

UK LINK Committee Meeting Minutes
Thursday 11 December 2014
31 Homer Road, Solihull B91 3LT

Attendees

Helen Cuin (Chair)	(HC)	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
Ed Beattie	(EB)	Baringa Partners
Endre Merai	(EM)	RWE npower
Graham Wood*	(GW)	British Gas
James Franklin*	(JF)	GDF Suez
Jon Hooper	(JH)	SSE
Lee Harrison	(LH)	Xoserve
Lorna Lewin	(LL)	DONG Energy
Marie Clark*	(MC)	ScottishPower
Paul Orsler	(PO)	Xoserve
Peter Ratledge	(PR)	RWE npower

**via teleconference*

Copies of meeting papers are available at: <http://www.gasgovernance.co.uk/uklc/111214>

1. Introduction

HC welcomed all to the meeting.

2. Review of Minutes, Actions and Modifications

2.1. Minutes

Approval of the minutes of the previous meeting (24 November 2014) was deferred.

2.2. Actions

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

Update: DA explained that work remains ongoing. **Carried forward**

UKL0703: Information Packs - All Shippers to provide Xoserve with a view of any elements that they would wish to be included.

Update: DA reported that some input had been received and would be progressed in the new year once the approval process for the file formats had been concluded. **Carried forward**

UKL0704: Information Packs - Xoserve (DA) to review the feasibility of issuing consolidated packs.

Update: As for UKL0703, above. **Carried forward**

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

Update: National Grid is the source, i.e. the same as what is published on its website. DA confirmed he would discuss with CB offline. AJ asked about the formal amendment of CVs and how these are processed. DA directed attention to the UK Link Manual (UKLM) Appendix 5B, but would confirm how the amendment process was managed. **Complete**

NEW ACTION UKL1201: *SC9 File/CV Data* - Xoserve to confirm how a CV amendment is managed (UKLM, Appendix 5B).

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

Update: If not already done so, UKLC members to advise when appropriate. **Complete**

UKL1007: Xoserve to summarise additional information document from Phase 1.

Update: DA advised this had been provided at 04 December walk through, and through a communication (now published on website). **Complete**

UKL1008: *Linked to UKL1007* – All parties to consider Xoserve's response to the C41 questions (i.e. rejected reads etc.) and provide views.

Update: DA advised these had been discussed at the walk through on 04 December. **Complete**

UKL1101: Joint Office (MB) to ensure that discussion of *COR3286 – Supply Point Registration – Facilitation of Faster Switching* takes place at the forthcoming Distribution Workgroup meeting scheduled to take place on 27 November 2014.

Update: DA advised an update had been provided to the Distribution Workgroup to clarify that an opening read could be taken anytime between D-5 and D+5, however, it cannot be submitted in advance of D and not later than D+5. **Complete**

UKL1102: Xoserve to issue a revised Lookup Sheet that sets out any new and changed requirements (in the form of a change marked lookup against the record and file) following conclusion of the file format approval process.

Update: DA confirmed that control sheets had been provided for each phase. **Complete**

UKL1103: Xoserve to issue a summary document in a timely manner for consideration at the 24 November 2014 meeting.

Update: Summary provided. **Complete**

UKL1104: Xoserve to ensure that 'market breaker' considerations are undertaken as part of the MBR file format approval and changes are made to the description for the S64 record under the NMR file format.

Update: DA reported that the MBR document was issued in advance of 04 December 2014 walk through; the S64 offer details remained to be confirmed. **Complete**

UKL1105: Xoserve to discuss the Q44 record issue with his COB representative(s) and provide feedback/clarification in due course.

Update: DA reported that it had been discussed at the COB; there were no plans with regard to separating the iGT representation. CB believed there were queries around the derogation rate and validation of charges/sufficient information being available. **Complete**

UKL1106: Xoserve to provide a consolidated Control Sheet summarising all phase decisions whilst highlighting any outstanding items (which may ultimately need to be referred to the UNCC for a decision).

Update: This had been provided in advance of the walk through on 04 December 2014.
Complete

UKL1107: Xoserve to provide a view on how any potential file format/record 'gaps' (within the summary and control documentation) would be expected to be managed going forward.

Update: DA had been working on an informal summary. Approved file formats will be issued; highlights in yellow will indicate changes made. It was suggested that this action be separated into two parts. **Closed**

NEW ACTION UKL1202: *File Formats* - Xoserve to provide an updated summary control sheet to demonstrate completeness.

NEW ACTION UKL1203: *File Formats* - Xoserve to ensure any changes to files are marked on the file formats.

2.3. Modifications

[0517A - Review of the Supply Matching Merit Order in Setting Capacity Charges \(and Timing of Resultant Price Changes\)](#) No UK Link changes anticipated.

[0520 - Performance Assurance Reporting](#) Xoserve system impacts but not necessarily any UK Link changes.

[0521 - Revision of User Admission Criteria to include Transporter verification of its ability to transact with the Applicant User](#) Some process impacts expected but no UK Link changes.

3. Xoserve Reporting Updates

3.1. UK Link Implementation Plan

3.1.1. Current UK Link Changes Awaiting Scheduling – Not Implemented

COR1154.15.1 – UKLP Including Nexus Requirements – Phase 1

Covered under a later agenda item.

COR1154.15.2 – UKLP Including Nexus Requirements – Phase 2

Covered under a later agenda item.

COR1154.15.3 – UKLP Including Nexus Requirements – Phase 3

Covered under a later agenda item.

COR3287.1 – UNC Modification 0455 – Implementation Phase 2

No further update; currently assessing solutions.

COR3480 – Implementation of Advanced Meter Reading Information

DA Confirmed that Ofgem was currently considering Modification 0487V - Introduction of an Advanced Meter Reader (AMR) Service Provider (ASP) Identifier (ASP ID) and Advanced Meter Indicator. A decision is expected on/by 19 December 2014, with an anticipated implementation date for SPAA change 01 April 2015, but this is being debated (issues of consistency - an appeal may be considered to the

SPAA implementation date). Xoserve plan to implement 0487V as soon as possible.

UNC Modification 0425

UNC 0455 is required to enact UNC 0425.

Appendix to the UK Link Standards Guide detailing Treatment of “Special Characters”

A document (single page) had been issued setting out the treatment of special characters. DA confirmed some representations received. He clarified Xoserve was not making any changes to accepting certain characters. AC was concerned that ‘+’ and ‘&’ were capable of misinterpretation. DA explained what would be accepted/rejected in certain fields. There was no change envisaged, it was simply documenting what was current practice by Xoserve.

Caveated approval was sought. The document will be issued in the Change Pack this week (making it clear no changes are being made), and approval will be requested in January.

UK Link Security Policy

DA asked parties to note that the representation period has been extended and will now close out on 05 January 2015. The document had last been reviewed in 2006; functional changes had been brought to the attention of the UKLC early in 2013 but no issues had arisen. DA explained the changes and gave some examples (amending references to Transporter, clarifying processes and how responses are made to Users; security protocols, etc). It was then agreed to extend to the representation period to close out on 02 February 2015.

COR3312 - Security of Supply SCR – GDE Cashout and Compensation Arrangements

DA understands that in certain circumstances Ofgem has powers to place obligations in the UNC around commercial interruption arrangements. More information will be provided in the Change Pack. Transporters will need to demonstrate processes are in place by 01 May 2015. Xoserve intend to use email for the process; parties may wish to comment on this in their representations. The UKLC noted the implementation date of 31 May 2015.

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

December 2014 UK Link Release

COR3186 - Billing for Site Visits for UNC Modifications 0410a and 0424

This was implemented 04 December 2014, with the first invoice to be expected in February 2015. DA confirmed that the backlog was to be uploaded by 16 December 2014. If it was greater than 50, Xoserve will write out to the appropriate User. This was discussed. AJ asked DA to ascertain if any interim communication (spreadsheets) has been issued to Users regarding individual backlogs. BH believed this information had been received by Shippers and explained this to AJ. It may also have been received/resolved under Modification 0431. DA confirmed that certain actions are required and a Shipper will have 30 days to confirm into its profile. BH would welcome an update on any that were outstanding.

Action UKL1204: COR3186 -Provide information to Users where greater than 50 meter points appeared in the backlog for that User requiring action.

January 2015

COR3316.2 – Individual Settlements for Pre-Payment & Smart Meters – Reconciliation Invoicing

DA confirmed this was on track.

March 2015

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

Still awaiting scheduling for this change; provisionally looking at March 2015.

September 2015

COR3187 – EU Code Change Phase 2 Delivery

DA reported change was in development and remains on track.

October 2015

COR1154.16 – UKLP Gemini Consequential Change

DA reported this remains on track.

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

COR3287.1 - UNC Modification 455 – Implementation Phase 1

Implemented 07 November 2014.

COR3286 - Supply point Registration – Facilitation of Faster Switching

Implemented 07 November 2014.

COR2789.1 - Sites

Implemented 22 November 2014.

3.2 Xoserve Report

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

Report E – DA drew attention to the revised file times; parties should not expect to see any failures at their gateways.

4. UK Link Programme Update

4.1. Approval of File Format Changes – All Phases Outstanding

DA referred to the [Master Log File Formats](#) (UKLP FF approval consolidated control sheet). The items deferred/rejected had been discussed at UKLIEF on 04 December. Where there were caveated approvals the file format will be reissued; if there were any issues arising then UKLC members were advised to contact DA and LH in the first instance.

The Committee then reviewed the file formats with 'deferred' UK Link Approval Status.

Phase 1

AQI Record: C41 - Approved.

AQI Record: C42 - Approved.

AQR Record: C43 - Approved.

AQR Record: C45 - Approved.

AQR Record: Q44 deferred. There were concerns relating to the derogation of [Q44 Transportation charges] and this was discussed. Xoserve to consider the Q44 derogation element and how Shippers pick up the information and potentially should not impact file formats. CB asked Xoserve for three points of clarification: How the entry date to RPC is conveyed in the file format; how Shippers will be able to identify a site is subject to derogation; DA will then endeavour to reissue the Q44 record with a full explanation.

Action UKL1205: AQR Record: Q44 - Xoserve to clarify how the entry date to RPC is conveyed in the file format.

Action UKL1206: AQR Record: Q44 - Xoserve to clarify how Shippers will be able to identify if a site is subject to derogation.

JOB Asset Record: Asset - Approved.

MDR Record: M00 - Previously rejected, now approved.

MRI Record: K15 - Approved; BH rejected.

MRI Record: N90 - Deferred. Original reasons for deferral have been addressed. Shippers now wish to review these internally; to be reissued specifically for approval (informally within the Change Pack) and a reduced notice period of 5 days.

MRI Record: U06 - Deferred; as for MRI Record: N90, above.

NMS Record: N99 - Previously rejected, now approved.

PAC Record: K15 - Approved.

PAC Record: N90 - Deferred.

PAC Record: U06 - Deferred.

SFN Record: O15 - Approved.

SFN Record: O17 - Approved.

SFN Record: O20 - Approved.

SFN Record: O22 - Approved.

SWN Record: C52 - Rejected. Some Users were concerned that the CDJ could not be not be rejected, as currently. This may lead to spurious auto-confirmations for Users. Users believed that there was no process to challenge this information, and obligation on iGTs to refer in a timely manner. Referral to UNCC.

UPD Record: Asset - Approved.

URN Record: U03 - Approved.

PO joined the meeting at this point to assist in providing clarity on certain issues relating to iGT files.

General comments were made by UKLC members that there were perceived to be design flaws, for example formalising a registration on a Shipper which has no right to that customer, and that escalating these files to the UNCC would not resolve the issues.

Referring back to SWN/C52, it was observed that in the event that the meter installation date and the meter installation notification date are divorced it is not appropriate to use the meter installation date as the date to trigger the process. PO explained the solution and the process, and this was discussed with Shippers explaining their concerns as to why this would not be appropriate. It was suggested that if unhappy with the outcome the Shipper sets up an iGT dispute process. It was questioned how resolution of the process was to be flagged to Xoserve? Xoserve suggested that the parameterised value that triggers auto-confirmation could be extended to afford investigations to take place by iGTs

and Users. It was suggested that this be referred to Project Nexus Workgroup to determine the relevant timeframe.

The Shippers were concerned that there was no time bound obligation on iGTs to respond to any challenges raised.

Phase 2

AES Record: C71 - Approved. (CB concerned cannot reject AES; related to issue discussed under SWN file.)

AES Record: Q44 - Deferred.

DES Record: C70 - Approved.

DES Record: Q44 - Deferred.

INV Record: I57 - Deferred. Will also be reissued as part of the shortened internal approval process.

INV Record: I59 - Deferred. Will also be reissued as part of the shortened internal approval process.

MBR Record: M03 - Approved.

NMR Record: S59 - Deferred. Discussed. DA advised this would be issued the next day as part of the shortened internal approval process (he would provide a paragraph to set out the approach).

NMR Record: S64 - Deferred. Will also be reissued as part of the shortened internal approval process.

NOM Record: S47 - Approved.

NOM Record: S68 -Approved.

NRF Record: Q44 - Deferred.

NRF Record: Q46 - Approved. Regarding an iGT response to referral - is there a circumstance where a referral would require a GDN and an iGT response? DA to provide a separate clarification.

Action UKL1207: NRF Record: Q46 - Provide confirmation whether a User may receive a referral response from both an iGT and the DN for the same meter point.

WOR Record: S11 - Approved.

ZCS Record: K80 - Approved.

ZCS Record: K81 - Deferred.

Phase 3

STN Record: Associated records - Rejected. DA explained the process (specifically an iGT file) to be managed offline as a manual process. Shippers felt they did not understand this process sufficiently well to give approval (process walkthrough does not evidence this). Concerns that better understanding required of STN regarding context for use and governance (needs clarification); and concerns regarding GT to iGT timings. DA assured that it was not going to be used for this, and will provide a document clarifying process/activities and refer it back to the Distribution Workgroup and the Ops Forum for consideration. Refer to UNCC.

Action UKL1208: STN Record: Associated records - Provide process model to identify the proposed process for iGT to GT asset transfers to Distribution Workgroup.

MBR Record: MO3 - Approved; BH rejected.

CFR Record: S67 - Approved.

CNF Record: S67 - Approved.

CRF Record: Q44 - Deferred.

CRF Record: Q46 - Approved.

EX2 Record: M15 - Approved.

DNR Record: E88 - Will be reissued.

NRL Record: T97 - Deferred; update to be provided by DA.

Action UKL1209: NRL Record: T97 - Provide further information as requested by Users at the walkthrough on 04 December 2014.

RTO and RTR files - Rejected. Discussed (LL, JH and PR rejected; BH and MC not present; CB approved). Referral to UNCC.

SCR Record: Q44 - Deferred.

SPI Record: SPI - Approved.

SPO Record: SPO - Approved.

STN Records: Q44, U76 and U79 - Rejected. Referral to UNCC.

TRF Record: Q44 - Deferred.

TRF Record: S15 - Deferred.

TRF Record: S67 - Approved.

4.2. Next Steps

DA confirmed that the file formats with deferred status approval will be brought back to UKLC and approval will be sought at the teleconference meeting on 23 December 2014.

The file formats that have been rejected will need to be referred to the UNC Committee (UNCC) for its consideration.

Confirmation Reference Number (CRN)

DA advised that the field would be a text field of 10 characters; for the vast majority of sites they would only be 9 numeric (10th character not utilised) and enclosed in speech marks. Where it is an NTS Direct Connect or LDZ telemetered the text values will remain within the confirmation reference.

DA asked if the UKLC were happy with the paper provided and could approve? LL and CB had concerns regarding the solution and the provision of the confirmation reference number to other parties. DA indicated that a number of solutions had been looked at and discounted. The Shippers indicated that they had previously asked for clarity on what had actually been considered and discounted.

The current proposed solution was rejected by the UKLC.

GW asked if all the CRF files carried caveated approval, and would these be impacted by the rejection of the solution. DA indicated he would ask the UNCC to specifically consider the CRN paper and take a view; the outcome could not be prejudged.

CB restated her concerns about Xoserve's approach to providing requested clarifications and felt that Shippers were being 'backed into a corner'. DA gave an explanation of how

progress was made as a result of design decisions made a long time ago, the result of which was clear in the file formats. DA recognised the Shippers' dissatisfaction at systems being built at risk.

DA will ask the UNCC to take a view on the reasonableness of what is proposed. It is flagged as a rejection at present. The paper had been produced for a solution based upon a point in time when very few options were able to be considered as the design had progressed considerably.

Responding to questions, DA confirmed:

- The glossary document is not likely to be issued until just before the February meeting
- Confirmation, rejection mapping and decommissioning files will be issued tomorrow
- The file format control sheet will be updated for issue on Friday
- Zip files will be loaded on Xoserve's website (not the data catalogue site).

AC asked what would happen in the event of UNCC rejecting the file formats - Xoserve might need to consider what action if any should be taken.

5. Any Other Business

5.1. Engagement with UKLIEF to consider how to manage industry readiness and go-live assurance for the implementation for Project Nexus

DA provided an update and confirmed that approval of file formats was through the UK Link Committee.

Concerns were raised regarding overall governance and what decisions could be made where. AJ was concerned that Project Nexus did not have an appointed Project Manager unlike RGMA, and there were worries that it was a little disjointed; there seemed to be a number of forums but a lack of formal governance, no helicopter view and no sense of control. CB observed that a paper was awaited from Ofgem regarding the formation of a steering group.

AJ gave examples of her concerns, eg issues relating to iGTs, which appeared to be being discussed in a number of forums none of which seemed to be under any formal governance or subject to any formal approval.

DA confirmed the UKLC did not have the vires to approve milestones or go/no go criteria. It was recognised that it was necessary to be clear on the elements that needed formal approval and how that can be sought/obtained.

Action UKL1210: *Go-live assurance* - DA to:

a) establish what sort of governance was/is projected to be in place, and what sort of information route was available.

b) clarify where there were smaller changes, that UKLC might, in the absence of other formal routes, will be kept informed and be able to discuss, define and agree approaches (testing, technical aspects, etc).

5.2. Amendment Representation Period for December

The UKLC noted that the Network Code 0613 timetable was issued each year and that the close out for representations had been proposed as 05 January 2015; short notice items will be accepted for the January meeting.

6. Diary Planning

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

The next meeting will take place by teleconference on 23 December 2014 at 13:00, and will focus on the approval of any outstanding deferred files (with internal design changes). It was agreed that the representation period should close at 12:00 midday on 19 December 2014 (this would be made clear in the UKL Communication) in order to provide Xoserve with time to consider the responses.

Time/Date	Venue	Programme
13:00 Tuesday 23 December 2014	Teleconference: 020 7950 1251 Participant code: 84534777#	Approval of any deferred File Formats (with internal design changes)
10:00 Thursday 08 January 2015	31 Homer Road, Solihull B91 3LT or Teleconference - <i>to be confirmed</i>	Standard agenda
10:00 Thursday 12 February 2015	31 Homer Road, Solihull B91 3LT or Teleconference - <i>to be confirmed</i>	Standard agenda

Action Table					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status
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 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 1003	09/10/14	2.1.1	SC9 File/CV Data - DA to confirm the source(s) drawn upon for CV data.	Xoserve (DA)	Closed
UKL 1004	09/10/14	4.1	Formal Alternates - UKLC Members to send formal notification to the Joint Office advising of appointed Alternates.	All UKLC Members	Closed
UKL 1007	30/10/14	2.1	To summarise additional information document from Phase 1.	Xoserve (DA)	Closed

Action Table					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status
UKL 1008	30/10/14	2.1	<i>Linked to UKL1007</i> – parties to consider Xoserve’s response to the C41 questions (i.e. rejected reads etc.) and provide views.	All	Closed
UKL 1101	13/11/14	3.1.2	To ensure that discussion of <i>COR3286 – Supply Point Registration – Facilitation of Faster Switching</i> takes place at the forthcoming Distribution Workgroup meeting scheduled to take place on 27 November 2014.	Joint Office (MB)	Closed
UKL 1102	13/11/14	4.1	To issue a revised Lookup Sheet that sets out any new and changed requirements (in the form of a change marked lookup against the record and file) following conclusion of the file format approval process.	Xoserve (DA)	Closed
UKL 1103	13/11/14	4.1	To issue a summary document in a timely manner for consideration at the 24 November 2014 meeting.	Xoserve (DA)	Closed
UKL 1104	13/11/14	4.1	To ensure that ‘market breaker’ considerations are undertaken as part of the MBR file format approval and changes are made to the description for the S64 record under the NMR file format.	Xoserve (DA)	Closed
UKL 1105	13/11/14	4.2	To discuss the Q44 record issue with his COB representative(s) and provide feedback / clarification in due course.	Xoserve (DA)	Closed
UKL 1106	24/11/14	2.3	To provide a consolidated Control Sheet summarising all phase decisions whilst highlighting any outstanding items (which may ultimately need to be referred to the UNCC for a decision).	Xoserve (DA)	Closed
UKL 1107	24/11/14	2.3	To provide a view on how any potential file format/record ‘gaps’ (within the summary and control documentation) would be expected to be managed going forward.	Xoserve (DA)	Closed
UKL 1201	11/12/14	2.2	<i>SC9 File/CV Data</i> - Xoserve to confirm how a CV amendment is managed (UKLM, Appendix 5B).	Xoserve (DA)	Pending

Action Table					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status
UKL 1202	11/12/14	2.2	<i>File Formats</i> - Xoserve to provide an updated summary control sheet to demonstrate completeness.	Xoserve (DA)	Pending
UKL 1203	11/12/14	2.2	<i>File Formats</i> - Xoserve to ensure any changes to files are marked on the file formats.	Xoserve (DA)	Pending
UKL 1204	11/12/14	3.1.2	<i>COR3186</i> - Provide information to Users where greater than 50 meter points appeared in the backlog for that User requiring action.	Xoserve (DA)	Pending
UKL 1205	11/12/14	4.1	<i>AQR Record: Q44</i> - Xoserve to clarify how the entry date to RPC is conveyed in the file format.	Xoserve (DA)	Pending
UKL 1206	11/12/14	4.1	<i>AQR Record: Q44</i> - Xoserve to clarify how Shippers will be able to identify if a site is subject to derogation.	Xoserve (DA)	Pending
UKL 1207	11/12/14	4.1	<i>NRF Record: Q46</i> - Provide confirmation whether a User may receive a referral response from both an iGT and the DN for the same meter point.	Xoserve (DA)	Pending
UKL 1208	11/12/14	4.1	<i>STN Record: Associated records</i> - Provide process model to identify the proposed process for iGT to GT asset transfers to Distribution Workgroup.	Xoserve (DA)	Pending
UKL 1209	11/12/14	4.1	<i>NRL Record: T97</i> - Provide further information as requested by Users at the walkthrough on 04 December 2014.	Xoserve (DA)	Pending
UKL 1210	11/12/14	5.1	<i>Go-live assurance</i> - DA to: a) establish what sort of governance was/is projected to be in place, and what sort of information route was available; and b) clarify where there were smaller changes, that UKLC might, in the absence of other formal routes, will be kept informed and be able to discuss, define and agree approaches (testing, technical aspects, etc).	Xoserve (DA)	Pending