

UK LINK Committee Meeting Minutes
Thursday 08 December 2011
via Teleconference

Attendees

Mike Berrisford Chair)	(MiB)	Joint Office of Gas Transporters
Helen Cuin (Secretary)	(HC)	Joint Office of Gas Transporters
Andy Simpson	(AS)	Xoserve
Ashley Collins	(AC)	EDF Energy
Danielle Fynney	(DF)	E.ON UK
David Addison	(DA)	Xoserve
David Corby	(DC)	National Grid NTS
David McCrone	(DM)	Scottish Power
Graham Wood	(GW)	British Gas
Laura Jones	(LJ)	Xoserve
Martin Brandt	(MB)	SSE
Stephanie Shepherd	(SS)	RWE npower

Please refer to: www.gasgovernance.co.uk/uklc/081211 for supporting papers.

1. Review of Minutes, Action and Modifications

1.1. Minutes

The minutes of the previous two meetings 10 and 23 November and were accepted.

1.2. Actions

UKL0801: AC / Xoserve (DA) to consider the potential changes and provide relevant change summaries for discussion at the UK Link Committee in September.

Update: DA confirmed that this had been completed however the action had been left open to ensure AC was satisfied with the outcome. **Complete.**

UKL 0110: Shippers to confirm the required duration for Q project screen training.

Update: AC confirmed that this was not discussed at the CEUG meeting, GW believed this was a valid ongoing action and Shippers required further detail of the system and likely training method to determine the required duration. **Carried Forward.**

UKL 1101: CRN – 1987 Xoserve to confirm the method of the transmission of reports.

Update: DA confirmed that a communication would be issued 09 December 2011, he indicated that the reports will be issued via email. **Complete.**

UKL 1102: CRN 1000.9 - Xoserve to provide an update on the direct impacts of the kit replacement and timescales.

Update: See item 3.3. **Complete.**

UKL 1103: CRN 1000.9 - Xoserve to confirm the contingency procedures that exist in the UK Link manual.

Update: DA confirmed that the contingency arrangement is for files to be sent by disc. He explained that Xoserve are looking at what they can do in terms of changes, he believed email had previously been considered but deemed not a valid communication

route. DA asked if there were any objections to using email rather than sending discs in the post. MB enquired about the extent of the emails and whether these would be required for different file flows. MB suggested Xoserve should write and ask for responses as to whether email would be deemed appropriate. **Carried Forward.**

UKL 1104: CRN 1721 - Xoserve to bring to UK Link committee the Xoserve “watch list” of data items.

Update: DA believed that there were no other data items (other than those already discussed of EUC Number and MMO Id) and a note will be issued in the change pack 09 December 2011 to confirm this. **Carried Forward.**

UKL 1105: Xoserve (SK) to discuss the interim IAD LSO requirements with the various organisations that operate the IAD LSO Management system facilities.

Update: EDF Energy and E.ON UK asked Xoserve to contact them for discussion. GW noted that a communication had been issued to review the LSO list and respond. **Carried Forward.**

UKL 1106: Xoserve (SK) to investigate provision of an automatic URL redirection facility, or alternatively, providing a set of guidelines on how best to redirect existing URL's.

Update: The data enquiry service presentation (see item 3.1) confirmed that the current IAD service will remain available until 31 January 2012, to ensure continuity of service and ease of transition at this time no re-direct of URL will be in place. **Carried Forward.**

UKL 1107: Xoserve (JR) to provide a consolidated list of file format changes for consideration at the January UKLC meeting.

Update: Item deferred. **Carried Forward.**

1.3. Modifications

MiB confirmed that five modifications had been raised since the November meeting: 0406, 0407, 0408, 0409 and 0410. DA believed 0410 might have some impact.

DA highlighted that the Urgent Final Modification Report 0405 - Bottom Stop SOQ Appeal Mechanism for 2011/12 is being considered by panel on 15 December 2011 with a proposed Implementation date of 16 December 2011, he asked all parties to familiarise themselves with the modification as actions may need to be taken promptly.

DA also highlighted that Modification 0398 requires a parameter change within UK Link Systems. He highlighted that he did not consider that this constituted a ‘system change’ and therefore did not require notification to the Committee as a Class 2 Change (i.e. a system change as a result of a .UNC Modification)

2. Xoserve Reporting

Please refer to www.gasgovernance.co.uk/uklc/081211 for supporting reports.

2.1. UK Link Modification Implementation Plan

2.1.1. Current UK Link Changes awaiting scheduling – Not Implemented

CRN 2005.1 – Exit Reform Phase 3 – API Guidance & Specifications

AS confirmed a communication will be issued on 09 December 2011 for representation.

CRN 2005.3 – Exit Reform Phase 3 – External Screen Pack

AS confirmed that this had already been issued for representation, no representations had been received and asked for approval. The Change was approved with a July release.

AS confirmed everything on schedule 29 July 2012 and there will be some user training as part of schedule, more detail and a formal invite will be provided in January.

CRN 962.18 - Proposed Changes to Filter Failure (USRVs) Process

DA confirmed that phase 1 is on track scheduled May 2012, however the phase 2 date was at risk. He confirmed a re-planning exercise is being undertaken but the delivery focus will be on maintaining the phase 1 dates.

DA explained the intention to bring the phase 2 file formats to the February UK Link meeting for approval, Xoserve will be proposing to issue these with a 10 days representation period in advance of the February meeting, so this will be issued after the January Change Pack.

AC asked about Phase 1, the existing USRV processes and how the systems will interface for USRVs. DA indicated the USRV file formats are not due to change and will be processed in the same format. DA suggested if users log onto the interface for USRVs they will need to log onto the previous system to process the USRVs.

AC wished to understand if all screens would be visible in the old Conquest system when Phase 1 implemented. He was unsure if this had been communicated. He asked if Xoserve could provide confirmation if the two systems will need to be managed until Phase 2 implemented. DA confirmed Xoserve would confirm the interaction in the transitional period for Phase 2 changes.

Action 1201: Xoserve to confirm the management of processes during the transitional period particularly USRVs.

CRN 1987.2 - AQ Tolerance Change - Report

DA confirmed that the communication detailing the report formats would be issued in the January Change pack issued on 09 December.

CRN1000.9 - IX Upgrade (IX Kit Replacement)

See strategic update item 3.3.

CRN1000.1 - Introduction of Enhanced File Transfer (EFT)

See strategic update.

2.1.2. Current UK Link Changes Approved – Scheduled for Implementation

CRN 2414 – Amendment to S66 Validation

DA reported implementation would not be in December 2011, and that the revised date of this Class 1 change would be confirmed to Users

CRN 1806 – IAD Replacement

DA reported the implementation date of 21 January 2012 remains on track.

CRN 2462 – Early Issue of TO4 Records

DA reported implementation in April 2012.

CRN 2087.1 – Online Solution for AUGE (MOD229)

DA reported implementation in April 2012.

CRN 1987.1 – AQ Tolerance Change – Rejection Code

DA reported implementation in June 2012.

CRN 1721 – Extension to EUC Numeric Code

AC reported an implementation date of June 2012, but that the existing 4 digits code would not run until August 2012, he confirmed that Shippers will not need to make changes until 01 August 2012.

CRN 2005.2 – Exit Reform Phase 3 – Invoice File Formats

AS reported a 01 November 2012 release.

2.1.3. Query & Workflow Management – 2012 Release

CRN962 to 962.19 inclusive – Q&WM

No further update.

2.1.4. UK Link Changes – Implemented since last UK Link Committee Meeting

Standardised Adhoc Format and Supporting Information

DA reported implementation was successful as planned.

CRN 2087 – AUGE Invoice Supporting Information for User Pays changes via IX

DA reported implementation was successful as planned. The first actual issue will be in the Summer 2012

CRN 2029 – Meter Read History & Asset Supporting Information.

DA reported implementation was successful as planned. First actual issue will be in the Summer 2012

CRN 0970 – Revised DN Interruption Requirements

DA reported implementation was successful as planned.

CRN 2442 – Pulse Value to ONJOB / ONUPD

DA explained this was a Class 1 change notified in the Change Pack, with the update provided directly on website, he confirmed he had not received any negative representations. DA asked for feedback on the process used for the minor administrative change, AC was concerned if due to illness a party may not have had site of email, he questioned if there would still be an opportunity for instances like sickness if they can be brought back to the committee, DA was open to this if deemed necessary. Nevertheless AC was keen to have the minor changes still run past UK Link Committee.

CRN 2087.2 - AUGE Invoice & Supporting Information for UGC via IX

DA reported implementation was successful as planned.

CRN 2442.2 – Pulse Value amendment to MO3 Record

DA reported implementation was successful as planned.

2.2. Performance Reporting – Monthly Report

All Reports accepted.

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

Report accepted.

2.4. Planned Outages

Report accepted. DA highlighted Exit Phase 3 on track for July 2012.

3. Xoserve Strategic Initiatives

3.1. Data Enquiry Service Update

DA provided a presentation on the Data Enquiry Service, he confirmed a familiarisation process will be undertaken between 16 and 22 December 2012. The screen pack has been held back to allow time to address the presentation of certain items. GW keen to have access to screen pack as soon as possible.

MB asked about access on the 22 January 2012 and whether staff will need to log into the old or new system or if it wont matter. DA believed the old system would still be available until 31 January 2012 and can be used in parallel. He confirmed that Xoserve will be using the 21 January for implementation activities and the system will be available from 8am on 22 January.

DA confirmed in order to ensure everyone has an accurate view of their user population Xoserve were offering to provide a last access report free of charge in December and if any organization wished to receive the report they must confirm by emailing xoserve.userpays@xoserve.com before **15 December 2011**. DM questioned the need for this if already being provided with reports and if this could be carried forward. DA agreed to confirm the position.

Action 1202: Xoserve to confirm the requirement to request the last access report and whether parties who already receive this report need to provide a confirmation.

DA asked for Users to limit wherever possible any new requests for new user accounts, he explained the facility will be available however the least amount of accounts change activity in the run up to implementation would be helpful.

DA confirmed that Xoserve will be providing a Communication on 09 December.

3.2. Project Nexus

DA confirmed that three BRDs had been published on Joint Office website, he believed it would be worthwhile for committee members to familiarise themselves with these documents to understand the changes going through.

3.3. I'X Replacement

DA confirmed that Xoserve are finalising the contracts for the I'X Replacement activities. In the first instance, it is not planned that there are any changes to Users, other than the service desk options will change to reflect the revised contracting arrangements. A communication will be issued on 09 December for information.

He confirmed that the kit replacement will have no impacts to users for the upgrade. Connections will be rolled out with new kit being installed and the removal of old hardware. Testing will take place to ensure users can log on and a test file will also be used to check the new link. The old hardware will be removed upon confirmation that the tests were successful.

MB suggested it would be useful to have sight of the project plan and phase 1 testing. He believed it would be beneficial to have the process documented so Shippers understand what they need to do to make sure staff are available. He questioned the implementation date reported in the implementation plan and the presentation as they

did not coincide. DA made a note of this to address. DA hoped to provide a further update next month.

4. Any Other Business

4.1. Relevant Notice Periods for change notification

DA provided a presentation detailing the Change Notice Periods, he explained that reduced notice periods can be requested. DA confirmed a Change Pack will be issued he confirmed which items this would cover.

5. Diary Planning

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

Meetings (via teleconference unless otherwise stated)

10:00 – 12:00, 08 January 2012, Teleconference

ACTION LOG: UK Link Committee

Action Ref	Meeting Date	Minute Ref (original ref)	Action	Owner*	Status Update
UKL 0801	11/08/11	6.3	AC / Xoserve (DA) to consider the potential changes to UK Link Manual and provide relevant change summaries for discussion at the UKLink Committee in September.	Xoserve (DA)	Complete
UKL 0110	14/10/11	3.4	Shippers to confirm the required duration for Q project screen training.	All Shippers	Update to be provided. Carried Forward
UKL 1101	10/11/11	2.1.1	CRN – 1987 Xoserve to confirm the method of the transmission of reports.	Xoserve (DA)	Complete
UKL 1102	10/11/11	2.1.1	CRN 1000.9 - Xoserve to provide an update on the direct impacts of the kit replacement and timescales.	Xoserve (DA)	Complete
UKL 1103	10/11/11	2.1.1	CRN 1000.9 - Xoserve to confirm the contingency procedures that exist in the UK Link manual	Xoserve (DA)	Update to be provided. Carried Forward
UKL 1104	10/11/11	2.1.1	CRN 1721 - Xoserve to bring to UK Link committee the Xoserve “watch list” of data items.	Xoserve (DA)	Update to be provided. Carried Forward
UKL 1105	10/11/11	4.2	To discuss the interim IAD LSO requirements with the various organisations that operate the IAD LSO Management system facilities.	Xoserve (SK)	Update to be provided. Carried Forward
UKL 1106	10/11/11	4.3	To investigate provision of an automatic URL redirection facility, or alternatively, providing a set of guidelines on how best to redirect existing URL's.	Xoserve (SK)	Update to be provided. Carried Forward
UKL 1107	10/11/11	4.4	To provide a consolidated list of file format changes for consideration at the January UKLC meeting.	Xoserve (JR)	Update to be provided at February 2012 meeting. Carried Forward

Action Ref	Meeting Date	Minute Ref (original ref)	Action	Owner*	Status Update
UKL 1201	08/12/11	2.1.1	Xoserve to confirm the management of processes during the transitional period particularly USRVs.	Xoserve (DA)	Update to be provided.
UKLC 1201	08/12/11	3.1	Xoserve to confirm the requirement to request the last access report and whether parties who already receive this report need to provide a confirmation.	Xoserve (DA)	Update to be provided.