

UK LINK Committee Meeting Minutes
Thursday 10 April 2014
via teleconference

Attendees

Mike Berrisford (Chair)	(MiB)	Joint Office
Helen Cuiin (Secretary)	(HC)	Joint Office
Amie Charalambous	(AC)	RWE npower
Bryan Hale	(BH)	EDF Energy
David Addison	(DA)	Xoserve
Gary Kilburn	(GK)	National Grid NTS
Graham Wood	(GW)	British Gas
Lee Harrison	(LH)	Xoserve
Lorna Lewin	(LL)	DONG Energy
Martin Brandt	(MB)	SSE
Tom Lineham	TL	Xoserve
Trevor Clarke	(TC)	E.ON UK

* via teleconference

Copies of all papers are available at: www.gasgovernance.co.uk/uklc/100414

1. Review of Minutes, Action and Modifications

1.1 Minutes

The minutes of the previous meeting were approved.

1.2 Actions

UKL01/01: CRN 2789 - Xoserve to provide mock up screens and scenarios/hand offs.

Update: DA provided some example screens within the March Change Pack issued on 14th / 21st March. **Closed**

UKL01/02: CRN 2789 - Xoserve to provide the timings for forced confirmations.

Update: DA confirmed timings would be issued for forced confirmations in the Change Pack. BH enquired if there is an end-to-end timeline for Shipperless sites. DA explained the typical file flows and processes and confirmed he would ascertain if there is a timeline that can be provided. **Carried Forward**

UKL01/04: CRN2791 - Xoserve to provide a consolidated SPA rejection code list.

Update: Work ongoing. **Carried Forward**

UKL02/01: CRN2789 - Xoserve to assist EDF Energy understanding user profiles and how an LSO can pull out information from CMS.

Update: BH confirmed the details had been provided to EDF. **Closed**

UKL02/02: *Modification 0431* - Xoserve to provide a summary of the changes expected.

Update: DA confirmed that the input files have been issued and the output files will be issued 11 April. **Closed**

UKL02/04: *CRN2791* - Xoserve to provide an update on the progress of registering non-recognised MAMs.

Update: See item 2.1.1. DA confirmed the need to reschedule implementation. **Closed**

UKL03/01: *Modification 0450B* - Xoserve to provide a view on; the quotas to be applied, the rejection codes and what the solution may look like.

Update: DA confirmed 0450B allows the industry the ability to appeal up to 20,000 SSP sites per month from 01 October to 31 May. DA summarised the breakdown of the monthly quota based on market share and how quota breaches will be managed. **Closed**

1.3 Modifications

MiB confirmed that 7 modifications (0392 through to 0398) had been raised since the last meeting, none of which initially appear to have a significant systems impact associated to them. DA explained that Modification 0496 would / could potentially result in changes to the UNC text.

2. Xoserve Reporting

2.1. UK Link Modification Implementation Plan

2.1.1 Current UK Link Changes awaiting scheduling – Not Implemented

ANS Replacement

GK explained the current use of the Active Notification System (ANS) and the planned development for use from September 2014. A presentation was provided for review and GK welcomed any further questions (gary.kilburn@nationalgrid.com).

DA confirmed that the UK Link Manual would require changes to reflect the new system and mobile phone numbers will be requested from Users to issue SMS. Users were informed that the approach would allow a single SMS per User, and up to 10 emails.

BH enquired about the ANS contacts list maintained by National Grid NTS. Xoserve agreed to notify the Users present at the Committee who is held on the ANS contact list for their organisation.

CRN3316.1 Individual Settlements for Pre-Payment & Smart Meters – Reconciliation Invoicing

DA provided an explanation of Modification 0451AV and confirmed the change is still being analysed.

CRN2457 Development of Procedures to Cover the Claims Process Introduced by the Implementation of Modification Proposal 0429

DA explained that the claim template is published on the extranet but does not form part of the UK Link Manual. The template was excluded from the UNCC document and an example template attached, this means that it will be simpler to change the template should this require amendment as experience of the process and User claims develop. Any required changes will be communicated to the CSS Billing distribution list (as per the notification of revised charge types), and a courtesy notification to UK Link Distribution lists. DA reported one representation had been received in support of the change. The UK Link Committee approved the change for implementation 10 April 2014.

CRN 3137.1 & 3137.2 Single Meter Supply Points

DA confirmed that a notification had been issued to confirm there will be no formal system changes however Xoserve sought approval to cancel offers that are invalidated by the rules. DA expected around 100 offers would require cancellation. The UK Link Committee approved the change for implementation 10 April 2014.

CRN 3288.1 Supplier Portfolio - Input File

DA reported that two formal representations had been received. He confirmed that the input record would be the X99 within the SPI file. DA enquired if parties had any issues or concerns with the use of I'X as representations had been received to indicate that some Users may have issues of use for I'X given the limited notice of implementation of the Modification. The I'X will be the preferred route however Xoserve would discuss alternative means of provision for the May 2014 portfolio extract only. A communication will be issued in the change pack. Any parties with concerns were asked to communicate these to Xoserve. The Committee approved the changes for implementation on 28 May 2014

CRN 3288.2 Supplier Portfolio - Output File

DA confirmed a communication would be issued on 11 April 2014.

CRN3186 Billing for Site Visits for UNC Modification 0410A and 0424

DA reported that the requirements are being defined with the Networks.

CRN3187 EU Code Change Phase 2 Delivery (Analysis & Design)

Analysis ongoing.

CRN3286 Supply Point Registration – Facilitation of Faster Switching

DA anticipated a file would provide the required metering details within the confirmation response. He asked the Committee to note this will require system change and will require limited impact to file formats. Xoserve are currently analysing the impact of changes.

GW confirmed a challenge had been made with regards to modification 0477 and how acquisitions submitted prior to implementation would be managed. He was particularly interested in how the pre-mod and post-mod rules would operate.

BH also enquired about Meter Inspection Files and meter inspection dates for site transfers. DA believed that the Transporter Treatment and Conditionality documents were explicit with regards to the treatment of meter inspection data however he would need to look into this and provide confirmation. BH enquired if Xoserve would be able to provide a report on the number of missing meter inspection dates to allow Shippers to understand the potential costs to the industry where Suppliers are not undertaking meter inspections.

Action UKL04/01: Xoserve (DA) to clarify what the pre and post acquisition process will be for site transfers under Modification 0477.

Action UKL04/02: Xoserve (DA) to clarify the treatment and conditionality of Meter Inspection Files and Meter Inspection Dates through RGMA.

Amendment to MRF Frequency Days Field in I14 Record

Committee approved change for implementation on 11 April 2014.

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

Analysis ongoing. DA explained the risk that this will be implemented after the modification implementation date if not implemented by mid September.

2.1.2 Current UK Link Changes Approved – Scheduled for Implementation

CRN 3137.1 & 3137.2 Single Meter Supply Points

DA confirmed successful implementation on 01 April 2014.

CRN 2557 Revision to the Metering Charges Pricing module on Unique Sites

DA confirmed implementation remains on track.

CRN2831 Smart Metering DCC Day 1

DA confirmed implementation remains on track.

Decommissioning of SUN File.

DA confirmed implementation remains on track.

CRN2789.1 Measured to Address Unregistered and Shipperless Sites

DA provided a [presentation on the measures to address Unregistered & Shipperless Sites](#) and confirmed a communication will be provided

CRN2878 Remove the UNC Requirement for a Gas Trader User to hold a Gas Shipper Licence

DA confirmed implementation remains on track.

CRN2791 K08 Validation of the MAM ID

DA confirmed implementation remains on track.

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

CRN3316.1 Individual Settlements for Pre-Payment & Smart Meters - User Extract providing Smart Meters Operating in Pre-Payment Mode

DA confirmed successful implementation.

2.2. Performance Reporting – Monthly Report

Report accepted.

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

Report accepted.

2.4. Planned Outages

Report accepted.

3. Any Other Business

3.1. Implementation Plan and multiple Change Pack releases

MB expressed concerned about the Xoserve Implementation Plan and recent Change Pack communications. He believed in some cases Xoserve may not be compliant with the UNC. DA explained that there is a long-standing UK Link Committee agreement to release change packs the day after the UK Link Meeting. He believed Xoserve are complaint with the UNC and always observe the 10 day notice period and unless agreed otherwise in the UK Link. He explained the use of the discretionary timetable and the incentive payments associated with failed notice periods and implementation. DA acknowledged the issues raised by MB, and that it is regrettable that multiple Change Packs i.e. 1 of 2 are issued. DA endeavoured to avoid the use of multiple Change pack releases where possible. He indicated that where it was necessary to do so he would set out the timetable for issue of the subsequent parts of the Change Pack.

Action UKL04/03: Xoserve (DA) to review and consider the future use of multiple Change Packs.

3.2. Change Overview Board

MB highlighted the recent Change Overview Board meeting and the possibility of creating a defined group to consider any raised issues and the possibility of requiring ad-hoc short notice meetings to review and consider implementation issues. DA indicated that consideration should be given to the relevant terms of reference of existing groups – e.g. business related matters should be referred to the relevant business group e.g. PNUNC or

it's successor. The UK Link Committee had no objection to having ad-hoc short notice meetings to discuss solution options.

4. Diary Planning

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

10:00, 08 May 2014, Teleconference

ACTION TABLE

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status
01/01	09/01/14	2.1.1	CRN 2789 - Xoserve to provide mock up screens and scenarios/hand offs	Xoserve (DA)	Closed
01/02	09/01/14	2.1.1	CRN 2789 - Xoserve to provide the timings for forced confirmations.	Xoserve (DA)	Carried Forward
01/04	09/01/14	2.1.1	CRN2791 - Xoserve to provide a consolidated SPA rejection code list	Xoserve (DA)	Carried Forward
02/01	13/02/14	2.1.1	Xoserve to assist EDF Energy understanding user profiles and how an LSO can pull out information from CMS.	Xoserve (DA)	Closed
02/02	13/02/14	2.1.1	Modification 0431 - Xoserve to provide a summary of the changes expected.	Xoserve (DA)	Closed
02/04	13/02/14	2.1.1	CRN2791 - Xoserve to provide an update on the progress of registering non-recognised MAMs.	Xoserve (DA)	Closed
03/01	13/03/14	3.1	Modification 0450B - Xoserve to provide a view on; the quota's to be applied, the rejection codes and what the solution may look like.	Xoserve (DA)	Closed
04/01	10/04/14	2.1.1	To clarify what the pre and post acquisition process will be for site transfers under Modification 0477.	Xoserve (DA)	Update to be provided at May meeting.
04/02	10/04/14	2.1.1	To clarify the treatment and conditionality of Meter Inspection Files and Meter Inspection Dates through RGMA.	Xoserve (DA)	Update to be provided at May meeting.
04/03	10/04/14	3.1	To review and consider the future use of multiple Change Packs.	Xoserve (DA)	Update to be provided at May meeting.