

**UK LINK Committee Meeting Minutes**  
**Thursday 08 January 2015**  
**Via teleconference**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Ian Hollington (Secretary)*	(IH)	Joint Office
Alison Neild*	(AN)	Gazprom
Amie Charalambous (member)	(AC)	RWE npower
Anne Jackson* (member)	(AJ)	SSE
Bryan Hale* (member)	(BH)	EDF Energy
Colette Baldwin* (member)	(CB)	E.ON UK
David Addison (alternate member)	(DA)	Xoserve
Endre Merai*	(EM)	RWE npower
Graham Wood* (member)	(GW)	British Gas
Kirandeep Samra*	(KS)	RWE npower
Lee Harrison	(LH)	Xoserve
Peter Ratledge*	(PR)	RWE npower

*\*via teleconference*

Copies of meeting papers are available at: [www.gasgovernance.co.uk/uklc/080115](http://www.gasgovernance.co.uk/uklc/080115)

**1. Introduction**

BF welcomed all to the meeting.

**2. Review of Minutes, Actions and Modifications**

**2.1. Minutes**

There were no comments on the previous minutes and these were accepted.

**2.2. Actions**

**UKL0606:** Xoserve Stakeholder Engagement Team to set out how it will manage circulation list updates.

**Update:** DA explained that work remains on going and requested the action to be carried forward. . **Carried forward**

**UKL0703:** Information Packs - All Shippers to provide Xoserve with a view of any elements that they would wish to be included.

**Update:** DA advised that this along with action UKL0704 were subject to the completion of the file formats. **Closed.**

**UKL0704:** Information Packs - Xoserve (DA) to review the feasibility of issuing consolidated packs.

**Update:** See UKL0703, above. **Closed.**

**UKL1201:** *SC9 File/CV Data* - Xoserve to confirm how a CV amendment is managed (UKLM, Appendix 5B).

**Update:** DA requested that this action is carried forward. **Carried forward**

**UKL1202:** *File Formats* - Xoserve to provide an updated summary control sheet to demonstrate completeness.

**Update:** DA confirmed that the control sheet had been reissued along with an updated zip folder holding the file format data. He also noted that a further update would be issued to reflect the inconsistencies identified in the previous document regarding decommissioned files. **Closed.**

**UKL1203:** *File Formats* - Xoserve to ensure any changes to files are marked on the file formats.

**Update:** DA confirmed that all changes have been marked and published. **Closed.**

**UKL1204:** *COR3186* - Provide information to Users where greater than 50 meter points appeared in the backlog for that User requiring action.

**Update:** DA confirmed that this had been done. **Closed.**

**UKL1205:** *AQR Record: Q44* - Xoserve to clarify how the entry date to RPC is conveyed in the file format.

**Update:** DA confirmed that this item had been closed at the UK Link Committee meeting held on 23 December. **Closed.**

**UKL1206:** *AQR Record: Q44* - Xoserve to clarify how Shippers will be able to identify if a site is subject to derogation.

**Update:** DA confirmed that this item had been closed at the UK Link Committee meeting held on 23 December. **Closed.**

**UKL1207:** *NRF Record: Q46* - Provide confirmation whether a User may receive a referral response from both an iGT and the DN for the same meter point.

**Update:** DA confirmed that only one Q46 referral could be received. **Closed.**

**UKL1208:** *STN Record: Associated records* - Provide process model to identify the proposed process for iGT to GT asset transfers to Distribution Workgroup.

**Update:** DA confirmed that this item would be referred to the Distribution Workgroup and that Xoserve would produce a process flow chart for the February meeting. In response to

a question regarding the process being necessary for GT's, DA replied that the functionality is there to use to make asset transfers between iGT's/GT's. **Carried forward**

**UKL1209:** *NRL Record: T97* - Provide further information as requested by Users at the walkthrough on 04 December 2014.

**Update:** DA reminded the meeting that the original question was clarification of which AQ would be used to calculate the correction factor in cases where the threshold for use of a site-specific correction factor did not continue to be met. He advised that whilst final confirmation of the answer was expected shortly he expected it would be that the standard correction factor would be used. **Carried forward**

**UKL1210:** *Go-live assurance* - DA to:

a) establish what sort of governance was/is projected to be in place, and what sort of information route was available.

b) clarify where there were smaller changes, that UKLC might, in the absence of other formal routes, will be kept informed and be able to discuss, define and agree approaches (testing, technical aspects, etc).

**Update:** DA advised that the processes were still to be reviewed and that he expected to be able to report back on this action at the February meeting and requested that the action is carried forward. **Carried forward**

### 2.3. Modifications

No new modifications were discussed.

## 3. UK Link Programme Update

### 3.1. File Format Changes

DA led the meeting through the *UKLP FF approved consolidated control sheet V07external document*, discussing a number of the items listed. GW asked about check read dates and DA advised that these cannot be mandatory and have been changed to optional. He asked for and members provided approval for this approach (item ref U06).

DA moved on to item I57 advising that this was agreed on 23 December.

DA asked for agreement for item I59 – allowable values for VAT codes where a look up table has been provided. This was approved.

DA discussed change types and proposed leaving this item in the approved file and removing them when Nexus goes live with a look up table being made available. The members approved this approach.

DA noted the query received from British Gas requesting clarity regarding withdrawal statements and advised that these are issued quarterly. In response to DA's question members indicated that they approved the approach.

DA moved on to respond to CB's query regarding S59 by discussing the AQ activities slide pack *AQ Presentation 080115*. AN questioned whether the timescale for issuing the NRL was month minus 5 calendar or business days and DA confirmed that it was minus 5 calendar days. DA discussed the provision of AQ information, which he stated was in line with the current process. CB argued that when contracts are being renewed the incumbent shippers will be in possession of information that is not available to their

competitors for the first quarter of the year which will give them an unfair advantage. She stated that it will also cause AQ values to be locked for three months which is not in the customer's interest.

The committee continued to discuss the issue of when data would be made available and the effects on AQ correction with DA confirming that Xoserve do not plan to provide information for an S59 enquiry at this time. CB suggested that if this could not be resolved as part of this project then she would have to raise a modification to make the necessary change and BF noted that from a governance perspective this would be the correct way forward.

The discussion moved on to whether the proposal being made by Xoserve was in line with BRD with CB and AN registering their dissatisfaction with the situation which they believed forced agreement to proceed only on the basis of the amount of development work completed so far and the negative effects that not continuing will have on meeting the target delivery date.

Members agreed to sign off the proposal in order to not adversely affect delivery timescales and it was recognised that they were unhappy with the situation where they were required to support a proposal due to time constraints and not because it was the preferred approach. It was recognised that there may be a need for a subsequent amendment to be made through the modification process.

DA responded to a query received from British Gas regarding item K92, advising that round the clock values will be quoted in text form and noting that item U03 should be text also. He quoted items including N95, U01, U02, U04, U12, and U014 as precedents. Members approved this item subject to some parties making final checks.

DA moved on to discuss rejection codes advising that these had been issued in October with further information provided in the December change pack. He confirmed that no representations had been received so far.

In regards to the decommission files BH asked what rejections are available and for which processes. DA replied that he understood that the rejection codes are limited to those listed in the process flow diagram. EM queried a number of files that he said were missing from the list and DA agreed to take this away and check them

**New Action UKL0101: DA to check the list of files for any missing items.**

EM also queried items S07 and P04, which he noted contained some errors. DA agreed to look into these and issue an amendment.

**New Action: UKL0102: DA to look into the errors identified in items S07 and P04 and issue an amendment.**

DA noted that as Npower have a number of questions that could not be answered at today's meeting voting on these items would have to be rolled over to the February meeting.

#### **4. Xoserve Reporting Updates**

##### **4.1. UK Link Modification Implementation Plan**

###### **4.1.1. Current UK Link Changes Awaiting Scheduling – Not Implemented**

DA discussed the UK Link Implementation Plan document – *201501UKLC Imp Plan V1 Live.doc* explaining that a change pack will be issued to deal with the implementation of Modifications 0424 and 0425 as this will involve an element of

functional change in the process. He advised that the change pack will include a process flow diagram which will be made available on 15 January. He asked for members' feedback so that any issues could be discussed and resolved at the February meeting.

DA confirmed that Ofgem was currently considering Modification 0487V - Introduction of an Advanced Meter Reader (AMR) Service Provider (ASP) Identifier (ASP ID) and Advanced Meter Indicator. Consequently an implementation date could not be discussed at today's meeting.

#### ***Appendix to the UK Link Standards Guide detailing Treatment of "Special Characters"***

A document had been issued setting out the treatment of special characters. *Standards Guide V10.2 FA Appendix 1 20150108* DA confirmed that following points raised in the representations received this has been amended and republished. He drew attention to the table that had been included which detailed explanations of the symbols contained in the document and asked for approval of the revised format. This was agreed by Members.

#### ***UK Link Security Policy***

DA noted that the representation period has been extended and will now close out on 02 February 2015.

#### ***Security of Supply / Interruption Arrangements***

DA advised that further discussions with the Transporters were continuing with the outcome due to be published in the February change pack.

### **4.1.2. Current UK Link Changes - Approved – Scheduled For Implementation**

#### ***January 2015***

#### ***COR3316.2 – Individual Settlements for Pre-Payment & Smart Meters – Reconciliation Invoicing***

DA confirmed this was on course for a 31 January implementation date.

#### ***March 2015***

#### ***COR3413 - Removal of 'Automatic' Creation of Meter Models on Receipt of RGMA Transactions***

DA advised that the scheduling for this change was still awaited with an expectation of late March / early April. He hoped to be able to provide a firm date at the February meeting. In response to a question over the use of lower case characters in meter references DA agreed to check and report back.

**New Action UKL0103: DA to look into the use of lower case characters in meter references and report back to the February meeting.**

#### ***September 2015***

#### ***COR3187 – EU Code Change Phase 2 Delivery***

DA reported change was in development and remains on track

### **4.2. Xoserve Report**

This was not discussed at today's meeting.

**5. Any Other Business**

CB noted that the questions that they and others had submitted were still outstanding and DA said that he recognised the delay in responses being provided. BH advised that EDF had a number of questions that they intended to submit as the information on file formats that they had previously requested had not been provided with EH also requesting information on a number of scenarios. DA advised that Xoserve were dealing with the requests as quickly as possible and would pass the concerns raised on to the team involved. In response to a question over the period of time that the Q and A forum would remain open he said that he believed it would be throughout the delivery process.

**6. Diary Planning**

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

The next meeting will take place by teleconference on Thursday 12 February 2015 at 10:00, and will focus on the standard agenda items.

Time/Date	Venue	Programme
10:00 Thursday 12 February 2015	31 Homer Road, Solihull B91 3LT or Teleconference - <i>to be confirmed</i>	Standard agenda
10:00 Thursday 12 March 2015	31 Homer Road, Solihull B91 3LT or Teleconference - <i>to be confirmed</i>	Standard agenda
10:00 Thursday 09 April 2015	31 Homer Road, Solihull B91 3LT or Teleconference - <i>to be confirmed</i>	Standard agenda

Action Table					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status
UKL 0606	12/06/14	4.1	The Xoserve Stakeholder Engagement Team to set out how it will manage circulation list updates.	Xoserve	Carried forward
UKL 0703	10/07/14	2.1.2	Information Packs - All to provide Xoserve with a view of any elements that they would wish to be included.	All Shippers	Closed
UKL 0704	10/07/14	2.1.2	Information Packs - Xoserve to review the feasibility of issuing consolidated packs.	Xoserve (DA)	Closed
UKL 1201	11/12/14	2.2	SC9 File/CV Data - Xoserve to confirm how a CV amendment is managed	Xoserve	Carried

<b>Action Table</b>					
<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status</b>
			(UKLM, Appendix 5B).	(DA)	<b>forward</b>
<b>UKL 1202</b>	11/12/14	2.2	<i>File Formats</i> - Xoserve to provide an updated summary control sheet to demonstrate completeness.	Xoserve (DA)	<b>Closed</b>
<b>UKL 1203</b>	11/12/14	2.2	<i>File Formats</i> - Xoserve to ensure any changes to files are marked on the file formats.	Xoserve (DA)	<b>Closed</b>
<b>UKL 1204</b>	11/12/14	3.1.2	<i>COR3186</i> - Provide information to Users where greater than 50 meter points appeared in the backlog for that User requiring action.	Xoserve (DA)	<b>Closed</b>
<b>UKL 1205</b>	11/12/14	4.1	<i>AQR Record: Q44</i> - Xoserve to clarify how the entry date to RPC is conveyed in the file format.	Xoserve (DA)	<b>Closed</b>
<b>UKL 1206</b>	11/12/14	4.1	<i>AQR Record: Q44</i> - Xoserve to clarify how Shippers will be able to identify if a site is subject to derogation.	Xoserve (DA)	<b>Closed</b>
<b>UKL 1207</b>	11/12/14	4.1	<i>NRF Record: Q46</i> - Provide confirmation whether a User may receive a referral response from both an iGT and the DN for the same meter point.	Xoserve (DA)	<b>Closed</b>
<b>UKL 1208</b>	11/12/14	4.1	<i>STN Record: Associated records</i> - Provide process model to identify the proposed process for iGT to GT asset transfers to Distribution Workgroup.	Xoserve (DA)	<b>Carried forward</b>
<b>UKL 1209</b>	11/12/14	4.1	<i>NRL Record: T97</i> - Provide further information as requested by Users at the walkthrough on 04 December 2014.	Xoserve (DA)	<b>Carried forward</b>
<b>UKL 1210</b>	11/12/14	5.1	<i>Go-live assurance</i> - DA to: a) establish what sort of governance was/is projected to be in place, and what sort of information route was available; and b) clarify where there were smaller changes, that UKLC might, in the absence of other formal routes, will be kept informed and be able to discuss, define and agree approaches (testing, technical	Xoserve (DA)	<b>Carried forward</b>

<b>Action Table</b>					
<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status</b>
			aspects, etc).		
<b>UKL 0101</b>	08/01/15	3.1	DA to check the list of files for any missing items.	Xoserve (DA)	<b>Pending.</b>
<b>UKL 0102</b>	08/01/15	3.1	DA to look into the errors identified in items S07 and P04 and issue an amendment.	Xoserve (DA)	<b>Pending</b>
<b>UKL 0103</b>	08/01/15	4.1.2	DA to look into the use of lower case characters in meter references and report back to the February meeting.	Xoserve (DA)	<b>Pending</b>