

UK LINK Committee Meeting Minutes
Thursday 12 January 2012
 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
Rofiq Ullah	(RU)	Xoserve
Stephanie Shepherd	(SS)	RWE npower
Vasu Mistry	(VM)	SSE

Please refer to: www.gasgovernance.co.uk/uklc/120112 for supporting papers.

1. Review of Minutes, Action and Modifications**1.1. Minutes**

The minutes of the previous meetings was accepted.

1.2. Actions

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

Update: DA confirmed that the CEUG will pick this item up and will be covered by the CEUG meetings, if Shippers would like to make any representations these need to be provided to Dave Ackers. GW believed Shippers required further detail of the system and likely training method to determine the required duration.

Closed

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

Update: DA confirmed that contingency procedures do exist and these have been discussed previously including the likely use of email but concerns have been raised about data protection. Xoserve are focussing on prioritisation for any contingency and looking at single Users being offline. GW enquired about multiple user failure, DA explained each user failure could be different. He advised should any user have an issue they will need to raise a call at a level to get a contingency team together and work to find the best way to deal with the incident. This may include holding off sending files for a period of time or sending through files on an adhoc basis through a suitable alternative route. DA confirmed that the contingency manual does need to be updated. It was agreed to reword this action, and remove the link to the I'X Upgrade Project - To review the contingency procedures that exist in the UK Link manual.

Carried Forward

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

Update: DA confirmed a note would be issued in the change pack 12 January 2012.

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: DA understands all parties have been contacted and a way forward agreed for LSO governance arrangements.

Closed

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: DA confirmed that the server will be decommissioned on the 31 January 2012, details will provided on the Xoserve website to assist with new URLs.

Closed

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

Update: Item deferred.

Carried Forward

UKL 1201: CRN 962.18 Xoserve to confirm the management of processes during the transitional period particularly USRVs.

Update: DA confirmed that during the transitional period the two systems will be available, users will need to access conquest for USRV processes, all other processes will be on the new system. AC asked about accessing the old conquest and if there will they need to be two logins. DA explained the requirement and that there would be a need for two separate logins. DA confirmed that user IDs will be a free style format not a predefined format so users could align existing internal IDs is this was preferred. DA explained passwords will also be freeform. AC asked for the project team to be absolutely clear on ID requirement and format. DA confirmed after phase II the conquest passwords will no longer be required. GW asked about the deletion exercise of unwanted accounts, it was pointed out that any deletion now would save the migration of obsolete accounts. GW asked about the PAWS overview, functionality and timelines for passwords. DA agreed to provide an update at the next meeting.

Closed

New Action UKL0101: Xoserve to provide an update on PAWS including functionality and timelines.

UKL 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.

Update: DA requested parties confirm their requirement if they wish to receive the last access report he confirmed users won't be charged for the reports.

Closed

1.3. Modifications

MiB confirmed that three modifications have been raised since the December by National Grid NTS it is anticipated none of these will have impacts on UK Link systems.

A progress update on Modification 0398 - Limitation on Retrospective Invoicing and Invoice Correction (3 to 4 year solution) was requested, MiB confirmed that the UNC Panel would be considering the Final Modification Report on 19 January 2012. DA confirmed that Xoserve would need confirmation of the implementation date.

2. Xoserve Reporting

Please refer to www.gasgovernance.co.uk/uklc/120112 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 the Exit Reform Phase 3 is on course for UAT in February, a short outage is planned between 04:00hrs and 09:00hrs, the implementation planning stage is being considered to ensure the outage period will be sufficient and an update will be provided. AS reported user trials are due to take place mid Aug /Sep and that the project team are currently defining the scope of training, he hoped to provide more information in February. He confirmed that no representations were received following the Xoserve communication he therefore sought approval. Committee members provided approval. AS confirmed that Xoserve will issue the approved documents on the Xoserve website and that he provide the links to these.

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

DA confirmed that Xoserve are continuing to focus on Phase 1 implementation and maintain the May 2012 dates. Approval for the Phase 2 formats will be sought in March, Xoserve will issue information after February UK Link meeting. DA reported that the high level planning for Phase 2 implementation has indicated a later implementation date, than originally planned, detailed work is being undertaken, when the detail work is done Xoserve will provide more information. GW enquired about the training. AC requested feedback from the project team on the Phase 2 contingency arrangements for USRVs. DA confirmed this will be communicated to the project team, and addressed at the CEUG meeting.

CRN 1987.2 - AQ Tolerance Change - Report

DA confirmed that the communication detailing the report formats have been issued in the January Change pack. Representation received have raised concerns about the appropriateness of email suggesting the use of IX equipment would be a more appropriate. The Project team are working on reports and plan to make information available for the February meeting. Xoserve will be seeking agreement to implement the IX reports with a shortened notice to keep in line with June implementation date and asked whether the Committee were comfortable with this approach. No objections were made.

CRN1000.9 - IX Upgrade (IX Kit Replacement)

DA provided an update, he was keen to ensure the detail provided was sufficient to enable the approval of a Class 1 Change. He confirmed the update will be included in the Change Pack and approval will be sought.

GW expressed a concern about reaching a wider audience on the IX Upgrade and not limiting to the UK Link Committee. DA confirmed that contacts with Cable & Wireless and the Xoserve Lifecycle team are being used to ensure all parties are communicated with.

SS asked for further contact with the Lifecycle team as they appear to have more equipment logged than expected. RU confirmed the roll out would start with London. The geographical list produced by the Lifecycle team will be used to organise site visits, when sites have been visited the results of the site visit will be used to plan the roll out following London's. DA explained the two stage test process, no equipment will be installed during the pre-installation site visit. Cable & Wireless will then look at the pre-build activities to make sure equipment to be installed has been tested before installation commences.

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

AC expressed concern about the interface design, infrastructure and accessing Comm rooms. AC asked about planned file changes and that at least six months notice would be required if there were. RU explained that there are no current planned changes to file directories.

2.1.2. Current UK Link Changes Approved – Scheduled for Implementation

CRN 2414 – Amendment to S66 Validation

DA reported implementation is hoped for end of January 2012, if not this will be prior to the end of February date. Notice will be issued to provide an update regarding the indicative date. Users were reminded of the caveats surrounding the implementation date, given Xoserve's planned implementation approach.

CRN 1806 – IAD Replacement

DA reported the implementation date of 21 January 2012 remains on track. He confirmed Xoserve would need to review the SPAA to include two additional data items. GW wanted to know about the definite go ahead notification. DA confirmed there are some go/no go decisions coming up, any "no go" decisions will be communicated.

GW enquired about the default password migrating across for IDs without passwords. DM confirmed that's Scottish Power have received a list of IDs that will be migrating across with default passwords. GW was keen to understand the default password so this can be tried in the first instance, he confirmed the default field for British Gas was left blank on the communication received. DA agreed to address this with British Gas.

CRN 2462 – Early Issue of TO4 Records

DA reported scheduled implementation in April 2012.

CRN 2087.1 – Online Solution for AUGE (MOD229)

DA reported scheduled implementation in April 2012.

CRN 1987.1 – AQ Tolerance Change – Rejection Code

DA reported scheduled implementation in June 2012.

CRN 1721 – Extension to EUC Numeric Code

DA reported a notional implementation date of June 2012.

CRN 2005.3 - – Exit Reform Phase 3 – External Screen Pack

See Exit update provided by AS.

CRN 2005.2 – Exit Reform Phase 3 – Invoice File Formats

See Item 2.1.1. No further update provided.

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

DA confirmed no UK Link Changes had been implemented since the last UK Link Committee Meeting.

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.

3. Xoserve Strategic Initiatives

Nexus

DA provided an update on the Nexus project. He highlighted that 5 of the 7 Requirements documents have been baselined, and suggested Users review these documents.

The Nexus update will be provided alongside these minutes.

4. AOB

Consolidation of User Pays Supporting Information File Formats

DA confirmed that Xoserve are updating the information on the website, a communication will be included within the Change Pack and feedback was welcomed.

5. Diary Planning

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

10:00 – 12:00, 09 February 2012, Teleconference

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

10:00 – 12:00, 12 April 2012, Teleconference

10:00 – 12:00, 10 May 2012, Teleconference

10:00 – 12:00, 14 June 2012, Teleconference

10:00 – 12:00, 12 July 2012, Teleconference

ACTION LOG: UK Link Committee

Action Ref	Meeting Date	Minute Ref (original ref)	Action	Owner*	Status Update
UKL 0110	14/10/11	3.4	Shippers to confirm the required duration for Q project screen training.	All Shippers	Update provided. Closed
UKL 1103	10/11/11	2.1.1	Xoserve to review 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 provided. Closed
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 provided. Closed
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. Carried Forward
UKL 1201	08/12/11	2.1.1	Xoserve to confirm the management of processes during the transitional period particularly USRVs.	Xoserve (DA)	Update provided. Closed
UKLC 1202	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 provided. Closed
UKLC 0101	12/01/12	1.2	Xoserve to provide an update on PAWS including functionality and timelines.	Xoserve (DA)	Update to be provided.