UK LINK Committee Meeting Minutes
Thursday 10 September 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
Bryan Hale	(BH)	EDF Energy
Colette Baldwin	(CB)	E.ON UK
Dave Addison	(DA)	Xoserve
Jaimie Simpson*	(JS)	GDF Suez
Kirandeep Samra	(KS)	RWE npower
Lee Harrison	(LH)	Xoserve
Lorna Lewin	(LL)	DONG Energy
Mark Jones	(MJ)	SSE
Mike Fensome	(MF)	RWE npower
Naomi Nathanael*	(NN)	Plus Shipping
Paul Carman	(PC)	ScottishPower
Rachel Hinsley	(RH)	Xoserve
Steve Nunnington	(SN)	Xoserve
Sue Cropper	(SC)	British Gas

via teleconference

Copies of meeting papers are available at: *http://www.gasgovernance.co.uk/uklc/100915*

1. Introduction

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

1.1 Alternates

Kirandeep Samra for Amie Charalambous (RWE npower); Sue Cropper for Graham Wood (British Gas); Paul Carman for Lorna Mallon (ScottishPower); and Mark Jones for Anne Jackson (SSE).

2. Review of Minutes and Actions

2.1. Minutes (13 August 2015 and 28 August 2015)

The minutes of the previous meetings were approved.

2.2. Actions

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

Update: Presentation due on 08 October 2015. **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: SN reported that Xoserve had net with British Gas to gain an understanding of their objections and suggested solution, etc. The Service Providers had been given the requirements and were currently undertaking an impact assessment, the results of which were awaited and would be shared as soon as were known. It was recognised that the compression issue could not yet be included in Market Trials Level 2 (MTL2). BH hoped that parties would be given the choice of compression or not in a flexible solution. DA recapped on the potential options and risks, pointing out that some may not be feasible for a number of reasons, e.g. commercial, physical practicalities, etc. MF asked if bandwidth was being considered; DA responded that this would not on its own present a viable solution and explained why. The eventual solution is likely to be tailored to some extent to recognise differences across various parties.

 Xoserve will host a meeting to discuss the options when more information is available; and the decision is likely to be returned to UKLC for a formal vote. **Carried forward**

UKL0803: *Release Management* - Clarify how defects discovered during testing will be controlled/managed/communicated.

Update: SN reported that the MTWG had observed that a faster method than that currently existed through the usual UKLC process, was required to address/manage/control defects. As a suggestion, he was therefore looking to instigate weekly UKLC teleconferences while in the Market Trials phase, to address this. For example, the Change Pack could be issued on a Thursday evening, to be discussed at a teleconference early on a Friday morning; three days would then be given for representations, followed by two days allowed for Xoserve response; and approval then sought at the next Friday teleconference. SN asked the UKLC to consider this approach, which he would also discuss with the UKLP.

The UKLC indicated that it welcomed this suggested approach; SN will confirm internally, and then expected to write out to UKLC members with the formal suggestion. **Closed**

UKL0804: *ERR/FRJ Rejections* - Provide examples of the non-standard level approach for consideration.

Update: DA confirmed this had been issued in the Change Pack. **Closed**

3. **Overview of Modifications Impacting UK Link Systems**

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

4. **Issues Referred from UKLIEF for a Decision**

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

It was suggested that any issues referred from the newly formed Market Trials Working Group (MTWG) might also be usefully considered under this agenda item, and that it should be adapted to cover this going forward.

5. Xoserve Reporting Updates

5.1 UK Link Modification Implementation Plan

SN provided an overview of the implementation plan, drawing attention to the following items:

5.1.1. Current UK Link Changes Awaiting Scheduling – Not Implemented

COR1154.17.2 – UKLP CMS Consequential Change
To be issued as part of the September Change Pack.

COR1154.15.12 – UKLP Including Nexus Requirements – General Shipper Templates
To be issued as part of the September Change Pack.

COR1154.15.13 – UKLP Including Nexus requirement – LSO Portal Screens
Implementation date 01 October 2016.

Modification 0466AV Daily Meter Reading Simplification (with improved within day data provision)
To be issued as part of the October Change Pack, along with additional amendments to the Transfer guide.

COR1154.15.4 – UKLP Including Nexus requirement - Amendments to Base-lined Shared Supply Meter Point Templates

This was in the August Change Pack; no representations were received. DA confirmed it did not include twin stream metering, and went on to explain the existing arrangements and the future arrangements (multiple subordinate records). This was briefly discussed.

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

COR1154.15.15 – UKLP Including Nexus requirements – Interconnector Templates

To be included in a later Change Pack.

COR3538 - Introduction of .DEL EFT files

No comments received, but the Service Provider cannot deliver for October 2015; SN would therefore be seeking caveated approval pending a delivery date.

The UKLC gave its caveated approval pending a delivery date.

COR1154.15.14 – UKLP Including Nexus requirement - Amended File Formats August

A few representations had been received and the matrices issued. It was noted that the hierarchy had still to be confirmed as formally approved.

Formal approval was given.

COR1154.15.14 – UKLP Including Nexus requirement - INV File Format

No representations had been received. Formal approval was given.

COR1154.15.14 – UKLP Including Nexus requirement - Negative Values

It was explained why negative values were necessary, noting that it also aligned and was consistent with the UK Link Standards guide. A Communication, which also included changes to some Gemini files, was issued last Friday. RH confirmed it also included 1444.

Formal approval was given, based on Communication 1449.

DA noted MF's suggestion for a higher bar for 'must do' changes.

COR3187.1 - COR3187 EU Code Change Phase 2 Delivery - .NXC File Format and API Specifications

Included in Release 06 September 2015; functionality has been delivered/implemented.

Formal approval was given.

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

Formal approval was given.

COR1154.15.14 - Method of transportation for the Invoicing Supporting Information Files, Compression and the Token file

No comments.

COR3572 - EU Code Changes Phase 3 Delivery

Added to the Implementation Plan for visibility; will be included in a later Change Pack.

UK Link Committee Important dates for 2016 Calendar

Approval will be sought for UK Release Dates (SN read out the dates), UK Link Change Summary Timelines, UK Link Non Business Days, and Implementation dates for 2016. DA clarified the position and the process in respect of Release Dates; it was noted these were also aligned to the principles of SPAA Release Dates.

5.1.2. Current UK Link Changes - Approved – Scheduled For Implementation

September 2015

SN noted that the majority of these were EU changes and all had been successfully implemented in September, with functionality ready to be 'switched on' when needed.

- *COR3187.1 - EU Code Change Phase 2 Delivery*
- *COR3187.1 - COR3187 EU Code Change Phase 2 Delivery - Revised File Formats*
- *COR3187.2 - EU Code Change Phase 2 Delivery – Screenshots*
- *COR1154.16.1.1 - UKLP Gemini Consequential Change – API Changes – Code Not Enabled*

- *COR1154.16.2.1 - UKLP Gemini Consequential Change - External Screen Pack - Code Not Enabled*
- *COR3187 - Notification of UK Link Manual Change in order to facilitate compliance with the requirements of the EU Network Code*

COR3413 – Removal of 'Automatic' Creation of Meter Models on Receipt of RGMA Transactions – Revised Implementation Date
The implementation has moved , and will be confirmed in a later Change Pack.

October 2015

COR3538 - Changes to the EFT Audit File Frequency

Implementation date amended to 01 October 2015.

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

COR3496 - Transporter Gas Safety Visit Reporting

Implemented on 14 August 2015.

5.2. Xoserve Report

SN confirmed there were no liabilities this month, and that no outages were required.

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

5.3. UK Link Documentation Move - Lessons learnt Rectification Actions - Progress Update (Action 0503)

RH gave a presentation, outlining the background to the original issues relating to the publication of UK Link information, the feedback received, how Xoserve had subsequently taken action to address the points raised and how improvements had been put in place across all areas.

CB commented that it was still a real problem for Users to locate and access information. The Search function does not access within the documents.

It was noted that Sharepoint has web browser issues and at least 3 Users do not have the compatibility to utilise this.

CB suggested keeping information on both areas; DA pointed out that there were maintenance and accuracy issues to be considered.

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

CB observed that when other parties rehosted their websites they gave it to external users, to 'destruct test', recognising that users use the websites in different ways and look for different things. LH confirmed that external users (including E.ON) had tested it.

Responding to a question from BH, DA confirmed that the baselined versions of file formats for MTL2 were being uploaded by the Service Provider.

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

6. **Non-Business Days and Non- Supply Point Business Days**

Each year Transporters are obliged to notify Users of the days that are non-Business Days and non-Supply Point System Business Days, for the forthcoming year.

These had been notified in UK Link Communication 1436.3 (issued on 14 August 2015).

7. **Annual Quantity (AQ)**

A progress update ('AQ Industry Review of AQ Calculations Process Completion') in relation to the AQ Review 2015 had been published in UK Link Communication 1441 (issued on 28 August 2015).

8. **Treatment of Rejection Codes**

DA gave a presentation comparing the treatment of rejection codes in Market Domain Data (MDD) and UK Link, and explained the differences. These were discussed in more detail. BH had concerns that this would trigger system work to look at incorrect attributes; would the information be sufficient/clear enough for parties to identify what the error was and address appropriately in the right 'task' area.

DA affirmed that a 'new' description was added very infrequently, and would be clarified as such in a Change Pack for visibility and to give users the opportunity to suggest amendments; where possible existing codes would be used, with response notes published alongside.

New response notes would be treated as a Class 1 change and this will enable Users to confirm that the notes were being provided against the relevant code. Where a new code is required, a notification to Users would be issued as a Class 2 change, and the notice period for such a change could be reduced to 3 months.

DA believed volumes to be low, but if a higher volume occurred there were risks if not passed through the MDD process first.

Reference was made to the total number of entries in the Meter Model Table and to the number that did not have meter models attached to them; these will be end dated soon. There were meter models that did not match MDD and parties had been asked to data cleanse; this was being done and the position monitored. DA explained what might happen at Nexus Go Live introspect of remaining inaccurate meter model attributes; these could be rejected if 'hard logic' was implemented; the rejection levels on Day 1 could be significant.

It was noted that thousands had 'unknown' attributes (e.g. 150,000 - manufacturer; 150,000 - model; 150,000 - another 'unknown' factor; 50,000 - incorrect attributes within the table); contradictory data would lead to questions regarding billing.

SC asked if the new SAP would have genuine MDD. DA explained what had been asked of the Data Cleansing group and that he would clarify the principles of rejection through MDD and the UK Link Manual, and issue a UKL Communication the next day.

CB expressed concerns regarding the sequencing of creation and updating in both systems, and would there be updating time lags between systems. Did the change order need clarifying? DA affirmed that Xoserve would monitor the MDD meter model entries and as soon as these were accepted by MDD, then Xoserve would make the additions to its table. MDD was the central point of meter model data.

9. Any Other Business

9.1. Market Trials Working Group (MTWG)

DA reported that MTWG had expressed a strong view that changes be limited to 'must do' only, rather than including 'should do'. BH suggested that the categories should be separated out and more detail would help parties to clarify which was which.

DA observed that the 'should do' changes were descriptive changes designed to help parties in the future, and that at some point these will be need to be considered and addressed (probably at least 6 months after Nexus go live), as Xoserve will be keen to get file formats to reflect a quality product again as soon as possible. Many of the 'should do' changes will be Class 1 changes; functional changes will have to be put into subsequent releases.

Following a short discussion, UKLC members agreed that changes be limited to 'must do' only, rather than including 'should do'.

It was noted that the 'pipeline of change' sent out last Friday had caused concerns to various parties; the 'legacy change' description was deemed inadequate for a party to make a decision on what to do. DA explained this was a change that was nothing to do with and not driven by UKLP, it was a current production problem. It was believed these should be Change Pack changes (with Class 1 attributes) and not 'pipeline' changes. The 'pipeline of change' will continue to be issued with improved descriptions.

SC indicated it was not about accept/reject but about needing sufficient assessment time to make sound decisions. DA proposed it was not issued to parties because of this reason. It was suggested that the items on the 'pipeline of change' should be prioritised; different parties would have different views. CB gave examples where there was not sufficient information included to enable a party to understand the impact. BH asked if parties could be informed of the items that were going to be 'mandatory' so they could be relied on functionally - this would help to eliminate additional and potentially unnecessary work. UKLC could note what can could then be addressed after Nexus was live.

DA summarised that:

- the descriptions would be improved
- the 'pipeline of change' should be added to the UKLC agenda (document to be provided for review) so that UKLC can debate the items and collectively agree/approve
- any change to 'optionality' would be notified to parties
- 'legacy changes' will be extracted from the 'pipeline of change' and will be treated as Class 1 changes.

9.2. iGT Plot Address

CB asked if there was any update. SN reported that the decision had been made to leave 'as is' with caveats to pick up under Nexus Phase 2.

10. Diary Planning

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

10.1 Extraordinary Meetings

See 2.2, above (Action 0803).

Time/Date	Venue	Programme
10:00, Thursday 08 October 2015	31 Homer Road, Solihull B91 3LT	Standard agenda, including review of 'pipeline of change'
10:00, Thursday 12 November 2015	Teleconference	Standard agenda; other items to be confirmed
10:00, Thursday 10 December 2015	Teleconference	Standard agenda; other items to be confirmed

Action Table (10 September 2015)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status
UKL 0801	13/08/15	4.1	*Access Controls (portal screens and changes to roles)* - Produce a Change Pack and present to October UKLC.	Xoserve (DR)	*Due at 08 October 2015 meeting* **Carried forward**
UKL 0802	13/08/15	5.1	*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.	Xoserve (DA)	**Carried forward**
UKL 0803	13/08/15	6.6	*Release Management* - Clarify how defects discovered during testing will be controlled/managed/communicated.	Xoserve (DA)	**Closed**
UKL 0804	13/08/15	6.7	*ERR/FRJ Rejections* - Provide examples of the non-standard level approach for consideration.	Xoserve (DA)	**Closed**
UKL 0901	10/09/15	5.1.1	*Twin stream metering* - DA to create a treatment document, making explicit what the changes to the arrangements will be.	Xoserve (DA)	**Pending**
UKL 0902	10/09/15	5.3	*UK Link Documentation Move* - Xoserve to consider storing information on Sharepoint and another location.	Xoserve (SN/RH)	**Pending**
UKL 0903	10/09/15	5.3	*MTL2 file formats* - DA to confirm when these will be publicised/links to be made available.	Xoserve (DA)	**Pending**