UK LINK Committee Meeting Minutes
Thursday 10 July 2014
via teleconference

Attendees

Mike Berrisford (Chair)	(MiB)	Joint Office
Helen Cuin (Secretary)	(HC)	Joint Office
Adam Iles	(AI)	British Gas Alternate
Aleksandra Cebo	(AC	EDF Energy
Amie Charalambous	(AC)	RWE npower
Bryan Hale	(BH)	EDF Energy
David Addison	(DA)	Xoserve
James Iley-Hazelgrove	(JIH)	RWE npower
Laura Ayling	(LE)	Total Gas & Power
Lee Harrison	(LH)	Xoserve
Lorna Lewin	(LL)	DONG Energy
Marie Clark	(MC)	Scottish Power
Martin Brandt	(MB)	SSE
Simon Burton	(SB)	Xoserve
Trevor Clark	(TC)	E.ON UK

Copies of all papers are available at: http://www.gasgovernance.co.uk/uklc/100714

1. Review of Minutes, Action and Modifications

1.1 Minutes

The minutes of the previous meeting were approved.

1.2 Actions

UKL0104: CRN2791 - Xoserve to provide a consolidated SPA rejection code list.
Update: DA confirmed Xoserve have extracted the rejection codes from UK link, however a significant number of codes are internal. These are being examined to establish which codes are internal and which are external. Maintaining a single consolidated list has caused some complications. The intention will be to add SPA rejection codes once approved by the Committee for UK Link Modifications to the list so the provided list will provide more than just the current live codes. **Carried Forward**

UKL0401: Xoserve to clarify what the pre and post acquisition process will be for site transfers under Modification 0477.
Update: DA explained the D-7 will be reduced to either a D-2 or D-3 window and there will be a period of overlap where some confirmations submitted under the new process will be processed quicker that those submitted days before implementation. Further details will be provided in the Change Pack. **Closed**

UKL0601: Xoserve to clarify the expected notifications and the associated timescales for Modifications 0410A, 0425, 0424.
Update: Work ongoing. **Carried Forward**

UKL0602: Xoserve to provide an updated Modification 0455 presentation to include the representation timescales for the Distribution Workgroup on 26 June 2014.
Update: DA confirmed an update had been provided at the Distribution Workgroup, he clarified no representations had been received, and that an implementation date needed to be determined by UK Link Committee. **Closed**

UKL0603: CRN2789.1 - Xoserve to provide clarification on the visibility of the GSR and MUS codes and provide a screen shot from the queue.
Update: Update provided in the Change Pack. **Closed**

UKL0604: CRN2789.1 Xoserve to confirm when the CMS user guide and quick reference guides will be updated
Update: DA confirmed that the Contacts Explained documents will be updated prior to implementation. The GSR and MUR will be added. **Closed**

UKL0605: UK Link Technology event - Xoserve to include UK Link Committee members with solution considerations with respect to file format changes.
Update: DA confirmed he had given a commitment to pass the file formats out on 30 September. Future updates will be provided within Xoserve's Strategic update. **Closed**

UKL0606: Xoserve Stakeholder Engagement Team to set out how it will manage circulation list updates.
Update: DA confirmed the team are still considering how distribution lists will be managed. He explained that Xoserve are currently looking at a self-service portal and products. **Carried Forward**

1.3 Modifications

MiB confirmed that three modifications had been raised since the last meeting:

0466A - Daily Meter Reading Simplification (with improved within day data provision)
Impacts identified.

0507 – Changing The Effective Date of 0451AV
No impacts identified.

0508 - Revised Distributed Gas Charging Arrangements
No impacts identified at present

2. Xoserve Reporting

2.1. UK Link Modification Implementation Plan

2.1.1 Current UK Link Changes awaiting scheduling – Not Implemented

MB enquired about the representation matrix. He believed two packs had been issued for June one had nine communication references the other had two making a total of 11. He questioned why all 11 hadn't been referenced and that one reference didn't relate to Part One 1295 or Part Two 1297. DA explained that these changes hadn't sought representations from Users so had been excluded. The committee discussed future representation notifications and if the process ought to be changed to include all communications. It was agreed that each time Xoserve issued representations each communication from the Change Pack will be referenced in the communication.

ANS Replacement
DA highlighted elements of the UK Link Manual that needed to changed. An update is anticipated in a subsequent Change Pack.

Action 0701: Xoserve to provide an update on the ANS Replacement within the Change Pack.

COR283.1.2 ONJOB / ONUPD Treatment and Conditionality Documents

DA provided an update on the representations received referring to the provided representation matrix - 1301 LH DA Representation Matrices. DA advised a number of tables had been corrupted and will be reissued in the Change Pack to reinstate these tables. He explained that there are a number of future changes being proposed for the treatment of the RGMA files, for example in preparedness for UK Link Programme. He suggested parties familiarise themselves with the Treatment and Conditionality documents in preparation for future changes.

Change to approach for Updates to EFT Log

DA explained that an automatic update of the EFT places risks on the system. Representations had been requested on holding the updates and issuing them every 5 minutes, no challenges were submitted. The Committee approved the change to take place in the next couple of weeks as a Class 1 Change. DA confirmed a notice would be provided when the change had been scheduled. DA also highlighted the UK Link File Transfer Guide, which should have been updated following the EFT Implementation (COR 1000.1) replacing the CFTM File Transfer Guides. He explained that Xoserve are working on a revised document which will not show mark ups from the previous version due to the scale of changes. This document will be further updated to reflect the Audit Log change and will be provided in the Change Pack.

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

DA confirmed the implementation date of 17 October 2014. The Committee approved the date and the change. DA clarified that the submission of files for this month but not be pro-rated. 20,000 submissions will still be accepted.

COR3287.1 UNC Modification 0455 – Implementation Phase 1

DA reported the UK Link Plan would be updated to include a Phase 2. Representations had been invited on Phase 1 and no representations had been received. The Committee approved the change.

COR3187 EU Code Change Phase 2 Delivery

Analysis ongoing. Xoserve have issued a bulletin in relation to the Gemini impacts, more details would be provided in the Change Pack. DA explained there will be significant changes to Gemini systems with 24 screen changes and a couple of API changes. Questions have been received on the communication process specific to the EU Code changes. DA clarified that presentations will be provided to the EU Group, Ops Forum and the UK Link Committee.

Organisation Rejection codes

DA confirmed new rejection codes have been identified and the codes should have been advised in the original Change Summary for Smart Foundation. The rejection Codes are ORG00003 and ORG00033. DA explained what these were and that no representations had been received. The Committee approved the change.

COR3316.3 Pre-Payment Profile For IGTs

DA confirmed Modification 0486 had been withdrawn and this line will be withdrawn from the Implementation Plan.

Removal of 'Automatic' Creation of Meter Models on Receipt of RGMA Transactions

DA provided an update from the SPAA Expert Group. He advised more detail will be provided when available in terms of the implementation date. An update will be provided in the Change Pack

2.1.2 Current UK Link Changes Approved – Scheduled for Implementation

COR2789.1 Measured to Address Unregistered and Shipperless Sites
DA provided a presentation - COR 2789 Revised Implementation Date - Measures to Address Unregistered and Shipperless Sites. Revised implementation dates of 06/07 September had been proposed with a contingency of 13/14 September. No official representation had been received however comments were received on the communication of the change. The committee accepted the revised date.

DA highlighted how lower level information will be communicated on how the screens will interact. The business team will be providing presentations to take parties through the screens. SB confirmed invites will be issued next week to interested parties, including the UK Link distribution list. TC enquired about the target audience and any restriction on the number of participants. DA believed the industry engagement participants would be targeted. SB explained there would be a limit of 50 teleconference line log ins but this would not limit the number of people that could use one line. He suggested organisations may wish to use one teleconference line and allow a number of users to join in.

DA provided a further presentation - COR 2789 Action 0603 Update - Measures to Address Unregistered and Shipperless Sites. DA explained the confirmation start read provisions and that an estimated start read would be loaded where a start read has not been provided.

TC enquired about CMS query closure and initiating the CFR file. It was anticipated that Xoserve could reject a CFR file if there was a delay issuing the CFR file and Xoserve had already initiated the confirmation. TC explained there may be an internal handoff which could create an inherent delay between closure of the CMS query and the change. SB believed the trigger of the Xoserve initiated confirmation would take place where no actions has been taken by the Shipper. SB suggested that automatic closure of a CMS query without confirmation action may trigger a Xoserve initiated confirmation. The committee asked Xoserve to clarify the process in detail. DA confirmed if the confirmation is not enacted within 28 calendar days Xoserve will initiate a confirmation within 2 business days. DA agreed Xoserve would look into the scenarios discussed and provide further information in due course.

Action 0702: *COR2789.1* **- Xoserve to provide further clarification on Xoserve initiated confirmation process**

The committee considered the use of consolidated documents to ensure the history of change developments and presentations are available in one information pack. DA agreed to look into the feasibility of a consolidated pack and asked for clarification of the requirements. Some concern was expressed about missed elements such as training.

Action 0703: Information Packs - All to provide Xoserve with any missing elements identified.

Action 0704: Information Packs - Xoserve to review the feasibility of issuing consolidated packs.

DA explained the process for reversing an isolation. He clarified retrospective confirmation dates cannot be used. He confirmed that there will be a period of unallocated gas usage but there would be an adjustment for this. AC asked how Shippers will estimate the opening read, DA suggested where Shippers are not able to provide the OPNN at the point of isolation this would need to be considered along with any recent site visit readings that have been recorded. Where Shippers are not able to provide a read Xoserve will provide an estimate. Shippers are to provide an OPNT to allow standard profiling to be used to take into account the gas used from the point of isolation. AM asked about the use of notional reads. DA explained the consequences of Shippers simply using the isolation read as the OPNT in relation to the charging process. DA explained how Xoserve would manage the back billing process to account for gas charges from the OPNT and the isolation read.

Action 0705: *COR2789.1* **- Xoserve to confirm if site visit readings are recorded in CMS.**

LL asked about the issuing of the CMS queue to identify contact codes for 0424 and 0455 and whether there would be a backlog. DA anticipated a 100 per month that could fall into a backlog however the exact number is not known. Networks have indicated the backlog could be less than 100 per month but the volumes would be assessed as soon as this information is made available. DA explained there would be a period of catch up suggesting this could 5 months. He explained a volume of 200 a month will be released into the queue, allowing a capacity of 100 per month for managing the backlog. If there is less than 100 in the backlog more will be released to use the 100 backlog capacity. Where there the limit of 200 would have been greater this will be flagged back to the UK Link Committee.

TC asked about how Modification 0431 sites will be processed. DA explained Modification 0431 sites would not utilise CMS, under 0431 an SPO file output will be received and Shippers will be notified which scenario the meter point falls into. Where a Shipper does not take appropriate action, Xoserve will communicate with Shippers via email. Transporters will not attach the asset under Modification 0431 and DA was not aware that Transporters were planning to invoke Modification 0455 for such meter points at this time.

TC asked about the scenario whereby the Shipper is certain an asset has been removed and a site visit identifies a meter is not in situ. He asked in this circumstance can the attachment can be reversed. DA believed such instances would have to addressed on a case-by-case basis.

DA explained the use of SPUR files for sites that have been isolated and withdrawn as this is requesting Users to take the relevant SPA activity. He explained that where a meter point is isolated only (and not withdrawn) that Xoserve would reverse the isolation and it would not appear in User's CMS queue.

Members requested Xoserve provide Shippers a list of sites that have been isolated only within their portfolio to assess possible workload and potential process failures.

LA asked about the ability to extend the allowed investigation window.

Action 0706: *COR2789.1* **- Xoserve to provide all Shippers a one off snapshot portfolio of isolated (not isolated and withdrawn) sites.**

Action 0707: *COR2789.1* **- Xoserve to clarify the ability to extend investigation windows in the Q&A**

Action 0708: Xoserve to provide an update on the Modification 0425 timescales.

COR3316.2 Individual Settlements for Pre-Payment & Smart Meters – Reconciliation Invoicing
DA confirmed the likely implementation date of January 2015.

COR3286 Supply Point Registration – Facilitation of Faster Switching
DA confirmed on track with a planned implementation on 07 November 2014

COR3186 Billing for Site Visits for UNC Modifications 0410A and 0424
DA highlighted the amended implementation date of 28 November 2014 following the caveated approval.

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

M83 File Record
DA confirmed successful implementation on 13 June 2014.

COR3288.2 Supplier Portfolio – Output File

DA confirmed successful implementation on 13 June 2014. He advised that a number of portfolios came through later than anticipated. The SPO file format files are expected next week. DA also highlighted that some parties had submitted incorrect file formats, where possible Xoserve had worked with Users to resubmit but in some instances for expediency purposes Xoserve had needed to doctor the files. He explained that as the process will utilise the IX next time such erroneous files will be rejected. DA therefore asked parties where Xoserve have communicated incorrect files have been submitted this is actively worked upon now to avoid rejections.

COR2831 Smart Metering DCC Day 1
DA confirmed successful implementation on 27 June 2014.

COR2831 SUN File Format Decommissioning
DA confirmed successful implementation on 27 June 2014.

2.2. Performance Reporting – Monthly Report

Report accepted.

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

A reference error was noted within the urgent communications list. Report accepted.

2.4. Planned Outages

DA summarised the planned outages. Report accepted.

3. Strategic Initaitve Update

3.1. Industry Engagement Forum

DA confirmed that the Industry Engagement Forum is looking at transitional and cut-over issues. The forum has engaged business users familiar with Nexus. He suggested UK Link members may wish to become involved with the Forum which takes place following the Xoserve PNUNC meetings.

http://www.xoserve.com/index.php/our-change-programme/uk-link-programme/uk-link-programme-ie-forum/

3.2. Xoserve Technology Day

No further update. See Action 0605.

3.3. AQ 2014 Review 2014: Notice of Data Enquiry Outage

DA provided two documents to update parties on the AQ Review - System Restrictions and File delays and AQ Review 2014: Notice of Data Enquiry (DE) Service Outage. He highlighted the two outages were required to queue the new AQs onto the system. He confirmed Xoserve would summarise the impacts to CMS in due course. He highlighted the planned outage on 04 October and that the DE services will not be available until 12:00hours. The User Pays Contract Managers have been provided details and this will also be provided in the Change Pack.

3.4. Important Dates

DA confirmed that Xoserve will shortly be issuing details of the 2015 non business days, the UK Link calendar and the UK Link release dates for 2015.

4. Diary Planning

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

10:00, 14 August 2014, Teleconference

10:00, 11 September 2014, Teleconference

10:30, 09 October 2014, Teleconference

10:00, 13 November 2014, Teleconference

10:00, 11 December 2014, Teleconference

ACTION TABLE

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status
UKL 0104	09/01/14	2.1.1	*CRN2791 -* To provide a consolidated SPA rejection code list	Xoserve (DA)	**Carried Forward**
UKL 0401	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)	**Closed**
UKL 0601	12/06/14	2.1.1	To clarify the expected notifications and the associated timescales for Modifications 0410A, 0425, 0424.	Xoserve (DA)	**Carried Forward**
UKL 0602	12/06/14	2.1.1	To provide an updated Modification 0455 presentation to include the representation timescales for the Distribution Workgroup on 26 June 2014.	Xoserve (DA)	**Closed**
UKL 0603	12/06/14	2.1.2	*CRN2789.1 -* To provide clarification on the visibility of the GSR and MUS codes and provide a screen shot from the queue.	Xoserve (DA)	**Closed**
UKL 0604	12/06/14	2.1.2	*CRN2789.1 -* To confirm when the SMS user guide and quick reference guides will be updated.	Xoserve (TR)	**Closed**
UKL 0605	12/06/14	3.1	To include UK Link Committee members with solution considerations with respect to file format changes.	Xoserve (DA)	**Closed**
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 0701	10/07/14	2.1.1	Xoserve to provide an update on the ANS Replacement within the Change Pack.	Xoserve (DA)	Update to be provided.
UKL 0702	10/07/14	2.1.2	*COR2789.1 -* Xoserve to provide further clarification on Xoserve initiated confirmation process	Xoserve (DA)	Update to be provided.
UKL 0703	10/07/14	2.1.2	Information Packs - All to provide Xoserve with a view of any elements	All Shippers	Update to be provided.

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status
			that they would wish to be included.		
UKL 0704	10/07/14	2.1.2	Information Packs - Xoserve to review the feasibility of issuing consolidated packs.	Xoserve (DA)	Update to be provided.
UKL 0705	10/07/14	2.1.2	*COR2789.1* - Xoserve to confirm if site visit readings are recorded in CMS.	Xoserve (DA)	Update to be provided.
UKL 0706	10/07/14	2.1.2	*COR2789.1* - Xoserve to provide all Shippers a one off snapshot portfolio of isolated (not isolated and withdrawn) sites.	Xoserve (DA)	Update to be provided.
UKL 0707	10/07/14	2.1.2	*COR2789.1* - Xoserve to clarify the ability to extend investigation windows in the Q&A	Xoserve (DA)	Update to be provided.
UKL 0708	10/07/14	2.1.2	Xoserve to provide an updated on the Modification 0425 timescales.	Xoserve (DA)	Update to be provided.