

**UK LINK Committee Meeting Minutes**  
**Monday 24 November 2014**  
**31 Homer Road, Solihull B91 3LT**

**Attendees**

|                             |       |                  |
|-----------------------------|-------|------------------|
| Les Jenkins (Chair)         | (LJ)  | Joint Office     |
| Mike Berrisford (Secretary) | (MB)  | Joint Office     |
| Alison Neild*               | (AN)  | Gazprom          |
| Amie Charalambous           | (AC)  | RWE npower       |
| Anne Jackson                | (AJ)  | SSE              |
| Anthony Johnston            | (AJo) | E.ON             |
| 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 Archibold            | (GA)  | British Gas      |
| Graham Wood                 | (GW)  | British Gas      |
| Jon Hooper                  | (JH)  | SSE              |
| Lee Harrison                | (LH)  | Xoserve          |
| Lorna Lewin                 | (LL)  | DONG Energy      |
| Peter Ratledge              | (PR)  | RWE npower       |

*\*via teleconference*

Copies of meeting papers are available at: <http://www.gasgovernance.co.uk/uklc/241114>

**1. Introduction**

LJ welcomed all to the meeting and explained the proposed approach to the meeting. The main focus of the meeting being the approval of File Format changes notified in Phase 3.

**2. UK Link Programme**

**2.1 Approval of outstanding File Format Changes – Phase 1**

Consideration deferred.

**2.2 Approval of outstanding File Format Changes – Phase 2**

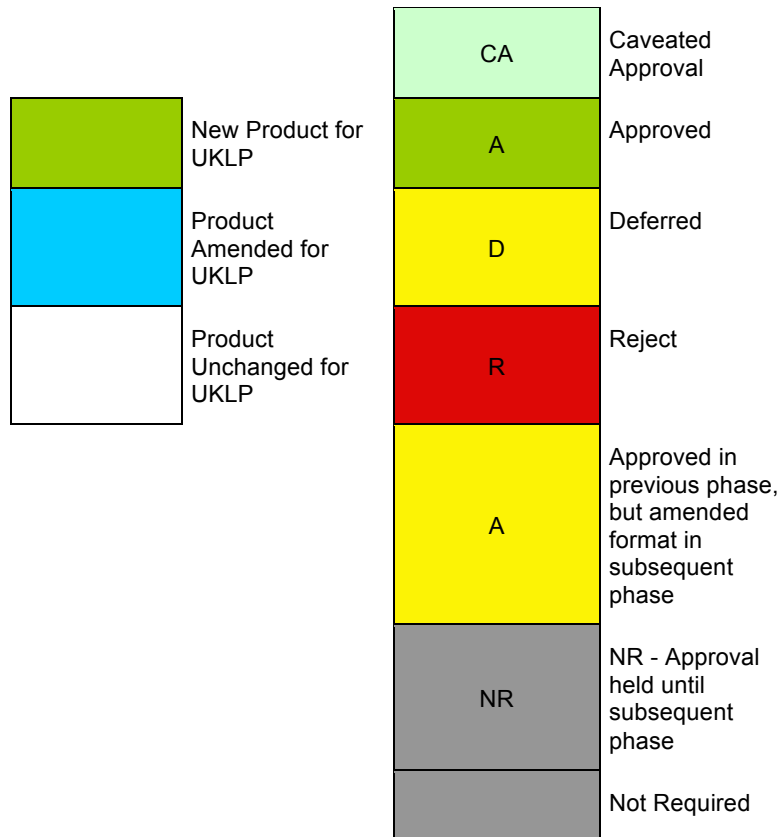
Consideration deferred.

**2.3 Approval of outstanding File Format Changes – Phase 3**

External Master Log File Formats Phase Two (COR1154 Ph3 Control Sheet v1.1A Overview

DA opened proceedings by explaining that the control sheet had been tweaked following feedback at the previous meeting and now includes three columns that show at what phase a file format / record was considered. Additionally, the emboldened items indicated within the comments column are a product of the Phase 3 walkthrough meeting and Xoserve would be seeking approval /

(re)approval of some file formats / records during this meeting. DA then gave a brief explanation of the new colour coding and description feature.



DA reminded those present of the ‘standing’ caveats for (inc. confirmation referral related records) the Q28, Q29 and Q44 (associated to iGT related impacts) records.

Once again, in order to avoid unnecessary 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 3 Post Meeting version’ of the document available on the Joint Office web site at: <http://www.gasgovernance.co.uk/uklc/241114>

A high-level summary of discussions / decisions is provided as follows.

*(Please note: that in certain circumstances where a file format or record has had a previous decision made during Phases 1 and 2, a further decision at Phase 3 level may or may not be required):*

**AML** - hierarchy approved, all records approved;

**ASP** - hierarchy approved, all records approved.

*(EDF Energy rejection of the records on the grounds that some fields have changed which they have not seen the details for);*

**CFR** - hierarchy approved, all records approved except deferred approval of the Q44 and S67 records and caveated approval of K12, S07, S16, U70 and U72.

(Decisions on the K14, K85<sup>1</sup>, S66, S72, S75, S83, S84, U71, U73, U74 and U75 records provided during earlier phases).

<sup>1</sup> UNC Modification 0487V has had its Self-Governance status removed and is now with Ofgem awaiting a decision.

*(EDF Energy rejection of the S07, S09, S10, S16, S70, S77 and T07 records).*

*(Xoserve Subject Matter Experts (SME's) have confirmed that it is appropriate for the U70 and U72 records to be included within this file format as they are subordinates to the S16 record).*

*(DA concluded by making reference to the 'Amendments to the Phase 2 Control Sheet table' provided on the last page of the Control Sheet);*

**CNF** - hierarchy approved, all records approved except deferred approval of the S67 record and caveated approval of the U70 and U72 records;

*(Decisions on the S83, S84, U71 and U73 records provided during earlier phases).*

*(EDF Energy rejection of the S38 and S42 records);*

**CRF** - hierarchy approved, all records approved except deferred approval of the Q44 and Q46 records.

*(Decisions on the S72, U71 and U73 records provided during earlier phases).*

*(EDF Energy rejection of the S05 record);*

**DCF** – NO hierarchy approval sought, all records approved.

*(Decisions on the S08, S72 and S88 records provided during earlier phases);*

**DNE** – hierarchy approved, all records approved;

**DNR** – hierarchy approved, all records approved;

**EXZ** – NO hierarchy approval sought, all records approved except no approval sought for the M13 record, deferred approval of the M15 record.

*(Decisions on the S31 record provided during earlier phases).*

*(DA confirmed later in the meeting that the M15 record had been left off this Control Sheet by mistake even though it had been approved at Phase 1 stage and would be reinstated for the post meeting version of the document);*

**MIN** – hierarchy approved, all records approved;

**NRL** – hierarchy approved, all records approved except caveated approval of the T04 record and deferred approval of the T97 record.

*(EDF Energy rejection of the S91, T04 and T50 records).*

*(DA advised that the T04 record had been debated at length at the recent Phase 3 walkthrough).*

*(Discussions on the T97 record focused on whether a 'Y' flag would require User actions and how would correction factor threshold crossers would managed. DA explained that in line with the Thermal Energy regulations, where the CF value has been above the threshold and subsequently drops below, these would invoke the 'standard default' value. However, further consideration would be needed for those CF's that were originally above the threshold, then drop below only to subsequently go back over the threshold (i.e. consideration of how we may supply site specific CF's in future);*

**PNS** – hierarchy approved, caveated approval for all records;

*(Decisions on the Q28 and Q29 record provided during earlier phases).*

*(EDF Energy rejection of the K86 and K87 records).*

**RTO** – hierarchy approval deferred, approval for all records deferred;

*(Decisions on the hierarchy and records deferred during Phase 1).*

*(DA explained that the recent Phase 3 walkthrough had debated the matter at great length with NO clear conclusion being reached. Some parties wondered why the JOB / UPD files could not be used).*

*(Support for Xoserve's view that changing data on a specific request basis is the right thing to do, although some concerns remain about restricting the processing of these requests until the weekend window)*

*(Concerns were also voiced around RGMA and SPAA Governance (highlighting potential dual governance issues) aspects. CB strongly recommended that this matter relates to a Shipper, and not a Supplier, to iGT relationship and therefore falls under Code and not SPAA governance. BH advised that he has tabled the issue of ongoing UK Link system updates on the forthcoming SPAA meeting agenda).*

*(DA advised that he would be preparing a summary paper that encapsulates Users comments alongside Xoserve's views for consideration at the 11 December UKLC meeting);*

**RTR** – hierarchy approval deferred, approval for all records deferred;

*(Decisions on the hierarchy and records deferred during Phase 1).*

*(discussions as per RTO above.);*

**SCR** – hierarchy approved, all records approved except deferred approval of the Q44 and caveated approval of the S04 and S05 records, no approval sought for the S72 record.

*(Decisions on the S06, S72, U71 and U73 records provided during earlier phases).*

*(EDF Energy rejection of the S04, S05, X09 and X10 records);*

**SPC** – hierarchy approved, all records approved except caveated approval of the S34 and S35 records.

*(EDF Energy rejection of the C38, S36 and S37 records);*

**SPI** – NO hierarchy approval sought, deferred approval of the X99 record;

*(relates to portfolio requirements as per UNC Modification 0431 – with updated field sets and Shipper Short Code impacts);*

**SPO** – NO hierarchy approval sought, deferred approval of the X98 record;

*(discussion as per SPI above);*

**STN** – hierarchy approved, deferred approval of the Q44, U76 and U79 records;

**TRF** – hierarchy approved, all records approved except caveated approval of the K12 and K85 records and deferred approval of the Q44, S15 and S67 records.

*(Decisions on the S08, S66, S72, S75 and S88 records provided during earlier phases).*

*(DA informed parties that during the recent Phase 3 walkthrough Xoserve had pointed out that the K13 record is subject to UNC TPDG paragraph 2.8.8 provisions. It was recognised that should parties wish to remove the provision from within Code, a UNC Modification would be required – no decision made by this committee should breach Code obligations. DA suggested that one (pragmatic) option would be to place an additional item on to the UK Link Implementation Plan to manage requirement going forward).*

## **2.4 Next Steps**

DA advised that during the 19 November 2014 Phase 3 walkthrough exercise, several concerns were raised around the fact that we are still receiving comments in Phase 3 – relates to circa 28 records with a UKLC reference which would need to be

considered in due course. LJ explained how to utilise the Excel search feature to reveal the 28 records.

In acknowledging that there are potential file format impacts associated with this matter, those present opted to look to consider the matter in more detail at the 11 December UKLC meeting – DA agreed to issue a formal UK Link communication, seeking comments / responses by close of play on Wednesday 03 December 2014 (to enable the matter to be tabled as a late item on the December UKLC agenda).

It was also agreed that the matter of decommissioned and/or rejected files would be considered at the 11 December 2014 UKLC meeting.

**Action UKL1106: Xoserve (DA) to provide a consolidated Control Sheet summarising all phase decisions whilst highlighting any outstanding items (which may ultimately need to be referred to the UNCC for a decision).**

**Action UKL1107: Xoserve (DA) to provide a view on how any potential file format / record ‘gaps’ (within the summary and control documentation) would be expected to be managed going forward.**

### 3. Any Other Business

#### 3.1 Outstanding Action UKL1103 Update

When asked about the progress of providing a view relating to confirmation references within the various file formats, DA indicated that he expects to provide a summary document in due course.

#### 3.2 CMS & CMS Related File Formats

DA advised that initial indications suggest that NO file format related impacts on the current review work are anticipated, but he would be adding an item to the Implementation Plan for tracking purposes.

As far as the Shipperless and Unregistered sites aspects are concerned the UK Link change has already gone in and DA would provide an indication on when Users can expect to see these files flowing through, in due course.

### 4. Diary Planning

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

UKLC meetings will take place as follows:

| Time / Date                           | Venue   | Programme   |
|---------------------------------------|---|---|
| 10:00 Thursday<br>11 December<br>2014 | 31 Homer Road, Solihull B91 3LT<br>Teleconference facilities will be available on request | <ul style="list-style-type: none"> <li>• Standard agenda</li> <li>• Approval of any remaining File Formats (to be confirmed)</li> </ul> |

| <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>          |
| UKL 0606            | 12/06/14            | 4.1               | The Xoserve Stakeholder Engagement Team to set out how it will manage circulation list updates.                                      | Xoserve          | <b>Carried Forward</b> |
| 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     | <b>Carried Forward</b> |
| UKL 0704            | 10/07/14            | 2.1.2             | Information Packs - Xoserve to review the feasibility of issuing consolidated packs.   | Xoserve (DA)     | <b>Carried Forward</b> |
| UKL 0903            | 11/09/14            | 3.2               | <i>File Format walkthrough meetings</i> - DA to confirm dates to UKLC.   | Xoserve (DA)     | <b>Closed</b>          |
| 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)     | <b>Closed</b>          |
| 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)     | <b>Closed</b>          |
| 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)     | <b>Carried Forward</b> |
| 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 | <b>Carried Forward</b> |
| 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)     | <b>Closed</b>          |
| UKL 1006            | 09/10/14            | 4.3               | <i>UK Link File Format Portal Availability</i> - DA to confirm and communicate date.   | Xoserve (DA)     | <b>Closed</b>          |
| UKL 1007            | 30/10/14            | 2.1               | To summarise additional information document from Phase 1  | Xoserve (DA)     | <b>Carried Forward</b> |
| 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              | <b>Carried Forward</b> |

| Action Table |              |            |   |                   |                        |
|--------------|--------------|------------|---|-------------------|------------------------|
| Action Ref   | Meeting Date | Minute Ref | Action  | Owner             | Status                 |
| 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. |
| 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. |
| UKL 1106     | 24/11/14     | 2.3        | To provide a consolidated Control Sheet summarising all phase decisions whilst highlighting any outstanding items (which may ultimately need to be referred to the UNCC for a decision).                              | Xoserve (DA)      | Update to be provided. |
| UKL 1107     | 24/11/14     | 2.3        | To provide a view on how any potential file format / record 'gaps' (within the summary and control documentation) would be expected to be managed going forward.  | Xoserve (DA)      | Update to be provided. |