

UK LINK Committee Meeting Minutes
Thursday 30 October 2014
31 Homer Road, Solihull B91 3LT

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office
Lorna Dupont (Secretary)	(LD)	Joint Office
Amie Charalambous	(AC)	RWE npower
Anne Jackson	(AJ)	SSE
Bob Broadhurst	(BB)	British Gas
Bryan Hale*	(BH)	EDF Energy
Colette Baldwin	(CB)	E.ON UK
David Addison	(DA)	Xoserve
Ed Beattie	(EB)	Baringa
Graham Wood	(GW)	British Gas
Lee Harrison	(LH)	Xoserve
Lorna Lewin	(LL)	DONG Energy
Marie Clark*	(MC)	Scottish Power
Michael Paul	(MP)	Gazprom
Peter Ratledge	(PR)	RWE npower

**via teleconference*

Copies of meeting papers are available at: <http://www.gasgovernance.co.uk/uklc/301014>

1. Introduction

BF welcomed all to the meeting.

The sole purpose of this meeting was to approve File Format changes notified in Phase 1. Approval of the minutes of the previous meeting and a review of outstanding actions will take place at the next meeting (13 November 2014).

The UKLC membership status was confirmed. AJ indicated that she would be maintain a neutral position in respect of approving the file formats and would not be exercising her vote.

2. UK Link Programme

DA outlined the discussions that had taken place at the industry Walkthrough meeting held earlier in the week.

2.1. Approval of File Format Changes - Phase 1

The Phase 1 File Formats - Control Sheet was presented and the UKLC's approval was then sought for the following file formats:

AQ1 Hierarchy - Approved by consensus.

AQ1, Records C41 and C42 - Discussed; concerns were raised in respect of C41. Approval deferred pending Shipper's consideration of Xoserve's response to C41 questions. i.e. 'Rejected Reads' – Xoserve confirmed that such reads do not need to have been rejected within UK Link prior to being submitted within the C41, and as this file could be used to correct erroneous AQs on 'greenfield' sites then MSN could be optional.

Action: Members to consider the impacts

AQR Hierarchy - Approved by consensus.

AQ1, Records C43 and C45 - Discussed; may be affected by questions on C41. Approval deferred pending Shipper's consideration of Xoserve's response to C41 questions.

AQ1, Record Q44 - Discussed; There were questions regarding how iGT rates were defined/populated. CB thought that the entry date to RPC needs to be known. AJ reiterated this was a rewrite of the system and not reference to an existing system so inherent knowledge of anything should not be presumed.

On a general question regarding issues being identified subsequent to this formal consultation. DA summarised the Pre-UKLC Phase 1 Walkthrough debates. Where issues are raised subsequent to approval, or new issues being identified on deferred or rejected records (i.e. not the original reason for rejection or deferral) the later that these are identified the less likely it will be that changes would be considered unless significant material circumstances warrant.

On an additional point regarding provision of descriptions over and above the existing conventions BB suggested that the answers need to be made explicit in the file format descriptions, eg units, as it was not always obvious to developers what was required especially if a developer had not worked in gas before. BF suggested a glossary of terms. The granularity of perceived detail/requirements was discussed. AJ suggested a blanket statement might serve for the example of units, or perhaps the assumptions for field names/descriptions need to be published for clarity. DA noted these points for consideration but asked Users for examples of what they would expect to see in such a document.

PT commented the content of the file is good; how it works is the challenge.

DA summarised that C43 and C45 and Q44 would be deferred.

BIS, Record Q06 - Discussion relating to EDF comments made at Tuesday's meeting regarding removal of records. EB reiterated the principles. DA referred to the example of Unique Sites and the natural consequences to fields in the bringing in offline processes.

DA explained why the index of meters and converters were increasing to 12 characters as a result of existing models with 12 dial registers.

BB suggested creating a 'null' field, but it was thought this was not simple and would give design issues. The Committee rejected this approach.

Q06 as currently designed was voted on - Approved by consensus (5 in favour), with BH rejecting.

CDN, Records M79 and M82 - Approved by consensus (5 in favour), with BH rejecting.

CDR Records M80 - M84 - Approved by consensus (5 in favour), with BH rejecting.

CNC Hierarchy - Approved by consensus.

CNC Record C37 - Approved by consensus; caveated approval by BH noted by DA.

CNC Record S66 - Approved by consensus (5 in favour), with BH rejecting.

CNC Record S81 - Approved by consensus (5 in favour), with BH rejecting.

CNC Record S82 - Approved by consensus (5 in favour), with BH rejecting.

CNC Record S84 - Approved by consensus (5 in favour), with BH rejecting.

CNC Record C50 - Approved by consensus (5 in favour), with BH rejecting.

CNR Hierarchy - Approved by consensus.

CNR Records - Approved by consensus (5 in favour), with BH rejecting.

CTR Records - Approved by consensus (5 in favour), with BH rejecting.

DPP, N11 Record - Approved by consensus (5 in favour), with BH rejecting.

DPS, M93 Record - Approved by consensus (5 in favour), with BH rejecting.

DRS, N95 Record - Approved by consensus (5 in favour), with BH rejecting.

EMC Records - Approved by consensus (5 in favour), with BH rejecting.

EPS, Record Q01 - Post Code description issue discussed. Approved by consensus (5 in favour), with BH rejecting.

EUC, Record T67 - Approved by consensus (5 in favour), with BH rejecting.

JOB Records - Previously discussed at Tuesday's meeting; DA summarised outcome and how DRE would be dealt with, AMR change was agreed and position was outstanding on retrospective update. It was agreed to defer consideration of this file format to Phase 3.

LPA, Record I68 - Approved by consensus (5 in favour), with BH rejecting.

MAI, Record S93 - Approved by consensus; caveated approval by BH noted by DA.

MAM, Record K08 - Approved by consensus.

MAS, Record K09 - Approved by consensus.

MDR, Record M00 - Discussed. Not approved. Rejected by 3 parties (AC, BH and GW), citing removal of end reading and tolerance field as issues. DA to discuss these issues with the parties and bring back outcomes to UKLC.

MID, Record N44 – approval not requested as the reason for UKLP change had been negated by accepted User representations.

MIN Hierarchy - DA advised this was to be voted on in Phase 3.

MIR, Record S94 - Approved by consensus; caveated approval by BH noted by DA.

MPE Records - Approved by consensus.

MRI Records - DA summarised the N90 and U06 records and how these were being brought into line with the base data. Xoserve had been asked to confirm whether any building numbers in the existing UK Link system contained text characters and were longer than 4 characters. It was confirmed that no such instances exist as the data model was numeric, with a length of 4. Deferral agreed, subject to consideration by Shippers of the additional data provided by Xoserve.

MSI, Record T73 - DA advised that market sector flag will be changed to market sector code. Approved by consensus; caveated approval by BH noted by DA.

MSO, Record T74 - Approved by consensus; caveated approval by BH noted by DA.

NAC, Record T08 - Caveated approval (ensure consistency of description) by consensus (5 in favour), with BH rejecting.

NMS Hierarchy - Approved by consensus.

NMS, Record N99 – Discussed. DA indicated that the AVs would be extended to include Capped and Clamped Meter Point Statuses; Shippers required a better understanding of the process. Rejected.

PAC Records - Deferral agreed for the same reasons as for MRI (same records).

Following the break for lunch the meeting reconvened, however Shipper Member MC did not rejoin and the remaining members of the UKLC continued to consider and vote in her absence.

PIR Records - Approved by consensus (4 in favour), with BH rejecting.

PPN, Record G40 - Approved by consensus (4 in favour), with BH rejecting.

PRN Records N93 and N94 - Approved by consensus (4 in favour), on the basis of the change being made, with BH rejecting.

RAT Records - Approved by consensus (5 in favour), with caveated approval by BH noted by DA.

RFA, Record S89 - Approved by consensus (5 in favour), with caveated approval by BH noted by DA.

RFR, Record S90 - Approved by consensus (5 in favour), with caveated approval by BH noted by DA.

RFS, Records Q05 and Q23 - Approved by consensus (4 in favour), with BH rejecting.

SBF, Records Q03 and Q23 - Approved by consensus (4 in favour), with BH rejecting.

SFN and SFR Hierarchy – Approved.

SFN and SFR - Previously discussed at Tuesday's meeting; DA summarised outcome. Rejection (BH, GW, AC); approval (CB); deferral (LL). Rejection. In light of new information it was agreed this might be deferred.

SWN Hierarchy - Approved by consensus

SWN Records - DA advised this was on hold pending further information; deferred to next meeting.

TAP, Record P17 - Approved by consensus.

UBR Hierarchy - Approved by consensus.

UBR, Record U13 - Approved by consensus.

UBR, Record U14 - RTC and naming conventions discussed. Caveated approval by consensus noted by DA.

UDR Hierarchy - Approved by consensus.

UDR, Record U12 - Caveated approval by consensus (as for Record U14) noted by DA.

UMR, Record U01 - Caveated approval by consensus (as for Record U14), with BH rejecting; noted by DA.

UPD - Same as for JOB; it was agreed to defer consideration of this file format to Phase 3.

URN, Record U03 - Previously discussed at Tuesday's meeting; DA summarised outcome. A field had been inserted mid-record which currently contravened convention; this was proposed to be amended. Three votes in favour (CB, LL, GW) and two rejections (AC and BH); no consensus achieved; rejected.

URN, Record U04 - Approved by consensus (4 in favour), with BH rejecting.

Validation of reads was then discussed and DA noted comments regarding various potential scenarios for rejections; provision of file formats (party, sequence) was

challenged. DA agreed to look at what happens if a reading has been provided/loaded subsequent to that provided to the incoming Shipper.

URS, Records U02 and U10 - Approved by consensus (4 in favour), with BH rejecting.

DA then addressed some general points:

Inserting UPRN within the flows

DA advised this was waiting on the outcome of Modification 0468.

Adding Fuzzy Matches

This had been discussed at the Phase 1 Pre-UKLC Walkthrough. A document will be provided to describe how fuzzy matching works on the existing UK Link System. This will be migrated unchanged, but will be provided to Users for information. This document will not form part of the UK Link Manual. DA confirmed it would be 3 characters for 01 October (not 5 characters - this might be reviewed after that time).

Retrospective Updates

DA reported that earlier in October the solution for this had been challenged. DA outlined the context and reiterated the specific functional reasons as to why the particular solution had been devised. DA explained that the complexity of the job and potential read / write conflicts would require the job to be scheduled at a time when it would not conflict with other jobs. Realistically this would require a weekend run, and consequently UNC does not allow for this. Feedback would be welcomed in advance of Phase 3. PT explained what Shippers would have to build into their systems, and would prefer JOB. DA felt that Xoserve should receive a specific instruction that recognises that a retrospective update is requested. DA questioned Users as whether they would wish Xoserve to process such flows without this explicit instruction, given that these flows may not have originated within the Shipper organisation and the impacts that this might have if such parties generated such flows as a result of purging of systems. Some Users acknowledged this point and Users agreed to consider the solution in light of this information.

2.2 Next Steps

DA thanked everyone for their contributions.

The approach used for Phase 1 would be repeated for Phase 2, and in the meantime Xoserve will consider how to cover off those file formats not agreed for Phase 1. It was noted that Phase 1 rejections and deferrals might, with subsequent information and dialogue, transform ultimately into approvals. Until outcomes of the meeting had been assessed DA felt it was too early to confirm whether Xoserve would move anything into a formal escalation route to the UNCC.

DA advised that the Phase 2 Walkthrough was planned for 06 November 2014 (comments received will be published shortly), and the Phase 3 Walkthrough was planned for 19 November 2014.

Approval of Phase 2 File Formats would take place at the UKLC meeting on 13 November 2014.

Approval of Phase 3 File Formats would take place at the UKLC meeting on 24 November 2014.

Shippers indicated that they had found the Control Sheet provided for this Phase 1 meeting to be very useful and requested that it be provided in advance of the walkthroughs and the subsequent UKLC meetings.

3. 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 Thursday 13 November 2014	31 Homer Road, Solihull B91 3LT Teleconference facilities will be available on request	<ul style="list-style-type: none"> • Standard agenda • Approval of Phase 2 File Formats • Approval / discussion on unapproved File Formats from previous Phases, if appropriate (to be confirmed)
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)	<i>Strawman at Nov meeting</i> Carried

Action Table - October 2014					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status
					forward
UKL 0903	11/09/14	3.2	<i>File Format walkthrough meetings</i> - DA to confirm dates to UKLC.	Xoserve (DA)	Carried forward
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)	Carried forward
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)	Carried forward
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)	Carried forward
UKL 1006	09/10/14	4.3	<i>UK Link File Format Portal Availability</i> - DA to confirm and communicate date.	Xoserve (DA)	Carried forward
UKL 1007	30/10/14	2.1	To summarise additional information document from Phase 1	Xoserve (DA)	Update to be provided.
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	Update to be provided.