UK LINK Committee Meeting Minutes
Thursday 14 May 2015
via teleconference

Attendees

Les Jenkins (Chair)	(LJ)	Joint Office
Mike Berrisford (Secretary)	(MB)	Joint Office
Alison Neild	(AN)	Gazprom Energy
Anne Jackson	(AJ)	SSE
Bryan Hale	(BH)	EDF Energy
Dave Addison	(DA)	Xoserve
Emma Lyndon	(EL)	Xoserve
Kirandeep Samra	(KS)	npower
Kirsty Dudley	(KD)	E.ON Energy
Lee Harrison	(LH)	Xoserve
Lorna Lewin	(LL)	DONG Energy
Naomi Nathanael	(NN)	Plus Shipping
Rachel Hinsley	(RH)	Xoserve
Sarah Emerson	(SE)	?????
Steve Nunnington	(SN)	Xoserve
Sue Cropper	(SC)	British Gas

*via teleconference

Copies of meeting papers are available at: http://www.gasgovernance.co.uk/uklc/140515

1. Introduction

LJ welcomed all to the meeting and pointed out to everyone that whilst the main focus of the meeting is on approving the change requests, there are various materials provided for the meeting that are meant as a 'heads up'.

2. Review of Minutes, Actions and Modifications

2.1. Minutes

SN advised that Xoserve had provided some suggested amendments to the 09 April 2015 meeting minutes that do not appear to have been actioned. MB indicated that he would double check and respond accordingly.[1]

Thereafter, the minutes of the previous meeting were approved.

2.2. Actions

UKL0401: Xoserve (SN) to consider how the move from extranet to Xoserve.com had been managed and provide lessons learnt to ensure better management for such future changes.

Update: Please refer to the presentation provided under agenda item 6.2 below for more details. **Closed**

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[1] *Post meeting note: an amended version of the 09 April 2015 UKLC meeting minutes (in both change marked and clean versions) have been published on the appropriate Joint Office meeting web page for consideration by the UKLC members.*

UKL0402: Xoserve (SN) to clarify if daily mandatory meter reads can still be entered during the Gemini System outages.

Update: In referring parties to the presentation provided under agenda item 6.1 below for more details, SN advised that when Gemini is returned following a system shut down, any real reads subsequently inputted into the system would override any estimated reads previously provided. **Closed**

UKL0403: Xoserve (SN) to confirm any meter read submission limit changes within Project Nexus.

Update: Both SN and DA explained that Xoserve is still considering the current 400k meter reads per day limit (and volumetrics requirements) which has been breached on a couple of occasions recently. SN added that under normal circumstances and reads that are part of a breach are rolled over and processed the next day.

DA suggested that due to the proximity of the new UK Link system changes, it is highly unlikely, even baring in mind the assessment of potential materiality aspects, that there would be sufficient 'traction' to undertake system changes at this time. Whilst acknowledging that there are potential impacts associated with the read timescales involved (i.e. cyclic and opening reads), DA felt that the majority of rollovers occur following Shippers undertaking house keeping exercises. **Carried Forward**

3. Overview of Modifications Impacting UK Link Systems

SN suggested that apart from UNC Modification 0537 'Change of Project Nexus Implementation Date to 1st April 2016', there were no (new) modifications that need to be brought to the attention of the committee.

During a brief debate, LJ pointed out that the provisions for UNC modifications 0432, 0434 and 0440 are already enshrined within the initial go-live Project Nexus system changes, and should another (new) modification come along, this would not be included in the initial system delivery (i.e. it would be beyond the current project scope).

4. Issues Referred from UKLIEF for a Decision

SN explained there are no specific referrals to consider at this time from UKLIEF, but did remind everyone present of the recent Market Trials discussions where presentations were made but approval sought from UKLC.

Discussions focused on whether or not there could be some possible file format change approvals (relating to read source type developments) required by the UKLC going forward. Responding, DA believes that the matter really relates to mapping of what comes into the system relating to the various read files, and how the system then utilises this information (i.e. what is visible on the data enquiries screens etc.), rather than any specific file format changes per se.

LJ advised that he had published the supporting document and provided a brief explanation on how it is expected to work before pointing out that the matter had been discussed at the recent Project Nexus workgroup where the question of whether or not formal UKLC approval is necessary was discussed.

When BH suggested that it looks like the NDM to Class 3 and 4 meter read codes are changing under Project Nexus, EL agreed to investigate and report back in due course.

New Action UKLC0501: *Reference Project Nexus impacted meter read codes (NDM to Class 3 and 4) -* **Xoserve (EL) to double check whether or not any proposed changes to these codes would require subsequent formal UKLC approval going forward.**

5. Xoserve Reporting Updates

5.1. UK Link Modification Implementation Plan

SN provided an overview of the implementation plan, as follows:

5.1.1. Current UK Link Changes Awaiting Scheduling – Not Implemented

COR1154.15.11 – UKLP CMS Consequential Change
In making reference to AOB item 6.1 below, SN advised that the change request remains in analysis.

COR3538 – Changes to the EFT Audit File Frequency
SN explained that whilst no representations had been received, a couple of post closeout comments had been provided.

When asked, SN confirmed that the proposed change request only applies to the EFT Audit files. He went on to outline how the logs are currently generated via XFTM before suggesting that BH can expect to start receiving the 'DEL files' post Project Nexus go-live. However, this current change request focuses on the frequency aspects.

When asked whether or not it would be possible to adopt a weekly rather than a daily provision of information at which point RH advised that Xoserve had already provided a response to British Gas on the matter.

BH highlighted his concern that the change is limited to the DEL and not IX files to which SN indicated that he believed that Xoserve had already formally responded to EDF Energy regarding this matter.

Moving on, DA provided a brief outline of previous discussions and explained that a change pack had been raised at the SPAA and suggested that if the members are happy, he would add in the leading zero's.

When asked whether or not the object (MRE class codes pose a concern, DA suggested that in his opinion they do not and pointed out that the new code listings would be issued in due course. When it was pointed out that there are still some anomalous references to 'Transco' within some code descriptions, DA agreed to look to remove them.

When asked there were no objections (other than BH's previously highlighted caveated approval) to the approval of the change request.

The committee therefore approved the change request.

COR1154.15.5 – UKLP Including Nexus Requirements – RGMA Rejection Codes
SN confirmed that no representations have been received in relation to the Shipper impacts. When asked there were no objections to the approval of the change request.

The committee therefore approved the change request.

COR1154.15.6 – UKLP Including Nexus Requirements – Shipper Rejection Codes
DA explained that information relating to this change request had bee issued in a previous change pack (March or April), and to date, no responses had been received.

When BH pointed out that there are a couple of codes that he thinks EDF Energy receive that are missing from the list, SN provided a response explaining that the MRE rejection code was out of order at the bottom of the list but it is unclear as to what the MPQ16 file actually relates to – Xoserve are looking into the matter. When asked there were no objections to the approval of the change request.

The committee therefore approved the change request.

COR1154.15.7 – UKLP Including Nexus Requirements – Glossary Document

DA explained that initially only one response had been received, although following a reissue of the communication, three more have been submitted.

Discussion focused on the use of a '-' (minus) sign in front of the negative field value (i.e. -9999999999999) and why this appears different to the opposite positive field value (i.e. the stated maximum field length is 13, but for a negative value it appears to be 14 !). Responding, DA explained that in reality the positive system generated field value contains a truncated leading zero. When challenged, DA pointed out that this is not unusual, as RGMA has multiple examples of min/max field length and population differences.

DA indicated that he would be happy to consider including a clarification statement within the appropriate 'Glossary' document (i.e. for negative values please specify the field length and for positive values a leading zero etc.). DA indicated that he would discuss the matter with BH offline, whereupon BH indicated that subject to the provision of additional clarity, he would be happy ton approve this aspect of the change request.

Moving on to consider the point raised within the British Gas response relating to clarity around the treatment of field values and the request that the glossary be expanded to include pseudonyms, DA advised that Xoserve is currently considering the matter and would be looking to add a new appendix. He also pointed out that as part of the review process, some of these have fallen away anyway.

In considering the Npower response, DA advised that Xoserve had provided feedback and K Samra is happy with the response provided.

When asked there were no objections (other than BH's previously highlighted caveated approval) to the approval of the change request.

The committee therefore approved the change request.

SPA Consolidated Rejection Code V25 Live

SN confirmed that no representations have been received in relation to the Shipper impacts. DA confirmed that this is treated as a Class 1 administration related change only. When asked there were no objections to the approval of the change request.

The committee therefore approved the change request.

COR3312.2 - Security of Supply SCR – GDE Cashout and Compensation Arrangements – Phase 2

SN explained that this change request remains 'In Analysis' as the Xoserve analysis team are reconsidering the matter following receipt of feedback from interested parties. It is expected that as long as all aspects have been considered in time, this will be included within this weeks change pack.

COR1154.15.8 – UKLP Data Enquiry Service Consequential Change – Screen Amendments

SN confirmed that several responses had been received, and Xoserve have provided responses to the original owners as appropriate.

When asked whether or not the data fields specified within the enquiry system would need a UNC modification to change, DA made reference to the SPAA Schedule 23 provisions whilst at the same time SN pointed out that the fields had been developed in line with UNC Modification 0487 Workgroup discussions. When asked there were no objections to the approval of the change request.

The committee therefore approved the change request.

Revised CMS File Records

SN explained that this is a Class 1 change request, which is limited to textural changes to the supporting documentation with no actual file format changes involved. When asked there were no objections to the approval of the change request.

The committee therefore approved the change request.

COR1154.15.10 – UKLP Including Nexus requirement – General Portal Screen

SN explained that this change request remains 'In Analysis' and it is hoped that formal approval would be sought at the June UKLC meeting.

SN went on to advise that Xoserve intends to set up a 'Walk Through Day' on 22 May, in order to review the many proposed screen changes (information including the screens, is to be included within this weeks change pack). When asked, RH confirmed that there are additional changes to the screens (and the events day demo video) over and above those reviewed as part of the previous technology day.

It is intended that following this the exercise, a recommendation would be provided to the June UKLC, seeking formal approval.

SN pointed out that whilst not looking to target any specific parties, Xoserve had already issued a communication relating to this matter on the preceding Tuesday. It is important that UKLC members ensure that their correct operational contacts attend this meeting in order that the committee are fully informed before approval is sought at the next UKLC.

COR3187.1 – COR3187 EU Code Change Phase 2 Delivery – Revised File Formats

SN explained that this change request is back 'In Analysis' due to errors being found in the original file formats – an update would be included within the forthcoming change pack.

COR1154.15.12 – UKLP Including Nexus requirement – Shipper Templates

SN explained that this change request is back 'In Analysis' due to errors being found in the original file formats – an update is expected to be included within the forthcoming 22 May change pack.

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

SN explained that this change request relates to specific LSO security aspects and advised that information relating to this matter would be issued as part of a forthcoming separate change pack in due course.

When asked when the portal screens would be included within any market trials, SN agreed to take a new action to investigate.

New Action UKLC0502: *Reference COR1154.15.13 -* **Xoserve (SN) to ascertain when the LSO portal screens could be expected to be included in the market trials.**

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

<u>*May 2015*</u>

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

DA apologised and explained that the implementation date of 11 May 2015 had now slipped to 19 June 2015. Notification would be included within the forthcoming change pack.

DA went on to explain that the provisions are now more compliant with SPAA requirements.

When asked how Xoserve expects to manage any differences between the GT and iGT models when migrating information into the iGT side, DA indicated that Xoserve will need to consider a possible 'morphing' option in order to avoid invoking rejections (in essence Xoserve would be forcing the iGT models into the system where necessary). SN pointed out that current reports detailing meter make and model on iGT supply points are issued monthly to both iGTs and Shippers. Where a shipper observed an incorrect meter make and model he should contact his iGT to amend the data. This is part of the preparation work for iGT single service provision.

June 2015

COR3287.1 – UNC Modification 0455 – Implementation Phase 2
This change remained on track for implementation on 01 June 2015.

COR3336 – UNC Modification 0425
This change remained on track for implementation on 01 June 2015. SN explained that Xoserve would be looking to undertake a controlled implementation, supported by various communications in an effort to avoid a repeat of the 0424 process problems.

August 2015

COR3312.1 – Security of Supply SCR – GDE Cashout and Compensation Arrangements – Phase 1
This change remained on track for implementation on 01 August 2015.

September 2015

COR3187.1 – EU Code Change Phase 2 Delivery
This change remained on track for implementation on 06 September 2015. The multiple implementation dates in brackets were to reflect potential contingency dates.

COR3187.2 – EU Code Change Phase 2 Delivery - Screenshots
This change remained on track for implementation on 06 September 2015. The multiple implementation dates in brackets were to reflect potential contingency dates.

October 2015

COR1154.16.1 – UKLP Gemini Consequential Change – API Changes
This change remained on track for implementation on 01 October 2015.

COR1154.15.1 – UKLP Including Nexus Requirements – Phase 1
This change remained on track for implementation on 01 October 2015.

COR1154.15.2 – UKLP Including Nexus Requirements – Phase 2
This change remained on track for implementation on 01 October 2015.

COR1154.15.3 – UKLP Including Nexus Requirements – Phase 3
This change remained on track for implementation on 01 October 2015.

COR1154.16.2 – UKLP Gemini Consequential Change – External Screen Pack
This change remained on track for implementation on 01 October 2015.

COR1154.15.4 – UKLP Including Nexus Requirements – Shared Supply Meter Point Templates
This change remained on track for implementation on 01 October 2015.

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

UK Link Documentation move to Xoserve.com
Implemented on 31 March 2015.

Network Companies and Gemini E-training Extranets to a new SharePoint Online Platform
Implemented on 31 March 2015.

Description of UK Link Fuzzy Logic – forming part of the UK Link Manual
Implemented on 01 April 2015.

COR3480 – Implementation of Advanced Meter Reading Information
Implemented on 01 April 2015.

COR1386.6 – Back Billing BAB File Format Amendment
Implemented on 10 April 2015.

COR1154.15.9 – UKLP Including Nexus requirements – Market Trials
Initial implementation completed on 05 May 2015, to be followed up by a second stage of implementation on 01 June 2015.

5.2. Xoserve Report

SN provided an overview of the Xoserve Report, by exception, as follows:

All KPIs had been achieved and there were no exceptions to report. No comments were received on Reports A, B, C or D.

SN summarised the forthcoming outages within Report E, explaining that the top five in the list (UKLP including Nexus Requirement – Outage, UK Link & DN Link and Data Enquiry) are due to happen this month. The bottom three items (Gemini and Gemini Exit systems) are currently due to happen in September time.

Thereafter, reports A, B, C, D and E were accepted.

6. Any Other Business

6.1. CMS Consequential Change UK Link Committee – May 2015

Before handing over to Xoserve (EL) to provide an overview of the presentation, LJ pointed out that this presentation had originally been considered at the 12 February 2015 UKLC meeting, and that it is now being resubmitted as means of a 'heads up' on some additional changes identified as part of the ongoing programme.

EL then proceeded to provide a brief overview of the presentation highlighting where changes are being made whilst also explaining the rationale behind the changes. Focusing on the proposed file format changes, EL explained that these are purely textual changes with nothing new from the February presentation. When asked, EL confirmed that any (re)-approval of file formats would be limited to simply those that have changed and not require re-approval of all file formats.

EL explained that the proposed (FF) changes would be included in the next Change Pack seeking responses, and thereafter subject to no adverse responses, would be presented to the June UKLC for final approval.

6.2. Relocation of UK Link Documentation from Extranet to Xoserve.com: Lessons Learnt

Opening, SN provided a brief background update on why the document had been prepared and presented for consideration.

During a brief review of the document, SN explained how Xoserve had undertaken a review of its internal processes and subsequently put in place appropriate rectification

actions. When asked how the industry would have sight of any progress towards resolving the (rectification) actions, it was agreed that a new agenda item (based on the 5 'Lessons Learnt' bullet points on page two of the document) should be added to ensure that Xoserve provides a short update at the September meeting.

New Action UKL0503: Joint Office (MB) to ensure a new item is added to the September 2015 UKLC meeting agenda to ensure that Xoserve (SN) provides a progress update on the lessons learnt rectification actions.

6.3. Clarification of Hierarchical File Format Changes

When BH suggested that it might be beneficial for Xoserve to provide and update and clarification around the (hierarchical) file format changes (i.e. re-approvals etc.), SN responded by explaining that work remains ongoing around this matter and that currently he is unable to provide a firm update on progress. However, he indicated that he would be happy to write to the UKLC members once he had some meaningful information to share.

When asked for an update on the three rejection codes, DA provided a brief explanation of the file format errors process (i.e. around S66, S67 and S72 file formats). He went to advise that the matter has been escalated to the highest level within the Xoserve programme team to a resolution – a response is currently being awaited.

BH wondered whether raising a programme risk would help speed up resolution of the issue.

7. Diary Planning

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

Time/Date	Venue	Programme
10:00 Thursday 11 June 2015	Teleconference.	Standard agenda.
10:00 Thursday 09 July 2015	Teleconference.	Standard agenda.
10:00 Thursday 13 August 2015	Teleconference.	Standard agenda.

Action Table

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status
UKL 0401	09/04/15	5.1.2	Xoserve to consider how the move from extranet to Xoserve.com had been managed and provide lessons learnt to ensure better management for such future changes.	Xoserve (SN)	**Closed**
UKL 0402	09/04/15	5.2	Xoserve to clarify if daily mandatory meter reads can still be entered during the Gemini System outages.	Xoserve (SN)	**Closed**
UKL 0403	09/04/15	5.2	Xoserve to confirm any meter read submission limit changes within Project Nexus.	Xoserve (SN)	**Carried Forward**
UKL 0501	14/05/15	4.	*Reference Project Nexus impacted meter read codes (NDM to Class 3 and 4) -* Xoserve (EL) to double check whether or not any proposed changes to these codes would require subsequent formal UKLC approval going forward.	Xoserve (EL)	**Pending**
UKL 0502	14/05/15	5.1.1	*Reference COR1154.15.13 -* Xoserve (SN) to ascertain when the LSO portal screens could be expected to be included in the market trials.	Xoserve (SN)	**Pending**
UKL 0503	14/05/15	6.2	To ensure a new item is added to the September 2015 UKLC meeting agenda to ensure that Xoserve (SN) provides a progress update on the lessons learnt rectification actions.	Joint Office (MB) & Xoserve (SN)	**Pending**