

**UK LINK Committee Meeting Minutes**  
**Friday 13 March 2015**  
**via teleconference**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Mike Berrisford (Secretary)	(MB)	Joint Office
Anne Jackson	(AJ)	SSE
Bryan Hale	(BH)	EDF Energy
David Addison	(DA)	Xoserve
David Newman	(DN)	Xoserve
Debbie Draycott	(DD)	BP
Graham Wood	(GW)	British Gas
James Sweeney	(JS)	Xoserve
Jo Beardmore	(JB)	Xoserve
Karen Visgarda	(KV)	Joint Office
Kirandeep Samra	(KS)	RWE npower
Lee Harrison	(LH)	Xoserve
Lindsay Crowther	(LC)	GDF Suez
Rachel Hinsley	(RH)	Xoserve
Sarah Emerson	(SE)	GDF Suez
Steve Nunnington	(SN)	Xoserve

*\*via teleconference*

Copies of meeting papers are available at: <http://www.gasgovernance.co.uk/uklc/130315>

**1. Introduction**

LJ welcomed all to the meeting before explaining that C Baldwin sends her apologies.

At the request of Xoserve, DN provided an overview of the 'COR3312 – Security of Supply SCR – GDE Cashout and Compensation Arrangements' presentation at the very beginning of the meeting.

Focusing on the 'Process Flow vs. Input / Output' slide 3, DN explained that an assumption has been made that all communications would in future be via IX, and to this end, the associated file formats would be issued within the next Change Pack scheduled for release on Monday 16 March 2015. He also took the opportunity to point out that the 18 month 'adjustment window' restarts following each submission.

Moving on to consider the 'Data Items – When & How' slide 4, DN advised that whilst a previous presentation of this information by P Lucas, National Grid NTS at a recent Transmission Workgroup meeting identified that communications would be via email, this has subsequently updated to read as 'via IX'.

In reviewing the 'Charge Types & Supporting Info' slide 5, DN pointed out to those present that whilst work on UNC Modification 0521 'Revision of User Admission Criteria to include Transporter verification of its ability to transact with the Applicant User' had delayed progress, analysis on this matter remains ongoing and an update is expected to be provided within the forthcoming Change Pack.

Closing, DN suggested that should any party have any questions after the Change Pack is issued next Monday, to please contact Xoserve to discuss in more detail.

## 2. Review of Minutes, Actions and Modifications

### 2.1. Minutes

The minutes of the previous meeting were accepted.

### 2.2. Actions

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

**Update:** RH explained that having examined the 17 September 2014 Shrinkage Forum meeting information she is awaiting further clarification on certain matters.

**Carried Forward**

**UKL1208:** *STN Record: Associated records* – Xoserve (DA) to provide process model to identify the proposed process for iGT to GT asset transfers to Distribution Workgroup.

**Update:** DA advised that he had provided the information to the Distribution Workgroup, although subsequent progress is slow. The matter would now be progressed through discussions within the Distribution Workgroup. **Closed**

**UKL1209:** *NRL Record: T97* – Xoserve (DA) to provide further information as requested by Users at the walkthrough on 04 December 2014.

**Update:** DA explained that an update would be provided within the next Change Pack that is due to be released on Monday 16 March 2015. Additionally, discussions undertaken on this matter within a recent PNUNC meeting would also be reflected within the forthcoming communication. **Closed**

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

**Update:** SN explained that the action had been completed and the impacted parties had been notified. **Closed**

## 3. Overview of Modifications Impacting UK Link Systems

DA provided a brief overview of the UNC Modifications that have been identified as potentially having an impact (direct or otherwise) on UK Link Systems, as follows:

### 3.1. 0535 'Implementation of Non Effective Days to enable Annual AQ Review (independent of Nexus transition)'

New modification being considered at the 19 March 2015 Panel and one for UKLC members to keep an eye on.

Modification 'covers' late call out requirements non effective days and will only be required should Project Nexus not go-live on 01 October 2015.

Some questions were asked as to why only the two potential non effective dates (29 and 30 September 2015) had been requested. In responding DA indicated that this means that the Objection Deadline is brought forward therefore providing certainty regarding transfers for 01 October at a time when millions of AQ records will be being updated.

### 3.2. 0532 'Implementation of Non Effective Days (Project Nexus transitional modification)'

Modification is seeking to develop the definition for non effective days.

When asked whether or not we might witness 0535 being withdrawn should 0532 progress quicker, DA advised that this was unlikely and that he envisaged, subject to development at workgroup, that 0535 is less onerous than 532 so the latter would overarch the former.

### **3.3. 0531 'Provision and Development of Industry Testing Prior to Nexus Go-Live'**

Development work is ongoing within the Project Nexus Workgroup sphere, alongside other PN related modifications all of which are progressing smoothly at this time.

When asked what governance process surrounds these PN related modifications (i.e. do they get approved at the PNUNC before being presented for consideration by the UKLC for implementation), DA agreed to undertake an action to examine the modifications to look to identify any possible UKLC interface issues (i.e. file format related impacts etc.) and to ascertain how the (PN related) modifications would be signed off.

BF pointed out that these PN related modifications are moving through to the development of their respective Workgroup Report preparation stages with a view to being presented at the June UNC Panel meeting.

**New Action UKL0301: Xoserve (DA) to examine the Project Nexus related modifications to look to identify any possible UKLC interface issues (i.e. file format related impacts etc.) and to ascertain how these modifications would be signed off from a systems implementation perspective.**

In closing, BH explained that he has been asked to consider raising a new UNC Modification to cover Shipper ID Mapping requirements (i.e. to introduce a temporary solution whereby Shipper/Supplier IDs can be utilised for Shipper Short Code purposes). DA pointed out that the Shipper/Supplier IDs form part of the K13 record that is issued to the outgoing Supplier. Post Project Nexus go-live, these would also include the Shipper/Supplier Short Codes. It was suggested that BH and DA discuss this matter offline.

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

SN explained that this new agenda item has been added in direct response to concerns raised at the previous meeting by the Chair around possible duplication of effort (i.e. ongoing read validation discussions etc.) and dual governance related concerns. In essence, this is looking to focus UKLC discussions on matters relating to implementation only (i.e. focus on UKLC decisions).

SN went on to explain that whilst there are no specific referrals to consider at this time, it is early days, and more information is expected to follow in due course. He suggested that the bulk of discussions/decisions would be expected to be around file format changes, and as a consequence some or all of these could be urgent in nature.

When asked, SN explained that he was unsure as to when the UKLIEF role would actually cease to be. He went on to explain the main difference between the PNUNC and UKLIEF roles is that the PNUNC looks at the detail within the actual modifications, and UKLIEF focuses more on the implementation requirements for these modifications.

BF observed that any slight (PNUNC/UKLIEF) overlap issues should/would become clearer once the Project Nexus transitional modifications are worked through in more detail. He then went on to add that post Project Nexus implementation, things would be expected to return to 'business as usual', with modifications being developed via the Distribution Workgroup route.

## 5. Xoserve Reporting Updates

### 5.1. UK Link Modification Implementation Plan

#### 5.1.1. Current UK Link Changes Awaiting Scheduling – Not Implemented

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

SN referred those present to the presentation provided at the very start of the meeting.

##### ***COR1154.17 – UKLP CMS Consequential Change***

SN explained that updates would be via the UKLIEF with file format changes managed via the UKLC for approval.

##### ***COR3470 – Active Notification System (ANS) Supplementary Document – Allow Users to Opt out of comms***

SN advised that a communication relating to this change request would be included within the Change Pack that is scheduled to be released on Monday 16 March 2015. When asked, SN confirmed that there are no immediate Gemini related aspects.

Thereafter, UKLC members approved the change.

##### ***Description of UK Link Fuzzy Logic – not forming part of the UK Link Manual***

DA referred those present to the 'Fuzzy Matching Explanatory Document – not forming part of the UK Link Manual' presentation published ahead of the meeting before providing a brief run through of the latest amendments to the document.

DA explained that one representation had been received from EDF and provided a brief overview of the comments and Xoserve's responses to them, especially the concern around the 6 month notification period aspects (point 2).

GW advised that whilst this matter had sparked debate within British Gas, he does not have a clear view on the matter at this time.

In discussing where the most appropriate place to record this (Fuzzy Logic) matter might be, DA questioned whether Codifying requirements is the correct way to approach this and suggested that we could possibly consider including it within either the UK Link Manual or the UK Link Standards Guide.

Thereafter, UKLC members approved the (notional) change.

##### ***New Action UKL0302: Xoserve (DA/SN) to consider whether the Fuzzy Logic document could be included as an appendix within the UK Link Standards Guide.***

##### ***Back Billing BAB File Format Amendment***

DA explained that following testing where it was revealed that there is a potential issue relating to the setting of a zero value it is proposed to change the file format field setting for the amount due from mandatory to optional. DA also advised that one User has flagged the issue and requested it be resolved asap.

As further information relating to this matter would be provided in Mondays Change Pack, DA requested that the members approve the change request on the basis that it would go ahead as long as no adverse representations are received.

Thereafter, UKLC members approved the change.

***UK Link Documentation Network Companies and Gemini E-training Extranets to a new SharePoint Online Platform***

***UK Link Document & Gemini***

In suggesting that this is potentially a thorny issue, SN provided a brief overview and apologised that Xoserve had not provided the notification period normally afforded to Users.

SN went on to explain that the UK Link document would be housed on the Xoserve.com site in future and users would be automatically (re)directed to the new location. Furthermore, Xoserve do not believe that there are any web browser related compatibility issues.

***Gemini E-training***

SN explained that this would be migrated to the SharePoint Online Platform in due course. When asked he confirmed that this is restricted to simply the E-training package and does not impact on the Gemini system platform.

When asked, SN advised that the move is scheduled to take place on 30 March, supported by an industry communication issued prior to this date.

DA took the opportunity to point out that some redundant provisions would also be removed as part of the migration.

When asked whether the solution includes the new Project Nexus portal for Class 1 and 2 fault reporting, DA advised that this portal was dealt with in a previous presentation about web browser compatibility.

DA indicated that browser compatibility was not yet known for the data catalogue which is not populated with the latest file formats at this time. DA also advised that Xoserve internal assessment of this portal is yet to be concluded, is expected to be undertaken in due course.

It was confirmed that no formal approval of this change was sought at this meeting.

***COR1154.16.2 – UKLP Gemini Consequential Change – External Screen Pack***

JB provided a brief overview of the ‘Gemini Consequential Changes UK Link Committee’ presentation.

***COR3538 – Changes to the EFT Audit File Frequency***

SN explained that this monthly publication would be moving to a daily publication and that further information would be included within Monday’s forthcoming Change Pack.

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

***April 2015***

***COR3480 – Implementation of Advanced Meter Reading Information***

This change order remains ‘on track’ for a 01 April 2015 implementation.

***May 2015***

***COR3413 – Removal of ‘Automatic’ Creation of Meter Models on Receipt of RGMA Transactions***

DA pointed out that at the February UKLC meeting, it had been indicated that the implementation date would be 01 May 2015 and that this had now moved

to 14 May 2015. Furthermore, as this is a Class 1 change, this date could move again, subject to the impact of processing traffic.

**June 2015**

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

This change order remains 'on track' for a 01 June 2015 implementation.

***COR3336 – UNC Modification 0425***

This change order remains 'on track' for a 01 June 2015 implementation.

**September 2015**

***COR3187.1 – EU Code Change Phase 2 Delivery***

This change order remains 'on track' for a 06 September 2015 implementation.

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

This change order remains 'on track' for a 06 September 2015 implementation.

**October 2015**

***COR1154.16.1 – UKLP Gemini Consequential Change – API Changes***

This change order remains 'on track' for a 01 October 2015 implementation.

***COR1154.15.1 – UKLP Including Nexus Requirements – Phase 1***

This change order remains 'on track' for a 01 October 2015 implementation.

***COR1154.15.2 – UKLP Including Nexus Requirements – Phase 2***

This change order remains 'on track' for a 01 October 2015 implementation.

***COR1154.15.3 – UKLP Including Nexus Requirements – Phase 3***

This change order remains 'on track' for a 01 October 2015 implementation.

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

Whilst this change order remains 'on track' for a 01 October 2015 implementation, DA pointed out that the previous approval of this change was undertaken at a low level detailed perspective and that subsequently, the change is moving to a higher level of detail and will shortly disappear from the plan.

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

***UK Link Security Policy***

Implemented 12 December 2014.

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

Implemented 28 February 2015.

***IX Improvement Activities Required***

Implemented 09 February 2015.

In closing, it was agreed that in future where there are UNC Modifications identified within the Implementation Plan that these also include their respective titles.

## 5.2. Xoserve Report

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

Exceptional items to note are as follows:

*Report E - Gemini and Gemini Exit Annual Disaster Recovery Test might require a contingency and if needed this is currently anticipated to be 25/26 April 2015.*

*Supporting notification would be via a normal communication.*

## 6. Any Other Business

### 6.1. AQ 2015 High-Level Dates for your Diaries

SN explained that the document is provided for information purposes and that each month Xoserve would be reviewing the dates.

When asked, SN confirmed that this approach is no different to previous years although DA did also point out that Project Nexus delivery could have an impact in due course.

## 7. Diary Planning

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

Time/Date	Venue	Programme
10:00 Thursday 09 April 2015	Teleconference.	Standard agenda.

Action Table					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status
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)	<b>Carried Forward</b>
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)	Update provided. <b>Closed</b>
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)	Update provided. <b>Closed</b>
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)	Update provided. <b>Closed</b>
UKL 0301	13/03/15	3.3	To examine the Project Nexus related modifications to look to identify any possible UKLC interface issues (i.e. file format related impacts etc.) and to ascertain how these modifications would be signed off from a	Xoserve (DA)	<b>Pending</b>

<b>Action Table</b>					
<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status</b>
			systems implementation perspective.		
UKL 0302	13/03/15	5.1.1	To consider whether the Fuzzy Logic document could be included as an appendix within the UK Link Standards Guide.	Xoserve (DA/SN)	<b>Pending</b>