

**UK LINK Committee Meeting Minutes**  
**Thursday 11 September 2014**  
**via teleconference**

**Attendees**

|                          |       |                   |
|--------------------------|-------|-------------------|
| Mike Berrisford (Chair)  | (MiB) | Joint Office      |
| Lorna Dupont (Secretary) | (LD)  | Joint Office      |
| Alison Neals             | (AN)  | Gazprom           |
| Amie Charalambous        | (AC)  | RWE npower        |
| Bryan Hale               | (BH)  | EDF Energy        |
| Colette Baldwin          | (CB)  | E.ON UK           |
| David Addison            | (DA)  | Xoserve           |
| Dave Grimshaw            | (DG)  | Gazprom           |
| Gary Kilburn             | (GK)  | National Grid NTS |
| Graham Wood              | (GW)  | British Gas       |
| Lee Chambers             | (LC)  | Xoserve           |
| Lee Harrison             | (LH)  | Xoserve           |
| Les Jenkins              | (LJ)  | Joint Office      |
| Marie Clark              | (MC)  | Scottish Power    |
| Samantha Cannons         | (SC)  | SSE               |

Copies of all papers are available at: <http://www.gasgovernance.co.uk/uklc/110914>

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

**1.1 Minutes**

Through a brief discussion DA clarified that both his understanding and that of the UKLC was aligned regarding the approach to be taken in respect of the Consolidated Rejection Code List.

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. One User had provided further information (S72 records received) to assist the work, and information from other parties would also be welcomed if available. **Carried forward**

**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 (automation, Modification 0479A, etc); manual activities are being looked at until Modification 0479/A is concluded. **Carried Forward**

**UKL0701:** Xoserve to provide an update on the ANS Replacement within the Change Pack.

**Update:** An update was provided under the Implementation Plan, see 2.1 below.  
**Closed**

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

**Update:** DA confirmed that no Shipper views had been provided to date. Reiterating that this was an Information Pack being produced so that all parties could work consistently, DA encouraged parties to provide their views via the UK Link Manual Box. **Carried Forward**

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

**Update:** See Action 0703 above; DA will draft a shell document for review/discussion at the next meeting. **Carried Forward**

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

**Update:** DA reported it will not be provided on the CMS template and will not be visible to Shippers in queues. DA explained the impacts on readings. CB voiced her concerns that an important item of information for Shippers would not be available (the reading was required for attaching assets). DA outlined the reasons, referring to the fact that this is providing the solution for Modifications 0424 and 0410A, and explained the rules pertaining to Modification 0410A regarding attachment. There was a brief discussion of the process, and examples given relating to ONJOB and ONUPD. DA will clarify with the Project Team how it is expected to work. **Carried Forward**

**UKL0707:** *COR2789.1* - Xoserve to clarify the ability to extend investigation windows in the Q&A.

**Update:** DA explained that though it could be changed - the system itself does not exclude it - the modification itself is explicit about the period of time it is referred (one calendar month), and there us no plan to extend the investigation window. **Closed**

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

**Update:** DA confirmed this would be no earlier than the February 2015 release; implementation on CMS was expected late in 2015 and will be included in the consequential changes on CMS; DA briefly explained the consequential changes in CMS and indicated that potentially the 0425 solution would not be implemented on legacy systems. DA to write out to confirm the position. **Carried Forward**

**UKL0801:** *File Format Changes* - Xoserve to:

- a) plan interim Operational Workshops for Shippers to facilitate the process of change to file formats
- b) draft an approach/timescales to progress approval and issue plan with dates to UKLC, UKLIEF and Project Nexus groups.

**Update:** DA confirmed that a Communication had been issued. Covered under 3, below. **Closed**

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

**Update:** Covered under 3, below. DA will try to summarise any common concerns identified and publish in FAQs if appropriate. **Carried Forward**

**UKL0803:** *File Format Changes* - DA to check the completeness of the list.

**Update:** CB had provided an example 'missing' file formats. This omission had already been identified and added. DA confirmed that Xoserve now believed the list

to be complete and would encourage others to check and let him know if they believed anything else to be missing.

BH asked if there were set response times to questions raised. DA indicated that there was no commitment to respond to all of the comments due to the potential volume that could be received. DA indicated that everything that could be reviewed in the informal period was being reviewed, and there was a proposal to compile a FAQs document, but so far there appeared to be no 'common' questions. CB confirmed she would be providing some comments/questions shortly.

DA had provided feedback to the Project Team regarding what had been issued (complexities and inconsistencies in respect of Records and Hierarchies).

BH asked if the files, when issued formally, would be change marked? DA confirmed that these would be marked against the previous live version, and that a challenge being considered by UKLP was how to mark any changes in iterations. Referring to the MDR file link, BH advised DA that EDF had problems accessing this. **Closed**

### **1.3 Modifications**

Referring to new Modification 0515, DA observed that from a User's perspective, this might potentially involve process or system changes, but not necessarily central systems changes.

## **2. Xoserve Reporting Updates**

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

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

##### ***COR3470 - ANS Replacement***

This was issued through the Change Pack (UK Link Manual) and will increment to version 15. DA summarised the changes made (elements of duplication removed; various simplifications made, eg removal of references to provision of an ANS Handset, and grammatical errors, etc).

The ANS Supplementary Document has been effectively rewritten and includes a significant number of revisions, setting out the changes in the service. DA drew attention to the inclusion of a new section 2.3 (ANS Audit Trail).

DA confirmed the ANS Supplementary Document would be reissued in the Change Pack (to be issued tomorrow). The UKLC then gave caveated approval, which would stand, subject to no adverse comments being received within the further consultation time period.

GK noted that pilot testing was being carried out with around 50 Users, and no adverse effects had been experienced to date.

##### ***Principles regarding SPA Consolidated Rejection List***

DA confirmed that this had been added to the Implementation Plan as per the Committee's request last month.

##### ***SPA Consolidated Rejection List v23***

This will include rejection codes identified recently, and as the original change summary could not be identified these would be issued for representation. These will go out in the Change Pack and approval will be sought at the October meeting.

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

DA drew attention to the Actual Implementation Date of 06/09/2015. It was related to invoicing changes; parties will receive invoices after this date. It will be formally issued in the Change Pack tomorrow.

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

The implementation date of 01/10/2015 had been added.

***COR1154 - UKLP Including Nexus Requirements***

The individual phases of release of file formats will be reflected in next month's Implementation Plan. Other 'consequential changes' will also be added (unless there are no impacts).

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

No specific update; information to be included in a subsequent Change Pack.

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

This was included in the Change Pack issued on 22/08/14. No negative formal representations had been received. DA reiterated the proposed approach.

BH had concerns that this Modification was not yet formally approved and yet UKLC was trying to agree an implementation. This was discussed. LJ clarified the UNC Modification process, including the appeal process relating to self-governance modifications. BH questioned if there should be a change to the Shipper Licence. DA noted that this was also unusual in that it is subject to dual governance because of impacting flows governed by SPAA. There have been other instances where Xoserve have set out to the UKLC what a potential solution might look like, especially when cost assessments have to be made, to receive early feedback from UKLC if what is proposed is workable or not. LJ asked if there was a degree of urgency in getting approval from UKLC. DA explained the impacts if not approved, ie the timescales then become so compressed that there is no real benefit to any party and it is not worth continuing. DA was keen to take views because the solution had already been revised (feedback from SPAA and others) and it needed to be confirmed that the solution presented was now acceptable, ie qualified UKLC approval and caveated with the modification being approved by the UNC Modification Panel in due course.

BH reiterated his concerns and it was suggested that these would be better reflected in the formal representation to be made by EDF in respect of the modification itself. It was noted that the next Workgroup 0487S meeting was to be held the next day and MB would bring BH's concerns to the Workgroup's attention for its consideration. BH was encouraged to dial into this meeting to put forward his views.

It was clear from the discussions and the various members' views expressed, that Xoserve did not have a general agreement from UKLC to make these changes.

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

***OCTOBER 2014***

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

UKLC members were asked to note that the implementation date had slipped to 24/10/15, due to Faster Switching taking priority. Operational Contacts would individually be receiving further information today setting out what their individual value was. This would also be sent to UKLC members for information.

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

DA reported that this had been approved as a Class 1 change/Support change; he was fairly sure it was going to be in November rather than an October release. It would be prior to Christmas. Parties would be notified once the date was known.

**NOVEMBER 2014 UK LINK RELEASE**

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

DA confirmed this was on track, with a planned implementation on 07 November 2014. The contingency date was noted and concerns were raised about the potentially late notification to Shippers if the implementation should fail, as any impacts on registration are critical for Shippers.

DA recognised these concerns and explained the approach taken to critical system changes and what would happen if it had to be 'backed out'. Xoserve had contingency plans in place for every step. The UK Link Manual list would be the one used to send out any important notices and to notify any problems. It was suggested that it would be prudent for all parties to consider having staff on standby at that time and provide any relevant name(s) as contacts to Xoserve in advance of implementation.

**Action 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.***

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

DA confirmed this was on track, with a planned implementation on 07 November 2014. Reference was made to Modification 0424 (attaching asset details). M03 records could be received as early as 07 November 2014. This change was dependent on the 2789 change. It was agreed to leave 'as is' for the present.

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

DA confirmed this was on track, with an implementation date of 28 November 2014. Although independent, this was a satellite change to larger CMS changes; invoices will not be seen until the CMS changes are implemented.

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

DA confirmed it would not be an October implementation date, and he would be writing out in tomorrow's Change Pack to confirm the implementation date and also reference 3186 and 3287.1.

**JANUARY 2015 UK LINK RELEASE**

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

The implementation date would be in January 2015. A Distribution Workgroup report on the profile was to be submitted to the UNC Modification Panel this month.

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

DA confirmed that the following had been implemented successfully:

- COR2831.2 - ONJOB/ONUPD Treatment and Conditionality Documents
- Archival of Gemini Messages
- COR2355.2 - Amendment to UK Link Manual - UK Link File Transfer 'USER GUIDE V8'

- COR3375 - Filling the gap for SOQ reductions below BSSOQ until Project Nexus.

## **2.2. Xoserve Report**

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

*Report D* - DA pointed out that parties would start to see a number of emails from Darren Jackson regarding the file format review.

1316 will appear in the Outage Log.

DA drew attention to a problem with respect to issue of PDFs, in as much as that some parties were experiencing difficulties in opening them. Xoserve will therefore be issuing them in Word format, and noting this was less 'secure', DA urged parties to take extra care if accessing and to refrain from making any inadvertent changes.

*Report E* - The only new outages were those associated with Gemini, and which DA briefly outlined.

## **3. Strategic Initiative Update**

### **3.1. Technical Transition Work Stream Overview**

Explaining it had been delivered at the UKLIEF, DA drew attention to the presentation provided and encouraged parties to read it for information purposes. All was on track in defining the approach and discussions would take place at PNUNC to make sure the business assumptions remained valid.

### **3.2. File Formats - Plan and Approach for UKLP Shipper File Format Distribution and Approval**

Attention was drawn to the schematic provided. This had been sent out in Communication 1319. DA reiterated the background to the early issuing of the file formats and then introduced his colleague Lee Chambers (LC).

The Detailed Design phase was still ongoing in Xoserve, and a decision had been taken not to formally issue the file formats until the end of this phase, ie 30 September 2014. The consultation will be in three phases to enable parties to review (there were currently 184 file formats on the spreadsheet) and LC gave a breakdown of the categories.

DA noted that parties have taken advantage of the informal review period and that comments have already been provided (for which DA thanked the submitters).

The first phase starts on 30 September 2014. There will be a Workshop on 02 October 2014 in Birmingham to take parties through the three tranches and to assist understanding of the proposed changes. Individual 'walkthroughs' were requested but Xoserve was finding it very difficult to gather its resources at present; internal discussions continue and a date will be set aside if deemed appropriate. DA gave a high level outline of the proposed programme (overview of business processes and technical solution, etc) for the Workshop; this will give participants the opportunity to interact with the Xoserve experts. With respect to detailed tranche walkthroughs Xoserve will try to reserve some dates should these be required. The first phase walkthrough, if required, would probably take place a couple of weeks later.

BH asked the file format changes be referenced to whichever modification had driven it, and that this could be made evident, with incremental changes also clarified and noted. LC confirmed that the individual drivers for each change would be identified.

DA had become aware that the UK Link Manual template for file formats has not been consistently applied in the past. Excel is now being used; this will continue

going forward and they will be kept in an 'open' area. Hierarchy diagrams will also be put into Excel to improve the structures and this should add consistency and clarity. Shippers were encouraged to review and provide feedback if necessary.

LC confirmed that on 30 September 2014 all file formats would be available for download; links will be published. A formal Change Pack will be issued seeking views on a set number of file formats. It was acknowledged that some might overlap or cross tranche. The plan is to issue Change Packs on 30 September, 07 October and 14 October 2014.

LC confirmed that Tranche 1 would include RGMA, SPA and Stakeholder Management (User Lifecycle); Tranche 2 would include Settlement, AQ, Reconciliation and Retrospective Adjustments; and Tranche 3 would include Billing and Invoices. There will be a Tranche 4 to cover Gemini and CMS Consequential Changes (on the Implementation Plan). Asked to confirm the release dates, LC indicated these were linked to the Design phase - Gemini might be next month and CMS would probably be later.

UKLC was asked to note that interim meetings might need to be scheduled at short notice. CB reiterated that it was important to maintain industry visibility, and for PNUNC to have had sight of the solutions, technicalities and business requirements and to have had the opportunity to debate, develop and recommend. DA was mindful that some debate should take place in alternative forums – such as PNUNC or in separate walkthrough Workshops - and that any subsequent recommendations/decisions should then be brought to the UKLC for its approval, or if there was a failure to reach a decision to be brought to UKLC for debate.

Potential meeting dates were discussed. It was agreed that MB would liaise with Xoserve to establish suitable dates and write out to UKLC. DA will also confirm dates for 'walkthroughs'.

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

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

### **3.3. File Format Consultation Template**

DA reported that for the informal consultation an informal review form had been issued and encouraged parties to use this. The Committee suggested that this template could also be used for the formal consultation if parties wished to retain consistency of responses. When completing the forms, it would be appreciated if parties referenced their comments to make it clear which file format was being commented on.

## **4. Any Other Business**

### **4.1 AQ Outages and Impacts Reminders**

DA drew attention to those published, confirming there was nothing new added; UKLC noted these for perusal.

### **4.2 UKLC Chair - Temporary Replacement**

MB advised the UKLC that for an interim period until the implementation of Nexus, Les Jenkins (LJ) would act as Chair. MB believed that this would be for the benefit of the UKLC and its crucial decision making process at this critical time, as through his involvement across a broad spectrum of the areas of imminent change LJ would bring a wider ranging perspective. MB would support the new Chair and planned to undertake the Secretarial role to ensure continuity.

The UKLC and Xoserve complimented MB on his Chairmanship and looked forward to a resumption of his duties at an appropriate point.

**5. Diary Planning**

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

10:00, 09 October 2014, Teleconference

10:00, 13 November 2014, Teleconference

10:00, 11 December 2014, Teleconference

**Action Table - September 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) | Carried Forward |
| 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) | Closed          |
| 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 | Carried Forward |
| UKL 0704   | 10/07/14     | 2.1.2      | Information Packs - Xoserve to review the feasibility of issuing consolidated packs.   | Xoserve (DA) | Carried Forward |
| UKL 0705   | 10/07/14     | 2.1.2      | COR2789.1 - Xoserve to confirm if site visit readings are recorded in CMS.   | Xoserve (DA) | Carried Forward |
| 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) | Closed          |
| UKL 0708   | 10/07/14     | 2.1.2      | Xoserve to provide an updated on the Modification 0425 timescales.   | Xoserve (DA) | Carried Forward |
| UKL 0801   | 14/08/14     | 3.1        | File Format Changes - Xoserve to:<br>a) plan interim Operational Workshops for Shippers to facilitate the process of change to file formats, and<br>b) draft an approach/timescales to progress approval and issue plan with dates to UKLC, UKLIEF and Project | Xoserve (DA) | Closed          |



| Action Ref      | Meeting Date | Minute Ref | Action   | Owner                              | Status                 |
|-----------------|--------------|------------|--|------------------------------------|------------------------|
|                 |              |            | Nexus groups.  |                                    |                        |
| <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>Carried Forward</b> |
| <b>UKL 0803</b> | 14/08/14     | 3.1        | <i>File Format Changes</i> - DA to check the completeness of the list  | 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>Pending</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>Pending</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>Pending</b>         |