

UK LINK Committee Meeting Minutes
Thursday 08 October 2015
31 Homer Road, Solihull B91 3LT

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Lorna Dupont (Secretary)	(LD)	Joint Office
Alastair Manson	(AM)	Total Gas & Power
Alison Neild	(AN)	Gazprom
Brendan Cooper*	(BC)	GDF Suez
Bryan Hale	(BH)	EDF Energy
Colette Baldwin*	(CB)	E.ON UK
Dave Addison	(DA)	Xoserve
Endre Merai	(EM)	RWE npower
Graham Wood	(GW)	British Gas
Kirandeep Samra	(KS)	RWE npower
Lee Harrison	(LH)	Xoserve
Lorna Lewin*	(LL)	DONG Energy
Mark Jones	(MJ)	SSE
Paul Carman	(PC)	ScottishPower
Rachel Hinsley	(RH)	Xoserve
Steve Nunnington	(SN)	Xoserve

**via teleconference*

Copies of meeting papers are available at: <http://www.gasgovernance.co.uk/uklc/081015>

1. Introduction

BF welcomed all to the meeting and confirmed its quorate status.

1.1 Alternates

Mark Jones for Anne Jackson (SSE) and Paul Carman for Lorna Mallon (ScottishPower).

2. Review of Minutes (10 September 2015)

The minutes of the previous meeting were approved.

3. Overview of Modifications Impacting UK Link Systems

Reviewing the proposed modifications raised since the September meeting, DA advised there was nothing specific to bring to the attention of the UKLC at this time.

4. Issues Referred from UKLIEF and MTWG for a Decision

DA advised there were no specific referrals from UKLIEF or MTWG to consider at this time.

5. Xoserve Reporting Updates

5.1 UK Link Modification Implementation Plan

SN advised that following feedback from the last meeting, the approvals process has been

split out for specific attention. SN then provided an overview of the implementation plan, drawing attention to the following items:

5.1.1. Current UK Link Changes Awaiting Scheduling – In Analysis

COR1154.17.2 – UKLP CMS Consequential Change

To be issued as part of the October Change Pack.

COR1154.15.13 – UKLP Including Nexus requirement – LSO Portal Screens
Deferred to the November Change Pack.

Modification 0466AV Daily Meter Reading Simplification (with improved within day data provision)

Issued as part of the October Change Pack, along with additional amendments to the Transfer guide. DA drew attention to the change in Class; UKLC will be asked to treat this as a Class 1 change.

COR1154.15.15 – UKLP Including Nexus requirements – Interconnector Templates

To be included in a later Change Pack.

COR1154.15.16 – Method of transportation for the Invoicing Supporting Information Files, Compression and the Token File

Options to be brought back to the November meeting.

COR3575 - MNC MPRN creation process

DA advised this was new on the Plan, and was being discussed in the Shipperless and Unregistered Sites Workgroup. It was in analysis and to be issued in a future Change Pack. No Shipper system changes were anticipated, only process changes.

COR3572 - EU Code Changes Phase 3 Delivery

DA indicated this was likely to be a Class 1 change, and provided more detail. It was unlikely to affect the UK Link Manual. A Change Pack will be issued shortly.

5.1.2. Current UK Link Changes Awaiting Scheduling – Awaiting Approval

Amendments to OTA and ECO file format

SN confirmed that many representations had been received. This had been deferred and it was proposed to reissue the file formats and hierarchy and seek approval next month (November).

COR1154.15.12 – UKLP Including Nexus Requirements – General Shipper Templates

SN confirmed that no representations had been received. Unanimous approval was given by the UKLC.

COR1154.15.14 – UKLP Including Nexus requirement - Amendments to Base-lined File Formats September

SN confirmed that some representations had been received. The UKLC was

asked to approve the various parts.

MOO file in MDR file extension

- *Part 1* - change from mandatory to optional
Unanimous approval given by UKLC.
- *Part 2* - Description included
Unanimous approval given by UKLC.
- *Part 3* - UO2 file changes from optional to mandatory
One representation had been received suggesting that it should be seen as a 'should have' rather than a 'must have' change; Xoserve agreed with this view.
Unanimous rejection by UKLC.
- *Part 4* - ASP format
No representations received.
Unanimous approval given by UKLC.

SN summarised that the Change Pack was approved, with the exception of the UO2 record.

COR3413.2 - New Rejection Note for Representation for COR3413 - Removal of 'Automatic' creation of Meter Models on Receipt of RGMA Transactions

No representations received. Unanimous approval given by UKLC.

COR1154.15. 6 - UKLP Including Nexus Requirements - Shipper Rejection Codes v2.3

SN confirmed that many representations had been received. This was deferred to November for approval. It was proposed to separate out the ERR/FRJ elements and reissue in a Change Pack shortly.

5.1.3. Current UK Link Changes - Approved - Scheduled for Implementation

October 2015

COR3538 - Changes to the EFT Audit File Frequency

SN confirmed that this had been implemented.

COR3312.1 - Security of Supply SCR - GDE Cashout and Compensation Arrangements - Phase 1

SN confirmed that this had been implemented.

November 2015

COR3413.1 – Removal of 'Automatic' Creation of Meter Models on Receipt of RGMA Transactions – Revised Implementation Date

To be implemented on on 05 November 2015.

COR3538 - Introduction of .DEL EFT files

Implementation anticipated on 02 November 2015.

December 2015

COR 3312.2 - Security of Supply – GDE Cashout and Compensation Arrangements – Phase 2

To be implemented on 02 December 2015.

5.1.4. Project Nexus Implementation Date

SN noted that the majority of these were related to Project Nexus.

5.1.5. Current UK Link Changes – Implemented since the last UK Link Committee Meeting

SN noted that the EU implementations had been successful.

General Comments and Queries

Market Trials File Formats Release Schedule

Referring to the file format changes approved at this meeting, PC asked if it was clear when these would be going into Market Trials. SN responded that the Market Trials Team was developing a release schedule. SN will confirm when this is available and notify the UKLC.

Action UKL 1001: *Market Trials File Formats Release Schedule* - SN to confirm when this is available and notify the UKLC.

Change Governance

Referring to Communication Reference 1457-LH-SN and also the Gemini API Spec, MJ expressed concerns that good governance was not being followed, observing that the changes had been made at short notice without being presented to a UKLC meeting first. SN described the particular circumstances associated with the changes. DA explained previous precedence where UKLC have given retrospective agreement.

Governance was discussed and it was suggested that a process be established to cover these instances/circumstances. SN suggested including in a Change Pack to make parties aware and also specifically flag any such instances to UKLC Members.

5.2. Xoserve Report

SN confirmed there were no liabilities this month. Attention was drawn to Report E and the outages that were required.

Reports A, B, C, D and E were accepted.

5.3. Review of ‘pipeline of change’

The spreadsheet was reviewed. SN advised this was early warning of the three changes that will appear in a future Change Pack. Xoserve believed these were ‘must have’ changes and

SN explained why (enhanced description fields to avoid the potential for importing poor/incorrect data).

The changes were discussed; BH suggested that there should be more detail/consistency provided when these were included in the Change Pack. SN noted this for consideration by the Programme Team.

DA observed that this gives parties the opportunity to agree 'must' or 'should' before a change goes into the Change Pack. He encouraged parties to read the messages and seek views before they come to the UKLC meetings. Parties were asked to note there is a risk if something occurs late and this may then be issued without having been through the 'pipeline of change'.

6. Annual Quantity (AQ)

DA proposed to issue an update shortly. All was going smoothly.

Parties were asked for their views on their experience of non-effective days. BH affirmed it had gone well, and asked if there would be a modification raised for next year. DA advised he was conducting a 'lessons learned' session, and anticipated that the equivalent of COR5354.16 will be raised after this session.

CB commented that elements of 'catch up' seemed to be more than expected and explained in more detail. DA noted CB's concerns for review in relation next year's proposals and the new modification.

7. Review of Actions

UKL0801: *Access Controls (portal screens and changes to roles)* - Produce a Change Pack and present to October UKLC.

Update: Change Pack deferred. **Carried forward**

UKL0802: *COR1154.15.16 – UKLP Including Nexus requirement – Amendments to the AML, COI, CZI, introduction to the TKN and concept of compression* - DA to arrange a meeting between Shippers, UKLC members and UKLP to discuss this issue and potential solutions in greater detail.

Update: DA reported that a number of options were being reviewed (some were already recognised as not being a Day 1 solution), and should be available for discussion at the November meeting. **Carried forward**

UKL 0901: *Twin stream metering* - DA to create a treatment document, making explicit what the changes to the arrangements will be.

Update: DA reported that this would be issued in the Change Pack (16/10/15). **Carried forward**

UKL 0902: *UK Link Documentation Move* - Xoserve to consider storing information on Sharepoint and another location.

Update: DA reported that a proposal would be finalised and issued for consultation soliciting feedback from industry in a Change Pack. **Carried forward**

UKL 0903: *MTL2 file formats* - DA to confirm when these will be publicised/links to be made available.

Update: DA reported that a document had been provided to the Market Trials Working Group

(MTWG) that set out all the versions of file formats to be used for L2 MT. Members were asked for their views on whether one or two spreadsheets would be preferred. This was discussed and it was agreed that one spreadsheet with the addition of a static column would be preferred. DA agreed to merge the information into one document. **Closed**

Following on from the discussions at UKL 0903, above, concerns were then raised that there were files without version numbers and records with different version numbers, with the AQR file given as an example; parties had to delve deeper into records to check version numbers of each. DA gave an explanation (record levels/hierarchies, using reusable records, etc) and this was discussed in more detail. EM suggested appending all file formats into the hierarchy. DA agreed to discuss this with EM prior to the next meeting and, if appropriate, bring proposals forward for consideration.

8. Any Other Business

8.1. Market Trials - Accelerated Governance Process

SN gave a presentation outlining the proposed accelerated governance process.

A schematic of the Market Trials defect assessment process was displayed, together with an illustrated example of the fortnightly cycle. MTWG would be doing a sense check before anything reaches UKLC and Shippers will need to liaise with their MTWG constituent representatives to keep communications flowing.

Action UKL 1002: UKLC Members/Alternates to actively liaise with their MTWG constituent representatives to maintain communications in respect of changes flowing through the UKLC Accelerated Governance process.

BH pointed out there will need to be certainty on the Release Schedule; this was very important because Shippers have internal requirements to satisfy to get any changes put in.

The timeline/cycle for the issuing, responding and approval of Changes was outlined. Each UKLC meeting will concentrate on two items - Discussion of the new Change Pack, and Approval of the previous Change Pack. It was important that the UKLC members observe the 3pm deadlines.

Referring to the impact of records changing, EM highlighted concerns regarding inconsistent treatment of single records and file formats (where records are shown in a single concatenated document). EM preferred adopting the file format standard across all formats, however, DA indicated that if a single approach was adopted it would be to document at a record level. Committee members' views were solicited; no support was expressed for changing the approach. It was suggested that should EM wish to pursue this option, to discuss this with Xoserve to clarify potential processes and bring this back to the Committee.

It was questioned why the number of changes would be limited to 20 in each Change Pack. This was discussed. It was suggested that the 'limit' should be more flexible as appropriate, e.g. to take account of changes that might best be processed together.

It was noted that the UKLC would only address 'must have' changes. The MTWG would determine the criticality of a change, and the UKLC debate would therefore be minimised/focused.

BH added he would like to see proposed dates in the Change Packs so that parties can comment on readiness.

UNC Committee (UNCC)

Attention was then drawn to the UNCC minutes at www.gasgovernance.co.uk/uncc/170915, the escalation process agreed with UNCC, and the requirement to produce a UKLC Report. BF suggested putting forward this approvals process to the UNCC to keep them informed and for them to note that they may receive a UKLC Report at short notice. DA agreed to provide a

UKLC Report.

Action UKL 1003: DA to provide a UKLC Report for submission to the UNCC.

It was suggested that, to support the escalation process required by UNCC, a PwC representative be invited to attend UKLC meetings.

Action UKL 1004: UNCC Escalation Route for UKLC - Chair to invite a PwC representative to attend UKLC meetings (to support escalation process required by UNCC)

8.2. Website Performance Issues

BH observed that since the website changes and the move to a new platform, performance issues were evident (running slow and script errors). SN confirmed that the issues had been recognised and were being addressed. Shippers were encouraged to forward any error messages to Xoserve for investigation.

8.3. Modification 0428

BH drew attention to and gave examples of problems experienced relating to aggregated site requests and what appeared to be still possible within Xoserve's systems. DA explained what should happen, and from BH's examples it appeared that cancellation of at least one multi meter 'outstanding offer' had been missed. DA noted these concerns for further investigation.

8.4. Website - UKLP File Formats

EM requested that Shippers receive a communication advising when/where documents have been approved/replaced/uploaded. DA referred parties to the master document. BH suggested that the master control sheet also be attached to relevant communications to provide more clarity; Shippers needed to understand when new file formats were uploaded - perhaps a link and which release could be included in the control sheet. DA noted this for consideration.

8.5. RGMA Rejection Codes

Responding to questions from EM, DA reiterated the explanations made previously to UKLC.

8.6. iGT Transformation Rules

EM commented on the confusing communications and asked where questions should be raised. SN directed EM to the iGT UNC Workgroup and SPAA Expert Group.

8.7. UK Link Committee Terms of Reference

BF drew attention again to the UNCC minutes at www.gasgovernance.co.uk/uncc/170915, where it had been questioned if UNCC Sub-Committees should be reporting back regularly to the UNCC. It was noted that while this had been the case in the past, the practice had fallen away following a very long period where there had been very little activity on which to report. The UNCC had suggested that all existing UNCC Sub-Committees review their Terms of Reference to ensure they are delivering at least an annual report to the UNCC.

This was briefly discussed and it was suggested that it might be helpful if the UNCC could more clearly define its expectations and what should be reported on.

8.8. Retro (RTR) Files

EM asked if there was any update on these files. DA advised there were detailed discussions internally, and there was an action at SPAA to update the RGMA document. (As noted in today's discussions, as part of the options Token files will be discussed at the November UKLC meeting.) DA suggested these were better used as an 'exception' rather than being built into Shipper systems and explained why.

9. Diary Planning

The programme of meetings agreed for the remainder of 2015 can be found below.

The meeting dates agreed for 2016 will be confirmed and added to the Joint Office Events Calendar.

2015 Meetings		
Time/Date	Venue	Programme
10:00 - 13:00, Thursday 12 November 2015	31 Homer Road, Solihull B91 3LT	Standard agenda; other items to be confirmed
09:30 - 10:30, Monday 16 November 2015	Teleconference (<i>Xoserve to provide Chair and Secretary for this meeting</i>)	Accelerated Governance meeting <ul style="list-style-type: none"> • Discussion of the new Change Pack
09:30 - 10:30, Monday 30 November 2015	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> • Approval of previous Change Pack (16 Nov) • Discussion of the new Change Pack
10:00 - 13:00, Thursday 10 December 2015	<i>To be confirmed</i>	Standard agenda; other items to be confirmed
09:30 - 10:30, Monday 14 December 2015	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> • Approval of previous Change Pack (30 Nov) • Discussion of the new Change Pack

2016 Meetings

Time and Date	Venue	Programme
09:30 - 10:30, Monday 04 January 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> • Approval of previous Change Pack (14 Dec) • Discussion of the new Change Pack
10:00, Thursday 14 January 2016	<i>To be confirmed</i>	Standard agenda; other items to be confirmed

09:30 - 10:30, Monday 18 January 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> • Approval of previous Change Pack (04 Jan) • Discussion of the new Change Pack
09:30 - 10:30, Monday 01 February 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> • Approval of previous Change Pack (18 Jan) • Discussion of the new Change Pack
10:00, Thursday 11 February 2016	<i>To be confirmed</i>	Standard agenda; other items to be confirmed
09:30 - 10:30, Monday 15 February 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> • Approval of previous Change Pack (01 Feb) • Discussion of the new Change Pack
09:30 - 10:30, Monday 29 February 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> • Approval of previous Change Pack (15 Feb) • Discussion of the new Change Pack
10:00, Thursday 10 March 2016	<i>To be confirmed</i>	Standard agenda; other items to be confirmed
09:30 - 10:30, Monday 14 March 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> • Approval of previous Change Pack (29 Feb) • Discussion of the new Change Pack
09:30 - 10:30, Tuesday 29 March 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> • Approval of previous Change Pack (14 Mar) • Discussion of the new Change Pack

09:30 - 10:30, Monday 11 April 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> • Approval of previous Change Pack (29 Mar) • Discussion of the new Change Pack
10:00, Thursday 14 April 2016	<i>To be confirmed</i>	Standard agenda; other items to be confirmed
09:30 - 10:30, Monday 25 April 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> • Approval of previous Change Pack (11 Apr) • Discussion of the new Change Pack
09:30 - 10:30, Monday 09 May 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> • Approval of previous Change Pack (25 Apr) • Discussion of the new Change Pack
10:00, Thursday 12 May 2016	<i>To be confirmed</i>	Standard agenda; other items to be confirmed
09:30 - 10:30, Monday 23 May 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> • Approval of previous Change Pack (09 May) • Discussion of the new Change Pack
09:30 - 10:30, Monday 06 June 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> • Approval of previous Change Pack (23 May) • Discussion of the new Change Pack
10:00, Thursday 09 June 2016	<i>To be confirmed</i>	Standard agenda; other items to be confirmed
09:30 - 10:30, Monday 20 June 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> • Approval of previous Change Pack (06 Jun)

		<ul style="list-style-type: none"> Discussion of the new Change Pack
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Action Table (08 October 2015)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status
UKL 0801	13/08/15	4.1	<i>Access Controls (portal screens and changes to roles)</i> - Produce a Change Pack and present to October UKLC.	Xoserve (SN/DA)	Carried forward
UKL 0802	13/08/15	5.1	<i>COR1154.15.16 – UKLP Including Nexus requirement – Amendments to the AML, COI, CZI, introduction to the TKN and concept of compression</i> - DA to arrange a meeting between Shippers, UKLC members and UKLP to discuss this issue and potential solutions in greater detail.	Xoserve (DA)	<i>Due at 12 November meeting</i> Carried forward
UKL 0901	10/09/15	5.1.1	<i>Twin stream metering</i> - DA to create a treatment document, making explicit what the changes to the arrangements will be.	Xoserve (DA)	Carried forward
UKL 0902	10/09/15	5.3	<i>UK Link Documentation Move</i> - Xoserve to consider storing information on Sharepoint and another location.	Xoserve (SN/RH)	Carried forward
UKL 0903	10/09/15	5.3	<i>MTL2 file formats</i> - DA to confirm when these will be publicised/links to be made available.	Xoserve (DA)	Closed
UKL 1001	08/10/15	5.1	<i>Market Trials File Formats Release Schedule</i> - SN to confirm when this is available and notify the UKLC.	Xoserve (SN)	Pending
UKL 1002	08/10/15	8.1	UKLC Members/Alternates to actively liaise with their MTWG constituent representatives to maintain communications in respect of changes flowing through the UKLC Accelerated Governance process.	UKLC Members /Alternates	Pending
UKL 1003	08/10/15	8.1	DA to provide a UKLC Report for submission to the UNCC.	Xoserve (DA)	Pending
UKL 1004	08/10/15	8.1	<i>UNCC Escalation Route for UKLC</i> - Chair to invite a PwC representative to attend UKLC meetings (to support escalation process required by UNCC).	Chair (BF)	Pending