

UK LINK Committee Meeting Minutes
Thursday 13 January 2011
via teleconference

Attendees

| | |
|--------------------------|--|
| Mike Berrisford (Chair) | (MiB) Joint Office of Gas Transporters |
| Lorna Dupont (Secretary) | (LD) Joint Office of Gas Transporters |
| Aaron Forshaw | (AF) Electralink |
| Andy Simpson | (AS) xoserve |
| Ashley Collins | (AC) EDF Energy |
| Christina MacArthur | (CM) xoserve |
| Claire Hemmens | (CH) SSE (Alternate) |
| Danielle King | (DK) E.ON UK |
| Dave Addison | (DA) xoserve |
| Dave Corby | (DC) National Grid NTS |
| David Watson | (DW) British Gas |
| Stephanie Shepherd | (SS) RWE npower |

1. Review of Minutes and Actions

1.1. Minutes

The minutes of the previous meeting were accepted.

1.2. Review of actions

UKL1206: Provide an update on the EUC Codes current 4 digit limit potential issues analysis, and provide feedback at the November meeting.

Update: An update will be provided via a notification after this meeting. **Closed**

UKL1208: CRN 962.1 – Q&WM – Change to MPRN Creation (MNC) Process -
xoserve (LC) to prepare a consolidated view of feedback received regarding the proposed MPRN Creation (MNC) process changes.

Update: Issued in the change pack. **Closed**

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 xoserve was yet to analyse the impact upon the data models and User Interfaces with respect to this request, but would be addressing this within the next couple of months; an update would be provided at the March meeting. **Carried Forward**

UKL1210: 2011 Non-Business Days – Issue communication for clarity to industry and iGTs, and investigate if future status of such days will be affected by implementation of European 3rd Package.

Update: DA reported that this was being discussed at the Distribution Workgroup (the EU Package will be mandated and there are a number of options as to how this might be met). Solutions are still being considered and further discussion may be required at the UKLink Committee. **Closed**

2. Industry Meetings

2.1 UNC Workgroups

The following list covers Modification Proposals with a potential impact upon UKL systems, highlighting changes since the previous meeting:

- 0209 “Rolling AQ”. Allocated to the Project Nexus Workstream with a report due at the 21/04/11 Panel meeting;
- 0270 “Aggregated Monthly Reconciliation for Smart Meters“. Potential for significant system impacts. Allocated to a Development Work Group, with a report due at the 17/03/11 Panel meeting;
- 0274 “Creation of a National Revenue Protection Service“. Allocated to a Development Work Group, with a report due at the 15/04/11 Panel meeting;
- 0282 “Introduction of a process to manage Long Term Vacant sites“. Allocated to the Distribution Workstream with a report now due at the 20/01/11 Panel meeting. Potential for significant system impacts;
- 0296 “Facilitating a Supply Point Enquiry Service for Non-Domestic Supply Points“. Final Modification Report to Panel 20/01/11 for recommendation;
- 0326 “Allocation of unidentified gas following the appointment of the Allocation of Unidentified Gas Expert (AUGE)“. Draft Modification Report with legal text to the 20/01/11 Panel meeting for approval to issue for consultation;
- 0333 ‘Update of the default System Marginal Buy Price and System Marginal Sell Price“. Allocated to the Transmission Workstream with a report due at the 17/02/11 Panel meeting. Possible Gemini system impacts;
- 0337 “Introduction of an Inter-Day Linepack Product“. Due for consideration at the 17/02/11 Panel meeting. Possible Gemini system impacts;
- 0341 “Manifest Errors in Entry Capacity Overruns“. The proposal anticipates using current Gemini system functionality. Under current industry consultation (close out 04/02/11).
- 0343 “The ability and requirement for Users and Transporters to raise issues to be considered by the Allocation of Unidentified Gas Expert as “known” issues“. Limited system impacts anticipated (proposes utilising 0229 functionality). Allocated to the Distribution Workstream with a report due at the 17/02/11 Panel meeting;
- 0345 “Removal of Daily Metered voluntary regime“. Minor system impacts indicated; Panel to consider Final Modification Report and recommendation on 20/01/11;
- 0346 “An Alternative to the Supplier Energy Theft Scheme Based on Throughput“. ConQuest system impacts (Theft of Gas numbers) anticipated; Panel to consider Final Modification Report and recommendation on 20/01/11; and

- 0347V (0347) “Amend NTS Exit Capacity Assignment Start Date”. Some system impacts anticipated. Variation to modification accepted; 0347 withdrawn and replaced by 0347V; with Ofgem for decision.
- 0349 “Introduction of a Force Majeure Capacity Management Arrangement”. Gemini impacts relating to FM arrangements; with Ofgem for decision.
- 0351 “Enduring Exit Overruns – Deemed Applications”. Gemini impacts but could be included in Phase 3 development. Allocated to the Transmission Workstream with a report due at the 17/03/11 Panel meeting.
- 0353 “Population and Maintenance of the Market Sector Code within the Supply Point Register”; to Panel on 20/01/11. It was pointed out that MSC updates may be required in transition period – DA noted this point.

2.2 Operational Forum

MiB reported that the Operational Forum met yesterday. There were no updates available from the meeting at present and MiB advised members to revisit the National Grid website in the near future.

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 962 – Query and Workflow Management

No further update.

3.2 CRN 2005 – Exit Reform Phase 3

AS reported that xoserve was entering week 9 of the analysis, requirements were being defined and solution work was starting this week. More information on any potential external Shipper impacts will be provided at a later date; estimated implementation for July/August 2012.

3.3 CRN 2029 – Improving the availability of Meter Read History (UNC0279)

Following DA’s confirmation that the report was now to be issued via a DVD for the first year, Shippers asked how this would be treated going forward. DA proposed retaining this on the plan so that he could provide updates and information to the UKLC. It was potentially a non-UKLC change or a Class1 change.

AC asked if an option existed to use DVD as an enduring delivery medium. DA confirmed it was an annual report but would need to clarify if it was a User Pays Report. The reason for issuing as a DVD for the first year was related to issues of timings and the readiness of the design element. It was assumed that there would be encryptions on the DVD to avoid any potential security issues.

Action UKL0101: CRN 2029 – Improving the availability of Meter Read History (UNC0279) - DA will clarify points of concern and issue a brief summary regarding the approach and proposed UKLC classification.

3.4 CRN 962.8 – Query & Workflow Management – TRF Hierarchy V7 for Representation (Communication Ref 1025)

DA flagged an error; it had been identified that the optionality displayed in the *.TRF file hierarchy v6 Live was incorrect, and required change. This was a Class

1 change. It was sent out for responses, and one representation had been received that indicated satisfaction with the change being proposed.

The change was approved by the UKLC, and DA confirmed that the website would be updated and an appropriate note would be issued.

3.5 CRN 962.9 – Query & Workflow Management – Prime and Sub Deduct Meter Contacts (Communication Ref 1027)

DA reported that one response had been received and it was proposed to move this to scheduling. This was approved.

3.6 CRN 962.10 – Query & Workflow Management – Unregistered Sites Process Information (Communication Ref 1028)

DA reported that responses had requested clarifications on some points. It was proposed to move this to scheduling. This was approved.

3.7 CRN 962.11 – Query & Workflow Management – Must Read and MUR Query Process (Communication Ref 1031)

DA confirmed that no comments had been received; it had been planned to send out notification of the nil response, but this had inadvertently been omitted. It was proposed to move this to scheduling. This was approved.

3.8 CRN 962.12 – Query & Workflow Management – To Shipper Agreed Reads (SARS) Process (Communication Ref 1032)

DA reported that 3 responses had been received (1 in support, 1 not in support, and 1 abstention). DA confirmed that it was not the intention to stop using fax, as it was believed that this would eventually fall away from use through User preference. AC anticipated no changes to the template when ConQuest went in, as no additional data items were required. DA confirmed this. He was happy to reissue the communication if that would help, but as these matters had been dealt with in the representation matrix the Committee indicated that this was not required.

Referring to changes to the BISCUIT process, it had been pointed out by E.ON that this is subject to SPAA Schedule 13. Changes to the method of transmission will therefore be pursued through the SPAA route. In the first instance it is proposed to remove the email approach.

Recognising that the proposal will be scheduled to match compliance with the SPAA outcome, AC asked if in the meantime it could be put on hold, awaiting scheduling. After a brief discussion, DA confirmed that he was happy to do this as long as it was noted that this was the only reason for it remaining as outstanding. It was then agreed that it would remain as 'awaiting scheduling' until the SPAA change process was initiated and SPAA views solicited.

3.9 CRN 962.13 – Query & Workflow Management – Mod 517 'ECO' Process (Communication Ref 1033)

DA reported that one response had been received (in favour). AC pointed out that he had not responded as he had outstanding comments, relating to the warrant letter, lodged with xoserve (Dave Ackers) and needed to ask DA to hold. Noting AC's concerns DA suggested that this could be resolved separately as it was not a technical issue, and requested that it be scheduled. AC agreed to approve, subject to the issue with the warrant letter being resolved.

3.10 New Items –

3.10.1 Query & Workflow Management

DA apologised that a further two processes communications had been issued, but did not appear within the Implementation Plan (PSA and Theft of Gas) and indicated that he was not proposing to schedule these today and will ensure that they are on the plan for next time. Approval will then be sought.

3.10.2 xoserve Service Desk Number

DA then highlighted a new change to the plan (Communication Ref 1034), whereby xoserve was introducing a new service desk number for Users for IS related calls from 28 February 2011. This was being proposed as a Class 1 change and representations should be submitted by 27 January 2011 so that xoserve can understand any comments and provide the cut over date on 28 January 2011. The changes will be posted on the website. In response to questions DA confirmed that the Top 100 users over the last 6 months had been identified and would be written to individually, so it was anticipated that all main users of the service would be targeted as well as all LSOs. In addition to the communications described above DA suggested that members would also need to proactively notify their users in order to undertake to raise awareness of the change internally within their organisations.

Current UK Link Changes Approved – Scheduled for Implementation

3.10 CRN 1630 – Exit Reform Phase 2

AS reported that it was now Week 9 of UAT and all was on schedule. The interest in participation in potential User trials had turned out to be very low (4 Shippers and 2 Networks); given the low take up xoserve was now working out which was the best way to deliver and support the training requirement. It was anticipated that the whole two weeks set aside in the plan for training might not now be required, so it may be possible to bring implementation forward. Rather than 17 April 2011, it might now move to 03 or 10 April 2011. Provision of training, information and material may potentially be provided after the go live date. This would be confirmed in more detail in February. Most Shippers thought that this should not present any concerns, but may check internally.

Query & Workflow Management – 2011 Release

3.11 CRN 962.1 – CRN962.7

DA reported that there had been one rejection and one acceptance. A Shipper had requested that it be referred back to CEUG for further consideration and discussion. The next meeting might be late February/March. DA was happy to refer back to the CEUG on this occasion and then return to UKLC.

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

None to report.

4. Review of Topics Status Report

4.1 xoserve Strategic Initiative

4.1.1 Project Nexus

A written update has been provided for publication alongside these minutes.

4.1.2 Query and Workflow Management

DA reported that there was no significant update since the last meeting.

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 (xoserve Report E)

Report accepted.

8. Any Other Business

8.1 Inability to Access Attachments

DK was unable to access attachments associated with UKL Communication documents published on the JO website. DA and MiB will follow up internally.

Action UKL0103: Address lack of visibility/inability to access attachments associated with UKL Communication documents published on the JO website.

9. Next Meeting

Details of all meetings can be found at www.gasgovernance.co.uk/Diary

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

2011 Meetings

10 March 2011, 10:00 – 12:00, by teleconference

14 April 2011, 10:00 – 12:00, by teleconference

12 May 2011, 10:00 – 12:00, by teleconference
 09 June 2011, 10:00 – 12:00, by teleconference
 14 July 2011, 10:00 – 12:00, by teleconference
 11 August 2011, 10:00 – 12:00, by teleconference
 08 September 2011, 10:00 – 12:00, by teleconference
 13 October 2011, 10:00 – 12:00, by teleconference
 10 November 2011, 10:00 – 12:00, by teleconference
 08 December 2011, 10:00 – 12:00, by teleconference

ACTION LOG: UK Link Committee 13 January 2011

| Action Ref | Meeting Date | Minute Ref (original ref) | Action | Owner* | Status Update |
|-------------------|---------------------|-------------------------------------|--|-----------------|--|
| UKL 1206 | 14/10/10 | 8. | Provide an update on the EUC Codes current 4 digit limit potential issues analysis, and provide feedback at the November meeting. | xoserve (LC/DA) | Closed |
| UKL 1208 | 11/11/10 | 3.7 | CRN 962.1 – Q&WM – Change to MPRN Creation (MNC) Process - Prepare a consolidated view of feedback received regarding the proposed MPRN Creation (MNC) process changes. | xoserve (LC) | Closed |
| 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) | Update due at March meeting. Carried Forward |
| UKL 1210 | 10/12/10 | 8.1 | 2011 Non-Business Days – Issue communication for clarity to industry and iGTs, and investigate if future status of such days will be affected by implementation of European 3 rd Package. | xoserve (DA) | Closed |
| UKL 0101 | 13/01/11 | 3.3 | CRN 2029 – Improving the availability of Meter Read History (UNC0279) - DA will clarify points of concern and issue a brief summary regarding the approach and proposed UKLC classification. | xoserve (DA) | |

| Action Ref | Meeting Date | Minute Ref (original ref) | Action | Owner* | Status Update |
|------------|--------------|------------------------------|---|-------------------------------------|---------------|
| 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) | |