UK LINK Committee Meeting Minutes
Thursday 14 August 2014
via teleconference

Attendees

Mike Berrisford (Chair)	(MiB)	Joint Office
Lorna Dupont (Secretary)	(LD)	Joint Office
Aleksandra Cebo	(AC	EDF Energy
Amie Charalambous	(AC)	RWE npower
Colette Baldwin	(CB)	E.ON UK
David Addison	(DA)	Xoserve
Gary Kilburn	(GK)	National Grid NTS
Graham Wood	(GW)	British Gas
Ian Hollington	(IH)	Joint Office
Lee Harrison	(LH)	Xoserve
Marie Clark	(MC)	Scottish Power
Martin Brandt	(MB)	SSE

Copies of all papers are available at: http://www.gasgovernance.co.uk/uklc/140814

1.   Review of Minutes, Action and Modifications

1.1 Minutes

The minutes of the previous meeting were approved.

1.2 Actions

0104: Xoserve to provide a consolidated SPA rejection code list.

Update: DA confirmed this was issued as part of the Change Pack last month. It was not a complete list and elements were still being investigated. **Carried forward**

0601: Xoserve to clarify the expected notifications and the associated timescales for Modifications 0410A, 0425, and 0424.

Update: DA confirmed that the presentation slides had been included in the Change Pack, and also issued as part of CMS COR2789 (further presentation materials and invitation to various sessions). **Complete**

0606: Xoserve Stakeholder Engagement Team to set out how it will manage circulation list updates.

Update: DA confirmed the team are still considering how distribution lists will be managed. It was noted that Modification 0479A had recently been raised and the effects of this were also being considered. **Carried forward**

0701: Xoserve to provide an update on the ANS Replacement within the Change Pack.
Update: An update was provided under the Implementation Plan, see 2.1 below. **Carried forward**

0702: *COR2789.1* - Xoserve to provide further clarification on Xoserve initiated confirmation process.

Update: As for 0601 above, DA confirmed that the presentation slides had been included in the Change Pack, and also issued as part of CMS COR2789 (further presentation materials and invitation to various sessions). **Complete**

0703: Information Packs - All to provide Xoserve with any missing elements identified.

Update: DA confirmed that no suggestions had been received. **Carried forward to next month**

0704: Information Packs - Xoserve to review the feasibility of issuing consolidated packs.

Update: DA saw no problem in doing this in principle. He will draft a shell document for review/discussion at the next meeting. **Carried forward to next month**

0705: *COR2789.1* - Xoserve to confirm if site visit readings are recorded in CMS.

Update: DA reported that Xoserve was about to issue a consolidated 'Frequently Asked Questions (FAQs) that would include this. It will be issued to UKLC members, CMS contacts and the main operational contact list. **Carried forward**

0706: *COR2789.1* - Xoserve to provide all Shippers a one off snapshot portfolio of isolated (not isolated and withdrawn) sites**.**

Update: DA confirmed this had been issued to UKLC members and the main operational contact list. **Complete**

0707: *COR2789.1* - Xoserve to clarify the ability to extend investigation windows in the Q&A.

Update: DA anticipated the answer to be in the negative, but this still needs to be confirmed. **Carried forward**

0708: Xoserve to provide an update on the Modification 0425 timescales.

Update: DA was not sure whether this referred to the implementation of the modification or the timescales referred to within the modification, and asked for the action to be carried forward. It was not clear when Xoserve would be issuing 0425 on the platform and until further internal clarification has been received it was not possible to provide any sort of assurance. The aim of a February 2015 implementation may not hold good for a number of reasons (eg changes to CMS as part of the UK Link Programme, etc). Impacts of future implementations on CMS are being assessed to ascertain whether these are fundamental and require code changes. Modification 0425 might be implemented as part of the UL Link Programme. DA will provide an update at the next meeting. **Carried forward**

1.3 Modifications

MiB reported that two modifications had been raised since the last meeting:

[0509 - Permission to release Protected Information to Authorised Third Parties](#)

CB gave a brief overview of this modification, and DA believed it to be a generic non-system change modification.

0510 - Reform of Gas Allocation Regime at GB Interconnection Points

DA believed there would be no system impacts for non-Gemini systems, but had concerns that there may be fundamental changes required to Gemini systems.

2. Xoserve Reporting

2.1. UK Link Modification Implementation Plan

2.1.1 Current UK Link Changes awaiting scheduling – Not Implemented

ANS Replacement

DA explained that ANS was being replaced by an SMS system via a single mobile phone device that would receive these notifications. GK confirmed that that each User would have a single SMS messaging device, with the subsequent ability for Users to receive emails as a secondary means of communication.

GK had reviewed the UK Link Manual (UKLM) and the proposal was to issue in the Change Pack (on 22 August) and then formally approach the UKLC for approval at the October meeting. (It was noted there would be two Change Packs issued in August.)

GK confirmed that this was expected to go live from 01 October 2014. It was noted that 60 Users had issues with the current system (ANS) and used fax. Trials and testing will take place, and an emergency exercise (September) is also planned to test this fully. Users will be kept informed.

DA asked the UKLC to also note that it was proposed to change the way the UKLM deals with this, and gave a brief explanation that detail replicated between the UK Link Overview Manual and the ANS Supplementary Document would be removed. This will also be included in the Change Pack.

GK will also produce a User Guide (to screens and the capabilities of the service), and the UKLM will contain a link to this document. The User Guide will not form part of the UKLM. The UKLC will be notified of any change as a courtesy communication, and it will be addressed through the Gas Operations Forum. Any questions/concerns should be directed to DA and GK.

COR2831.2 - ONJOB/ONUPD Treatment and Conditionality Documents

DA confirmed that the formatting issues had been resolved; it had been reissued in the Change Pack and no comments had been received. It is published on the Extranet alongside the UKLM (but does not form part of the UKLM).

The UKLC gave its approval.

COR3187 - EU Code Change Phase 2 Delivery

DA reported that no update was anticipated in advance of October.

UKLP Gemini Consequential Change

DA explained what was covered. A September release was anticipated. It was shown here for visibility and updates will be provided.

COR1154 - UKLP Including Nexus Requirements

DA confirmed that Xoserve would be starting to issue File Formats on an informal basis as of the next week, and then for formal approval in September. Approval would be sought at the October UKLC, with additional meetings arranged as necessary.

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

DA reported that A SPAA change had been proposed; under UKLC it was a Class 1 change and no representations had been received. It was noted that an implementation date was not yet available.

The UKLC gave its approval.

Archival of Gemini Messages

DA reported that representations had been sought, with a 10 day period running from 05 – 19 August 2014; it was noted that this had not concluded yet DA briefly outlined the background to this item (10,000 messages stored on the system and affecting the loading performance). A six month archiving policy was proposed and DA explained in more detail. SSE and RWE confirmed they would have no problems with the policy starting from 24 August 2014. DA indicated that UKLC approval was being sought on the basis that parties have until 19 August 2014 to respond, and with the caveat that no adverse responses are received.

Further archiving would not be notified to the UKLC, but if there was a need to retrieve any messages then parties could do so by contacting the Helpline.

The UKLC gave its approval.

COR3287.1 - UNC Modification 0455 – Implementation Phase 2

DA was not certain this was going to be in a February release; it will remain on the Plan until a clearer view is established.

COR2355.2 - Amendment to UK Link Manual - UK Link File Transfer 'USER GUIDE V8'

DA gave a brief overview of the background to the change. The guide is being rebadged and no comments have been received. The UKLM will be updated.

The UKLC gave its approval.

COR3316.3 - Pre-Payment Profile For IGTs

The modification was withdrawn; it was shown on the Plan for visibility.

COR3375 - Filling the gap for SOQ reductions below BSSOQ until Project Nexus

DA confirmed this was not issued within the Change Pack because there was no clarity on the process; because this is a UNC Modification there are potential process changes for Users, but as there are no UK Link system changes the UKLC's approval is not required. It is a 'visibility' change for the UKLC to note and will also be drawn to attention at the Distribution Workgroup.

Process for effecting SOQ Change

DA gave a presentation, offering a brief overview of the requirements and business rules under Modification 0478, and details of the Load Reduction Process (On Line) available from 18 August 2014. Attention was drawn to the importance of having an appeal reference for nomination. Example contact text was also illustrated. A similar process/timeline will operate for Unique Sites.

DA confirmed that details would be issued to main operational contacts.

The UKLC received the presentation and accepted the information.

Treatment of Consolidated Rejection Code List

DA confirmed that new ones were associated with Modification 0450B; any new rejection codes will be set out within the Change Pack for each relevant UK Link Modification. It will be quite challenging to maintain the list. Once the representation period has closed Xoserve will issue the consolidated list (adding in the implementation date of the rejections, and the Change Order that introduced it, for reference). The Change Pack will set out how the list is being managed.

One representation had been received from SSE and MB briefly outlined his concerns. CB was of the same view as MB. DA explained the response made to SSE and a discussion ensued. MB was concerned that this was asking for approval when there was nothing in the document that talks about dates. DA responded that this was about agreeing the principles, not the rejection codes, and would not be bringing the list back to the UKLC each time for approval. MB asked if it could be guaranteed that any rejection code included in the list would not have an impact on a User's systems. DA responded that as any added (or removed) rejections would have been dealt with as part of a Change Pack, Users would have had opportunity to review the impacts at that time.

Responding to a question from CB, DA confirmed that the list would contain a future effective implementation date if appropriate. It will contain existing and future dates.

The UKLC accepted the principles and would prefer to see it added to the Implementation Plan on this occasion given that the approach had been agreed. DA confirmed it would be added to next month's plan to give visibility.

2.1.2 Current UK Link Changes Approved – Scheduled for Implementation

COR2789.1 - Measured to Address Unregistered and Shipperless Sites

Responding to questions regarding the implementation date (05/09/14) DA recognised there were pressures on achieving that but Xoserve was continuing to work towards it. A notification will be included in the Change Pack formally (either tomorrow's or next week's). Shippers reiterated their concerns regarding the time allocated to accommodate this work – it was not always possible to make rearrangements in IT Teams. DA confirmed that if a revised date was required it would be included in the second August Change Pack.

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

DA confirmed the implementation date of 17 October 2014.

COR3286 - Supply Point Registration – Facilitation of Faster Switching

DA confirmed this was on track, with a planned implementation on 07 November 2014.

COR3287.1 - UNC Modification 0455 – Implementation Phase 1

DA confirmed this was on track, with a planned implementation on 07 November 2014.

COR3186 - Billing for Site Visits for UNC Modifications 0410A and 0424

DA confirmed this was on track, with an implementation date of 28 November 2014.

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

DA indicated that the likely implementation date could be the first weekend of January 2015. This had yet to be confirmed; 3 months ' notice will be provided as previously agreed.

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

Organisation Rejection codes

DA confirmed successful implementation on 11 July 2014.

COR2355.1 – Change to approach for Updates to EFT Log

DA confirmed successful implementation on 24 July 2014.

2.2. Performance Reporting – Monthly Report

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

Referring to Report E 'Forthcoming Outage Notifications', DA confirmed that the service outages associated with CMS, Data Enquiry and EFT will be notified formally through the User Pays User Committee (UPUC). It was likely to be a December date and DA will provide an update once confirmed.   DA asked the UKLC to note that all the other outages were associated with AQ.

3. Strategic Initiative Update

3.1. File Format List

DA explained that the list was trying to provide some context for the UKLC in respect of the various UK Link Programme changes that will be required. DA will endeavour to keep the UKLC as informed as possible.

The information provided was attempting to indicate a sense of the scale and complexity of the changes that are expected to each of the affected file formats. DA stressed the reference was to files and not records. Xoserve had undertaken to publish the file formats by 30 September 2014, but hoped to start publishing informally by next week on the Xoserve website.

It is intended that the documentation currently on the 'UK Link Document' (aka Extranet) website will be published without password protection. A communication will be issued to inform parties and this will also be notified at Project Nexus Workgroup and UKLIEF.

Participants at these groups will be invited to be included on the existing UK Link Manual distribution list. Changes will then be notified using that list.

The Design Phase is ongoing and as confidence increases the file formats will be issued formally. As changes become available in the Programme these will be managed through the Comms programme.

The vast majority on the list are existing files; 17 new files have been introduced; there are 60 files with changes and 48 files that are unchanged; another 60 files are being decommissioned (mostly to do with invoicing). It was asked how changes to components of files would be highlighted, and was there a route to field comments and questions. How will concerns be addressed and resolved? DA responded this was being reviewed, and suggested that all comments etc be sent to the UK Link Manual Box.

DA explained the process. File formats will be issued formally in the September Change Pack. MB was concerned there would be circa 185 changes to assess in 10 days (the standard period). DA confirmed that approval was being looked for in October and recognised that extra meetings might be required to accommodate any detailed discussions on the more complex changes. CB suggested that new process maps would be required to accompany the new file formats, to assist approval decisions. MB reiterated his concerns regarding the short timescales between now and October, and suggested the September meeting should be used as a checkpoint for progress. GW suggested that parties may be able to provide some informal responses in the meantime, and questioned how the right personnel could be engaged to contribute to the debates. This was discussed.

Action UKL 0801: *File Format Changes -* **Xoserve to:**

a) assess provision of interim Operational Workshops for Shippers to facilitate the process of change to file formats

b) draft an approach/timescales to progress approval and issue plan with dates to UKLC, UKLIEF and Project Nexus groups.

Action UKL 0802: *File Format Changes -* **DA to bring any specific concerns to the next UKLC meeting.**

DA confirmed the list would be version controlled and the changes summarised to provide clarity. It was commented that the list appeared to be incomplete. DA will check the completeness of the list.

Action UKL 0803: *File Format Changes -* **DA to check the completeness of the list.**

Rejection Codes

These will be released in the future following further progression through design phases. Xoserve were focussing on issuing the file formats.

It was noted that the file formats were to be published more consistently; the structures will be tightened and it is anticipated there will be a change to how the hierarchies are maintained, so they will look and feel a little different.

4. Any Other Business

4.1 Important UKLC Dates

DA drew attention to information regarding various important dates that was issued in the recent Comms and asked that the UKLC note these.

4.2 Retirement of M Brandt

It was noted that MB was retiring shortly and that Anne Jackson is to be MB's alternate.

MiB thanked MB for his valued contribution to the work of the UKLC over a number of years and wished him well for the future.

5. Diary Planning

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

10:00, 11 September 2014, Teleconference

10:00, 09 October 2014, Teleconference

10:00, 13 November 2014, Teleconference

10:00, 11 December 2014, Teleconference

Action Table - August 2014

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status
UKL 0104	09/01/14	2.1.1	To provide a consolidated SPA rejection code list.	Xoserve (DA)	**Carried forward**
UKL 0601	12/06/14	2.1.1	To clarify the expected notifications and the associated timescales for Modifications 0410A, 0425 and 0424.	Xoserve (DA)	**Closed**
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 0701	10/07/14	2.1.1	Xoserve to provide an update on the ANS Replacement within the Change Pack.	Xoserve (DA)	**Carried forward**
UKL 0702	10/07/14	2.1.2	*COR2789.1* - Xoserve to provide further clarification on Xoserve initiated confirmation process.	Xoserve (DA)	**Closed**
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 to next month**
UKL 0704	10/07/14	2.1.2	Information Packs - Xoserve to review the feasibility of issuing consolidated packs.	Xoserve (DA)	**Carried forward to next month**
UKL 0705	10/07/14	2.1.2	*COR2789.1* - Xoserve to confirm if site visit readings are recorded in CMS.	Xoserve (DA)	**Carried forward**
UKL 0706	10/07/14	2.1.2	*COR2789.1* - Xoserve to provide all Shippers a one off snapshot portfolio of isolated (not isolated and	Xoserve (DA)	**Closed**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status
			withdrawn) sites.		
UKL 0707	10/07/14	2.1.2	*COR2789.1* - Xoserve to clarify the ability to extend investigation windows in the Q&A.	Xoserve (DA)	**Carried forward**
UKL 0708	10/07/14	2.1.2	Xoserve to provide an updated on the Modification 0425 timescales.	Xoserve (DA)	**Carried forward**
UKL 0801	14/08/14	3.1	*File Format Changes* - Xoserve to: a) plan interim Operational Workshops for Shippers to facilitate the process of change to file formats, and b) draft an approach/timescales to progress approval and issue plan with dates to UKLC, UKLIEF and Project Nexus groups.	Xoserve (DA)	**Pending**
UKL 0802	14/08/14	3.1	*File Format Changes* - DA to bring any specific concerns to the next UKLC meeting.	Xoserve (DA)	**Pending**
UKL 0803	14/08/14	3.1	*File Format Changes* - DA to check the completeness of the list.	Xoserve (DA)	**Pending**