

UK LINK Committee Meeting Minutes
Thursday 12 November 2015
31 Homer Road, Solihull B91 3LT

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office	
Helen Cuin (Secretary)	(HCu)	Joint Office	
Alastair Manson	(AM)	Total Gas & Power	
Anne Jackson	(AJ)	SSE	Member
Blanka Caen	(BC)	British Gas	Alternate
Bryan Hale	(BH)	EDF Energy	Member
Colette Baldwin	(CB)	E.ON UK	Member
Dave Addison	(DA)	Xoserve	Member
Endre Merai	(EM)	RWE npower	
Graham Wood*	(GW)	British Gas	Member
Kirandeep Samra	(KS)	RWE npower	Member
Lee Harrison	(LH)	Xoserve	
Lorna Lewin*	(LL)	DONG Energy	Member
Naomi Nathanael*	(NN)	Plus Shipping	
Rachel Hinsley	(RH)	Xoserve	

*via teleconference

Copies of meeting papers are available at: <http://www.gasgovernance.co.uk/uklc/121115>

1. Introduction and Status Review

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

Alternates - Blanka Caen for Graham Wood (British Gas)

1.1. Approval of Minutes (08 October 2015)

The minutes of the previous meeting were approved.

2. Overview of Modifications Impacting UK Link Systems**2.1. Modification 0532**

DA provided a presentation relating to Modification 0532, explaining which processes will be effectively suspended during the transient period. DA explained some of the processes due to be suspended have liabilities associated to them and therefore Xoserve were asking for these to be suspended also. DA explained there are 5 liabilities specifically relating to UK Link. These were; system failure exceeding 5 hours, system failure exceeding 24 hours, Batch Transfers, File formats and Failure to Implement Notice, the latter two were expecting to continue as they should not be impacted by the non effective days.

DA explained that the UK Link network will still be available for passing Gemini files, there should be no impact to Gemini files processing. However, other non-Gemini files will be impacted by the non-effective days and Transporters may request a suspension of the liabilities associated with these files. DA clarified that the SC9 CV File issued via IGMS should not be impacted.

BH asked if Xoserve could provide a definitive list of the files unaffected. DA anticipated producing a paper, which he would issue for representations.

Action UKL1101: Modification 0532 liabilities - Xoserve to provide a list of the unaffected files for the non-effective day file processing.

AJ suggested that the unaffected files should be captured within the modification to ensure the industry are fully aware of the impacts, and to ensure the implications of the modification are understood.

DA explained the UK Link committee has the authority to waive/suspend liabilities under current governance arrangements, through conditional acceptance. It was agreed that the semantics of incurring the liabilities needed to be captured within the modification, along with an explanation that the UK Link committee can/is to be requested to suspend the liabilities.

The committee agreed to consider approving the suspension of the associated liabilities, following consideration of the unaffected files at the next UK Link meeting on 10 December 2015.

BC enquired about using the UK Link non-effective days process for notifying users. DA explained that this had been considered, however as there is not a circumstance within the system for notifying applications not being available at file level rejections, this was not an option.

Action UKL1102: Modification 0532 Non-effective days - Transporters to consider a solution for providing an explicit response to Shippers that files are not being processed.

AJ enquired if there was an issue with the iGTs having a modification approved for 6 days. It was understood that the iGTs had raised a further modification to override the approved 6 day modification to bring it in line with the 7 days required due to the change in implementation year and the way the weekends fall. It was challenged, if the iGTs had already accepted 6 days if there would be suitable justification for 7 days. It was understood that conversations had been held about the justification for 7 days, Ofgem were aware of the reasons of the extension due to the 2016 calendar.

3. Issues Referred from UKLIEF and MTWG for a Decision

DA highlighted that the Accelerated Change Proposal, presented by Steve Nunnington last month, had been considered and Xoserve have produced a Solution Development paper.

DA explained the recommendation to have a pre-assessment by a pre-triage group, before items are brought to the UK Link Committee. He suggested that Xoserve facilitates the group to allow the assessment of defects identified as part of the market trials.

BC believed that a technical group to identify optimum solutions for modifications being streamed through to the UK Link was already being formed to consider technical issues

CB suggested there should be wider input to include commercial and regulation aspects not just technical solutions. However, she expressed concern about resourcing such a group.

BH enquired why the Market Trails team couldn't take on this role. DA explained that the Market Trials group felt it was outside the scope of their terms of reference and as it is made up of constituencies, they would not be empowered to make the decisions required. DA anticipated those who are involved in daily market trials and regulation, (although not limited) need to understand the solution and commercial impacts. AJ suggested the industry looks for efficiencies; KS asked if this was simply a case of reassessing who is involved.

DA explained that market trial defects are discussed daily to assess and report to the Project Nexus Steering and provide recommendations on any "go and no go" impacts. He asked if the committee would be in support of a solution assessment team, by either expanding the market trail constituency group or setting up an additional assessment team.

The committee considered UKLIEF for collating views and encouraging members. Da asked if in broad principle before a change is brought to the UK Link committee, should market trails or

another pre-group consider before it is brought to the UK Link committee.

DA suggested the UKLP Solution Development Group is formed and issued with market trial defects to be considered. The group will then make recommendations for the UK Link committee to consider, for example; should the issue be fixed at the solution end or considered as a modification. It was suggested regular meetings are scheduled and if not needed these can be cancelled, as the scale was not known at the moment.

BC suggested using the current implementation plan not only to list dates for production but additional columns for detail release dates with any change summary and making it clear what testing release a change is being targeted for.

4. Xoserve Reporting Updates

4.1. UK Link Modification Implementation Plan

4.1.1. Current UK Link Changes Awaiting Scheduling – In Analysis

COR1154.15.13 – UKLP Including Nexus requirement – LSO Portal Screens

RH confirmed this needed to be re-issued in the Change Pack.

Modification 0466AV Daily Meter Reading Simplification (with improved within day data provision)

RH explained that this change was not quite ready to be released. It was anticipated the change would be issued in either the November or December Change Pack.

COR1154.15.15 – UKLP Including Nexus requirements – Interconnector Templates

RH anticipated this would be issued in the Change Pack for approval, with the expectation that testing would take place June 2016.

COR1154.15.16 – Method of transportation for the Invoicing Supporting Information Files, Compression and the Token File

RH explained that a number of solution options are being considered and she hoped to provide the details of the options as soon as possible.

EM enquired about the contract review with Xoserve and Vodafone with a view of expanding the IX service. DA explained that one solution is to expand bandwidth for certain IS networks. This has been escalated within Xoserve.

BH asked about file compression and if progress had been made on this issue. DA explained in summary the options might be an increase in bandwidth, compression of files for transit, and decompression of files at received at gateways. This would require additional software to be placed at the Shipper gateways to decompress files. However, with compression and decompression there are many complexities with accessing systems if there are problems with decompression process as Transporters service providers physically need to gain access to the Shippers site and security provisions may prevent this happening. t.

CB was keen for Xoserve to engage the market whilst considering the solutions rather than discounting options at this stage. CB also expressed concern about timing out on solution options and thus limiting options.

DA reiterated that Xoserve plan to table a number of options, however at the moment these are not in a position to be a sensible proposition.

GW asked if Xoserve could issue a communication to advise parties of the progress made to date and when Xoserve expected to land a decision.

DA explained that for production something would need to be in place for the Project Nexus Implementation Date but in reality it was likely to be needed by the end of October 2016 when the larger files would be issued. DA believed the CAPCOM invoices would be due on 2/4 November.

A request was made for this to be added to the Risk log.

DA explained for the token file, a document had been drafted, to set out what it does and doesn't do for consideration within the Change Pack.

COR3575 - MNC MPRN creation process

RH advised a change the MPRN process. Notification would be provided in the Change Pack with an approval requested for December and a 01 January 2016 implementation date.

CB asked about the UIP MPRN process. DA explained that Shippers create an MMC and thus create duplicates and the process is trying to eliminate these duplicates. CB enquired what obligations are being placed on UIPs.

AJ was concerned about parties taking energy without appropriate registration. AJ was keen to understand the incentives. She understood Suppliers have an incentive to ensure registration but she was concerned UIPs have no incentives.

It was understood that the Shipperless and unregistered sites team have reviewed the process. DA explained this is a change requested by the networks, he recognised Shippers were concerned about some of the implications and these need to be considered. AJ was concerned with the route this had taken and why a modification hadn't been used or an issue raised at a UNC Workgroup.

DA agreed to have a conversation with the Networks about the concerns, with the possibility of raising this as an issue and considered within an appropriate Workgroup.

Action UKL1103: MNC MPRN creation process – Xoserve to issue the change summary and consider the appropriate change governance.

Modification 0532 – New Rejection Message - File received during Non-Effective Period

RH explained the intention to implement a new rejection message. Some concern was expressed about not using current functionality.

Action UKL1104: Modification 0532 New Rejection Message - Xoserve to provide an update on the Transmission Workgroup considerations.

Modification 0532 Removal of Rejection Message - File received during Non-Effective Period

As above update and Action UKL1104.

COR1154.17.2 - UKLP CMS Consequential Change – Bulk QMP Templates

LH explained that the bulk upload 'QMP bulk query template' would be provided shortly.

UK Link File Formats – Administration updates (DPP & DPS)

LH explained that the legacy DPP and DPS files required a Class 1 change consideration. However she noted that there were some defects with the DPP and that the DPP had been decommissioned, as it is not being used. LH explained there is no longer a need to issue the DPP.

It was agreed that Xoserve would continue to issue the DPS but not DPP files. DA clarified that master control sheet will communicate what updates will be required the DPP. The formal approval of removing the DPP will be processed through the Change Pack.

COR3841 – Shipper Verification of meter and address details following system meter removals – Interim Solution

LH, anticipated that this would be implemented on the Project Nexus implementation date, in the mean time Xoserve propose providing the reports on an interim basis although these would not have the same functionality as those received once Project Nexus had been implemented. Xoserve will issue reports but there will be no obligation on Shippers to provide a response to the report. More information will be provided in the Change Pack with a request for an operational contact for the interim provision of the report.

DA explained that the report would only be issued if the current registered Shipper was the

party that has removed the meter. Where the Current registered shipper is not the party that removed the meter they wouldn't be notified.

DA asked parties to consider the proposed solution and relate any concerns within their representations.

Shipper Verification of meter and address details following system meter removals

As above update (COR3841).

4.1.2. Current UK Link Changes Awaiting Scheduling – Awaiting Approval

Amendments to ECO file format Hierarchy

RH confirmed that this change needs to be rolled over, as the representation file format and hierarchy were not in line.

Amendments to OTA file format

RH reported that the NTS optional commodity rate had changed to 7.4. RH confirmed documentation was being updated to reflect this change. The committee approved the rate update.

COR1154.15.6 – Including Nexus Requirements - Shipper Rejection Codes v2.4

RH confirmed that Xoserve had received a number of representations. It was suggested that the approval was deferred to allow consideration of the representations. The committee agreed to defer until next month.

COR114.15.6 - UKLP Including Nexus Requirement – ERR and FRJ Rejection Codes

RH confirmed that Xoserve are reviewing if any existing codes can be used. Deferral was requested until next month.

COR3572 - EU Code Changes Phase 3 Delivery – Summary of Change

RH reported that this change was issued last month in the Change Pack and no representations had been received in response to the communication. This was an Eddy-Gas solution outside of UK Link. The committee approved the solution.

UK Link Manual V16 – Updates to document

RH confirmed that no representation had been received. The committee unanimously approved.

Update UK Link File Transfer User Guide

RH explained that the Change Pack sought approval of DMSP file being issued via UK Link, the DMSP file will be added to the gateway by the DMSP, the Shipper will be identified and then the file will be placed in the appropriate Shipper UK Link system as a Business to Business file. This had very limited impact to systems and was a temporary solution.

CB asked if Shipper systems would need to identify new users. DA believed the first 5 characters would identify the sender with a 'little-u short code'.

RH explained that the Modification 0466AV elements would be added in the future. Xoserve are expecting to issue the MDR file an hour later after the DMSP when 0466AV is implemented. DA agreed to clarify the 5-character identification within the 0466AV communication. The committee unanimously approved the change.

COR1154.15.2 – UKLP CMS Consequential Change - File Formats

RH confirmed that a number of representations had been received, and questions around the QMP were being updated in the Change Pack, for example: Why file formats issued separately to UK Link file formats. RH explained the CMS consequential change was being treated separately. Xoserve need to consider when CMS comes into level 3&4.

Action UKL1105: Xoserve to confirm when CMS comes into Project Nexus.

BH reported that the file formats are being published separately to other file formats as not core to the UK Link system, however was concerned these were not on master control sheet, and in the future these could be overlooked. BH suggested incorporating these into the Master Control Sheet. It was agreed this would be a sensible way forward.

EM also enquired about the MDD rejections codes. DA was open to keeping the records in line. BH also asked to drop the market trial release dates to be incorporated into the Master Control Sheet.

The committee provided unanimous approval with a caveated release date.

Move UK Link Documentation and UK Link Programme File to SharePoint

LH provided a presentation for migrating UK Link documents from Xoserve.com to SharePoint, to provide representations and to explain the changes proposed. Xoserve proposed to place all the non-confidential files into the SharePoint platform where individual accounts can be created and the system and files accessed.

A number of questions were asked about the access to SharePoint, setting up accounts, timing out of logins, the location of backups and accessing files and how these in effect are opened or downloaded i.e. are these opened as a word document or within a web window.

Action UKL1106: Sharepoint - Xoserve to confirm the logout durations and location of backups.

It was clarified that to access SharePoint users would need to have access to Internet Explorer 8 or above, and a Microsoft or Office 365 Account.

It was proposed that consideration is given to implementing this solution in March 2016 to allow users time to have the access requirements in place.

BH supported the principle however asked approval is deferral to get absolute confirmation that all business units are happy, in-house upgrades are inline, and that there are no technical challenges. BH also requested a dual system is operated, running the old and new system run in tandem for a short period as a contingency. DA suggested a dual system is run for a short period of no longer than 1-2 months with the option for users to raise concerns and online instructions are provided on how to access Sharepoint.

COR1154.15.14 – UKLP Including Nexus requirement - Amendments to Base-lined File Formats (October)

RH summarised that the Change Pack was approved, with the exception of the UO2 record last month.

DA proposed that the description is amended to make it clear in the circumstances where AMR and a converter equipment is place, the converter is to provide two readings, this should be the corrected and un-corrected reading.

DA explained that the descriptions have been defined. The intention will be that the uncorrected read should be provided within the meter read field, the corrected read should be provided in the corrected field.

AJ enquired what was the route cause for change. DA explained that AMR equipment is fitted at a number of sites in addition to convertors, Xoserve are clarifying the descriptions to ensure readings are placed in the correct fields within the files submitted.

AJ questioned the expectations with mandatory and optional fields and if it is possible to submit information without converted reading, won't Xoserve apply the site-specific conversion factor as it would if it needed to provide an estimated reading. DA explained that there are conditions set against the optional fields, that is where a converter is present a converted reading is required.

DA clarified that the RGMA conditionality is not defined in the RGMA file formats; all conditionality is defined in the RGMA Conditionality and Treatment document. This does not form part of the UK Link manual, however it is published alongside the UK Link Manual.

It was requested that this change approval is deferred to allow further consideration.

DA explained a further change for another allowable value would be included in the U12 record. DA explained that actual reads cannot be replaced using the current 'R' Replacement Read reason, the 'R' Read reason is only valid for Shipper agreed reads. The description needs to be amended to be specific to Class 2 read submissions, ie. Removal of unbundled cyclic read replacement. More information would be provided in the Change Pack.

4.1.3. Current UK Link Changes - Approved - Scheduled for Implementation

November 2015

COR3413.1 – Removal of 'Automatic' Creation of Meter Models on Receipt of RGMA Transactions – Revised Implementation Date

Implemented expected 14/15 November 2015.

COR3538 - Introduction of .DEL EFT files

Implementation anticipated being undertaken separately per organisation with individual implementation dates, over the next 3 weeks.

December 2015

COR 3312.2 - Security of Supply – GDE Cashout and Compensation Arrangements – Phase 2

To be implemented on 02 December 2015.

4.1.4. Project Nexus Implementation Date

RH noted that the majority of these were related to Project Nexus and where still in development. No further update was provided for these changes.

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

COR3538 - Changes to the EFT Audit File Frequency

Successful implementation reported on 01 October 2015

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

Successful implementation reported on 01 October 2015

RGMA Transactions

Successful implementation reported on 09 October 2015

4.2. Xoserve Report

RH confirmed there were no liabilities this month. Attention was drawn a number of administration errors with the report numbering.

No new forthcoming outages were required. Reports A, B, C, D and E were accepted.

4.3. Review of 'pipeline of change'

RH reported that the first accelerated change pack had been released. She advised an issue had been identified where a user had built their system to accept 5 fields, however 6 fields should have been built. It was clarified this was simply a communication error by the user and shouldn't require a change pack, however, members understood the need to circulate a communication to ensure no other users had built their systems with 5 instead of 6 fields.

CB was keen to focus communications where there was a change to users. This was deemed to be an interpretation issue. However, DA explained in this case the file format change had

been communicated for all users to be aware of the issue.

The committee discussed the purpose of the accelerated governance meetings and that these were for the MUST DO changes. It was acknowledged there maybe some clarifications required for perhaps ‘nice-to-haves’ and house keeping, but the committee wanted to focus the meetings for must do changes and prioritise available resources.

It was agreed that meeting scheduled on Monday 16 November was not required. Approval was expected on 30 November, along with setting the scene for anything else that had dropped out.

It was agreed that this change should be approved as it was not deemed a defect, this was a misinterpretation by one party and not necessarily a change all users needed to make from an identified defect.

The committee considered best practise on communicating changes. It was agreed where a defect is identified the design group would approve the communication for the accelerated Change Pack, this was then subject to representations. The Change Pack will clarify if meetings going ahead or not. The Joint Office will support these meetings by issuing agendas/invites and taking minutes. BF confirmed all dates are provided on the event diary.

5. **COR1154.15.16 – UKLP Including Nexus requirement – Amendments to the AML, COI, CZI, introduction to the TKN and concept of compression**

DA explained that this had already been considered within the Implementation Plan. See items 4.1.1 and Action UKL0802. DA confirmed that a number of options were being considered within the Change Pack.

6. **Review of Actions**

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

Update: Change Pack deferred. **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: DA reported that a number of options were being considered within the Change Pack. See items 4.1.1 and item 5.0. **Carried forward**

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

Update: DA reported that this would be issued in Change Pack 2, as this has been resubmitted for approval. **Carried forward**

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

Update: See item 4.1.2 - *Move UK Link Documentation and UK Link Programme File to SharePoint*. DA reported that a proposal would be finalised and issued for consultation.

Closed.

UKL 1001: *Market Trials File Formats Release Schedule* - SN to confirm when this is available and notify the UKLC.

Update: DA confirmed that this would be discussed within the Implementation Plan. **Carried forward**

UKL 1002: UKLC Members/Alternates to actively liaise with their MTWG constituent representatives to maintain communications.

Update: DA reported that an action has been taken to contact the market trail contacts and to ensure the contact details are appropriately maintained. **Closed**

UKL 1003: DA to provide a UKLC Report for submission to the UNCC.

Update: DA reported this had been provided. **Closed**

UKL 1004: UNCC Escalation Route for UKLC - Chair to invite a PwC representative to attend UKLC meetings (to support escalation process required by UNCC).

Update: The committee discussed the benefit of inviting PwC and to which UK Link meetings PwC should attend. It was deemed this was necessary where issues needed to be escalated from the UK Link Committee to UNCC. It was agreed that PwC should be invited to listen to issues and understand the varying views where there is no consensus. It was anticipated that an invite would only be issued when there is an identified issue for PwC to attend one of the bi-monthly meetings. It was suggested PwC should be contacted to nominate a representative. AJ also asked when PwC are invited to the bi-monthly meetings parties are informed of the invite. Once PwC have provided a contact the representative should be added to the UK Link meeting list. **Carried forward**

7. Any Other Business

7.1. Modification 0535 - Implementation of Non Effective Days to enable Annual AQ Review (independent of Nexus transition) – Lessons Learned

DA provided a presentation relating to Modification 0535 and the lessons learned and potential impacts of system recovery following the non-effective days applied to allow the AQ review process information to be uploaded.

BH asked if there was any slack in the non-effective days used. DA advised that the 2 non-effective days were utilised fully and this would inform a similar process should for example there be another delay to the implementation of Project Nexus.

DA advised that he intended to raise a “just in case” modification so that parties would be aware what non effective days would be required for the annual AQ process should Project Nexus be delayed.

AJ suggested that the impacts of partial implementation with a no go failure may need to be anticipated in the modification.

7.2.

Roll Over – spike in readings

CB enquired about a recent spike in meter reading roll overs following the use of non effective days. DA agreed to discuss this offline with E.ON.

BC was concerned that this may be a predictor for likely behaviours following the implementation of Project Nexus and would the system be able to cope with a significant influx of traffic on the first day.

DA advised that Xoserve would consider any information on volumes should Shippers provide it.

7.3. Link Codes

DA explained a data fix would be required where the meter link codes are set as N for Shipperless meter points. By definition all link codes should be F (classed as Freestanding). As Shippers can no longer create primes and sub meter points, all meters are freestanding.

Currently through the Unconfirmed Sites process, Xoserve have to change the value on an ad-hoc basis. A data fix runs will be required to update the link code to F for the system to accept a meter reading. DA confirmed there should be no impact to Shippers, clarifying there will be no N link code values under Project Nexus.

Xoserve assured Shippers that there would be no impact to undertaking these datafixes, however he wished to advise Shippers that this piece of work is being undertaken.

8. Diary Planning

Further details of planned meetings are available at: www.gasgovernance.co.uk/Diary

Meetings will take place as follows:

The meeting dates agreed for 2016 will be confirmed and added to the Joint Office Events Calendar.

2015 Meetings		
Time/Date	Venue	Programme
09:30 - 10:30, Monday 16 November 2015	CANCELLED	Accelerated Governance meeting <ul style="list-style-type: none"> Discussion of the new Change Pack
09:00 - 10:00, Monday 30 November 2015	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> Discussion of items referred from Market Testing
10:00 - 13:00, Thursday 10 December 2015	<i>To be confirmed</i>	Standard agenda; other items to be confirmed
09:30 - 10:30, Monday 14 December 2015	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> Discussion of the new Change Pack

2016 Meetings		
Time and Date	Venue	Programme
09:30 - 10:30, Monday 04 January 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> Approval of previous Change Pack (14 Dec) Discussion of the new Change Pack
10:00, Thursday 14 January 2016	<i>To be confirmed</i>	Standard agenda; other items to be confirmed
09:30 - 10:30, Monday 18 January 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> Approval of previous Change Pack (04 Jan) Discussion of the new Change Pack
09:30 - 10:30, Monday 01 February 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> Approval of previous Change Pack (18 Jan) Discussion of the new Change Pack
10:00, Thursday 11 February 2016	<i>To be confirmed</i>	Standard agenda; other items to be confirmed
09:30 - 10:30, Monday 15 February 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> Approval of previous Change Pack (01 Feb) Discussion of the new Change Pack
09:30 - 10:30, Monday 29 February 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> Approval of previous Change Pack (15 Feb) Discussion of the new Change Pack
10:00, Thursday 10 March 2016	<i>To be confirmed</i>	Standard agenda; other items to be confirmed

09:30 - 10:30, Monday 14 March 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> • Approval of previous Change Pack (29 Feb) • Discussion of the new Change Pack
09:30 - 10:30, Tuesday 29 March 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> • Approval of previous Change Pack (14 Mar) • Discussion of the new Change Pack
09:30 - 10:30, Monday 11 April 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> • Approval of previous Change Pack (29 Mar) • Discussion of the new Change Pack
10:00, Thursday 14 April 2016	<i>To be confirmed</i>	Standard agenda; other items to be confirmed
09:30 - 10:30, Monday 25 April 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> • Approval of previous Change Pack (11 Apr) • Discussion of the new Change Pack
09:30 - 10:30, Monday 09 May 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> • Approval of previous Change Pack (25 Apr) • Discussion of the new Change Pack
10:00, Thursday 12 May 2016	<i>To be confirmed</i>	Standard agenda; other items to be confirmed
09:30 - 10:30, Monday 23 May 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> • Approval of previous Change Pack (09 May) • Discussion of the new Change Pack
09:30 - 10:30, Monday 06 June 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> • Approval of previous Change Pack (23 May) • Discussion of the new Change Pack
10:00, Thursday 09 June 2016	<i>To be confirmed</i>	Standard agenda; other items to be confirmed
09:30 - 10:30, Monday 20 June 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> • Approval of previous Change Pack (06 Jun) • Discussion of the new Change Pack

Action Table (12 November 2015)					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status
UKL 0801	13/08/15	4.1	<i>Access Controls (portal screens and changes to roles) - Produce a Change Pack.</i>	Xoserve (SN/DA)	Carried forward
UKL 0802	13/08/15	5.1	<i>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.</i>	Xoserve (DA)	Carried forward
UKL 0901	10/09/15	5.1.1	<i>Twin stream metering - DA to create a treatment document, making explicit what the changes to the arrangements will be.</i>	Xoserve (DA)	Carried forward
UKL 0902	10/09/15	5.3	<i>UK Link Documentation Move - Xoserve to consider storing information on Sharepoint and another location.</i>	Xoserve (SN/RH)	Closed
UKL 1001	08/10/15	5.1	<i>Market Trials File Formats Release Schedule - SN to confirm when this is available and notify the UKLC.</i>	Xoserve (SN)	Carried forward
UKL 1002	08/10/15	8.1	<i>UKLC Members/Alternates to actively liaise with their MTWG constituent representatives to maintain communications in respect of changes flowing through the UKLC Accelerated Governance process.</i>	UKLC Members /Alternates	Closed
UKL 1003	08/10/15	8.1	<i>DA to provide a UKLC Report for submission to the UNCC.</i>	Xoserve (DA)	Closed
UKL 1004	08/10/15	8.1	<i>UNCC Escalation Route for UKLC - Chair to invite a PwC representative to attend UKLC meetings (to support escalation process required by UNCC).</i>	Chair (BF)	Carried forward
UKL 1101	12/11/15	2.1	<i>Modification 0532 liabilities - Xoserve to provide a list of the unaffected files for the non-effective day file processing.</i>	Xoserve (DA)	Pending
UKL 1102	12/11/15	2.1	<i>Modification 0532 Non-effective days - Transporters to consider a solution for providing an explicit response to Shippers that files are not being processed.</i>	Transporters / Xoserve (DA)	Pending

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status
UKL 1103	12/11/15	4.1.1	MNC MPRN creation process – Xoserve to issue the change summary and consider the appropriate change governance.	Xoserve (DA)	Pending
UKL 1104	12/11/15	4.1.1	Modification 0532 New Rejection Message - Xoserve to provide an update on the Transmission Workgroup considerations.	Xoserve (DA)	Pending
UKL 1105	12/11/15	4.1.2	Xoserve to confirm when CMS comes into Project Nexus.	Xoserve (DA)	Pending
UKL 1106	12/11/15	4.1.2	Sharepoint - Xoserve to confirm the logout durations and location of backups.	Xoserve (DA)	Pending