

**UK LINK Committee Meeting Minutes**  
**Thursday 09 October 2014**  
**via teleconference**

**Attendees**

Les Jenkins (Chair)	(LJ)	Joint Office
Lorna Dupont (Secretary)	(LD)	Joint Office
Alison Neild	(AN)	Gazprom
Amie Charalambous	(AC)	RWE npower
Anne Jackson	(AJ)	SSE
Bryan Hale	(BH)	EDF Energy
Colette Baldwin	(CB)	E.ON UK
David Addison	(DA)	Xoserve
Graham Wood	(GW)	British Gas
Lee Harrison	(LH)	Xoserve
Lorna Lewin	(LL)	DONG Energy
Marie Clark	(MC)	Scottish Power
Rehana Dawud	(RD)	RWE npower

*In attendance for Item 3 only:*

Emma Smith	(ES)	Xoserve
Lee Chambers	(LC)	Xoserve
Bhupinder Basra	(BB)	Xoserve
Tracey Barber	(TB)	Xoserve
Michelle Downes	(MD)	Xoserve

*Copies of meeting papers are available at: <http://www.gasgovernance.co.uk/uklc/091014>*

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

**1.1 Minutes**

The minutes of the previous meeting were approved.

**1.2 Actions**

**UKL0104:** Xoserve to provide a consolidated SPA rejection code list.

**Update:** DA confirmed work was continuing. Following a brief discussion during which it was confirmed that the rejection codes will be issued with Phase 3 release, if not sooner, it was agreed to close this action. **Closed**

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

**Update:** DA confirmed manual activities are being looked at until Modification 0479/A is concluded. **Carried forward**

**UKL0703:** Information Packs - All to provide Xoserve with any missing elements identified.

**Update:** Feedback had been received from one Shipper and this was being reviewed, following which a strawman will be developed. **Carried forward**

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

**Update:** See Action UKL0703 above. **Carried forward**

**UKL0705:** *COR2789.1* - Xoserve to confirm if site visit readings are recorded in CMS.

**Update:** DA reiterated the reasons why readings would not be provided under Modification 0424. For Modification 0410A, if a site visit takes place and a meter reading is given then it will be provided to Shippers (in a free text field). A site visit is only one of a number of means to identify when a meter is in situ and flowing gas. The free text field will be located within screen information on CMS. DA will confirm which CMS screen will contain the information. **Closed**

**NEW Action UKL1001: *Recording of Site Visit Readings on CMS - Confirm which screen will contain this information.***

**UKL0708:** Xoserve to provide an update on the Modification 0425 timescales.

**Update:** DA reported that this was under consideration internally, and for visibility will be put on the Implementation Plan for next month. **Closed**

**UKL0802:** *File Format Changes* - DA to bring any specific concerns to the next UKLC meeting.

**Update:** DA had reviewed the proposed changes and these did not seem to be as fundamental as he had anticipated. All seemed fairly self-explanatory, and as they are now being issued parties can assess for themselves. **Closed**

**UKL0901:** *COR3286 - Supply Point Registration – Facilitation of Faster Switching* - Shippers to assess contingency plans internally and provide appropriate contact names/details to Xoserve in case of emergency.

**Update:** This was to be included in the Change Pack to prompt Shipper provision of appropriate specific contact details for receipt of any related messages. **Closed**

**UKL0902:** *File Format Approval* - MB to liaise with DA and confirm suitable dates for interim UKLC meetings.

**Update:** Two additional dates had been proposed for the interim meetings - 30 October and 24 November 2014; a provisional programme set out as follows:

*30 October* - The sole purpose will be to obtain approval of Phase 1 File Formats. These would be dealt with by exception. Shippers will have a 5 day period to assess Xoserve's responses before this meeting. Any detailed debate should be facilitated between Xoserve and the Shippers outside of these meetings, as these interim UKLC meetings are simply for the purpose of the formal approval of the changes to the file formats.

*13 November* - A normal UKLC meeting, at which approval of Phase 2 File Formats would be sought. This may also include the seeking of approval of some Phase 3 File Formats, if they can be brought forward.

*24 November* - The sole purpose will be to obtain approval of Phase 3 File Formats, and any outstanding from Phase 1 and 2. If any remain after this date they may be addressed at the UKLC December meeting.

DA outlined the changes discussed at the recent UKL Technology day and asked if the UKLC had sufficient information to assess and make the required approvals or should there be an interim meeting before 30 October. CB reported that her colleagues had been pleased with the level of detail provided at the Technology day and were now much more comfortable with the proposed changes. BH indicated that more questions than answers had been apparent at the Technology day and that Shippers would appreciate having additional Xoserve engagement days on assessments, invoicing, AOs and RGMA. It was observed that some 'walkthrough' days had yet to take place and this might provide further reassurance. Shippers were encouraged to provide any representations regarding Phase 1 as soon as possible so that Xoserve can address any points and have the relevant personnel available to answer queries. Noting that it will have to be a fixed date, DA will arrange and facilitate a further engagement session for Shippers prior to 30 October. **Closed**

**NEW Action UKL1002: *File Format Shipper Engagement* - DA to arrange and facilitate a further engagement session for Shippers prior to 30 October.**

**UKL0903: *File Format walkthrough meetings* - DA to confirm dates to UKLC.**

**Update:** Dates to be confirmed. **Carried forward**

### **1.3 Modifications**

*Modification 0516* - DA confirmed there were no impacts on systems.

*Modification 0517* - DA confirmed there were no impacts on systems.

## **2. Xoserve Reporting Updates**

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

#### **2.1.1 Current UK Link Changes awaiting scheduling – Not Implemented**

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

File formats had been issued and one representation had been received. DA briefly outlined the changes.

The UKLC gave its approval, noting that it was outside of the UK Link Release window.

##### ***COR1154.16 - UKLP Gemini Consequential Change***

DA confirmed that the changes were being worked on at present.

##### ***COR1154.15.1 - UKLP Including Nexus Requirements - Phase 1***

File Formats have been released for consultation.

##### ***COR1154.1521 - UKLP Including Nexus Requirements - Phase 2***

File Formats have been released for consultation.

***COR1154.15.3 - UKLP Including Nexus Requirements - Phase 3***

In Phase 3, the decommissioned files will be also issued for consultation.

***COR3287.1 - UNC Modification 0455 - Implementation Phase 2***

As for Modification 0425; Xoserve is looking at the solution.

***COR3480 - Implementation of Advanced Meter Reading Information (Modification 0487S)***

LJ reported that a variation request had been submitted for Modification 0487S and would be considered by the October UNC Modification Panel. LJ explained the process for variation requests.

It was confirmed that there was still no general agreement from UKLC to make these changes.

DA was reconsidering appropriate implementation dates, but had a concern how this might be accommodated internally (constraints on technical resources, etc) and may require the UKLC to consider and agree to schedule an earlier date for any technical change in advance of Users' access ability. In response to questions, DA explained the data population and process that may be required under these solutions.

***New SC9 File Shipper Request***

Included for visibility. This provided the CV data (some Users were not receiving the data by file and accessed through the National Grid website). The change provided the data via SC9 file to every User. CB referred to the recent Shrinkage Forum where it was noted that the DNs used different approaches to CVs, and asked if Xoserve was only using National Grid as a source. DA agreed to confirm the source(s) drawn upon for CV data.

**Action UKL1003: SC9 File/CV Data - DA to confirm the source(s) drawn upon for CV data.**

***1351.1 - IGT to Shipper Non-UK Link File Flows***

Included for visibility. Information will be issued in this week's Change Pack. DA confirmed it was not a UK Link flow in terms of the data being passed. It was being passed physically over the IX network, but not in the context of the UK Link network. DA explained why this was different in terms of file structure and the use of folders. Shippers have requested that rather than use the General folder the data is to be put into the BGT01 folder. Shippers will start to see files that look very different to the usual incomers (8.3), ie as 5.8.3 (the 5 indicates the source of the flow (from an iGT file). DA was therefore highlighting this to UKLC for awareness that the folder previously used solely for UKL communications is now being used to accommodate other data flows and there was no need to reject.

**2.1.2 Current UK Link Changes - Approved – Scheduled for Implementation**

***OCTOBER 2014 UK Link Release***

***COR3007 - Monthly Revision of erroneous SSP AQs outside the User AQ Review Period***

On track for implementation on 24 October 2015.

***NOVEMBER 2014 UK LINK RELEASE***

***COR3287.1 - UNC Modification 0455 – Implementation Phase 1***

As previously referred to, above.

***COR3286 - Supply Point Registration – Facilitation of Faster Switching***

As previously referred to, above (Action UKL0901).

***COR2789.1 - Measures to Address Unregistered and Shipperless Sites***

On track for implementation on 22 November 2014. A presentation was provided to the meeting (COR2789 Measures to Address Unregistered & Shipperless Sites). It was noted that outages would be required from 15:30 on 22 November 2014 until 08:00 on 24 November 2014.

***COR3186 - Billing for Site Visits for UNC Modifications 0410A and 0424***

On track for implementation on 28 November 2014.

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

DA reported the implementation date might be available for the Change Pack tomorrow or shortly after.

***JANUARY 2015 UK LINK RELEASE***

***COR3316.2 - Individual Settlements for Pre-Payment and Smart Meters - Reconciliation Invoicing***

The UKLC formally noted the implementation date of 10 January 2015.

**2.1.3 UK Link Changes – Implemented since last UK Link Committee Meeting**

DA confirmed that the following had been implemented successfully:

- Principles regarding SPA Consolidated Rejection List
- COR3470 - ANS Replacement
- SPA Consolidated Rejection List v23.

**2.2. Xoserve Report**

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

*Report E* - DA drew attention and to the Data Enquiry outage that will occur on 18 October 2014. The UKLC noted this.

### 3. Strategic Initiative Update

#### 3.1. UK Link Programme (UKLP) Update

DA introduced his UKLP colleagues to the meeting, and indicated that this was an opportunity to raise any issues regarding file formats.

##### *Issue 1 - Flexibility for record changes*

Whilst confirming that he would be responding via the consultation process, BH drew attention to updating problems associated with idocs. Was there any chance of having new records rather than old records that have to be updated?

DA reiterated the principle was to make minimal change; some Users had indicated new records would be more change rather than less change.

Referring to the electricity model, BH suggested two possibilities for consideration:

- Abandon existing record names and move to different record names; or
- A versioning number for every file format.

BH confirmed he was not proposing changes to the header, and may well be able to come up with an internal solution for his organisation. GW indicated British Gas had a similar issue to BH's. AC indicated she would have to investigate further internally to see if RWE had a similar issue.

##### *Issue 2 - Renaming of Fields*

BH fundamentally disagreed with the renaming of fields - why it should be necessary? DA explained the aim to achieve consistency/alignment in naming conventions with other file formats and UNC. It was intended to produce a Data Dictionary for future use. BH indicated he would include his concerns in his representation, as he believed there were many impacts.

##### *Issue 3 - Availability of Data Models*

GW would like data models, process walkthroughs and validation rules to be made available as soon as possible to allow for consideration 'in the round'.

*Rejections* - DA explained the focus had been on issuing the file formats to parties so that interface changes could be understood. Xoserve was working on providing the rejection messages so parties can see how these will be treated. LC added there might be some revision to these as work continued, but any later changes would be flagged up. It was confirmed that Phase 1 appeared to have a limited amount of change.

*Process Walkthroughs/Models* - DA indicated that by the end of next week all of the documentation would have been made available (except Retrospectivity and Invoicing). Process models were not previously considered to be on the critical path and were programmed to be completed by December.

*Data Models* - The issuing of data models had not been scheduled. The scale of the changes was a lot less than previously anticipated. There were no plans to publish the data models and Xoserve needed to understand why it was considered to be important to Shippers and how it related. BH observed it would make it easier for Shippers to understand what the changes were and to identify impacts on their systems. DA indicated he would review this offline with GW and LC.

Responding to questions from BH relating to the scope of Nexus and the modifications included, DA gave a brief explanation. Reference was made to the Nexus Business Requirements Documents (BRDs) and MD explained the requirements. The scope was as per the Nexus modifications.

AJ reiterated that it was not the best time to 'find out on the day' that Shippers' and Xoserve's interpretations were very different, and that Shippers needed to clearly understand what interpretations Xoserve had made as early as possible. Recognising Shippers' concerns regarding criticality, DA reiterated the process models (design) were for delivery in December.

AJ believed there was a link between file formats and process models.

BH observed there was an assumption that if it was not in the BRDs then it was not changing.

#### 4. Any Other Business

##### 4.1 UNC Panel and Sub Committee Elections

LJ drew attention to the appointments made to the UK Link Committee for the coming year (see list published at: <http://www.gasgovernance.co.uk/UKLC>)

UK Link Committee Members were requested to appoint Alternates and send formal notification to the Joint Office.

**Action UKL1004: *Formal Alternates - UKLC Members to send formal notification to the Joint Office advising of appointed Alternates.***

##### 4.2 File Naming Convention - Case Inconsistency

DA referred to the UK Link Manual IS standards Guide that sets out the naming convention that all files received should be in upper case. On occasion for some Users files are received that are in lower case and this has caused Xoserve problems in converting from lower case to upper case. DA pointed out that in the future Xoserve would not be able to do this conversion.

DA advised the UKLC that he intended writing to the transgressing organisations separately to draw attention to the inconsistencies, and will also include a general reminder in the Change Pack.

##### 4.3 File Formats

CB read out a communication COR1154.15.2. The MPD File Format had been reported within the Informal File Format Process however the MPD File has not been re-issued within the Formal File Format Process; is this an error and should Shippers have seen this Format published?

DA to look at MPD file format and to investigate if a publishing error has occurred.

**Action UKL1005: *MPD File Format – DA to check if this should have been re-issued within the Formal File Format Process.***

DA referred to the informally published file formats and asked that nothing further be done with these by parties. Xoserve was mapping differences between the informal and the formal internally, and changes would be summarised to make clear.

BH referred to the UK Link File Format Portal and asked when it would be available. DA would check on the date and communicate this.

**Action UKL1006: *UK Link File Format Portal Availability - DA to confirm and communicate date.***

#### 5. Diary Planning

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

UKLC meetings will take place as follows:

Time / Date	Venue	Programme
10:00 Thursday 30 October 2014	Via teleconference	Approval of Phase 1 File Formats.
10:00 Thursday 13 November 2014	Via teleconference	<ul style="list-style-type: none"> <li>• Standard agenda</li> <li>• Approval of Phase 2 File Formats</li> <li>• Approval of some Phase 3 File Formats if appropriate (to be confirmed)</li> </ul>
10:00 Monday 24 November 2014	Via teleconference	Approval of Phase 3 File Formats, and any outstanding from Phases 1 and 2.
10:00 Thursday 11 December 2014	Via teleconference	<ul style="list-style-type: none"> <li>• Standard agenda</li> <li>• Approval of any remaining File Formats</li> </ul>

Action Table - October 2014					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status
UKL 0104	09/01/14	2.1.1	To provide a consolidated SPA rejection code list.	Xoserve (DA)	<b>Closed</b>
UKL 0606	12/06/14	4.1	The Xoserve Stakeholder Engagement Team to set out how it will manage circulation list updates.	Xoserve	<b>Carried forward</b>
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	<b>Carried forward</b>
UKL 0704	10/07/14	2.1.2	Information Packs - Xoserve to review the feasibility of issuing consolidated packs.	Xoserve (DA)	<i>Strawman at Nov meeting</i> <b>Carried forward</b>
UKL 0705	10/07/14	2.1.2	COR2789.1 - Xoserve to confirm if site visit readings are recorded in CMS.	Xoserve (DA)	<b>Closed</b>
UKL 0708	10/07/14	2.1.2	Xoserve to provide an update on the Modification 0425 timescales.	Xoserve (DA)	<b>Closed</b>

<b>Action Table - October 2014</b>					
<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status</b>
<b>UKL 0802</b>	14/08/14	3.1	<i>File Format Changes</i> - DA to bring any specific concerns to the next UKLC meeting.	Xoserve (DA)	<b>Closed</b>
<b>UKL 0901</b>	11/09/14	2.1.2	<i>COR3286 Supply Point Registration – Facilitation of Faster Switching</i> - Shippers to assess contingency plans internally and provide appropriate contact names/details to Xoserve in case of emergency.	Shippers	<b>Closed</b>
<b>UKL 0902</b>	11/09/14	3.2	<i>File Format Approval</i> - MB to liaise with DA and confirm suitable dates for interim UKLC meetings.	Joint Office (MB) and Xoserve (DA)	<b>Closed</b>
<b>UKL 0903</b>	11/09/14	3.2	<i>File Format walkthrough meetings</i> - DA to confirm dates to UKLC.	Xoserve (DA)	<b>Carried forward</b>
<b>UKL 1001</b>	09/10/14	1.0	<i>Recording of Site Visit Readings on CMS</i> - Confirm which screen will contain this information.	Xoserve (DA)	<b>Pending</b>
<b>UKL 1002</b>	09/10/14	1.0	<i>File Format Shipper Engagement</i> - DA to arrange and facilitate a further engagement session for Shippers prior to 30 October.	Xoserve (DA)	<b>Pending</b>
<b>UKL 1003</b>	09/10/14	2.1.1	<i>SC9 File/CV Data</i> - DA to confirm the source(s) drawn upon for CV data.	Xoserve (DA)	<b>Pending</b>
<b>UKL 1004</b>	09/10/14	4.1	<i>Formal Alternates</i> - UKLC Members to send formal notification to the Joint Office advising of appointed Alternates.	All UKLC Members	<b>Pending</b>
<b>UKL 1005</b>	09/10/14	4.3	<i>MPD File Format</i> – DA to check if this should have been re-issued within the Formal File Format Process.	Xoserve (DA)	<b>Pending</b>
<b>UKL 1006</b>	09/10/14	4.3	<i>UK Link File Format Portal Availability</i> - DA to confirm and communicate date.	Xoserve (DA)	<b>Pending</b>