, 31 Homer Road, Solihull.

10:00 – 12:00, 14 July 2011.

10:00 – 12:00, 11 August 2011.

10:00 – 12:00, 08 September 2011.

10:00 – 12:00, 13 October 2011.

10:00 – 12:00, 10 November 2011.

10:00 – 12:00, 08 December 2011.

**ACTION LOG: UK Link Committee**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b> (original ref)	<b>Action</b>	<b>Owner*</b>	<b>Status Update</b>
UKL 1209	10/12/10	3.4	CRN 962.7 - xoserve to establish how a change in definition from 'check meter' to 'secondary meter' can be accommodated and report back.	xoserve (DA)	<b>Carried Forward</b>
UKL 0102	13/01/11		Address lack of visibility/inability to access attachments associated with UKL Communication documents published on the JO website.	xoserve (DA) and Joint Office (MiB)	<b>Complete</b>
UKL 0201	10/02/11	3.12	xoserve/Joint Office (DA/MiB) to arrange a face-to-face June UK Link Meeting for a detailed walk through of the Q Project changes.	xoserve/Joint Office (DA/MiB)	<b>Complete</b>