

UK LINK Committee Meeting Minutes
Thursday 12 February 2015
via teleconference

Attendees

Les Jenkins (Chair)	(LJ)	Joint Office
Mike Berrisford (Secretary)	(MB)	Joint Office
Aidan McLaughlin	(AM)	Xoserve
Alex Cebo	(AC)	EDF Energy
Alison Neild	(AN)	Gazprom Energy
Anne Jackson	(AJ)	SSE
Colette Baldwin	(CB)	E.ON UK
Darren Lenon	(DL)	GDF Suez
David Addison	(DA)	Xoserve
Dean Williams	(DW)	Xoserve
Debbie Draycott	(DD)	BP
Emma Lyndon	(EL)	Xoserve
Endre Merai	(EM)	RWE npower
Graham Godsell	(GG)	Spark Energy
Graham Wood	(GW)	British Gas
Juliet Dezille	(JD)	Opus Energy
Kirandeep Samra	(KS)	RWE npower
Lee Harrison	(LH)	Xoserve
Lorna Lewin	(LL)	DONG Energy
Rachel Hinsley	(RH)	Xoserve
Steve Nunnington	(SN)	Xoserve

**via teleconference*

Copies of meeting papers are available at: <http://www.gasgovernance.co.uk/uklc/120215>

1. Introduction

LJ welcomed all to the meeting before going on to advise that he had recently been in discussion with Xoserve around the issue of submission of late materials for the UKLC meetings. In future, he would be seeking an explanation as to why papers are being provided late, and would then seek a view from UKLC members as to whether or not to accept the specific papers at the actual meetings.

2. Review of Minutes, Actions and Modifications

2.1. Minutes

DA highlighted a couple of typographical error in the 08 January minutes, as follows:

- Reference page 3, paragraph 3.1, 4th paragraph – ‘change types’ should read as ‘charge types’, and
- Reference page 4, new action UKL0102 – should read as ‘queried items S07 and T04’ and not as stated ‘queried items S07 and P04’.

Thereafter the minutes of the previous meeting were accepted.¹

2.2. Actions

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

Update: DA explained that work remains on going and Xoserve has developed a central database for the various distribution listings. It is envisaged that the option of utilising a portal based solution could be investigated in future. **Closed**

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

Update: DA explained that Users can request a 'pushed' file is provided to them, or alternatively source the CV information from the National Grid web site. He pointed out that Xoserve had previously proposed providing a 'push' mechanism across the board, as they would not be providing the file automatically. He pointed out that currently Appendix 5B of the UKLink Manual does not specifically cover the requirement.

CB highlighted a concern relating to an apparent difference between the various sources of information. Responding, DA advised that following investigations by Xoserve, he believes that in terms of provision of a single version of the CV information for UK Link purposes, we do have a single source. He went on to add that as far as examples such as the SGN Scottish Networks are concerned, there is only a single source and that this resides on the National Grid web site.

CB pointed out that she still believes that there are discrepancies in the information provided at a Network level and questioned why Xoserve persists in using a single source when the DNs have split the information into more levels. Responding, DA explained that he believes that the information is based around geographical locations and provided to National Grid. Xoserve investigations had not highlighted instances where other data sources were used.

DA indicated that he would discuss the matter in more detail offline with CB and report back in due course. LJ suggested that discussions would be better served being undertaken within the Shrinkage Forum, and where appropriate, UKLC and system impacts could then be discussed within the auspices of the UKLC.

DA agreed to confirm where the CV data is updated, and clarify how any changes are communicated to the industry. **Carried Forward**

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

Update: DA reminded everyone that at the January UKLC meeting it was agreed that this item would be referred to the February 2015 Distribution Workgroup for consideration. **Carried Forward**

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

Update: DA apologised for inadvertently providing misleading information at the January meeting when he stated that:

".....that the original question was clarification of which AQ would be used to calculate the correction factor in cases where the threshold for use of a site-specific correction factor did not continue to be met. He advised that whilst final confirmation of the answer was expected shortly he expected it would be that the standard correction factor would be used"

¹ Please note: a revised version (v2.0) of the January 2015 meeting minutes were published after the meeting.

DA explained that following further consideration that he can now confirm that the T97 record would highlight where a User would need to provide a site specific correction factor. He also pointed out that any (subsequent) Correction Factors would be based on (previous) Correction Factors provided to Xoserve, and not the Aqs as previously stated.

In essence, the following process flow sequence would apply:

- Correction Factor goes above threshold – site specific CF would be requested.
- Correction Factor falls below threshold – any previously provided CF would continue to apply – User to provide a standard CF.
- Correction Factor goes back above threshold – User needs to provide a site specific CF once more.

When asked whether or not Xoserve holds site specific CF's anywhere within their systems, DA confirmed that they do but the volume calculation would use the value as provided by the User. However, he believes that from a file format perspective, it is a relatively clean and simply process.

DA advised that he would be issuing a more detailed explanation in a forthcoming Change Pack communication. **Carried Forward**

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).

Update: DA reminded those present that the January meeting had highlighted how the UKLC is often required to fill the discussion void, where there is no other obvious forum for undertaking discussions on a specific matter. He pointed out that several of today's presentations are seeking to satisfy this type of requirement and provide an early view on certain matters, such as browser compatibility and market trials etc.

LJ voiced concerns relating to potential dual governance and duplication of information provision across forums. He went on to explain that Ofgem is currently proposing an over-arching view on industry governance through its work with the Change Overview Board (COB). As part of this initiative, Ofgem is seeking to procure an Independent Project Manager/Project Assurance Manager (PM/PA) to track delivery of Nexus and reporting directly into a new Steering Group (SG).

LJ suggested that as part of this new regime, the industry (and specifically the UKLC) needs to avoid discussing items that could be over ridden by any Steering Group discussions and/or decisions. DA indicated that he accepted these valid points before suggesting he would be happy to discuss matters so long as the UKLC members were. Responding, LJ reinforced the point that we already have UKLIEF for communication / engagement and Project Nexus Workgroup for development and there is no need to waste the UKLC members' valuable time discussing unnecessary items – remembering that the UKLC is primarily established to consider matters appertaining directly to UKL change. **Closed**

UKL0101: Xoserve (DA) to check the list of files for any missing items.

Update: DA advised that a presentation had been provided in relation to this action. Please refer to item 3.1.1 below. **Closed**

UKL0102: Xoserve (DA) to look into the errors identified in items S07 and T04 and issue an amendment.

Update: DA reminded everyone present that this action was in response to a Formula Year (Class 3 & 4) related concern raised by EM at the January meeting and explained that the changes had been made and are incorporated within the final version of the 'UK Link File Format - Master Control Sheet'.

DA acknowledged that Xoserve might need to engage with impacted / interested parties in due course. **Closed**

UKL0103: Xoserve (DA) to look into the use of lower case characters in meter references and report back to the February meeting.

Update: DA reminded everyone that this action was in response to a question raised by EDF Energy (B Hale) at a previous meeting. Following consideration by Xoserve, the recommendation is we should only be using upper case characters, as using lower case would / could result in unnecessary proliferations. Responding on behalf of EDF, AC accepted that this potential issue stems from their use of lower case characters and now accepts that they need to correct their model to resolve the issue. **Closed**

2.3. Modifications

No new modifications were discussed.

3. UK Link Programme Update

3.1. File Format Changes

3.1.1 UK Link File Format – Master Control Sheet (Updated)

DA explained that the document had recently been updated to address some previous hierarchy mismatches and responses to challenges around inconsistent data provisions.

DA then provided a brief review and summary of the most recent round of changes, as follows:

Line 15 (CDR) M82 – incorrectly recorded against CDR, no longer required;

Line 25 (CNC) C50 - incorrectly recorded against CNC, no longer required and moved to CNR;

Line 38 (DPS) M93 – this is no longer a mandatory field and a communication has been released within a recent Change Pack – no representations received, so seeking UKLC approval of the change.

No objections were voiced – approved;

Lines 143 & 144 (DES) Q44 & S70 – incorrectly recorded against DES, no longer required – tidy up exercise only – provided for information;

Line 207 (NOM) S21 - incorrectly recorded against NOM (should be NMR), no longer required;

Line 330 (DCF) S88 - incorrectly recorded against DCF, no longer required;

Line 337 (EXZ) M13 – questioned asked around invisibility of changes, no change, for information only;

Line 341 (EXZ) S75 – new addition accidentally missed off previous versions of the document;

Lines 367 & 368 (RTR) RESPN & ERRONEOUS RECORD - new additions accidentally missed off previous versions of the document;

Line 393 (STN) Q44 - incorrectly recorded against STN, no longer required;

In referring to the 'key' descriptions at the foot of the spreadsheet, DA advised that this now shows the final status following referral to the UNCC and subsequent decisions therein.

When asked if the optionality for the hierarchies is included within the zip files, DA advised that he believes it should be. He then pointed out that Xoserve had tried hard to enhance the spreadsheet with the addition of extra fields. As the spreadsheets have been published in Excel format, DA does not envisage any potential access problems.

CB raised a concern relating to the comparison with the original file formats and the subsequent issues mapping exercises. Responding, DA pointed out that the original spreadsheet was simply an informal document and as a consequence he is not surprised that there may be some discrepancies – subsequent decisions to remove items (i.e. invoicing file formats etc.) have had a global impact. Additionally, he pointed out that the original informal spreadsheet also contained a number of Shipper / User files identified which were really iGT / Transporter related files, and were therefore removed.

3.1.2 UK Link File Format – Summary List v1.0

DA explained that this spreadsheet had been built and updated from the original informal Master Control Sheet. During a brief review, DA pointed out that the CDJOB was missing so he will update and reissue the document. He also explained that Xoserve had cross checked the content against the Master Control Sheet.

When asked to consider a suitable location for both the documents, DA suggested that these should reside alongside the file formats on Xoserve's web site – a suggestion supported by those in attendance.

EM highlighted a potential discrepancy between the original rejection codes published (and UKLC approved) in October 2014 and the current information on the Xoserve web site. Responding, DA explained that Xoserve is currently looking at the wider rejection code issues and would expect to provide an update on the matter in due course.

When asked how work is progressing on the supporting glossary, DA advised that work within Xoserve remains ongoing but it is hoped that it would be issued as part of the later February Change Pack. He also confirmed that a final version of the summary sheet / list would be included in the following day's Change Pack.

3.2. Technical Transition

DW provided an overview of the 'UKLC – Technical Transition Update' presentation, during which DA provided a brief explanation behind the background to the presentation citing that in his view this matter falls under the auspices of the UKLC.

DW explained that a starter pack had been issued in June 2014 and work has been ongoing since then.

Examining the 'Technical Transition Timelines' slide, AJ voiced her concern relating to levels of responsibility to which DW advised that his colleague S Simpson is looking at both internal (Xoserve) and external (industry) Go/No Go aspects for Project Nexus. The three iDRs (industry dress rehearsals) are due to take place in July, August and September.

Looking at the 'Guiding Principles – Data' slide, DW advised that Xoserve would be notifying Shippers about the more detailed levels of information surrounding the UK Link downtime in due course.

Moving on to consider the 'Guiding Principles – Plan/Outage (1)' slide, DW reminded everyone that delivery would be via a single (Big Bang) release and not a phased approach. As far as the theme behind the various bullet points was concerned, this is an initial view and is expected to be developed further via a UNC Modification, especially the non-effective days aspects. Any UK Link outages would be communicated to the UKLC in due course.

In examining the 'Guiding Principles – Plan/Outage (2)' slide, LJ questioned whether the proposed 30 September 2015 was actually correct, suggesting that this would really need to be the week before. DA suggested that any timings would be subject to the identification of non-effective days discussions.

LJ pointed out that more details are expected to be flushed out within the development of UNC Modification 0528 'Implementation of Supply Point Administration, gas allocation and settlement arrangements (Project Nexus transitional modification)' which is due to be considered at the February UNC Panel meeting.

DW highlighted that the most important point to consider on this slide is that there would be a point in time within the plan where the only option would be to proceed with delivery and fix any potential issues going forward – this would be clearly highlighted within the project plan. GW indicated that Users would also have similar 'key' points and communications would be of paramount importance.

DW went on to point out that there would be no legacy functionality built in to the new SAP ISU system and that as far as the proposed high-level implementation timeline was concerned, Xoserve are still working on the detail at this stage. He was able to point out that IPDE implementation would be included within the CMS & DES elements.

Moving on to consider the 'Communication Timetable' slide, DA acknowledged that in light of the previous dual governance conversation, Xoserve might wish to revisit the proposed industry forum aspects. However, he is of the view that the proposed outage notification for March needed to be formally communicated to the UKLC. The non-effective days debate would be conducted through other UNC forums and that these will inform the outage requirements to be notified to the UKLC.

DW advised that Xoserve is currently drawing up a plan around communication requirements and would provide an update in due course. UKLC members were asked to note the timescales for notification of the outage.

Concluding discussions, LJ reiterated his view that only papers required to support UKLC approvals should be presented at future UKLC meetings, as governance would be via alternative forums (i.e. UKLIEF, COB, PNUNC etc.). In accepting this principle, DA highlighted that in his opinion under certain circumstances, notifications required for information purposes only, should continue to be presented to the UKLC.

3.3. Browser Compatibility

Opening, DA explained that the presentation had also been discussed at a recent UKLIEF meeting and whilst the matter is not mentioned in the UK Link Manual, he believes that there is merit in highlighting the matter to the UKLC members and requested that UKLC members formally noted the Browsers set out in the presentation.

AM then provided a very brief overview of the 'UK Link Programme: Browser Compatibility' presentation during which he pointed out that Google Chrome was now at circa v42.0, up from v39 as stated in the presentation.

In considering the 'Portal compatibility matrix', AM advised that this is an extremely technical slide that he was not proposing to cover in any great detail. He did point out however that since the introduction of IE9, the industry has moved towards utilising a more standard format across the board.

Moving on to consider the 'What if we use a browser that isn't supported?' slide, AM advised that the list provided was not an exhaustive one and as a consequence, there may well be other options. UKLC members were asked to note the supported browsers.

Summing up, AM indicated that the Market Trials are now expected to commence circa 01 May 2015.

3.4. CMS Consequential Change

Before handing over to his colleague, E Lyndon to run through the 'CMS Consequential Change – UK Link Committee' presentation, DA provided a brief background update and explained that the presentation had already been through the UKLIEF meeting, and is in his view, a genuine UKLC matter.

DA highlighted that at a previous UKLC meeting a question had been raised regarding the decommissioned file format listing where a User had requested clarification as to whether circa 15 to 20 files had been missing from the document. Investigations have revealed that a number of these missing files relate to CMS and hopefully this presentation clear up the issue around these. Such files were not intended to be included in the Master Control sheet or Decommissioned Files List, as these documents related to UK Link Systems. Users were reminded that CMS is not a UK Link system.

Following on, EL provided a quick review of the presentation where she explained that all contact processes had been included for clarification purposes, including any that have not changed. As far as the 'Prime and Sub Asset Reads (PSA)' is concerned, the details are expected to be developed in due course whilst the start and end dates for the 'Theft of Gas (TOG)' window would need to be 2 weeks apart.

EL advised that it was not her intention to go through the 'CMS New Messages' slides (numbers 7 through to, and including 11) in any great detail (i.e. line by line) at this meeting.

Moving on to consider the 'Existing CMS File Formats' slide, DA suggested that this table would allow parties to do their own reconciliation exercises for SUI/SUJ items from the Master Control Sheet. DA also confirmed that these matters would also be covered within market trials testing phases as well as being included within the implementation plan. When asked, DA indicated that the intention is to issue the presentation within the following day's Change Pack and to subsequently seek UKLC approval.

Referring back to the previous failed approval of the decommissioned files (four files that had been previously missing had now been included and all the missing files related to the DM regime), DA asked UKLC members whether or not they would now be happy to approve the decommissioned files (accepting that the decommissioned file list needs updating) – approval was granted.

3.5. Potential Ground Rules for Change

DA provided a brief overview of the 'UKLP Change Process – Strawman' presentation during which he pointed out that it is important to note that as far as the

baselined UKLP File Formats are concerned, these have already been formally approved.

In considering the third bullet point, DA pointed out that whilst Xoserve would undertake a detailed impact assessment for an issue, their default position would be not to make any file format changes, although he does accept that under certain exceptional circumstance, a change to the FFs might be necessary.

In considering that UKLC views are being sought on an possible expedited representations process, DA advised that the current convention utilises the Change Pack process (a front ended process) and suggested that should UKLC members agree, we could look to adopt a more efficient weekly Change Pack style approach going forward, for resolution of defects only. He pointed out that this revised process would be supported by suitable notifications, and might necessitate the use of reduced consultation in certain circumstances – actual decisions on these reduced consultations would be conducted on a case-by-case basis (subject to impact assessment).

CB suggested that these types of decision would / could also be impacted by the nature of the required changes, and might also require Xoserve to simply state that the change is needed in order to avoid a manifest failure taking place. Whilst agreeing the principle, DA hoped that these would be limited exceptions, rather than common occurrences but conceded that there might be circumstances where Xoserve may need to effectively mandate a change.

DA enquired as to whether or not UKLC members would be happy for Xoserve to provide more Change Packs (possibly on a weekly basis, or as and when needed) within which they would seek views before instigating the formal CP process. He went on to add that any proposed changes would be communicated to UKLC members as soon as practicably possible and could include a recommendation for a shortened consultation period – thereafter, this may necessitate informal UKLC decisions once representations had been received.

CB suggested that as the majority of industry people are extremely busy these days there is a risk that some of the communications may not get through to the correct individuals and consequently would not get processed in a timely manner – we need to set expectations around the process timelines. It was agreed to adopt a 5 Business Day notification process, and to include alternate UKLC members on any correspondence.

3.6. Market Trials - UKLP

DA apologised for the late provision of the 'Market Trials – UKLP' presentation before requesting that parties review the document and provide feedback, where appropriate.

DA then advised that the presentation would be formally discussed at the next UKLIEF meeting scheduled to take place on 18 February 2015.

4. Xoserve Reporting Updates

4.1. UK Link Modification Implementation Plan

4.1.1 Current UK Link Changes Awaiting Scheduling – Not Implemented

COR3480 – Implementation of Advanced Meter Reading Information

DA explained that whilst this had been previously approved in principle, a lack of an implementation date prevented formal approval. Following approval of modification 0487V 'Introduction of an Advanced Meter Reader (AMR) Service Provider (ASP) Identifier (ASP ID) and Advanced Meter

Indicator', DA is now seeking formal UKLC approval for the new implementation date.

Thereafter, UKLC members approved the change.

COR3287.1 – UNC Modification 455 – Implementation Phase 2

DA explained that a communication relating to the change order was issued in the 16 January Change Pack and included the approach documentation for implementing the modification.

DA pointed out that whilst the logical home might have been seen as being CMS, changes to CMS as a result of UKLP and their use of the testing environments meant that an alternative solution was being implemented. UKLC members were asked to note specifically that the solution would utilise email.

Process flows resulted in one representation being received. Clarification had not been provided until immediately prior to the UKLC meeting that this could be published, so Xoserve will make the representation available in due course.

Xoserve proposed the implementation date of 01 April 2015, this being the anniversary of Modification 0425 implementation and when parties can expect to receive GSR visits by.

A detailed discussion around possibly looking to push back the implementation date to 01 June 2015 was undertaken.

AC explained that her colleague B Hale had some questions that he would like to discuss offline with Xoserve. DA pointed out that it is difficult to answer specific questions (within the realms of the UKLC meeting) that he has not yet seen.

DA went on to highlight that changing the implementation date to 01 June could result in users experiencing backlog issues similar to those experienced with the implementation of UNC Modification 0424 'Re-establishment of Supply Meter Points – prospective measures to address shipperless sites'. It was highlighted to Users that they have a relatively short period in which to respond dependent upon the scenario, either 1 month or 3 months.

In acknowledging that some questions (which have yet to put to Xoserve) exist, DA pointed out that Xoserve are keen to commence scheduling now and sought UKLC members views on the revised implementation date and associated approach. LJ summarised that the consensus appears to be to approve the implementation approach, but supported by a later implementation date of 01 June 2015.

AC pointed out that EDF Energy feel unable to approve implementation at this time, but subject to offline discussions with Xoserve, may well approve the 01 June implementation date at a later time. DA agreed to contact EDF Energy and provide an update in due course.

COR3336 – UNC Modification 0425

Please refer to the COR3287.1 discussions above.

UK Link Security Policy

DA explained that this had been issued in mid November 2014 with a consultation close-out set for the end of next week – to date, no representations had been received.

CB advised that as her principal contact had not been in touch she would be happy to approve 'as-is'. She then enquired if issued with a different date, would a new change order need to be raised. Responding, DA explained that he had hoped to be able to provide a copy of a previous presentation relating to this matter, but had been unable to find it. In short, the matter relates to the passing on passwords verbally between parties. There is an issue as the control of any password changes should be strictly controlled via the LSO to avoid potential perpetuation of this misuse of process – in essence this is an administration related change.

Whilst CB highlighted some concerns around the apparent level of responsibility inferred upon users by the documentation, she did not believe that this should delay approval of the change order itself.

Thereafter, UKLC members approved the change.

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

DA explained that a communication relating to the item would be included in the Change Pack.

COR1154.17 – UKLP CMS Consequential Change

As discussed under consideration of item 3.4 above, would be included within a future Change Pack.

COR1154.15 – UKLP Including Nexus Requirement – M93 Record Change

As discussed under consideration of item 3.1 above, the revised M93 record had been approved.

Active Notification System (ANS) Supplementary Document – Allow Users to Opt out of Comms

Documentation is to be issued within a future Change Pack.

COR2949 – 'Seasonal LDZ System Capacity Rights' Interim Pre UK Link Replacement Solution and Charge Types

DA provided a brief background behind this change order explaining that it relates to Capacity Allocation Rules around the winter period. The modification enables users to approach the Transporters direct in order to look to sign a contract with them (an End User to Transporter Contract).

To facilitate this change, proposing a new set of change descriptions (inc. zero values). The terms are explicitly set out in the Confirmation Approval files.

Thereafter, UKLC members approved the change.

IX Improvement Activities requiring

DA explained that this matter had been notified as part of previous outage improvement activities.

The change is expected to impact users on a user-by-user basis and files would be held at the gateway with any delivery receipts cascading in later once the outage is completed. In essence, this is potentially a small impact upon users, especially those who are not monitoring the gateway.

Users are asked to note, that they will be notified of their specific planned outage window by the Xoserve Customer Team in due course.

DA explained that he is not seeking UKLC approval of this change order per se, as it is simply there to highlight the fact that it is to be actioned on a user-by-user basis.

New Action UKL0201: Xoserve (DA/SN) to identify who within the various organisations would be notified of the IX Improvement Activities requiring Change order.

COR3187.2 – EU Code Change Phase 2 Delivery - Screenshots

DA advised that the related notification would be included in following days Change Pack.

Copies of the screenshots are already available on Xoserve.com. However, please note that the document is circa 29mb in size, so if anyone has any downloading issues please contact Xoserve for assistance.

DA anticipates seeking formal UKLC approval at the March meeting.

4.1.2 Current UK Link Changes - Approved – Scheduled For Implementation

March 2015

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

DA apologised for not completing outstanding action to confirm the implementation date (action UKL0103), before explaining that he would include an update as part of the following days Change Pack release.

September 2015

COR3187.1 – EU Code Change Phase 2 Delivery

DA explained that this had been the subject of a previous communication issued to highlight that Xoserve would be seeking formal approval of the change order (and associated API specification related issues) at this meeting.

Briefly, where Xoserve adds a new charge type to the Gemini invoices, UKLC approval of the revised file formats is required.

Thereafter, UKLC members approved the change.

DA then advised that as far as the API specifications issue was concerned one user had raised a number of questions and as a consequence, the API had been updated (this change was not a functionality related change).

Thereafter, UKLC members approved the revised APIs.

October 2015

COR1154.16 – UKLP Gemini Consequential Change

Related to the previous decommissioning discussions under item 3.4 above. This change order remains 'on track' for a 01 October 2015 implementation.

COR1154.15.1 – UKLP Including Nexus Requirements – Phase 1

Related to the previous decommissioning discussions under item 3.4 above. This change order remains 'on track' for a 01 October 2015 implementation.

COR1154.15.2 – UKLP Including Nexus Requirements – Phase 2

Related to the previous decommissioning discussions under item 3.4 above. This change order remains 'on track' for a 01 October 2015 implementation.

COR1154.15.3 – UKLP Including Nexus Requirements – Phase 3

Related to the previous decommissioning discussions under item 3.4 above. This change order remains 'on track' for a 01 October 2015 implementation.

4.1.3 Current UK Link Changes – Implemented since the last UK Link Committee Meeting

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

Implemented 01 January 2015, invoices due to be released soon.

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

Implemented 31 January 2015, invoices due to be released soon.

4.2. Xoserve Report

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

Exceptional items to note are as follows:

Report D – up to date as at 30 January, and

Report E - Gemini and Gemini Exit Systems and IX Downtime outages.

5. Any Other Business

5.1. Gemini Annual Disaster Recovery Test

DA provided a brief overview of the 'Gemini & Gemini Exit Annual Disaster Recover Test' presentation, during which he explained that whilst this undertaking is normally done later in the year, the impact of delivery of Project Nexus and EU Regulatory Change necessitates earlier completion of this task.

Members were asked to make note of the change to the dates.

5.2. Fuzzy Matching

DA presented the 'Fuzzy Matching Explanatory Document – not forming part of the UK Link Manual' document by explaining that this relates to the data matching of Meter numbers that had been prepared in response to a request from the SPAA.

Subsequently, the SPAA members have voiced some concerns and Xoserve would be including a response within the following days Change Pack, including the option for parties to submit formal representations.

5.3. UNC Modification 0428 User Pays Information Provision

DA confirmed that the User Pays elements had not yet been defined in terms of the actual values. He indicated that whilst this is really a matter for consideration at the Distribution Workgroup, it remains difficult to identify the fixed and variable costs (especially as variable costs relate to each individual forced confirmation). Work remains ongoing especially around aspects such as who would 'pick up' various elements of the costs, and under what circumstances these would apply – it is heavily dependent on how costs are apportioned, which could be on either a single or multiple user basis, or both.

5.4. UKLC Teleconference Meeting Justification

When challenged, LJ explained that when the meeting was initially established the standard agenda for this meeting was light and therefore did not warrant a face-to-

face meeting. However, subsequent provision of late presentations has impacted upon the original decision.

Discussions between the Joint Office and Xoserve over the provision of late papers remain ongoing.

5.5. Retirement of D Addison from the UKLC Role

DA advised that this would be his last UKLC meeting as he is scheduled to hand over the UKLC reins to his colleague, S Nunnington who would be representing Xoserve (and Transporters) from the March meeting onwards. However, DA would be attending the March meeting to lend 'unofficial' support to Steve at his first meeting.

LJ, on behalf of all the UKLC members and participants, sincerely thanked Dave Addison for all his sterling efforts in supporting the UKLC over the years.

6. Diary Planning

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

During a brief discussion relating to a potential clash with the Gas Forum Annual Lunch, it was agreed that the next meeting would take place by teleconference on Friday 13 February 2015 at 13:00, and will focus on the standard agenda items.

Time/Date	Venue	Programme
13:00 Friday 13 March 2015	Teleconference - <i>to be (re)confirmed nearer the day.</i>	Standard agenda.
10:00 Thursday 09 April 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	Update provided. Closed
UKL 1201	11/12/14	2.2	SC9 File/CV Data - Xoserve to confirm how a CV amendment is managed (UKLM, Appendix 5B).	Xoserve (DA)	Carried Forward
UKL 1208	11/12/14	4.1	STN Record: Associated records - Provide process model to identify the proposed process for iGT to GT asset transfers to Distribution Workgroup.	Xoserve (DA)	Carried Forward
UKL 1209	11/12/14	4.1	NRL Record: T97 - Provide further information as requested by Users at the walkthrough on 04 December 2014.	Xoserve (DA)	Carried Forward

Action Table					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status
UKL 1210	11/12/14	5.1	<p><i>Go-live assurance</i> - DA to:</p> <p>a) establish what sort of governance was/is projected to be in place, and what sort of information route was available; and</p> <p>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).</p>	Xoserve (DA)	Update provided. Closed
UKL 0101	08/01/15	3.1	DA to check the list of files for any missing items.	Xoserve (DA)	Update provided. Closed
UKL 0102	08/01/15	3.1	DA to look into the errors identified in items S07 and T04 and issue an amendment.	Xoserve (DA)	Update provided. Closed
UKL 0103	08/01/15	4.1.2	DA to look into the use of lower case characters in meter references and report back to the February meeting.	Xoserve (DA)	Update provided. Closed
UKL 0201	12/02/15	4.1.1	To identify who within the various organisations would be notified of the IX Improvement Activities requiring Change order.	Xoserve (DA/SN)	Pending