

UK LINK Committee Meeting Minutes
Thursday 10 December 2015
at 31 Homer Road, Solihull B91 3LT

Bob Fletcher (Chair)	(BF)	Joint Office
Mike Berrisford (Secretary)	(MB)	Joint Office
Alastair Manson	(AM)	Total Gas & Power
Anne Jackson	(AJ)	SSE
Bryan Hale*	(BH)	EDF Energy
Colette Baldwin	(CB)	E.ON UK
Dave Addison	(DA)	Xoserve
Endre Merai	(EM)	RWE npower
Kirandeep Samra	(KS)	RWE npower
Lee Harrison	(LH)	Xoserve
Lorna Lewin*	(LL)	DONG Energy
Naomi Nathanael*	(NN)	Plus Shipping
Steve Nunnington	(SN)	Xoserve
Sue Cropper	(SC)	British Gas

*via teleconference

Copies of meeting papers are available at: <http://www.gasgovernance.co.uk/uklc/101215>

1. Introduction and Status Review

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

1.1. Approval of Minutes (12 November 2015)

The minutes of the previous meeting were approved.

2. Overview of Modifications Impacting UK Link Systems

2.1. Modification 0569

DA advised that there were no obvious UK Link system impacts indicated at this stage.

2.2. Modification 0570

DA advised that there were no UK Link system impacts associated with the modification.

3. Issues referred from UKLIEF and MTWG for a decision

SN provided an update on the progress of Market Trials and advised that no major issues had arisen so far. It is expected that the 1st batch of accelerated process file formats (relating to an occurrence change from 1 to 1000) would be discussed later in this meeting as so possibly avoid the need for 14 December UKLC Accelerated Governance meeting. SN explained that so far only administrative cosmetic and not system design related issues had been seen.

During a brief discussion where AJ highlighted a recent issue associated with decimal point (integer) related matter (where a file format with a value of 10 which was rejected), DA advised that this is covered under the UK Link Standards Guide where references to the treatment of decimal fields reside. He has drafted a text change that hopefully better defines (explicitly) how integer treatment is specified.

DA went on to advise that Xoserve are currently double checking a number of file formats to ensure consistent application (i.e. 12.0 as opposed to 12 etc.) of allowable values. They are

also checking to ensure that there is no degradation to the service provision.

AJ highlighted that should Xoserve look to moving away from the legacy treatment of these types of field, this would / could become a major concern to Users, whereas simply changing the UK Link Standards Guide would be less of a concern.

DA explained that if this turns out to be simply a descriptive change it would be included within a forthcoming Change Pack communication.

Moving on, SN highlighted an issue that has recently arisen associated with the previous FSI File Issue which was approved by the Committee circa July this year – in essence, this was originally approved with the 'Network Operator Field' included and subsequently it has been found to have been inadvertently missed off in the file format.

SN went on to explain that of the Shippers who responded only one Shipper has built their system based on the 'original' approval file format specification, so it is hoped that the impact is limited as the file concerned already contains a NOF identifier anyway. It is therefore proposed to (re)approve the FSI file format, minus the NOF, at next months UKLC meeting. All Shippers will have the ability to comment on the Change during the representations process. Please note that this will come through as an accelerated change request.

More details will be included within the next Change Pack communication.

4. Xoserve Reporting Updates

4.1. UK Link Modification Implementation Plan

4.1.1. Current UK Link Changes Awaiting Scheduling – In Analysis

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

Update to be included within Friday's Change Pack communication.

UK link File Formats – Administration updates – DPS Hierarchy

Update to be included within Friday's Change Pack communication.

4.1.2. Current Project Nexus Changes Awaiting Scheduling – In Analysis

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

Related to template change which remains in analysis with no effective implementation date available at this time.

COR1154.15.15 – UKLP Including Nexus requirements – Interconnector Templates

Related to template change which remains in analysis with no effective implementation date available at this time.

COR1154.17.2 - UKLP CMS Consequential Change – Bulk QMP Templates

Related to template change which remains in analysis with no effective implementation date available at this time. A request for contacts related information would be included within Friday's Change Pack.

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

DA explained that this item is still awaiting full confirmation from the Technical Suppliers, and will hopefully be provided before Christmas.

Modification 0532 - Removal of Rejection Message - File received during Non-Effective Period

This item remains in analysis.

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

Interim solution provided in a previous change pack and this item now relates to

the amended report fields.

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

Returns to 'In Analysis' category due to outstanding action and Xoserve are currently undertaking some data assessment analysis with a proposed solution expected in due course.

COR1154.15.22 – UKLP Including Nexus requirement – Negative Values – approval not previously explicitly sought (U02, E89, E91, E87 & E88)

A 'tidy up' exercise that will be included within a future change pack communication for approval in due course.

4.1.3. Current UK Link Changes Awaiting Scheduling – Awaiting Approval

Amendments to ECO file format Hierarchy

When asked, there were no adverse member comments to the approval of this change order – approved.

Move UK Link Documentation and UK Link Programme File to SharePoint

Discussion centred on the two representations received (of which one party utilises embedded internal system links) during which SN confirmed that the option was to either stay 'as-is' (Xo.com) or move to the SharePoint platform, but NOT both. When asked, SN confirmed that the service provision had resided on Xo.com for circa 6 months.

In considering whether caveated approval would be appropriate, SC pointed out that as the party using the embedded links British Gas, would not be able to give approval of this change order. BF asked reminded members that they were there to represent the interests of the industry when considering whether to approve a proposed change.

Other parties also voiced concerns around both document transfer security and geographical storage location issues (preference being for a EU market based server location rather than a USA based one). Responding, SN pointed out that Microsoft and not Xoserve would be storing the information on a server housed in Amsterdam.

When asked whether or not there could be any potential Microsoft User registration duplication related impacts, DA agreed to double check.

SN pointed out that one of the reasons behind the proposed move to the SharePoint platform is the improvement in the search engine capabilities as currently the Xoserve.com solution (which cannot be upgraded) only enables searches based on header field information.

It was agreed to defer approval of the change at this time pending further discussions whereupon DA requested that parties provide feedback to Xoserve as soon as possible.

New Action UKLC 1201: Reference Move UK Link Documentation and UK Link Programme File to SharePoint - Xoserve (DA/SN) to set up a teleconference technical meeting to discuss the matter in more detail with impacted parties.

Modification 0466AV Daily Meter Reading Simplification (with improved within day data provision)

DA explained that whilst Ofgem had already approved the modification, there is currently no effective implementation date, which is due in part to the complex system changes at Xoserve's end involved and not the simple UK Link Manual changes required to support the change.

DA went on to explain that the MDR file as issued at 11:00hrs would not move to 12:00hrs via a batch schedule and therefore actual delivery could be any time up to 14:00hrs. DA then pointed out that at the previous meeting, members

approved the change to the UK Link File Transfer Guide and this change order is now proposing to add another file format type (BBR within day reading file) to the guide – following issue in a previous change pack no responses have been received.

Members indicated that they were happy to agree this as a Class 1 change with a proposed implementation date of 01 April 2016¹

When asked, there were no adverse member comments to the approval of this change order – approved.

COR3575 - MNC MPRN creation process

DA explained that this had been issued in a previous change pack and that no responses had been received. Furthermore, the matter had also been discussed at a recent Distribution Workgroup meeting and no adverse comments to this simple process related change had been raised.

DA then pointed out that there had been one administration related error in the change pack communication on this item – no implementation date had been included, but Xoserve would like to propose 01 February 2016. If no approval for this date is forthcoming at this meeting, Xoserve would look to seeking views in due course.

AJ explained that she would need to abstain from any formal approval vote until she had sought views from her SSE colleagues on the proposed implementation date. LL also indicated that she would be abstaining.

Thereafter when asked, there were no further adverse member comments to the approval of this change order – approved.

UK Link File Formats – Decommission DPP Hierarchy

DA explained that this particular file format had now been used in the last two years and that no adverse comments to its removal had been forthcoming in the representations received.

When asked whether or not this change is potentially ‘linked’ to the Project Nexus implementation date from purely a functionality perspective, LH advised that it is simply a legacy related matter.

When asked, there were no adverse member comments to the approval of this change order – approved.

Update to the UK Link File Transfer User Guide detailing the XN Prefix

SN explained that there had been no adverse comments to this change highlighted in the representation received.

When asked, there were no adverse member comments to the approval of this change order – approved.

COR3841 – Shipper Verification of meter and address details following system meter removals – Interim Solution

DA explained that there had been no adverse comments to this Class 1 change highlighted in the representation received.

When asked, there were no adverse member comments to the approval of this change order – approved.

Proposed Datafix to Meter Link Code

SN explained that wherever there is a ‘N’ value, this would be data fixed to read as ‘F’ and to date there have been no adverse comments to the change within representations received.

¹ Please note: Formal approval of the proposed effective implementation date of 01 April 2016 for Modification 0466AV would be sought at the 17 December UNCC meeting.

When asked whether it is correct to assume that all instances are changed by default without investigations, LH indicated she would provide BH with a copy of the email that clarifies the Primes & Subs (P&S) aspects in more detail.

When asked whether or not Xoserve would provide a notification to Shippers when a record (file) is amended, DA advised that this would not be the case as it will be conducted by a (single) whole set data fix exercise. Responding, some parties felt that provision of a notification to impacted parties would help Shippers align their respective portfolios with Xoserve's data. At this point, DA pointed out that the proposed exercise does not impact any existing P&S files. DA went on to advise that Xoserve is currently undertaking this remedial / corrective work as part of the Monthly Data Fix workload, and all that they are proposing is to now undertake a single one-off exercise.

DA suggested that once he had discussed EDF Energy's nine impacted Meter Points with BH he would look to provide a report on their findings and thereafter look to provide portfolio specific reports to each impacted Shipper. (i.e. utilise the EDF Energy portfolio as an example model and then look at the population(s) that Xoserve will look to change).

Once SN indicated that Xoserve would look to provide the supporting analysis at the next UKLC meeting, members agreed to defer approval of the change at this meeting.

4.1.4. Current Project Nexus Changes Awaiting Scheduling – Awaiting Approval

COR1154.15.6 – UKLP Including Nexus Requirements - Shipper Rejection Codes v2.4

SN explained that some serious challenges had been highlighted within the representation received and therefore UKLC approval would be deferred at this time until further consideration has taken place.

COR1154.15.18 – UKLP Including Nexus Requirements – Winter Consumption Failure Reason Messages

SN explained that there had been no adverse comments to the change in the representation received.

When asked whether an existing rejection code be used, DA pointed out that an answer had already been provided in the representations matrix (reinstated value).

When asked, there were no adverse member comments to the approval of this change order – approved.

COR1154.15.17 – Treatment of the Token File

DA suggested that this change is unusual in the sense that some comments have been received within the three representations rejecting the principle behind the token file approach – if this is a universally disliked change, Xoserve are happy to consider pulling it completely even though it is only related to invoicing file usage.

When asked whether this matter relates to the 'compression' issue, DA suggested that this is not directly linked to that issue and Xoserve are of the view that we would always need to split the files. Some parties reiterated their concern that the 'industry' has already waited 6 months for a view of the compression file issue and do not wish this new token file change proposal to potentially undermine the compression aspects. However, this was not a universally supported view amongst members with some believing that there is no tangible link to be made. In the end a compromise was suggested in so far as members would be happy to approve the change as long as the splitting of the files does not force Shippers to use the token file.

BH pointed out that at the recent Market Trials one party had highlighted concerns relating to the token file relationship aspects. Responding, DA

explained Xoserve's previous rationale and approach to the token file to file format values / relationships. He also suggested that Shippers would not specifically be able to define what they would like / want.

DA requested that the meeting minutes record that members noted that if no one is found to be using the token file, it would be withdrawn. He also indicated that once the compression issue is resolved, Xoserve would look to seek formal approval in due course.

COR1154.15.19 – UKLP Enduring Transformation Rules

SN explained that in his opinion this matter had been developed and agreed in the Data Cleansing forum and has been passed to the UKLC for formal approval. Should members feel unable to approve the change the matter needs referring back to the respective source discussion points for further consideration. He went on to point out that concerns had been voiced in some of the representations around duplicate rules which subsequently turned out not to be the case. There are one set of rules for GTs and another for the iGTs.

BH advised that he still has concerns that will need to go back to the Data Cleansing (DC) Workgroup for further consideration before being able to approve the change. SN suggested that this fact supports his previous declaration that the UKLC is not the appropriate place in which to approve matters such as these. Some members felt that this highlights a process weakness where questions are still being asked even though the 'industry' has theoretical DC Workgroup sign off for the proposal. SC explained that some additional items (i.e. rules related) are also expected to be discussed at the next DC Workgroup meeting, scheduled for 17 December 2015.

It was suggested that should this matter be escalated to UNCC level, the first opportunity for them (the UNCC) to consider the matter would be the January 2016 meeting and therefore there would be a direct impact on the Level 3 Market Trials exercise.

Shippers stated that there is sufficient time to assess the potential impact on the Level 3 Market Trials exercise. It was agreed that these rules would be taken to the UKLC Accelerated Governance meeting on 04 January 2016 for discussion. If approval is not received, then the matter will be escalated to the January UNCC meeting.

When SN suggested conducting a UKLC email vote, BF advised that this is not an especially robust process, especially in terms of the voting aspects and it would be advisable to set out ground rules so that members were aware as to how votes would be calculated.

It was also noted that as this matter relates to an enduring solution and not just potentially impacting on Market Trials, it is crucial that it is debated sufficiently within the DC Workgroup. SN reminded those present that it would also need to go back to iGTs for consideration of any Transition Rule changes as well and thereafter await their formal responses on the matter.

When asked, SN confirmed that the next Market Trials data cut had already been taken (as of 08 December) and the Transition Rules would be applied to this.

It was agreed to defer approval of the change at this time.

COR114.15.20 - UKLP Including Nexus Requirement – ERR and FRJ Rejection Codes

SN explained that there had been a significant number of responses to this change, some of which have raised concerns and therefore approval of this change would not be sought at this meeting.

It was agreed to defer approval of the change at this time.

4.1.5. Current UK Link Changes - Approved - Scheduled for Implementation

November 2015

COR3538 - Introduction of .DEL EFT files

Remains in development with a proposed (elapsed) implementation date of 28 November 2015.

December 2015

COR 3312.2 - Security of Supply – GDE Cashout and Compensation Arrangements – Phase 2

Remains in development with a proposed (elapsed) implementation date of 02 December 2015.

January 2016

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

SN explained that this change had failed testing, which sees implementation now deferred until mid January 2016.

When BH voiced his concern about the apparent continual roll back of the implementation date, DA explained that this is due in the main to tensions associated with implementation and the proposed December Code Freeze. BH indicated that he would let his EDF Energy support colleagues know of the delay.

April 2016

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

Remains in development with a proposed implementation date of 10 April 2016 and a contingency date of 24 April 2016.

4.1.6. Project Nexus Implementation Date

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

When a typographical error was highlighted in regards to the proposed implementation date for COR1154.15.21, LH agreed to amend this to read as 26/11/16 and not 26/11/15 as currently stated.

No further update was provided for these changes.

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

Amendments to OTA file format

Implemented 13 November 2015.

UK Link Manual V16 – Updates to document

Implemented 13 November 2015.

Update UK Link File Transfer User Guide

Implemented 13 November 2015.

4.2. Xoserve Report

SN confirmed there were no liabilities this month.

No new forthcoming outages were required.

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

4.3. Review of ‘pipeline of change’

In pointing out that this had already been discussed during consideration of the 1482 communication, SN suggested that should the members approve the change now, Mondays proposed Accelerated Governance teleconference meeting could be cancelled.

When it was pointed out that approving the matter now might be seen as 'jumping the gun' somewhat, it was agreed to defer consideration until the 04 January 2016 UKLC Accelerated Governance meeting.

5. ~~Approve~~ Review Modification 0532 liability waiver

At DA's request it was agreed to change the title to read as 'Review' rather than 'Approve' Modification 0532 liability waiver.

6. Review of Actions

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

Update: Relates to outstanding portal screen template considerations. **Carried Forward**

UKL0802: *COR1154.15.16 – UKLP Including Nexus requirement – Amendments to the AML, COI, CZI, introduction to the TKN and concept of compression* - DA to arrange a meeting between Shippers, UKLC members and UKLP to discuss this issue and potential solutions in greater detail.

Update: Additional information expected before Christmas break. **Carried Forward**

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

Update: DA advised that having drafted a paper relating to this matter following discussion with various parties, he is awaiting internal Xoserve approval. **Carried Forward**

UKL 1001: *Market Trials File Formats Release Schedule* - SN to confirm when this is available and notify the UKLC.

Update: Please see items 7.1 and 7.2 below for more details. **Closed**

UKL 1004: *UNCC Escalation Route for UKLC* - Chair to invite a PwC representative to attend UKLC meetings (to support escalation process required by UNCC).

Update: BF advised that he had spoken with PwC who have agreed to provide a representative to attend UKLC and UNCC meetings, as and when appropriate. **Closed**

UKL1101: *Modification 0532 liabilities* - Xoserve to provide a list of the unaffected files for the non-effective day file processing.

Update: Please refer to item 5.0 above for more details. **Closed**

UKL1102: *Modification 0532 Non-effective days* - Transporters to consider a solution for providing an explicit response to Shippers that files are not being processed.

Update: DA explained that an explicit rejection code would be included within Friday's Change Pack communication. **Closed**

UKL1103: *MNC MPRN creation process* – Xoserve to issue the change summary and consider the appropriate change governance.

Update: DA advised that this action had been completed. **Closed**

UKL1104: *Modification 0532 New Rejection Message* - Xoserve to provide an update on the Transmission Workgroup considerations.

Update: DA explained that the new rejection message would be provided to the Transmission Workgroup in due course and the matter would be included in Friday's Change Pack communication. **Closed**

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

Update: When challenged as to what the action actually refers to BF explained that it is associated to when CMS files are going to be included in the Market Trials exercise. DA agreed to issue a communication relating to this matter. **Carried Forward**

UKL1106: Sharepoint - Xoserve to confirm the logout durations and location of backups.
Update: DA confirmed that the backup server location would be Amsterdam and backup durations are expected to be longer than 30 minutes. **Closed**

7. Any Other Business

7.1. Release Schedule Update

In providing an update, SN explained that the presentation is an extract taken from the equivalent Project Nexus Steering Group and UKLIEF presentations (UKLIEF only had page 1 and not both pages).

SN then moved on to explain how approved changes are cascaded in to the plan (i.e. including consideration of scale of change and any commercial impacts).

SN explained that Xoserve would use reasonable endeavours to provide an early indication of delivery dates via the UKLC Accelerated Governance meetings, following UKLC approval etc. However, he asked parties to note that in some rare circumstances (impact assessments might impact on the provision of a delivery date), delivery dates might not be available prior to seeking formal UKLC approval – this raised concerns with some members who felt that they would be unable to approve a request in the absence of a delivery date. It was suggested that one way around the problem might be to look to approve the technical solutions separate to the implementation dates.

When asked about any potential Level 3 Market Trials baseline impacts, SN confirmed that the level 3 baseline remains the same as the level 2, at this moment in time.

7.2. Solution Development Group (SDG) Update

In providing an overview of the presentation SN explained that it is envisaged that this group would sit at the front of the Accelerated Governance process.

When asked whether the proposals constitute a form of Q & A exercise, SN suggested that it aims to provide an early recommendation to Xoserve around what it needs to build. It was felt by some members that it is very important that there is a traceable link (in the form of minutes to the meetings of the group) in order to manage the decision making process in a transparent manner.

SN explained that whilst Xoserve would consider any views put forward, this does not necessarily mean that these would be delivered – in short, users will not be able to dictate to Xoserve what is delivered via this group. Some members voiced concerns about this proposed approach on the grounds that it infers that Xoserve could potentially railroad changes through. DA reminded everyone that in instances where an 'impasse' is reached, the matter would be referred up the ladder to the UKLC / UNCC for consideration.

During a lengthy discussion, it was suggested that where Xoserve puts forward a solution, it should also look to provide a view on other options it has considered, and why it has decided to reject these in preference for their tabled option (i.e. transparency around decisions). Responding, SN explained that Impact Assessments (IA's) might not always be completed before presentations of a solution / solutions are made to the group. DA also explained how Xoserve could possibly utilise a 'flash' IA approach to identify high-level impacts and costs to focus on preliminary assessments and solutions. Whilst happy to introduce transparency, SN reminded everyone that the work of this group is involved with the early stages of solution development and the main aim is to adopt a speedy process.

Concerns were voiced that Shippers / UKLC members would potentially not be getting any real 'IA' consideration time before being asked to make a commitment / 'on the fly' decision. SN gave a commitment that where Xoserve know in advance what is being

proposed, they would endeavour to provide suitable materials in a timely fashion – consensus, at least 24 hours prior to a meeting was deemed suitable.

In trying to visualise the endorsed changes timelines, SN explained that SDG meetings would take place on a Friday with the outputs included within the following Wednesday's change pack. This would be followed by 5 business days consultation for representation submission. On the Monday following the (second) change pack release an item would be discussed at the UKLC Accelerated Governance meeting – this equates to a circa 3 week overall process.

Discussions of any potential delivery timetables (Xoserve and the wider industry) relate to a proposed delivery date. Xoserve would not be able to give a definite delivery date until the Impact Assessment (IA) is complete. In most cases the IA will be completed prior to the UKLC teleconference, and thus the date can be agreed. There could however, be occasions regarding complex changes where an IA takes longer and a definite delivery date cannot be given at approval.

SN indicated that where a change is rejected (by the Acc Gov meeting), Xoserve may exercise their right to escalate the matter to the UNCC for consideration – however, the preference would be to return the matter to the SDG in the majority of cases. Whilst acknowledging that some members believe this is heavily weighted in Xoserve's favour, SN pointed out that it is still superior to the current provisions where parties have no input into the system design process.

When asked whether or not it is envisaged that the iGTs would also be involved in SDG meetings, SN indicated that whilst this is a possibility, the majority of changes are already discussed with iGTs at their Single Service Provision meetings. It was noted that care would be needed to avoid multiple duplicate discussion streams.

New Action UKLC 1202: Reference Solution Development Group (SDG) Update - Xoserve (SN) to develop a draft Terms of Reference for the Solution Development Group for consideration at the next UKLC meeting.

7.3. Retro 4 – Principles of Rejection and File Formats presentation

In providing an overview of the presentation, DA advised that a communication relating to this matter would be included within Friday's Change Pack.

DA pointed out that whilst a second change requirement has come to light following the Market Trials, it had not been included within this presentation.

DA indicated that he would like document approval by 18 December 2015, although some members questioned whether this is essential and wondered whether caveated approval would be sufficient as the file formats could be approved separate to the actual delivery date approval.

In considering the 'Design Principles' slide, DA suggested that an additional bullet should be added to include a capability to undertake a replacement of a reading associated to a Meter Asset job (i.e. UPRD code which is a new code). He asked people to note that as far as the update of data requirements broadly aligned to the ONUPD equivalent is concerned, a meter model table comparison and mismatches might result in a rejection.

In looking at the 'Principles – Irrelevant Data / Datasets' slide, DA suggested that two additional update via UPD bullet points should be included in the list to cover 'meter collar status' and 'bypass etc.'

In considering the 'APPNT Dataset – CHANGE' slide, DA pointed out that as far as the '*.....where readings are required will mean that READG and APPNT dataset are both necessary*', this is contrary to the current UPD process – views on this are encouraged and welcomed.

When moving on to consider the 'Rejection Codes' slide, SC explained previous discussions around concerns voiced around meter reads and using asset reads to

'fudge' process limitations – this potential 'gap' in the process has now been included on the requirements register.

DA moved on to briefly explain how retro differs to UPD 'backstop' dates before advising that Xoserve is still working through all the possible scenarios – it is hoped a communication would go out in the following week's change pack relating to this matter.

When asked what would possibly happen when the correct meter is in the wrong premises (i.e. cross meter), DA suggested that he would flag this up for inclusion in the scenarios listing. He then went on to explain how RTO (rejections) potentially hinge around the effective date and whether or not UPD should have been utilised as an alternative.

In closing, DA provided a brief overview of the supporting Excel spreadsheet explaining that this is provided 'for information purposes' only at this time.

8. Diary Planning

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

UKLC Meetings will take place as follows:

Time and Date	Venue	Programme
09:30 – 10:30 Monday 04 January 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> • Approval of previous Accelerated Change Pack (14 Dec) • Discussion of the new Accelerated Change Pack • UKLP Enduring Transformation Rules
10:00 Thursday 14 January 2016	31 Homer Road, Solihull, West Midlands. B91 3LT	Standard agenda; other items to be confirmed
09:30 – 10:30 Monday 18 January 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> • Approval of previous Change Pack (04 Jan) • Discussion of the new Change Pack
09:30 – 10:30 Monday 01 February 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> • Approval of previous Change Pack (18 Jan) • Discussion of the new Change Pack
10:00 Thursday 11 February 2016	To be confirmed	Standard agenda; other items to be confirmed
09:30 – 10:30 Monday 15 February 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> • Approval of previous Change Pack (01 Feb) • Discussion of the new Change Pack
09:30 – 10:30 Monday 29 February 2016	Teleconference	Accelerated Governance meeting <ul style="list-style-type: none"> • Approval of previous Change Pack (15 Feb) • Discussion of the new Change Pack

Action

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status
UKL 0801	13/08/15	4.1	<i>Access Controls (portal screens and changes to roles)</i> – Produce a Change Pack.	Xoserve (SN/DA)	Carried Forward

UKL 0802	13/08/15	5.1	<i>COR1154.15.16 – UKLP Including Nexus requirement – Amendments to the AML, COI, CZI, introduction to the TKN and concept of compression</i> - DA to arrange a meeting between Shippers, UKLC members and UKLP to discuss this issue and potential solutions in greater detail.	Xoserve (DA)	Carried Forward
UKL 0901	10/09/15	5.1.1	<i>Twin stream metering</i> - DA to create a treatment document, making explicit what the changes to the arrangements will be.	Xoserve (DA)	Carried Forward
UKL 1001	08/10/15	5.1	<i>Market Trials File Formats Release Schedule</i> - SN to confirm when this is available and notify the UKLC.	Xoserve (SN)	Update provided Closed
UKL 1004	08/10/15	8.1	<i>UNCC Escalation Route for UKLC</i> - Chair to invite a PwC representative to attend UKLC meetings (to support escalation process required by UNCC).	Chair (BF)	Update provided Closed
UKL 1101	12/11/15	2.1	Modification 0532 liabilities - Xoserve to provide a list of the unaffected files for the non-effective day file processing.	Xoserve (DA)	Update provided Closed
UKL 1102	12/11/15	2.1	Modification 0532 Non-effective days - Transporters to consider a solution for providing an explicit response to Shippers that files are not being processed.	Transporters / Xoserve (DA)	Update provided Closed
UKL 1103	12/11/15	4.1.1	MNC MPRN creation process – Xoserve to issue the change summary and consider the appropriate change governance.	Xoserve (DA)	Update provided Closed
UKL 1104	12/11/15	4.1.1	Modification 0532 New Rejection Message - Xoserve to provide an update on the Transmission Workgroup considerations.	Xoserve (DA)	Update provided Closed
UKL 1105	12/11/15	4.1.2	Xoserve to confirm when CMS comes into Project Nexus.	Xoserve (DA)	Carried Forward
UKL 1106	12/11/15	4.1.2	Sharepoint - Xoserve to confirm the logout durations and location of backups.	Xoserve (DA)	Update provided Closed
UKL 1201	10/12/15	4.1.3	<i>Reference Move UK Link Documentation and UK Link Programme File to SharePoint</i> - Xoserve (DA/SN) to set up a teleconference technical meeting to	Xoserve (DA/SN)	Pending

			discuss the matter in more detail with impacted parties.		
UKL 1202	10/12/15	7.2	<i>Reference Solution Development Group (SDG) Update</i> - Xoserve (SN) to develop a draft Terms of Reference for the Solution Development Group for consideration at the next UKLC meeting.	Xoserve (SN)	Pending