UK LINK Committee Meeting Minutes
Thursday 11 February 2016
31 Homer Road, Solihull B91 3LT

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office	
Lorna Dupont (Secretary)	(LD)	Joint Office	
Alison Nield	(AN)	Gazprom	**Member**
Blanka Caen	(BC)	British Gas	
Bryan Hale*	(BH)	EDF Energy	**Member**
Colette Baldwin	(CB)	E.ON UK	**Member**
Dave Ackers	(DAc)	Xoserve	For item 6.2 only
Dave Addison	(DA)	Xoserve	**Member (Transporter)**
Dave Newman	(DN)	Xoserve	For item 6.2 only
Graham Wood	(GW)	British Gas	**Member**
Jamie Simpson*	(GS)	Engie	
Kirandeep Samra	(KS)	RWE npower	**Member**
Lee Harrison	(LH)	Xoserve	
Mark Jones	(MJ)	SSE	**Alternate**
Mike Fensome	(MF)	RWE npower	
Naomi Nathanael	(NN)	Plus Shipping	
Rachel Hinsley	(RH)	Xoserve	
Steve Nunnington	(SN)	Xoserve	**Member (Transporter)**

via teleconference

Copies of meeting papers are available at: http://www.gasgovernance.co.uk/uklc/110216

1.   Introduction and Status Review

BF welcomed all to the meeting and confirmed its quorate status.

1.1.   Approval of Minutes (14 and 18 January 2016)

The minutes of the two previous meetings were approved.

2.   Overview of Modifications Impacting UK Link Systems

Two new modifications (0573 and 0574) were noted, neither of which had any impacts.

3.   Issues referred from UKLIEF and MTWG for a decision

3.1 UKLIEF

No issues referred.

3.2 MTWG

Data conditionality (Reference 21)

Briefly outlining the issue, i.e. how users understand the conditionality of the file, DA pointed out that it has never been intended that all conditionality be described. There was no single document to which users could refer to ascertain if a field should be populated or not. Conditionalities are inferred from a variety of sources and an understanding of industry flows;

there is no single point where these are defined. This was not going to change as a result of documentation through Project Nexus.

BC asked for assurance that none of the conditionality would change, and queried if Xoserve was comparing the output from the old and the new systems to see if the same results (numbers, rejections, reasons) are obtained in each case. It would be good to understand what level of rigour has been applied. Explaining what information had been provided to Xoserve's suppliers/developers, DA indicated that he was aware of some instances of the running of parallel old/new test cases. BC responded that Shippers would appreciate a better understanding of that so that they can replicate/review their areas of testing.

Action UKL0201: *Data conditionality* - DA to ascertain which areas have been parallel ('like for like') tested and any results.

BH requested that Xoserve double check consistency as EDF had experienced rejection codes not being in the same order as expected (he had raised a defect); it was important to know if 'like for like' testing had been done and that codes are in the 'right' order. BH reiterated the need for reassurance on the ordering of the rejection codes. DA believed that the order in which rejection codes should appear was neither a requirement or stated in the UK Link Manual.   BH gave examples of appropriate/sensible ordering and how the orders affected the way Shippers react. Registration flows were most important.

CB asked if there was a logic or most appropriate sequence to the order of the rejection codes. Using the Read file as an example, DA explained the process, some aspects of the data may trigger a rejection before others as a file was going through the validation process, he also acknowledged the industry requirement that the file should be tested against the process as much as it could be so as many rejection reasons could be identified at one time. There was no explicitness in the code to present or infer a set order in which the rejection code should be placed (there were up to 15 rejection codes). BH observed that in theory this could delay a customer's switching as they would need to interrogate the reasons why the rejection codes had been issued if there was no ranking of rejection codes. If the inferred current order was not available after Project Nexus implementation then parties may have to specifically build something themselves to do this. DA indicated he would review offline the defect registered by BH.

BC commented that she would expect to have an interface document that sets out and explains all of this (conditionality rules/user manual). DA responded that some documents would be updated as Project Nexus progresses, but other things may not be, and Xoserve cannot commit to this at this point in the Programme. When defects have been reviewed DA would report back to the UKLC.

Token File and compression (Reference 31)

DA explained that this was proposing software compression and one of the previous options had considered software that effectively put a smaller pipe inside the main IX pipe which would be used to prioritise certain communications. The user can allow or suspend this by file type. DA believed that some aspects of this functionality would be available to the servers soon. There were two further streams for parties to consider:

- Upgrading IX bandwidth
- Network compression product 'Riverbed'.

A User Pays option is being proposed and Xoserve will engage with parties. A Change Pack will be issued.

DA advised that there was also a proposal to limit the file size to 400meg (seen to be the largest file). The restriction would be based on record count, or other alternative split (under review). The Change Pack to be issued tomorrow would include an update on the proposals.

Referring to the Token File, a proposal on its workings had been issued, and the representations received in response had indicated that, given the information provided, parties might not need this.

It was agreed the Token File compression issue could be closed (MTWG) and will be addressed through the Change Pack.

NFRs (Reference 32)

DA explained this was an IS Service definition in relation to large files and is being looked at. It was observed that Shippers need to understand what Xoserve's capabilities are. DA explained what the definition sets out and what was being reviewed.

Large File Management (Reference 33)

DA reported this was being progressed (400mb limit). Parties had been provided with a spreadsheet to populate/assess if any of their files approached that limit.

Responding to a question from BH, DA referred to a number of file names (NRL, COI, AML, UBR, UDR, UMR, TAP, STN and URS)/hierarchies/numbers of records shown and indicated the need to understand the volumes, giving an example (UDR file, 30m reads per day) and observing that it was not sensible to include that volume in a single file. DA was hopeful that it would not impact parties for a Day 1 position. Responding to a question from MF, DA observed there was a need to understand what the upper limit may be and take account of this in a Shipper's system build.

BC questioned if there was any detail on whether there likely to be a small number of files affected or on those most likely to be affected, and asked if this information could be provided as soon as possible. DA indicated that he would issue a Comms note as soon as any information was available.

DA noted there were two areas of focus: the need to get the old hierarchies up to the new standard (a file format change) - lower priority; and the "watch list" - which ones specifically needed first attention (i.e. concerns in relation to terms of scale) - higher priority.

4. **Xoserve Reporting Updates**

   4.1. **UK Link Modification Implementation Plan**

   4.1.1. **Current UK Link Changes Awaiting Scheduling – In Analysis**

   Daily Meter Reading Simplification (with improved within day data provision) - File Formats

   The actual file format was in analysis. SN confirmed this would be in the Change Pack this month.

   COR1154.15.29 - New Rejection Message (enduring) - FIL00024

   This was confirmed as an enduring code now, and will be issued in tomorrow's Change Pack.

   4.1.2. **Current Project Nexus Changes Awaiting Scheduling – In Analysis**

   Modification 0518S - Shipper Verification of meter and address details following system meter removals – Enduring solution

   DA set out a view of the temporary solution, and confirmed the planned implementation date is the Project Nexus Implementation Date. Work was continuing.

   COR1154.15.14 – UKLP Including Nexus requirement - Amendments to Baselined File Formats (October) – U01, U12 & U14

   Work continued; it was hoped to conclude soon and provide an update (either in the Change Pack or as an individual communication). Responding to a question from MF, DA indicated that it was proposed as a description change, but may come about as File Format change

(optionality).

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

To be issued in the Change Pack tomorrow.

COR1154.15.15 – UKLP Including Nexus requirements – Interconnector Templates

Not ready yet; to be in a future Change Pack.

COR1154.15.16 – UKLP Including Nexus Requirements - Method of transportation for the Invoicing Supporting Information Files, Compression

See discussions at 3.2, above.

4.1.3. Current UK Link Changes Awaiting Scheduling – Awaiting Approval

Solution Development Terms of Reference (ToR)

SN drew attention to the draft ToR published for review, and outlined the changes made. The UKLC then approved the ToR. A meeting schedule will be produced and the ToR will be published as approved.

COR3572 - EU Code Changes Phase 3 Delivery – External Screen Changes

SN confirmed that none of the changes were to APIs, only screen changes. No representations had been received. The UKLC gave its approval.

SPA Rejection Codes V26

Representations had been received. Advising that a couple of rejection codes needed to be added to the 'old world' list, DA explained why they had not appeared on the original list (i.e. warnings, not rejections).   It was the noted that the implementation date should be 12/02/16 (not 09/02/16). The UKLC gave its approval.

Standards Guide V11

DA confirmed this was a housekeeping change to the Guide; no representations had been received. The UKLC gave its approval.

DA asked the UKLC to note there would also be change to the Standards Guide included in tomorrow's Change Pack. This had arisen from a defect raised in MT Level 2, which DA explained in more detail. (Communications Ref: 1514).

4.1.4. Current Project Nexus Changes Awaiting Scheduling – Awaiting Approval

COR1154.15.28 - UKLP Including Nexus Requirements - LIA File Format & Hierarchy

DA reported that 3 representations had been received, with disparate views (2 in favour of 'must change', 1 in favour of 'should have'). The UKLC was asked to vote, and with only one vote recorded in opposition, the change was approved.

The member in opposition reiterated his view, and concerns as to whether it should actually have been treated as a change. DA explained the issue brought out in the MTWG, illustrating and clarifying with a diagram.

COR1154.15.27 - UKLP Including Nexus Requirements - RTO File Format & Hierarchy

DA reported that representations had been received, but were yet to be published; he summarised the key points raised and proposed that this be discussed, and caveated approval sought, at the meeting on 24 February 2016.

COR1154.15.26 - Introduction of an Advance Meter Reader (AMR) Service Provider (ASP) Identifier (ASPID) and Advanced Meter Indictor – Transition Arrangements

DA outlined the background. The representations received and the responses made have been published, along with a treatment guide. DA explained why Xoserve was not prepared to do the portfolio request, but ill endeavour to provide extracts in September. The UKLC

gave its approval.

COR1154.15.17 – Treatment of the Token File

See discussions at 3.2, above.

4.1.5. Current UK Link Changes Approved - Scheduled for Implementation

Proposed Datafix to Meter Link Code

Implementation date to be confirmed.

COR3575 – MNC MPRN creation process

Implementation date to be confirmed.

February 2016

COR3413.1 – Removal of 'Automatic' Creation of Meter Models on Receipt of RGMA Transactions – Revised Implementation Date

Implementation is on target for 19 February 2016.

April 2016

Move UK Link Documentation and UK Link Programme File to Sharepoint

SN reported that Xoserve was looking at the folders; parties were encouraged to send through any RFIs and Xoserve will endeavour to produce a Q & A document.

Modification 0446AV - Daily Meter Reading Simplification (with improved within day data provision)

On track.

COR3572 - EU Code Changes Phase 3 Delivery – Summary of Change

On track.

September 2016

Modification 0532 - New Rejection Message - File received during Non-Effective Period

On track.

4.1.6. Project Nexus Implementation Date

SN noted that the majority of these were related to Project Nexus and are all still in development.

Referring to the Release Plan, BC noted the inconsistencies in references being used and had been trying to get the MTs Baseline clarified. SN confirmed this had been provided a few weeks ago. BC observed it was not clear what is for future baselines after MTL3/4 and asked if it could be provided in advance. SN and DA would consider what could be done.

BH asked if it was worth separating out anything *not* dependent upon Nexus, in case it did not happen in October. DA explained that where it noted PNID it would be tied to that, but he would double check and will reflect any appropriate differences.

BH then referred to an item (template) that was previously in the Change Pack and the Plan, but has since been removed. DA explained that an information Communication note was issued regarding the template, but that it was not explicitly a change - a template was provided to Users and they were asked if they wanted an updated version of that template.

4.1.7. UK Link Changes – Implemented since the last UK Link Committee Meeting

DA confirmed the following had all been implemented:

- *UK Link File Formats – Administration updates – DPS Hierarchy (Legacy)*
- *COR114.15.20 - UKLP Including Nexus Requirements – ERR and FRJ Rejection Codes V1*
- *Comprehensive Invoices and Charge Types.*

4.2. Xoserve Report

SN noted the KPIs had been fully achieved this month.

SN highlighted the planned outages in Report E. Reports A, B, C, D and E were accepted.

4.3.   Review of 'pipeline of change'

There were no changes brought forward this month.

5.   Review of Actions

UKL0801: *Access Controls (portal screens and changes to roles)* - Produce a Change Pack and present to October UKLC.

Update: SN advised this would be in the next day's Change Pack. **Closed**

UKL 0901: *Twin stream metering* - DA to create a treatment document, making explicit what the changes to the arrangements will be.

Update: DA hoped to issue this in the next week. **Carried forward**

UKL1105: Xoserve to confirm when CMS comes into Project Nexus.

Update: DA confirmed the CMS interfaces would be there in February and March, and then again for the last couple of months. **Closed**

UKL0101: Xoserve to provide a proposal on fortnightly UK Link Committee meetings and the review and approval cycle.

Update: Provided. **Closed**

UKL0102: Xoserve to review the references and baseline changes used for Market Trials (Implementation Plan and Market Trial Release dates); *and*

UKL0103: Xoserve to confirm the Market Trial Baseline; *and*

UKL0104: Xoserve to review and align the two Master Control Sheets and consider combining.

Combined Update for UKL0102, 0103 and 0104: SN reported he had met with the Market Trials (MT) team in January. The baseline has been amended to show what is included. SN had asked the MT team to combine the baseline document and the Master Control Spreadsheet, but this was not going to be done, as it would be difficult to make sense of a document that contained both items that were in testing and those that were planned to be added later. The MT team will provide a different version of the baseline document to take account of the releases as they progress. Shippers were not content with this position,

observing that they had raised this on a number of occasions and with various parties/forums, and a discussion ensued. It was noted that the MTWG was disbanded and was only under recall by PNSG for specific items. The Release Plan was discussed; SN did not know when this would be released. SN noted the concerns expressed and will raise them with the MT team. MF believed it not to be 'an issue' but that it was becoming one because the information/communications is not available. The documents need to be consistent (how far through the versions are, and when things are going into MTs).

DA explained it could not be done 'the other way round', i.e. included in the Master Control Spreadsheet because there would be concerns about being out of kilter and the spreadsheet was not 'an authorised MT document'; for any 'mismatched' information parties would always be referred back to the official MT document.

A Shipper suggested that parties could always refuse to do anything until they knew when it was going into MTs.

SN noted that every organisation was having a problem that needed to be resolved and that he and DA will pursue the request with the MT team again.

It was agreed to close Actions UKL0102 and UKL0103 and amend Action UKL0104 to:

Amended Action UKL0104: ~~Xoserve to review and align the two Master Control Sheets and consider combining.~~ **SN and DA to establish and confirm where all changes approved by the UKLC (i.e. already approved and those in train for next 3 months) are going to appear in MTs.**

DA explained the risks; sometimes there may be different versions appearing, e.g. v1 and then v1.1, because of slight administrative changes needed. There may also be functional versus admin change but this may not be clear-cut. DA noted for consideration AN's suggestion that these could perhaps be clarified on the Master Control Spreadsheet.

Actions UKL0102 and UKL0103 - Closed.

Action UKL0104 (as amended) - Carried forward

UKL0105: File Transportation - Xoserve (DW) to confirm the aggregated volume comparisons pre and post Project Nexus.

Update: Provided. **Closed**

UKL0106: File Transportation - Xoserve to check the level of QoS and identify if there is an ability to nominate a capacity for files.

Update: DA reported that QoS was currently applied to all IX links at the moment but is not based on file transmission. DA explained QoS in more detail. **Closed**

UKL0107: Sharepoint - Xoserve to confirm the approach for loading documents.

Update: LH confirmed this would upload on 01 April 2016. **Closed**

UKL0108: 0532 liability waiver – Xoserve to describe the file types to be issued.

Update: DA advised that an update would be covered under standard agenda item 3.0, at a future meeting. **Closed**

6.   **Any Other Business**

6.1.   **Data Transformation Rules for Project Nexus**

SN confirmed this remained under discussion, and there were no new rules to be presented.

6.2. PAF File Update Issue

SN introduced DAc and DN who reported on an issue identified in relation to PAF file updates on UK Link.

DAc explained the existing process for managing PAF updates and reported that Xoserve had discovered that as well as the target address being updated, it was also updating incorrectly other addresses that were in some way linked to the target address (e.g. the principal street changed when it should not be). The PAF Update has been suspended since the issue was identified in the early part of last year and no updates had taken place since March 2015. A team was looking at the problem itself, and also to find/correct the addresses that had been inadvertently affected. To rectify this a system code change will be required (in April); Xoserve will make sure the logic works, and following successful proving, the PAF Update will be run again. Addresses will then be corrected (erroneous updates, not PAF valid, or incorrectly updated). A matching exercise will be carried out; it is not yet known how many will need to be updated. DAc referred to a source record check against the service provider master, which gave a 94% match, indicating that only 6% do not match (for a number of reasons, and not necessarily related to or as a result of this particular PAF issue). The intent is to correct this 6% regardless of cause of error/mismatch.

CB queried why this had not been brought to Shippers' attention at the time of discovery. DAc explained that the full extent of the problem and its root cause had been difficult to establish and Xoserve had been unable to describe it until recently. BC believed it would have been better to alert Shippers much earlier (the gap between discovery and today's notification is too long) because the issue also might affect them and they may have to rework this at a time when data is being prepared for April testing. DAc confirmed that no 'business as usual' updates had been suppressed, and Xoserve has continued to amend what has been sent in (validated through a different tool).

DAc reiterated that the best estimate is 6% of addresses may require an update, and that tomorrow's Change Pack will include details of the current process (NAC, TO8 files, etc). DN explained what had been/would be received. BC observed that Shippers needed to know when this is happening, so that they can manage any increased volumes. DA confirmed this would be in the Change Pack, and reported through the Implementation Plan Summary. DA advised that in their representations Shippers should make known to Xoserve any specific requests that need to be taken into account in respect of their portfolios before releasing, etc. DN reiterated that this was an opportunity to get data correct before Project Nexus Go live. DAc confirmed that this identified PAF issue would not be emulated in the new system.

6.3. UKLC Programme - Frequency of Meetings

SN gave a brief presentation putting forward proposals for the frequency and timing of future meetings. The UKLC reviewed and discussed the proposals, and agreed a series of bi-monthly meetings. SN will put together a schedule that will look to start in March.

Action UKL0202: Xoserve to confirm the 'second' UKLC meeting dates and a schedule for the Solution Development Group (SDG).

7. Diary Planning

Further details of planned meetings are available at: www.gasgovernance.co.uk/Diary

The meeting programme was reviewed under 6.3, above.

UKLC Meetings will be face-to-face meetings (unless otherwise notified) and will take place as follows:

Time and Date	Venue	Programme
10:00, Thursday 10 March 2016	31 Homer Road, Solihull B91 3LT	Standard agenda; discuss Change Pack 1; approval of RTO; other items to be confirmed
10:00, Wednesday 23 March 2016	31 Homer Road, Solihull B91 3LT	• Approval of Change Pack 1 • Discuss Change Pack 2
10:00, Thursday 14 April 2016	31 Homer Road, Solihull B91 3LT	Standard agenda; Approval of Change Pack 2; discuss Change Pack 3; other items to be confirmed
10:00, Wednesday 27 April 2016	31 Homer Road, Solihull B91 3LT	• Approval of Change Pack 3 • Discuss Change Pack 4
10:00, Thursday 12 May 2016	31 Homer Road, Solihull B91 3LT	Standard agenda; Approval of Change Pack 4; discuss Change Pack 5; other items to be confirmed
10:00, Wednesday 25 May 2016	31 Homer Road, Solihull B91 3LT	• Approval of Change Pack 5 • Discuss Change Pack 6
10:00, Thursday 09 June 2016	31 Homer Road, Solihull B91 3LT	Standard agenda; Approval of Change Pack 6; discuss Change Pack 7; other items to be confirmed

Action Table (as at 11 February 2016)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status
UKL 0801	13/08/15	4.1	*Access Controls (portal screens and changes to roles)* – Produce a Change Pack.	Xoserve (SN/DA)	**Closed**
UKL 0901	10/09/15	5.1.1	*Twin stream metering* - DA to create a treatment document, making explicit what the changes to the arrangements will be.	Xoserve (DA)	**Carried Forward**
UKL 1105	12/11/15	4.1.2	Xoserve to confirm when CMS comes into Project Nexus.	Xoserve (DA)	**Closed**
UKL 0101	14/01/16	4.0	Xoserve to provide a proposal on fortnightly UK Link Committee meetings and the review and approval cycle	Xoserve (DA/SN)	**Closed**
UKL 0102	14/01/16	5.1.2	Xoserve to review the references and baseline changes used for Market Trials (Implementation Plan and Market Trial Release dates)	Xoserve (DA/SN)	**Closed**
UKL 0103	14/01/16	5.1.2	Xoserve to confirm the Market Trial Baseline	Xoserve (DA/SN)	**Closed**

UKL 0104	14/01/16 Amended 11/02/16	5.1.2	~~Xoserve to review and align the two Master Control Sheets and consider combining.~~ SN and DA to establish and confirm where all changes approved by the UKLC (i.e. already approved and those in train for next 3 months) are going to appear in MTs.	Xoserve (DA/SN)	**Carried forward**
UKL 0105	14/01/16	5.1.2	File Transportation - Xoserve to confirm the aggregated volume comparisons pre and post Project Nexus.	Xoserve (DW)	**Closed**
UKL 0106	14/01/16	5.1.2	File Transportation - Xoserve to check the level of QoZ and identify if there is an ability to nominate a capacity for files.	Xoserve (DA/SN)	**Closed**
UKL 0107	14/01/16	5.1.3	Sharepoint - Xoserve to confirm the approach for loading documents.	Xoserve (DA/SN)	**Closed**
UKL 0108	14/01/16	6.0	0532 liability waiver – Xoserve to describe the file types to be issued.	Xoserve (DA/SN)	**Closed**
UKL 0201	11/02/16	3.2	*Data conditionality* - DA to ascertain which areas have been parallel ('like for like') tested and any results.	Xoserve (DA)	**Pending**
UKL 0202	11/02/16	6.3	Xoserve to confirm the 'second' UKLC meeting dates and a schedule for the Solution Development Group (SDG).	Xoserve (SN)	**Pending**