

UK LINK Committee Meeting Minutes
Thursday 13 November 2014
31 Homer Road, Solihull B91 3LT

Attendees

Les Jenkins (Chair)	(LJ)	Joint Office
Mike Berrisford (Secretary)	(MB)	Joint Office
Alison Nellid*	(AN)	Gazprom
Amie Charalambous	(AC)	RWE npower
Bob Broadhurst	(BB)	British Gas
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
Ian Goudge*	(IG)	SSE
Lee Harrison	(LH)	Xoserve
Lorna Lewin*	(LL)	DONG Energy
Mark Jones	(MJ)	SSE
Peter Ratledge	(PR)	RWE npower

**via teleconference*

Copies of meeting papers are available at: <http://www.gasgovernance.co.uk/uklc/131114>

1. Introduction

LJ welcomed all to the meeting and explained the proposed approach to the meeting. The first part of the meeting would cover 'normal' UKLC business with the second part focusing on approval of File Format changes notified in Phases 1&2.

2. Review of Minutes, Actions and Modifications

2.1 Minutes

The minutes of the previous (30 October) meeting were approved.

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 and includes assessment of UNC 0479S and 0479A – Inclusion of email as a valid UNC communication impacts.

Carried Forward

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

Update: DA suggested that due in part to the scale of changes to UK Link going forward a better understanding of post UK Link implementation (Project Nexus) requirements is needed. **Carried Forward**

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

Update: Similar to UKL0703 above. **Carried Forward**

UKL0903: With regard to the *File Format walkthrough meetings* - Xoserve (DA) to confirm dates to UKLC.

Update: DA explained that this action had been completed at the end of the previous meeting with Phase 2 dates confirmed and Phase 3 dates to be confirmed in due course. **Closed**

UKL1001: With regard to the *Recording of Site Visit Readings on CMS* – Xoserve (DA) to confirm which screen will contain this information.

Update: DA advised that the information would be captured within the 'additional comments' field. **Closed**

UKL1002: With regard to the *File Format Shipper Engagement* – Xoserve (DA) to arrange and facilitate a further engagement session for Shippers prior to 30 October.

Update: DA advised that the meeting had taken place on 28 October 2014. **Closed**

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

Update: During a brief discussion DA indicated that every User would now receive the SC9 file within a file format.

As far as the request for other DN's to provide similar information, he has discussed the matter with his DN and National Grid contacts and concludes that this is primarily a National Grid NTS information source matter. Responding, CB and MJ noted that at a recent Shrinkage Forum meeting it appeared that other DN's are actually providing similar information.

DA agreed to investigate further. **Carried Forward**

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

Update: LJ advised that all UKLC members apart from British Gas have provided a response. GW agreed to chase and provide the information in due course. **Carried Forward**

UKL1005: With regard to the *MPD File Format* – Xoserve (DA) to check if this should have been re-issued within the Formal File Format Process.

Update: DA confirmed that this matter would be considered under item 5.0 discussions later in the meeting. **Closed**

UKL1006: With regard to the *UK Link File Format Portal Availability* – Xoserve (DA) to confirm and communicate date.

Update: DA advised that a communication had been issued and that the indicative portal availability and build work is partially complete and remains ongoing. **Closed**

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

Update: DA advised that this piece of work had not been done as yet, but would be completed in due course. **Carried Forward**

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

Update: As per UKL1007 above. **Carried Forward**

2.3 Modifications

Consideration deferred.

3. Xoserve Reporting Updates

3.1 UK Link Modification Implementation Plan

3.1.1 Current UK Link Changes Awaiting Scheduling – Not Implemented

COR1154.16 – UKLP Gemini Consequential Change

DA explained that the API documentation would be issued in Fridays Change Pack, with a proposed extended response period – expected closeout date around the week before the next ‘normal’ UKLC meeting in December.

When asked, DA indicated that this might be related to the recently proposed 26 November Xoserve meeting scheduled to take place at the Solihull Library.

DA went on to suggest that he is not expecting a huge number of responses as the changes are not significant and ‘limited’ to Gemini screen changes due out early 2015.

COR1154.1/.2 & .3 – UKLP Including Nexus Requirements – Phase 1, 2 & 3

DA reminded everyone present that all the UK Link members are up to date on the progress of these changes.

COR3287.1 – UNC Modification 455 – Implementation Phase 2

DA explained that it is now felt that a February / April 2015 release date is now unlikely. Xoserve are also considering how best to introduce the functionality changes pre and post Project Nexus.

COR3480 – Implementation of Advanced Meter Reading Information

DA advised that the original end of November 2014 implementation date has now slipped out to circa Q1 2015 with current (SPAA) thinking suggesting NO earlier than 01 April. This is due in part to outstanding (governance) work being undertaken within the SPAA – SPAA Executive Committee views on the matter are being sought.

DA observed that whilst a Q1 2015 (no earlier than 01 April) date is indicated, the changes could start ahead of these suggested dates, especially as early implementation would be beneficial, should parties want it.

Mod Ref 425 – UNC Modification 0425

As per COR3480 above.

3.1.2 Current UK Link Changes - Approved – Scheduled For Implementation

November 2014 UK Link Release

COR3287.1 – UNC Modification 455 – Implementation Phase 1

DA explained that this remains on the plan to raise industry awareness around the M03 records (asset information updates), which may start flowing to Users in due course.

He reminded those present that the provisions of UNC Modification 0424 – Re-establishment of Supply Meter Points – prospective measures to address shipperless sites, provide the rights for Transporters to reverse isolations therefore in order to effect the asset update required for 424, the 455 capability was not required.

COR3286 – Supply Point Registration – Facilitation of Faster Switching

Implemented on time with the first processing run taking place on 10 November.

DA went on to advise that a communication clarifying the UK Link system functionality related changes (business days and submission dates etc.) had previously been issued. Following on from this, DA has also contacted UKLC members and other parties who had previously provided a significant number of meter reads over the last 3 months to resolve some outstanding concerns.

CB voiced concern that information presented within other industry fora (i.e. Distribution Workgroup), has proved to be inaccurate. Responding, DA agreed that these whilst matters should also be brought to the attention of the Distribution Workgroup, it is clear from discussions with the UKLC members it is still correct to pursue the change. He also advised that an Xoserve internal review around the processes for the management of functional changes has identified what tweaks are needed in order to avoid a repeat of the mistakes associated with this change.

Action UKLC1101: 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.

November

COR2789.1 – Measures to Address Unregistered and Shipperless Sites

Remains 'on track' for a 22 November 2014 implementation.

COR3186 – Billing for Site Visits for UNC Modifications 410a & 424

DA asked UKLC members to note the slight slippage back to a proposed 04 December 2014 implementation date.

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

DA explained that the proposed implementation date would need to move back to read as no earlier than January 2015.

Of the circa 600k model records, 150k have unknown manufacturer, 150k have unknown model type and 150k have unknown attributes (i.e. capacity and pulse value aspects etc.), whilst end dating for circa 4000 models is ongoing along with engagement with impacted parties – Xoserve will be monitoring the MDD's going forward.

January 2015

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

DA advised that the proposed implementation date has now slipped to 31 January 2015, although it should be noted that this is not expected to impact upon the issuing of invoices.

Additionally, DA requested that those present note that the implementation of Modification 0507 – Changing The Effective Date of 0451AV (Individual Settlements For Pre-Payment & Smart Meters) on 01 November 2014, has also had an impact.

September 2015

COR3187 – EU Code Change Phase 2 Delivery

Change approved at previous UKLC meeting and remains 'on track' for a 06 September 2015 implementation.

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

COR1351.1 – IGT to Shipper Non-UK Link File Flows

Implemented 01 October 2014.

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

Implemented 24 October 2014.

New SC9 File Shipper Request

Implemented 19 September 2014.

3.2 Xoserve Report

Reports A, B, C and D were accepted.

Report E – Forthcoming Outage Notifications

EFT outage - a notification would be provided in due course although there are not expected to be any User related impacts;

Gemini and Gemini Exit systems – focus directed to the principal implementation and contingency aspects and dates;

UK Link – a Network only related outage and therefore irrelevant to Shippers, and finally

CMS – expectation is that the facility would be down from Saturday evening through to Monday morning. DA believes that all Operational Forums have been notified, but would double check anyway.

4. UK Link Programme Update

4.1 Approval of File Format Changes – Phase 2

External Master Log Phase Two v1A Overview

DA provided a brief explanation of the proposed approach to the meeting that essentially follows the format laid down for the Phase 1 review. However, it is not his intention to conduct a line-by-line review (of the 300 or so representations and questions) but rather, focus on the most salient points. A high-level summary of the discussions from the walkthrough was provided with the aim of capturing any important points and actions. These were marked on the revised Reps spreadsheet with a reference WTnnn.

WT001 – not proposing changing this where MRF appears. There is a next level down of supporting information that Xoserve would be happy to publish immediately;

Action UKL1102: Xoserve (DA) 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.

WT016 – the proposed 10 character format (a Gemini LMN based requirement) caters for Unique Sites and moving back to 9 characters would be a fundamental (system) change that could potentially impact on the 01 October 2015 go live date. Views remained divided on the proposed approach, whilst DA pointed out that Xoserve has also considered alternative solutions (i.e. adoption of a text character or truncated number sequence).

Some felt that excluding Unique Sites from the Project Nexus developments would/could be beneficial in light of the difficulties being discussed.

DA suggested that adoption of a caveated approach to approval of any confirmation references within the file formats (governance of which fall under the UK Link Manual) maintains the integrity of the approach.

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

WT017 – as previously discussed at the walkthrough meeting, Xoserve is considering issuing (new &/or amended) file formats by 12 December 2014, subject to timely UKLC approval that allows Xoserve sufficient time to produce the formats.

Discussions centred on being able to see an ‘end game’ view of what the industry is actually achieving. Responding, DA suggested that as well as publishing the file formats, a control sheet identifying where file formats have been changed would also be published although he went to great pains to point out that it is difficult to state the longer term single consolidated publication location at this time as more consideration is needed. He also advised that as the UK Link Manual identifies extranet publications an additional link could be provided to point Users to the live / due to go live file formats in due course.

External Master Log File Formats Phase Two (COR1154 Ph2 Control Sheet v1.1A Overview

In order to avoid duplication, it is not proposed to provide a detailed summary of the individual discussions/decisions on the various file formats and their associated record changes as these are captured on the ‘Master Log – File Formats Phase 2 Post Meeting version’ of the document available to view &/or download from the Joint Office web site at: <http://www.gasgovernance.co.uk/uklc/131114>

Parties are asked to note that there are some ‘standing’ caveats relating to the Q28, Q29 and Q44 (associated to iGT related impacts) records.

A high-level summary is provided as follows:

AES - hierarchy approved, record approval deferred to Phase 3;

COI - hierarchy approved, caveated approval of records (K43 & K44);

COM - hierarchy approved, caveated approval of all records;

CZI - hierarchy approved, caveated approval of records (K43 & K44);

DES – hierarchy approved, records approval deferred to Phase 3;

EOI – hierarchy approved, records approved with caveated approval of Q28;

FSI - hierarchy approved, records approved with caveated approval of Q28;

GEA – caveated approval of the hierarchy and S96 record;

GEO - hierarchy approved with caveated approval of the S97 record;

IIS - hierarchy approved, records approved with caveated approval of Q28;

INV - hierarchy approved, records approved with caveated approval of I56 and I59;

LIA - hierarchy approved, records approved with caveated approval of Q28;

MBR – NO hierarchy approval sought, approval of the M03 record deferred to Phase 3;

MIF - hierarchy approved, records approved with caveated approval of Q28;

MPD - NO hierarchy changes, only approval of the S13 record needed and given;

NMR - hierarchy approved, all records approved except deferred approval of the Q44 and S98 records, no approval sought for the S72 record and caveated approval of K14, K85, Q51, S21, S64, S75, U71, U73 and U74 records;

NOM - hierarchy approved, all records approved except deferred approval of the S47 and S68 records and caveated approval of S48;

NRF - hierarchy approved, all records approved except deferred approval of the Q44, Q46 and S70 records, no approval sought for the S72 record and caveated approval of K14, K85, S21, S64, S75, U71, U73 and U74 records;

NSC - hierarchy approved, records approved with caveated approval of Q28 and Q29;

OSG - hierarchy approved, records approved with caveated approval of Q28 and Q29;

TDS - hierarchy approved, with caveated approval of Q28, Q29 and T92 records;

UPI - hierarchy approved, records approved with caveated approval of Q28 and Q29;

WAO - NO hierarchy changes, all records approved;

WOR - NO hierarchy changes, all records approved except approval of S11 deferred and no approval sought for the S72 record, and finally

ZCS - hierarchy approved, all records approved except deferred approval of the K80 and K81 records, and caveated approval of I09 and Q28 records.

DA advised that he anticipates that the Phase 3 representations would be issued later in the day following this meeting. He added that there are in the region of circa 600 comments to cover in Phase 3, with the significant portion of these related to outstanding Phase 1 and 2 approvals which leaves approximately 350 new items to consider.

At the end of the discussions, a new action was placed on Xoserve (DA).

Action UKL1104: Xoserve (DA) 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.

4.2 Next Steps

DA informed those present that the next walkthrough session is scheduled to take place on Wednesday 19 November 2014.

CB voiced concerns relating to the issues surrounding Q44 record that has iGT related aspects.

CB then went on to state that she believes that the matter has been discussed under the Change Overview Board (COB) banner – however, this was not a universally supported interpretation.

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

5. Any Other Business

5.1 Implementation of EU Codes (EU Phase 2 Project): Proposed National Grid NTS Workshop

DA provided a brief high-level overview of the National Grid NTS presentation whilst highlighting that a January 2015 Workshop date is being proposed. Important contact details are available on the last page of the presentation.

LJ advised that National Grid NTS is considering that there is a potential need for two workshops to be run, one focusing on the regulatory aspects and the other covering the more technical matters.

5.2 K14 Record (File Format) Overview

In presenting version 3.L of the 'UK-Link Sites and Meters Database – Meter Reading and Access Instructions File/Nomination/Referral – Response/Nomination Response/Confirmation Response File Record Layouts' document, DA suggested and UKLC members agreed (by virtue of members silence and no adverse comments being raised), that as this is simply an administration related change, it would be acceptable to publish an updated version 3.0 of the document in due course.

6. Diary Planning

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

UKLC meetings will take place as follows:

Time / Date	Venue	Programme
10:00 Monday 24 November 2014	31 Homer Road, Solihull B91 3LT Teleconference facilities will be available on request	<ul style="list-style-type: none"> • Approval of Phase 3 File Formats • Approval / discussion on unapproved File Formats from previous Phases, if appropriate (to be confirmed)
10:00 Thursday 11 December 2014	31 Homer Road, Solihull B91 3LT Teleconference facilities will be available on request	<ul style="list-style-type: none"> • Standard agenda • Approval of any remaining File Formats (to be confirmed)

Action Table - October 2014

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 0903	11/09/14	3.2	<i>File Format walkthrough meetings</i> - DA to confirm dates to UKLC.	Xoserve (DA)	Closed

Action Table - October 2014					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status
UKL 1001	09/10/14	1.0	<i>Recording of Site Visit Readings on CMS</i> - Confirm which screen will contain this information.	Xoserve (DA)	Closed
UKL 1002	09/10/14	1.0	<i>File Format Shipper Engagement</i> - DA to arrange and facilitate a further engagement session for Shippers prior to 30 October.	Xoserve (DA)	Closed
UKL 1003	09/10/14	2.1.1	<i>SC9 File/CV Data</i> - DA to confirm the source(s) drawn upon for CV data.	Xoserve (DA)	Carried Forward
UKL 1004	09/10/14	4.1	<i>Formal Alternates</i> - UKLC Members to send formal notification to the Joint Office advising of appointed Alternates.	All UKLC Members	Carried Forward
UKL 1005	09/10/14	4.3	<i>MPD File Format</i> – DA to check if this should have been re-issued within the Formal File Format Process.	Xoserve (DA)	Closed
UKL 1006	09/10/14	4.3	<i>UK Link File Format Portal Availability</i> - DA to confirm and communicate date.	Xoserve (DA)	Closed
UKL 1007	30/10/14	2.1	To summarise additional information document from Phase 1	Xoserve (DA)	Carried Forward
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	Carried Forward
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)	Update to be provided.
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)	Update to be provided.
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)	Update to be provided.

Action Table - October 2014

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status
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)	Update to be provided.
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)	Update to be provided.