

UK LINK Committee Meeting Minutes
Thursday 10 November 2011
at 31 Homer Road, Solihull, B91 3LT

Attendees

Mike Berrisford Chair)	(MiB)	Joint Office of Gas Transporters
Helen Cuin (Secretary)	(HC)	Joint Office of Gas Transporters
Adeel Iqbal	(AI)	RWE npower
Andy Simpson	(AS)	Xoserve
Ashley Collins	(AC)	EDF Energy
Collette Baldwin	(CB)	E.ON UK
Dave Ackers	(DAc)	Xoserve
David Addison	(DA)	Xoserve
David Corby*	(DC)	National Grid NTS
David McCrone*	(DM)	Scottish Power
Debbie Jones	(DJ)	Xoserve
Graham Wood	(GW)	British Gas
Iain Monksfield	(IM)	Xoserve
Jane Rocky	(JR)	Xoserve
Karen Perry	(KP)	RWE npower
Laura Jones	(LJ)	Xoserve
Martin Brandt	(MB)	SSE
Robert Smith	(RS)	RWE npower
Sat Kalsi	(SK)	Xoserve
Shilpa Fisher	(SF)	RWE npower
Stephanie Shepherd	(SS)	RWE npower
Steve Deary	(SD)	Xoserve

* denotes via teleconference link

1. Review of Minutes, Action and Modifications**1.1. Minutes**

The minutes of the previous meeting were accepted.

1.2. Actions

UKL0801: AC / Xoserve (DA) to consider the potential changes and provide relevant change summaries for discussion at the UKLink Committee in September.

Update: DA confirmed that this had been completed however the action had been left open to ensure AC was satisfied with the outcome. **Complete.**

UKL 0110: Shippers to confirm the required duration for Q project screen training.

Update: DA confirmed no comments had been received as of yet. MB was keen to have an agreed window, GW was keen to have an understanding of the type of training to ascertain the likely period required. DA believed there would be a User Guide available, rather than an online training guide. MB asked if the training material

could be pre-viewed to judge if the online training is suitable. SS offered to run through the package to test its suitability. **Carried Forward.**

1.3. Modifications

MiB confirmed that two new modifications had been raised since the October meeting: 0404 - Profiling payment of LDZ capacity transportation charges for Small Shipper Organisations and 0405 (Urgent) - Bottom Stop SOQ Appeal Mechanism for 2011/12 the latter is envisaged to have an impact on UK Link.

1.4. EU Third Package modification 0396 and 0403

DA gave an update on the development of Modifications 0396 and 0403. He confirmed that Distribution Workgroup Meeting will be discussing Modification 0403 on the 11 November 2011 both modifications will be reporting to the UNC Panel in January 2012.

2. Xoserve Reporting

Please refer to www.gasgovernance.co.uk/uklc/101111 for supporting reports.

2.1. UK Link Modification Implementation Plan

2.1.1. Current UK Link Changes awaiting scheduling – Not Implemented

CRN 2160 – Exit Reform Infrastructure Upgrade

AS reported an external outage is not expected.

CRN 2005 – Exit Reform Phase 3

AS confirmed the implementation date, that an extended outage was expected, user training would be post implementation August / September and that a communication will be issued in the New Year.

AS reported that one representation had been received for the invoice format, which was approved.

One representation had been received on the new API, which needs further consideration. Xoserve have also noticed some minor changes were required and that a communication will be issued again for representation in December 2011.

The external screen pack had been approved internally and will be issued for representation 11 November 2011.

CRN 962 – Query and Workflow Management

See item 4, below.

CRN 962.18 - Proposed Changes to Filter Failure (USRVs) Process

See item 4, below.

CRN 962.19 - Proposed Change to Request for Adjustment (RFA/CDQ/UMA) processes

See item 4, below.

CRN 1987 - AQ Tolerance Change

DA confirmed a communication had been issued and that he proposed to split CRN1987 into two parts: 1987.1 rejections codes and 1987.2 reports. A

communication had been issued regarding three rejection codes, with three representations received all accepting the change. DA therefore proposed to continue for approval. The 1987.1 rejection codes and dates were approved.

DA highlighted within the communication the skeleton of shipper reports had been proposed, one comment had been received confirming the requirement of a 4 month notice period. Xoserve are hoping to provide this notice period by notifying the reports January. DA agreed to confirm the transmission method of the reports. The reports 1987.2 will be approved after this representation period. The implementation dates will be the same for both elements but the details of reports were not available at the moment.

Action 1101: CRN – 1987 Xoserve to confirm the method of the transmission of reports.

CRN1000.9 - IX Upgrade (IX Kit Replacement)

No further update project still in contract element. Update will be provided in the change pack. DA confirmed old kit will be removed and new the upgraded kit installed to provide a direct route. Some concern was expressed about enabling the kit. MB did not want the old kit to be removed until the new kit had been replaced and tested. Some parties expressed concern about swapping directories in the file handler. It was also unclear what contingencies would be in place if the new kit failed. MB was keen to understand the testing of the kit and the contingency plans in case of failure. DA agreed to provide a communication and provide an update at the next meeting.

Action 1102: CRN 1000.9 - Xoserve to provide an update on the direct impacts of the kit replacement and timescales.

Action 1103: CRN 1000.9 - Xoserve to confirm the contingency procedures that exist in the UK Link manual

CRN1000.1 - Introduction of Enhanced File Transfer (EFT)

No further update. See above.

CRN 1721 - Extension to EUC Numeric Code

DA reported that Xoserve have issued the change pack, highlighting to Users the number of SPAA records impacted, the planned 'notional' release date was June 2012. This will be the planned date for UK Link purposes, however Xoserve plan to implement in April 2012, but this will not be visible to Users until August 2012. The change is required as the EUC values need to be incremented, Shippers will continue to receive the existing EUC 4 character codes, the first time Shippers will receive the larger character codes will be 01 August 2012. AC highlighted that iGTs need to be made aware of the change. CB explained iGTs used up to 6 digit codes. MB believed systems would need to be rebuilt to accept codes with up to 10 digits. DA explained that other options had been considered and analysis undertaken. He was willing to share the options. He confirmed other areas of change are also being considered for example meter model data, these will be considered with SPAA. MB was keen for the UK Link to be kept informed. DA agreed to produce a watch list.

Action 1104: CRN 1721 - Xoserve to bring to UK Link committee the Xoserve "watch list" of data items.

Other options for the EUC numeric code were considered such as recycling and the use of alpha numeric codes however Xoserve were concerned with the use of recycling values and the effects on the validation process. DA understood that EUC profiles are used for historical reconciliation and recycling could carry risks. GW asked some of the older codes prior to the reconciliation back-stop period could be utilised.

DA believed the use of alpha numeric had been considered but this was not a long term solution. Parties were keen for Xoserve to consider other options and provide a report back.

CB was concerned of the wider impacts and the full extent of change. She wished for E.ON to consider the impacts particularly for iGTs invoicing and profiling. It was envisaged more than 17 files could be affected. CB confirmed the issue would be raised at the iGT Modification Panel.

Xoserve were concerned about delaying the change, it was agreed to arrange an additional UK Link meeting to allow further consideration of the impacts and if possible approve the change.

Consensus on this matter could not be reached and consequently it was agreed to defer decision and hold a follow up (extraordinary) teleconference meeting to enable users to conduct further analysis. Therefore the extension to the EUC numeric code was not approved, it was recognised that the change needed to be made, however parties wished to understand the impacts further before approving. MiB highlighted that if an agreement cannot be reached in due course then the UNCC would need to be formally made aware of the situation. Xoserve asked the Committee to note that a 10 day representation period and 6 months notice had been provided, and that this was planned to be scheduled within the June release.

CRN 2087.1 - AUGE Invoice Changes and CRN 2087.2 - AUGE Invoice & Supporting Information for Unidentified Gas Charge via I'X

DA reported that the first set of AUGE development cost and operational cost invoices were issued via email. As this is an annual invoice, the 2012 invoices shall be issued over the IX, as approved under COR2087.

Xoserve issued two AUGE related changes in the change pack following the UK Link Committee the previous month.

The first detailed proposal to develop an online system for the AUGE process. As this used the existing file interfaces developed as part of the offline solution it had been proposed as a Class 1 Change. One representation was received accepting this approach, therefore approval was requested for a Class 1 Change and for Xoserve to continue to implement.

The second change detailed provision of the Unidentified Gas Charge Supporting Information via I'X with effect from 24th November 2011. One representation was received accepting this approach therefore approval was requested and given, for Xoserve to continue to implement this change.

There was some confusion over how these were represented within the Implementation Plan Summary in relation to the different AUGE elements. DA confirmed Xoserve would clarify the relevant line within the Change Pack

communication for a Class 1 change and defer approval until December for the online solution.

CRN 1806 - IAD Replacement

DA confirmed that Xoserve would explain how the log in process will work and the screen changes within the file format review item 6.

Xoserve were keen to seek approval for a Class 1 Change, and thereafter the change was approved.

CRN 2414 - Amendment to S66 Validation

DA reported that two positive representations have been received, he recognised that the confirmation of implementation date needs to be provided and that this will be provided as soon as available. DA explained that Xoserve expecting this to be a Class 1 Change, with the potential for a retrospective implementation date. He confirmed Communication would be provided on implementation date and the approval for Class 1 Change.

CRN 2442 - Pulse Value

DA reported successful implementation on 05 November 2011.

CRN 2462 - Early Issue of T04 Records

DA proposed that Xoserve would calculate the AQ amendments and issue the bulk of the NRQ records as soon as these were calculated and for the sites moving from small to large would issued an NRS file with a second but much smaller NRQ file in the normal way. He believed this would provide AQ information much earlier. Some concern was expressed that some Shipper systems may be configured to only accept two files anything above this could fail validation, it was envisaged this could be changed but parties asked if it was possible for Xoserve to withhold issue. Xoserve was keen to seek approval of change and work with Shippers who perceived a problem with a manual work around. DA requested if Shippers have any issues with multiple NRQ file releases these need to be relayed to Xoserve. The change was approved, but this was subject to a manual work being requested by parties who cannot accept multiple NRQ files. DA believed there could be two options; either issue all NRQ files and reissue a NRQ file at a later date, or hold issuing NRQ for release later.

2.1.2. Current UK Link Changes Approved – Scheduled for Implementation

Standardised Adhoc Format and Supporting Information

DA reported successful implementation.

CRN2087 - AUGE Invoice Supporting Information for User Pays changes via I'X

DA reported successful implementation.

CRN2029 - Meter Read History & Asset Supporting Information

DA reported successful implementation.

CRN 0970 - Revised DN Interruption Requirements - Updates to Attributes within the DNI Exercise & Option Supporting Information File

DA reported successful implementation.

2.1.3. Query & Workflow Management – 2012 Release

CRN962.1 to 962.17 inclusive – Q&WM

DA reported that the various elements remain 'on track'.

2.1.4. UK Link Changes – Implemented since last UK Link Committee Meeting

CRN1947 - Update to Default SMP Buy & Sell Price

DA reported implementation was successful as planned.

Administration Change to increase D16 records in IDB file

DA reported implementation was successful as planned.

2.2. Performance Reporting – Monthly Report

All Reports accepted.

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

Report accepted.

2.4. Planned Outages

Report accepted. DA highlighted that the old data ODS warehouse is to be decommissioned and that an outage had been reported for visibility in case an extended maintenance window until 8am on 20 November was required.

3. Xoserve Strategic Initiatives

DA confirmed that Xoserve would provide further details in a Strategic Initiative communication and Change Pack update in due course.

3.1. Project Nexus

DA reported that an update would be provided for publication alongside the minutes in due course.

3.2. IAD Project

DA indicated a 21 Jan 2012 implementation date, he confirmed that sample screens are intended to be provided in November, there has been a slight delay in the build, however the detailed design is to plan and a further update will be provided.

Please refer to item 4, below for further details.

4. IAD Project presentations and Query & Workflow Management File Format Review

Please note: some of the following presentations were taken out of sequence, or in two distinctly separate parts, and have been subsequently re-combined for ease of reading.

4.1 IAD Replacement Project – Progress Update presentation (pm session)

Xoserve (SK & DAC) provided a brief overview of the presentation, a copy of which would be made available, post meeting, on the Joint Office web site.

SK explained that the presentation mirrors those previously provided at the various workshop meeting before handing over to DAC to explain the 'Aims / Objectives' and 'Naming' convention overview. Hence forth, the project will be known as 'The Data Enquiry Service' (DES).

4.2 Data Enquiry Service – Background & Project Progress presentation (pm session)

Xoserve (SK & IM) provided a brief overview of the presentation, a copy of which would be made available, post meeting, on the Joint Office web site.

SK advised that hardware/software would be delivered as part of the environment build delivery due by 20/12/11 with a GO/NO GO decision expected towards the end of December. SK confirmed that he remains confident that the 21 January 2012 target delivery remains achievable.

In considering report provisions, SK advised that the 'full' range of reports would not be available until the 'single sign on' facility is delivered which would also provide enhanced User account management features. When asked, SK suggested that there is sufficient in built system flexibility to provide future development and scalability. He noted that new functionality could become cheaper going forward. GW suggested that ESTA believe there may be a requirement for new data items in the future.

GW raised some concern around the proposed daily system down time (00:00 – 03:00) believing that this may have a significant impact on Offshore parties due to the time difference. It was agreed that individual shippers would need to consider the impacts of the proposed timescales on their respective organisations. Some felt that there could be SPAA 'blackout' implications that would need considering. The relevant sections of Schedule 23 were discussed, and concluded that a change was not required to the working times.

DA advised that the Expert Group had discussed the change yesterday, and had accepted the change proposed, but had discussed a wider review of Schedule 23 to consider various requirements at a later date, such as allowing access.

Moving on to examine the 'Out of Scope' aspects, DA suggested that post the **Portal Access to Web Services (PAWS)** implementation, there would be two distinct applications – ConQuest and DES.

DAC advised that at launch of the Data Enquiry Service, aspects of the current Local Security Officer (LSO) and User Management roles would be downgraded, only to be fully reinstated again, as part of the PAWS implementation. CB voiced grave concern at the downgrading of the IAD access security controls, even if this proves to be a short-term impact. AC suggested that a swift PAWS implementation would be beneficial. DAC agreed to discuss with CB off-line. DA pointed out that PAWS would not be implemented until after Project Q is implemented. SK agreed to take a new action to discuss the interim LSO requirements with the various organisations that operate the LSO IAD Management system control aspects.

Handing over to IM to continue the presentation, a great deal of debate took place around the proposed new search and data features of the service. Noting various feedback comments, SK agreed to undertake further consideration of the data provisions including how best to make information clearer and inclusion of the disclaimer statement on the screens etc. Whether system scalability could cope with impacts from various projects such as Nexus would depend on the ability to accurately predict actual requirements.

IM provided a quick walk through of the new system screens highlighting that the search screen would not indicate whether or not an organisation 'owns' the site.

Action 1105: Xoserve (SK) to discuss the interim IAD LSO requirements with the various organisations that operate the IAD LSO Management system facilities.

4.3 Data Enquiry Service – Implementation Arrangements presentation (pm session)

Xoserve (DAc & SK) provided a brief overview of the presentation, a copy of which would be made available, post meeting, on the Joint Office web site.

Looking at the ‘Security changes’, CB voiced concern surrounding potential company leavers (voluntary or compulsory) retaining their system access after they leave a company. Whilst the Xoserve service level agreement provides a two day turnaround window for user account closures, DAc believes that for urgent requests a quicker response may be available.

In considering the ‘Data requirements / migration’ slide, SK advised that any existing URL (quick access) links would need resetting for the new service as no redirection facility is envisaged. When asked, SK agreed to a new action to investigate provision of an automatic URL redirection facility, or alternatively, providing a set of guidelines on how best to redirect existing URL’s.

When asked, DAc confirmed that under normal circumstances, passwords could be reset within 24hrs of the request being placed.

SK advised that 6 user accounts would be made available to companies wishing to participate in the familiarisation process (to reflect the fact that it is a limited test site environment) and should parties require more accounts they should discuss their requirements with him. GW suggested that provision of a screen pack would assist with user familiarisation.

In closing, SK advised that at Go Live on 21st January through to the end of that month, both the old and the new services would be running concurrently, with synchronisation between the two taking place.

Action 1106: Xoserve (SK) to investigate provision of an automatic URL redirection facility, or alternatively, providing a set of guidelines on how best to redirect existing URL’s.

4.4 Project Q – Contact Management Service presentation (am & pm sessions sandwiching items 4.1 & 4.2)

Xoserve (JR, DAc & DA) provided a brief overview of the presentation, a copy of which would be made available, post meeting, on the Joint Office web site.

Opening, it was advised that the archive would consist of ConQuest items.

DAc provided a brief file format walkthrough confirming that all the proposed provisions relate to the IX system. It was noted that QMP provides for a bulk upload facility.

Considering the ‘File Format Changes (1)’ slide, DA advised that the ‘Proposed file formats table’ had already been issued via UKLC for approval following a 10 day representation window. Following a brief debate on whether or not CEUG formal approval is required, UKLC members agreed that it is their place to approve the file formats. MB suggested that whilst he would be happy to approve the ‘Proposed file formats’ (QMP, QMJ, QMR, QCL & QEX) today, he would need to discuss the ‘Potential table file formats’, especially QCL and QEX, with his colleagues before being able to provide a view. As a CEUG member, AC believed that sufficient debate had already taken place on the matter.

When asked, DAc indicated that he is keen to seek a 6 month UKLC approval for both the ‘Proposed’ and ‘Potential’ file format changes, but would settle for just the ‘Proposed’ ones if members felt unable to approve the ‘Potential’ FFs today. UKLC members indicated their support (approval) for the QMP, QMJ

and QMR file format change proposals. Following further debate, DAc confirmed that members could not delay discussions and approval of the QCL and QEX until a later date.

It was agreed to issue the "Potential file format" changes, specifically highlighting the QCL and QEX files, in the Change Pack communication due out on Friday 11/11/11 allowing for a 5 business day representation period with a view to seeking to approve the changes at an extra ordinary UKLC teleconference meeting on 23/11/11 – please see item 6 below for details. At the same time DAc agreed to undertake a CEUG teleconference meeting to ascertain their view which could also be considered at the UKLC teleconference meeting.

Moving on to examine the 'QEX – 'Potential' Example' slide, GW observed that this is purely a summary and the new screens would provide 'tracking back' features, via individual user addressed email provisions. SD noted that automatic closures are handled separately whilst DAc advised that emails would be issued as a collective set of closed files by rejection code on a daily basis. When asked if a rejection code list would be available, DAc advised that initially at the time of launch this would be available on the web site only.

When asked, members approved refining and streamlining (rationalising) the rejection code listings.

Moving on to consider the 'Parent / Child Organisation' set ups, DAc confirmed that the same set up would also apply to DES, but only once PAWS goes live. JR confirmed that whilst PAWS is scheduled to go live in phase 1 in May 2012, it would NOT include DES and currently no date has been planned for migration of DES.

Some felt that Project Q and IAD cutover into PAWS should coincide, although JR voiced her doubts that this suggestion was achievable. She did acknowledge that perhaps the cutover periods could be made as close as possible. DA suggested that the scale of the migration work required to facilitate the move is a major concern and that further consideration of de-risking migration may end up dictating the processes involved. He went on to add that delinking Project Q and PAWS was not deemed appropriate.

Moving on to discuss Shipper Short Code (SSC) provisions, AC remained concerned about allocation of new organisations SSCs. In response, DAc pointed out that these are only proposed as pseudo SSCs but did acknowledge that there may be code access disclosure impacts that need consideration in due course.

In reviewing the 'Transition (1)' slide, DAc advised that both Project Q and IAD would need separate logins and that the login migration for IAD in January 2012 has been made as easy as possible. However, the subsequent (login) migration into PAWS in May 2012 may need further detailed consideration.

Moving on to consider the 'Transition (2)' slide, DA wondered whether or not further consideration of the transitional aspects should be a CEUG matter. However, he was adamant that both the closure and transfer aspects are definitely a UKLC matter, consequently these items would be included within the change pack due to be released tomorrow, Friday 11/11/11 with a 5 business day representation window for submission of comments by interested parties. Thereafter, Xoserve would be seeking approval of either option (a) or (b) (subject to responses received) at the extraordinary UKLC teleconference meeting on 23/11/11. JR pointed out that the 07/12/11 CEUG meeting would be considering the various project trials requirements.

When asked, DA confirmed that for phase 1, these would be the only Project Q file format considerations. However, for phase 2 a different set of file format changes would be forthcoming. When asked, JR agreed to a new action to provide a consolidated list of file format changes for consideration at the January UKLC meeting.

In closing, JR requested CEUG stakeholder trials user group contact nominations.

Action 1107: Xoserve (JR) to provide a consolidated list of file format changes for consideration at the January UKLC meeting.

5. Any Other Business

DA confirmed that a presentation will be provided within the change pack on 11 November, he requested parties look through this and provide comments.

6. Diary Planning

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

Meetings (via teleconference unless otherwise stated)

15:00 – 16:00, 23 November 2011, Teleconference

10:00 – 12:00, 08 December 2011, Teleconference

ACTION LOG: UK Link Committee

Action Ref	Meeting Date	Minute Ref (original ref)	Action	Owner*	Status Update
UKL 0801	11/08/11	6.3	AC / Xoserve (DA) to consider the potential changes to UK Link Manual and provide relevant change summaries for discussion at the UKLink Committee in September.	Xoserve (DA)	Carried Forward
UKL 0110	14/10/11	3.4	Shippers to confirm the required duration for Q project screen training.	All Shippers	Carried Forward
UKL 1101	10/11/11	2.1.1	CRN – 1987 Xoserve to confirm the method of the transmission of reports.	Xoserve (DA)	Update to be provided.
UKL 1102	10/11/11	2.1.1	CRN 1000.9 - Xoserve to provide an update on the direct impacts of the kit replacement and timescales.	Xoserve (DA)	Update to be provided.
UKL 1103	10/11/11	2.1.1	CRN 1000.9 - Xoserve to confirm the contingency procedures that exist in the UK Link manual	Xoserve (DA)	Update to be provided.
UKL 1104	10/11/11	2.1.1	CRN 1721 - Xoserve to bring to UK Link committee the Xoserve “watch list” of data items.	Xoserve (DA)	Update to be provided.
UKL 1105	10/11/11	4.2	To discuss the interim IAD LSO requirements with the various organisations that operate the IAD LSO Management system facilities.	Xoserve (SK)	Update to be provided.
UKL 1106	10/11/11	4.3	To investigate provision of an automatic URL redirection facility, or alternatively, providing a set of guidelines on how best to redirect existing URL's.	Xoserve (SK)	Update to be provided.
UKL 1107	10/11/11	4.4	To provide a consolidated list of file format changes for consideration at the January UKLC meeting.	Xoserve (JR)	Update to be provided.