UK LINK Committee Meeting Minutes
Thursday 09 August 2012
via teleconference

Attendees

Mike Berrisford (Chair)	(MiB)	Joint Office of Gas Transporters
Bob Fletcher (Secretary)	(BF)	Joint Office of Gas Transporters
Amie Charalambous	(AC)	RWE npower
Ashley Collins	(AC)	EDF Energy
Claire McNamara	(CM)	Xoserve
Dave Corby	(DC)	National Grid NTS
David Addison	(DA)	Xoserve
Debbie Jones	(DJ)	Xoserve
Joanna Harze	(JH)	Xoserve
Laura Jones	(LJ)	Xoserve
Lee Chambers	(LC)	Xoserve
Lorna Lewin	(LW)	DONG Energy
Martin Brandt	(MB)	SSE
Matthew Rider	(MR)	Xoserve
Richard Jones	(RJ)	National Grid
Tracey Barber	(TB)	Xoserve

Please refer to: www.gasgovernance.co.uk/uklc/090812 for supporting papers.

1.   Review of Minutes, Action and Modifications

1.1. Minutes

The minutes of the previous meeting were approved.

1.2. Actions
UKL 1103: Xoserve to review the contingency procedures that exist in the UK Link manual
Update: DA advised that work remains ongoing. **Carried Forward**

UKL 0501: Xoserve Project Team to provide firm implementation dates for the Q Project.
Update: Please refer to item 3.0 (including Project Q) update below. **Carried Forward**

UKL 0503: All parties to review the use of a supplier effective date within the SUN file and provide a view on the retention of the file.
Update: Please refer to item 3.0 below for more details. DA confirmed Xoserve have updated the Implementation Plan for future discussion and a presentation has been provided. **Carried Forward.**

New Action: UKL 0801 DA to provide a timeline to assist Users detailing release of files with revised EUC values by 17 August.

UKL 0701: Xoserve to consider the impacts to RFI charges and utilisation.

Update: DA advised that call charges would not be waived when the Data Enquiry outage happens as the outage is planned and timescales have been provided to the industry. Further details of the DE outage are to be provided in the change pack. **Complete**

UKL 0702: Xoserve to consider the possibility of publishing all communications on the Xoserve website for reference.
Update: DA confirmed Xoserve were in the process of implementing this customer request. In order to meet this Xoserve need to procure additional storage and so estimated that the documents would be published from October. **Complete**

UKL 0703: Xoserve will advise members if anybody from their organisation are accesses SIS and when they last accessed the system or confirmation that their organisations is not utilising the service.
Update: DA advised all Users had been contacted and only 6 organisations had been accessing the system in the last 6 months. **Complete**

1.3. Modifications

MiB confirmed that 1 new modification had been raised since last month:

0431 - Shipper/Transporter - Meter Point Portfolio Reconciliation
DA advised that Modification 0431 may have an impact on UK Link systems for data extraction. He did not expect there would be impacts Users interactions with UK Link systems – but would require Users to perform portfolio extraction. AC thought it would be a significant impact on Xoserve.

0430 - Inclusion of data items relevant to smart metering into existing industry systems
DA provided an overview of the recent discussions at Distribution Workgroup and advised that the expectation is for the file flows to be detailed in the modification. Early engagement with UK Link was agreed at the Workgroup. Due to the potential impacts on SPA flows, analysis was scheduled to start early (around September) and that further updates would be included under the SMIP agenda item in future. AC felt it would be worth holding a face to face meeting to discuss the details at a later date and members agreed the October meeting should be used for this purpose.

2. Xoserve Reporting

Please refer to www.gasgovernance.co.uk/uklc/090812 for supporting reports.

2.1. UK Link Modification Implementation Plan

2.1.1. Current UK Link Changes awaiting scheduling – Not Implemented

CRN1000.1 - Introduction of Enhanced File Transfer
DA confirmed analysis is underway.

CRN2609 - Removal of Shipper Information Service
DA confirmed that implementation was proposed for November 2012. Approval was sought and granted for this as a Class 2 UK Link modification with the indicative implementation date.

CRN0984 – Gemini Re-platforming
Please refer to item 3.0 Gemini Re-platforming update below.

SUN File Format Change
Please refer to item 3.0 Sun File presentation update below.

_____

2.1.2.   Current UK Link Changes Approved – Scheduled for Implementation

CRN1000.9 - IX Upgrade (IX Kit Replacement)
LC provided an overview of progress to date, including the trial site visits and lessons learned. DA confirmed that one of the trial sites was a large portfolio shipper and the trial site approach had proven the processes with this project. Server refresh and roll out is in progress and the Cable & Wireless will engage with Users to arrange access to sites.

CRN1377.1 – DN Recovery of NTS Exit Zone Capacity Charges – SPA Files
DA reported the change remains on track, with a scheduled implementation on the 21 September 2012.

CRN2005.2 Exit Reform Phase 3 – Invoice File Formats
MR reported scheduled implementation on the 01 November 2012. This will be completed once the new invoice is issued.

CRN1377.2/3 - DN Recovery of NTS Exit Zone Capacity Charges – Invoicing & Supporting Docs + Offline & Adhoc Invoicing File
DA reported the change remains on track with a scheduled implementation date of 06 November 2012.

CRN962 to 962.19 inclusive – Q&WM
Please refer to item 3.0 below for more details. AC advised that he had discussed 962.16 with Xoserve with regard to the online warranty letter and that this is still being reviewed in their organisation. DA reminded the Committee that this process utilised an online warranty at this time so was not considered a material change to the process.

CRN962.20 – Q&WM Filter Failure Process (FFD&USP)
DA reminded members that this was approved at the last UKLC whilst AC pointed out that it was subject to a caveat regarding ability to download files from the web.

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

CRN 1721 – Extension to EUC Numeric Code
DA reported successful implementation on 07 July 2012.

CRN 1721.1 – Data Items with Limited Remaining Values (Meter Model ID)
DA reported successful implementation on 07 July 2012.

Discontinuation of ANS Usage for Interruption Communications by Transporters
DA reported successful implementation on 16 July 2012.

CRN1832 - Administrative UK Link Manual Change to Helpline Number Update
DA reported successful implementation on 16 July 2012.

CRN 2005.3 – Exit Reform Phase 3 – External Screen Pack
MR reported successful implementation on 29 July 2012.

CRN 2005.1 – Exit Reform Phase 3 – API Guidance & Specifications
MR reported successful implementation on 29 July 2012. DA added that a communication had been issued on 26 July seeking the committee view on the API specification document changes – MR provided a brief update of the changes. MR

sought, and obtained, approval from the Committee for the revised API format specification.

2.2. Performance Reporting – Monthly Report

Xoserve provided the monthly report. All Reports were accepted.

2.3. File Format and Urgent Communications (Xoserve Report D)

Report accepted. LJ/1139/XX indicates 'not used' in the report. The communication was been withdrawn and will be reissued at a later date.

2.4. Planned Outages

The report was accepted. However, outages for the AQ changes are to be included in the report in future.

3. Xoserve Strategic Initiatives

Project Nexus
DA provided a brief Project Nexus Update as requirements gathering is just being completed.

An iGT agency services questionnaire has been circulated with a close out date of 22 August. MB made a number of comments relating to the fact that the exercise may not be as fruitful as desired, as parties my express a need for the requirements which may change once the costs are known.

COR1000 Telecoms Project
LC provided an overview of the current stages of the process. There will be impacts on Users where files are being logged and that there will be directory changes. A migration approach is detailed in the plan and is to commence during September. AC pointed out an error in the slide on page 6. The slide is to be amended and republished.

AC asked if the intention is to decommission the old log files and place the existing data into the new log files. LC indicated that the approach was being considered whether the historic XFTM data would be migrated to the new EFT log file.

AC asked what the contingency approach is. LC advised that this is being developed at present and information is to be provided soon. However, roll back scenarios will be made available, including a contacts list.

LC advised that implementation is likely to be around February 2013. DA confirmed that this date is now within the 6 months notice period and asked if members were content to progress the change on this basis. Members confirmed they were content with the approach, though they requested that the approach and plan be circulated as soon as possible.

MB wanted to ensure once cut over has happened that there is no delay in sending files as a number of these are time critical.

Action: UKL 0802 LC to confirm the data migration process and data archiving.

Action: UKL 0803 LC to confirm the Contingency arrangements

Gemini Re-platforming

DA explained the system upgrades and how the login screens would appear to Users. He advised that implementation is planned for June 2013.

MB asked if the Gemini system would be separated as currently – he referred to Gemini "generic" and Gemini 'Exit'. DA confirmed that this approach will continue.

MB asked for confirmation that the proposed version of Citrix being used for implementation is compatible with earlier versions of Citrix which may be installed by other Users.

Both AC and MB confirmed that they would want their organisations listed for User testing.

Action: UKL 0804 DA to confirm the version of Citrix compatible with the product detailed in the GRP presentation (XenApp 6.5).

SMIP

DA provided an overview of options including views provided in response to the SUN file proposals and further Xoserves proposals for change.

DA advised that two representations had been received, though one was late and provided for completeness. Both wished to keep access to the SUN file.

AC confirmed that RWE npower would prefer to keep the SUN file. However, they were willing to review this position if necessary. DA advised the SMIP will introduce new parties to the industry and that files will need to change in response.

DA explained the proposed amendments to/or removal of files including the K08 record. AC raised concerns about the K08 record as it is embedded within a number of Shipper processes. He was concerned that this is a MAM file and may have other non UNC uses. MB felt its use could be amended.

DA agreed that changes should be considered carefully. However, this was an opportunity to review files and their uses with SMIP, so that duplication is removed. MB agreed and in particular that file uses and impacts of changes are understood.

Action: UKL 0805 DA to issue proposals on possible amendments to files arising from SMIP.

PAWS (including Q Update)

DJ introduced the Q UK Link Communication.

User tester training is to take place during week 24/28 September, with invitations being issued by 14 August for those who wish to participate.

One representation has been received to maintain web download facility to aid business continuity. DJ sought clarity on the requirement and asked if parties want the file sent by IX in addition to web access. Members agreed it should be one or the other and not both methods.

AC asked when the implementation date would be available. DJ advised that this should be available shortly for circulation to members. AC was concerned that sufficient notice be given and wanted assurance that the project is moving forward.

DJ confirmed the project is moving forward and it would be clearer once testing training started.

_____

4. **AOB**

   <u>AQ Review 2012 Update</u>

   DA provided an AQ Review Update

   <u>Shipper Information System</u>

   DA provided a Shipper Information System Decommissioning Project update.

   <u>Exit Capacity Contingency</u>
   RJ advised an amended document is to be present next month with a view to seek an implementation around 01 October. The process is not changing. However, additional proformas will be provided or existing ones amended. AC asked if the amended forms were available for review and if the change pack could include the amendments and timescales. RJ agreed to consider this.

   <u>Adhoc Invoice Update</u>
   DA advised this document has been submitted to Transporters for permission to seek approval for its amendment. Once amended, it will be submitted to UNCC for approval, though it is likely UNCC will refer it to the UKLC for their recommendations. The Committee asked that this be forwarded to them in the Change Pack issued on 10th August for their consideration.

5. **Diary Planning**

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

   10:00, 13 September 2012, Teleconference

   10:00, 11 October 2012, 31 Homer Road, Solihull B91 3LT

   10:00, 08 November 2012, Teleconference

   10:00, 13 December 2012, Teleconference

ACTION LOG: UK Link Committee

Action Ref	Meeting Date	Minute Ref (original ref)	Action	Owner*	Status Update
UKL 1103	10/11/11	2.1.1	Xoserve to review the contingency procedures that exist in the UK Link manual	Xoserve (DA)	**Carried Forward**
UKL 0501	10/05/12	2.1.2	Xoserve Project Team to provide firm implementation dates for the Q Project.	Xoserve (JR)	**Carried Forward**
UKL 0503	10/05/12	4.1	All parties to review the use of a supplier effective date within the SUN file and provide a view on the retention of the file.	All	**Carried Forward**
UKL 0701	12/07/12	4.0	Xoserve to consider the impacts to RFI charges and utilisation.	Xoserve (DA)	**Complete**
UKL 0702	12/07/12	4.0	Xoserve to consider the possibility of publishing all communications on the Xoserve website for reference.	Xoserve (DA)	**Complete**
UKL 0703	12/07/12	4.0	Xoserve will advise members if anybody from their organisation accesses SIS or confirmation that their organisations is not utilising the service.	Xoserve (DA)	**Complete**
UKL 0801	09/08/12	1.2?	Provide a timeline to assist Users detailing release of files with revised EUC values by 17 August.	Xoserve (DA)	**Pending**
UKL 0802	09/08/12	3.0	Confirm the data migration process and data archiving.	Xoserve (LC)	**Pending**
UKL 0803	09/08/12	3.0	Confirm the Contingency arrangements	Xoserve (LC)	**Pending**
UKL 0804	09/08/12	3.0	DA to confirm the version of Citrix compatible with the product detailed in the GRP presentation (XenApp 6.5).	Xoserve (DA)	**Pending**
UKL 0805	09/08/12	3.0	Issue proposals on possible amendments to files arising from SMIP	Xoserve (DA)	**Pending**