

UK Link Industry Engagement Forum – 19th August 2014

Attendees

Liz Furmedge - SSE, (LF)	Darren Jackson – Xoserve (DPJ)
Mark Jones – SSE, (MJ)	Emma Lyndon – Xoserve (EJL)
Lorna Lewin – Dong Energy, (LL)	Susan Prosser – Xoserve (SP)
Nicola Hoare – Utility Warehouse Discount Club (NH),	Lee Jackson - Xoserve (LJ)
Colette Baldwin – Eon, (CB)	Michelle Downes – Xoserve (MD)
Alison Sykes – Eon, (AS)	Lee Foster – Xoserve (LF)
Anthony Johnston – Eon, (AJ)	
James Hardy - Wingas, (JH)	
Andrea Varkonyi - First Utility, (AV)	
Carl Whitehouse - First Utility, (CW)	
Leigh Champan – First Utility, (LC)	
Eleanor Laurence – EDF, (EL)	
James Hill – EDF, (JH)	
Gemma Tennet – EDF, (GT)	
Richard Franklin – Opus Energy, (RF)	
James Franklin – GDF, (JF)	
Josephine Hollows – GDF, (JH)	
Alex Garcia - UPBO, (AG)	
Alison Neild - Gazprom, (AN)	
Matthew Jackson – British Gas, (MJ)	
Elaine Carr – Scottish Power (EC)	

1.0 AQ Process Walk-through – Susan Prosser

NB: Given the nature of the discussions, questions are assigned to attendees where captured.

Unfortunately, not all questions could be assigned to attendees.

1.1 AQ Calculation

Ref:	Question	Response
AQWT01	AJ- Could a read be sent, and accepted in this process if the read tolerance has already been applied against the AQ?	190814.1 Action on Xoserve to provide a response.
AQWT02	SM - If you backfill missing reads in Class 3 would the AQ calculation you go back and use all reads provided within a period?	<p>You cannot backfill reads unless part of a meter information update. You can only replace existing reads. They will rec from actual to actual. Where estimated reads have been loaded, these will not be used.</p> <p>The calculation of the AQ value will be initiated from the submission of a valid read; if no reads are received then the AQ value will remain the same unless the AQ has been changed through the AQ correction process.</p> 190814.2 – Xoserve to advise the process when reads are retrospectively provided
AQWT03	Will amendment such as read replacement and Retrospective asset updates change the consumption history?	Yes, if a meter reading or asset has been replaced these amendments will reflect in the consumption profile that will be used in future AQ calculations.
AQWT04	Will it correct consumptions?	Yes.
AQWT05	DM - If a read is invalid is the current rolling AQ used?	Yes.
AQWT06	If there is an error in the AQ on a meter point, can a shipper appeal?	There is no AQ Appeals Process. There will be a process within the AQ Correction process.
AQWT07	Are there consequential changes to CMS impacted by this process?	CMS Consequential Change is in High Level Design. We will communicate these changes once they're available.
AQWT08	There are 2 AQ values stored: one for capacity and one a rolling AQ. Which one will be corrected?	190814.3 – Xoserve to develop response

Ref:	Question	Response
AQWT09	Where a Supply Meter Point is Isolated, how can the AQ be changed?	SMP that are isolated will not calculate a revised AQ value due the absence of Valid Meter Readings.
AQWT10	Do I continue to incur capacity charges if the SMP is not withdrawn?	Yes, and this is as per the current rule.
AQWT11	Will Isolated sites be communicated on failure to calculate file? (FC)	No, because there is no valid meter reading accepted on Isolated Sites, so there is no trigger to initiate an AQ calculation, so no AQ will fail to calculate.
AQWT12	The map shows a circle, what is it connected to?	It signals the end of the process.
AQWT13	Could additional data items be included on the last NRL file?	Shippers will only get one NRL in new world. New AQ values will be notified Month minus 5 days. All responses will come in the NRL and T04 record: correction or failure.
AQWT14	Will we be notified of changes to Transportation AQ?	A notification file (NRL) will advise Shippers of both the values and the rates.
AQWT15	Would we expect to see a fairly static billable AQ?	The snapshot will be taken in December, so if there are no AQ corrections, the AQ value will stay the same as per the Rolling AQs.
AQWT16	Will a notice be issued to advise that a rolling AQ hasn't been calculated in the last few months?	There are no plans to advise Shippers that AQs have not calculated when a read has not been received.
AQWT17	Do we get a complete view of our portfolio?	190814.4 Xoserve Action to confirm if a portfolio snapshot can be provided as part of Transition to the new system.
AQWT18	During the conclusion of AQ 2015, could the (current world) notifications that are issued in Sept 2015 include the additional data items of the new world?	190814.5 Xoserve Action to confirm if new file formats for AQ can be used prior to transition. NB: Some of the new data items will not exist until after the 1st October so initial thought would be that it will not be possible.
AQWT19	CB: Q: On a timing perspective, the start of the process for calculating rolling AQ will happen on 11 th of the month but Xoserve won't notify the shipper until month minus 5 days?	That is correct. It is, however, a two-step validation. If a meter reading fails on the first submission then shippers will get a chance to look at it and check that it is correct before re-submitting it. However, if the reading was

Ref:	Question	Response
	But if the shipper wants to correct a reading within the specified period, shipper won't be able to do that until the following month. Is that right?	successfully loaded, but was incorrect shipper could replace the Meter Reading before the AQ Close out on the 10 th of that month.
AQWT20	Other than a previous reading not being available, what other reasons are there why a validly accepted read would not lead to an AQ being calculated?	If there is no or insufficient consumption history the AQ will fail to calculate. There are 5 proposed rejection reasons in the new system. These will be circulated and discussed through the Formal Consultation of File Formats.
AQWT21	Will new Supply Meter Points automatically appear on the fail to calculate report?	Yes, there will be a failure to calculate notification if we receive Meter Reads: new SMP are not eligible for an AQ calculation/ revised AQ value until the minimum period of 9 months has passed and there is sufficient reads to derive consumption.
AQWT22	If the AQ calculates to the same value as current, why would Xoserve issue a notification to Shippers?	If a Meter Reading is successfully submitted then there is an expectation that a revised AQ value will be issued. A notification of the outcome of this calculation will be issued and that will be either an AQ value or a reason as to why the AQ failed to calculate. This is as per the Nexus Requirements.
AQWT23	Is it minus 5 calendar days or business days?	Calendar days.
AQWT24	Where a new AQ value has reduced effectively makes the SMP no longer eligible for Priority Consumer status, will a notification be issued to notify as such? Will we be required to change the class?	As part of the assessment of the impact of an AQ calculation, a notification will be issued to advise that due to the revised AQ value the SMP is no longer eligible. As part of the assessment of the impact of an AQ calculation, a notification will also be triggered for increases in AQ. For example if the threshold has crossed for a DM Mandatory site it will tell you how many times the site has triggered such a notification to establish if the trigger is sustained.

Ref:	Question	Response
AQWT25	Are there notifications that require us to immediately take action? e.g. It moves above the monthly threshold for the month and then drops back down.	These are notification files that allow shippers to make decisions about onward action
AQWT26	CB: Will the DNOs be advised if the trigger occurs 3 times in 6 months? If it occurs twice, and then a gap for 6 months, will it be re-set?	It's a rolling six months, so in this scenario no report will be issued to DNOs.
AQWT27	Where an AQ change indicates an Emergency Contact is required – will it flag up if it is already stored?	No, if shippers have submitted Emergency Contacts, they are in the system until there is a transfer of ownership. There will be no requirement to re-submit within a current period of ownership.
AQWT28	Is there a check to see if contact details are valid?	Xoserve does not validate Emergency Contacts.
AQWT29	If you had to change the required Emergency Contact details but the system already has them, presumably you won't flag a requirement?	No request for Emergency Contacts will be issued if Xoserve already has them.
AQWT30	AG: With regard to submitting Meter Asset Data – will this trigger an AQ calculation?	If you do an asset update it will bring in a meter read that will trigger an AQ calculation as per any other valid read.

There were a number of questions relating to the Level 3 Process Maps used for the process – specifically, the symbols used within the maps and their meaning..

190814.6 Xoserve Action to provide a key for symbols on AQ process map.

1.2. Notification of AQ change Process

190814.7 Xoserve to provide AQ data to shippers as at October 2015 to provide a baseline for future AQ changes.

1.3. Winter Consumption Process

WC01	CB: Is the T50 file changing?	No, it remains the same. The T50 file will advise if the W/C has been calculated and the value. If there are no reads submitted between
------	-------------------------------	---

		<p>November and March, the system will not calculate a W/C AQ</p> <p>If there is insufficient read history available to calculate a W/C then the failure to calculate notice will be generated within the W/C notification.</p>
WC02	Will this happen once a year?	Yes, it is still an annual process.
WC03	Will the notification of new values be issued in July after it is calculated?	The notification will be issued the next available month once we have done the whole calculation in that month's NRL file.
WC04	Would it change part way through the year?	The W/C value will only change if there has been a successful AQ Correction for the W/C value.
WC05	Is there a scenario where it won't calculate? Will it arrive in a T50 file?	This scenario may arise, you will get T50s and a file to let you know it has failed to calculate.
WC06	How do sites qualify for a Winter Consumption calculation: is it because they are above the threshold?	They are above the threshold on the previous month.
WC07	Will it be on the last month or the previous 12month?	190814.8 – Xoserve to confirm whether the previous month of previous 12 months will be used for AQ Consumption.
WC08	CB: If there is no read at all between November and March, will there be a Winter Consumption calculation?	It will advise that it failed to calculate due to insufficient reads. Everything will have one of these records, either T50 or failed to calculate notification.
WC09	SM: What does Winter Consumption AQ do?	It's how much of the AQ a site uses during the winter period. It influences which pricing band the site comes into. It's also for allocation purposes.
WC10	Transportation AQ is shared. How are we made aware of that?	Once a year when the snapshot is run to help calculate the rates, the data will drive billable values. The rolling AQ at that snapshot will be the billable AQ. If there is a monthly read site, there should be 12 AQ's and one of those (i.e. the one at the point of snapshot) will become the billable AQ. This is as per UNC.

WC11	If we have the read but didn't send it for winter AQ. Do I have an appeal opportunity to update it?	There is specific process for correction process for the Winter Consumption value, these correction will need meet the Correction criteria. However, the failure to submit the Meter Read in time is not a valid reason for correction.
WC12	Will we be notified of changes to Transportation AQ?	Yes – Your new chargeable billable AQ will be in with your rates provided by each GT.
WC13	CB: If there is a process for setting up billable AQ for transportation charges, will you update us to say we haven't had a rolling AQ for the last few months.	190814.9 – Xoserve to confirm if there are any restrictions on the number of files that can pass through the Correction Process.

1.4 Seasonal Normal

SN01	CB: Is it effective every five years?	This will be the third time Xoserve has undertaken a SN review, the next review will take place during the AQ for 2015. Historically they have been every 5 years, based on that the next one will 2020.
SN02	Does this apply from October?	The new Seasonal Normal adjusted AQ value will go live on the 1st October 2015.

190814.6 Xoserve Action to take a decision on what will happen in the first year and what the transportation costs will be based on due to there being a gap.

1.5. AQ correction process

AQCP01	CB: In the BRD, it states there is no requirement for meter reads just an AQ. But now you are saying you are asking for 2 meter readings: is this correct?	We have removed the requirement; the new file will not be looking for reads. You are able to submit reads but we won't use or validate them. We will use the AQ value, therefore the emphasis is on getting the AQ correct. For new business', you may be unable to submit reads.
AQCP02	For new sites, we currently use the default values for correcting AQ's in the table in annex UNC: G3. If that table is removed what happens?	We are considering what to do with the table and what happens if it is removed. This may be picked up at a Distribution Work Group.

AQCP03	SM: What are the implications if a corrected AQ is applied; and shipper subsequently realises one of the readings used to drive the correction was wrong?	<p>UNC states a Supply Meter Point AQ can only be corrected once every 9 months following an AQ calculation.</p> <p>An organisation can cancel the AQ correction before it goes live. The cancellation would need to be accepted prior to the revised AQ notification at month minus 5 days of being issued. The revised / corrected AQ values will be live from the 1st of the month.</p>
AQCP04	SM: Are we then locked into an erroneous AQ if the corrected AQ was incorrect and was not cancelled in time?	The AQ correction if not cancelled will change the AQ value and the SMP will not be eligible for a recalculation or another correction for 9 months.
AQCP05	CB: – Is there a time-frame going forward when a “new business” site can have a corrected an AQ?	This is being developed but a time frame will be added. This will go to PNUNC.
AQCP06	When a site becomes vacant, if there is no correction to AQ as the site is not in use (i.e. no valid readings submitted) how can the AQ be amended?	The AQ would stand for the site unless you were providing static readings owing to no gas being used at a vacant site. This would reduce the AQ; although when the site was occupied again and began consuming there is a risk readings would reject. There is the option to isolate and withdraw.
AQCP07	What kind of volumes of files can pass through the Correction process?	190814.10 – Xoserve to confirm if there are any restrictions on the number of files that can pass through the Correction Process
AQCP08	Will the AQ and winter consumption corrections be via a new file?	Yes, there will be a new Correction submission file; and new records associated with an acceptance or rejection. If it is accepted it will go through an AQ calculation and you will be notified month minus 5 to go live on 1 st of the new value.
AQCP09	Will a Correction Reason Code be required?	Yes.
AQCP10	If I have an end risk consumption reading but it wasn't sent. Then I loaded another read in June, would the default come into effect? Current	You can correct it by putting the new consumption value through.

	world allows this. Will I have that I new world? [don't know what this is]	
AQCP11	Will the filter failure process cease to exist?	Yes. No USRV (Filter Failures) will exist in "new world".
AQCP12	Does it have to be in the 11 th Month 1 to 10 th Month 2 window? [check wording here]	It will look back and check reads for 10 th , 11 th and all the reads in that window and any valid reads missed out of the last month.
AQCP13	Why is the iGT AQ different to a GT AQ?	iGT's are treated the same for calculation purposes but as different rates apply there data is stored independently.
AQCP14	Will the central system hold the IGT AQ?	Yes, it is fixed and not updated.
If you have additional questions so please send them to Xoserve.customeropscomms@xoserve.com		

2.0 AQ Backstop Update –Lee Jackson and Michelle Downes

Lee Jackson presented a series of slides illustrating how the AQ Backstop is currently applied in UK Link.

Options Proposed at the 11th August – Project Nexus Workshop

Applying AQ backstop date for amendments and appeals

AQB01	Do SSP's and LSP's differ in approach? Is it one process?	In 'new world' there is one approach for all.
AQB02	Currently, if you roll last years' AQ forward, what backstop date are you applying? The current one?	Yes. If we have any challenges on reads from 1 st October, we don't start calculating the new AQ for 9 months.
CB raised concerns that by applying a general Back Stop date to reads across the board, "good" reads will be jettisoned without good reason and so therefore not used for future AQ calculation – reducing the accuracy of these reads.		
AQB03	How many sites will this be applied to?	190814.11 - Xoserve action to verify.
AQB04	Is it correct that on any sites for which a Back Stop is set for 1 st April, shippers won't be able to apply a rolling AQ until January in the following year?	That is correct.

AQB05	What happens to reads from 1 st April 2015 as they aren't subject to Nexus validation rules?	190814.12 - Xoserve to confirm if they will provide more than 1 years' worth of data on AQ Amendment Activity and the impact of setting back stops
EL requested a report indicating spread of current back stop dates.		
Action on Xoserve to establish if this report is possible and provide update.		

Proposed options

P01	Would this remove the need for long stop dates?	Under option two would previous backstop dates be rolled forward
P02		It's a new NT requirement to create a review but this is up for debate.
P03	If you get a read in November 2015 post Nexus, will it (what?) go back to April 2014?	Yes, only reads since 1 st April 2014.
P04	AW: Will the backstop date (if agreed) alter the volume of read data migrated into the new system?	No. Historic data and its migration will be covered as part of the Data Migration Strategy.
P05	CB - What is the impact on energy of SSP amendments currently? How much is moved around in that process?	This can be derived from MOD081 reports.

190814.13 - Xoserve Action to further clarify and develop existing proposals; and add additional proposals, and take paper to PNUNC in September.

3.0 Critical Path - Lee Foster

CP01	When you have sufficient info to commence the build, at which point will they be shared with us?	We are sharing High Level Processes (as per the AQ Process today); file format information is now being published with increasing granularity. Xoserve is also planning to develop content for a second "Technology Day" (now called Business Readiness Day) – focusing on File Format change principles and drivers.
CP02	EL: I'd like something formally documented. Maybe an online process mapping tool which could be	The starting point for organisations should be the BRDs. We are now sharing the technical documents (i.e. the File Formats) informally in

	shared with industry that draws together the various elements – BRD, Process Maps and File Formats.	draft; prior to the formal consultation that will occur earlier than planned in September’s UKLink Committee. The High Level Processes provide a business process context to these files as has been seen today. There are no current plans for any more material to be developed over and above this.
CP03	How clean does the data have to be at the end of December?	There are 13 topics that are priority as discussed and agreed at the Data Cleansing Workgroup (that directly affect settlement), which are around 28% done. We haven’t said it needs to be 100% clean.
CP04	Have the dates for 7 and 8 changed? [Say what these are other than their numbers)	8 won’t change but we have listened and we will do anything earlier that is possible. As it stands the plan is the same for market trials.
CP05	With regard to Shipper Readiness, does Xoserve have a milestone? Are all shippers ready?	LJ: There is a view of how we measure shipper readiness, the specifics are being defined. DPJ: Up until now there has been no official measure. We have discussed ways of doing it, the issue is the value of any evaluation of industry readiness where participation is optional. It is only as good as the organisations that take part and how honest they are. How useful would an incomplete report be?

4.0 UKLP Programme Plan – Darren Jackson

Xoserve confirmed that the High Level Process documents would be updated following questions and answers at the UKLIEF (and version controlled); and stored centrally on www.xoserve.com

All questions and answers were documented as part of the minutes – but these could be published alongside the documents too if that would prove useful to shippers.

It has confirmed that Baringa (Xoserve’s Assurance Partner) are validating the End Stage Points.

PP01	LF – There is a need for the testing window to be extended.	DPJ – Confirmed that the Testing Approach is being developed at the moment; and Xoserve is listening to feedback about the length of the window; what can be achieved; and when.
------	---	--

PP02	Is participation in market trials compulsory?	Not at the moment.
PP03	CB- Can you cope with all shippers testing at the same time? When will that be?	We are giving everyone the opportunity to test but not at the same time. This is under discussion but currently scheduled at Qtr1 next year. I would like to it to be later this year.
PP04	EL: Asked why the file formats would not be visible until December. My concern is around building systems, rules and validations. If it's not approved until December we only have a month to be industry ready?	They will be ready by at least 30 th September for industry consultation. How long this takes will be down to the UK Link Committee. We will share draft files and formats later this week. . That's a universal to us all. Xoserve is working in parallel - with activities happening at the same time.
PP05	Has the impact of MOD428 implementation been taken into account? (LL)	190814.14 Action on Xoserve to respond to this point.

190814.15 - Action Xoserve to provide industry communication about Baringa validating end stage points.

There was universal approval of the opportunity to discuss the file format changes at a forum/workshop. There was some discussion about the Forum that is the most appropriate for this. Xoserve took an action to feed this into the planning for file format sharing.

5.0 Process Walk Through Schedule

EJL reiterated that the plan was dependent on Xoserve's SME availability. It was confirmed the processes would continue to be discussed at UKLIEF.

AN: Will updates to the BRD's be posted and updated?

DPJ – There shouldn't be changes to BRD's unless there is a modification that comes through PNUNC.

6.0 Risk Log

The pre-published version of this documented omitted the actual Risks – Xoserve now published.

Relationship between the RAID Log and Dashboard was discussed. Xoserve to ensure consistency in colour-coding of risks.

7.0 Industry Plan

EC - Some tasks say 0% complete or not started. EC requested the plan include baseline finish date and an actual finish date

190814.16 Action: Xoserve to ensure plan is accurate and up to date.

8.0 Future UKLIEF Meetings

All encouraged to advise Xoserve whether Option 1 or Option 2 dates were preferred as per minutes from July UKLIEF.

CB suggested alternating location may encourage broader attendance.

DPJ advised this is something Xoserve could/would consider if there was sufficient support.

Xoserve Action Points

<u>190814.1</u>	AQWT01 - Xoserve to provide a response as to whether a read can be sent and accepted in this process if the read tolerance has already been applied against the AQ?
<u>190814.2</u>	AQWT02 - Xoserve to advise the process when reads are provided retrospectively
<u>190814.3</u>	AQWT08 – Develop response regarding two stored AQ values
<u>190814.4</u>	AQWT17 - Xoserve to validate whether a portfolio snapshot can be provided as part of transition to provide an overview
<u>190814.5</u>	AQWT18 - Xoserve to confirm if new file formats for AQ can be used prior to transition. Some of the new data items will not exist until after 1 st October so the initial thought would be that it is not possible.
<u>190814.6</u>	Xoserve to provide a key for symbols on AQ process map
<u>190814.7</u>	Xoserve to provide a statement in the portfolio of the data in your system when UK Link goes live as at 1 st October 2015 in order to give Shippers a baseline.
<u>190814.8</u>	WC07 – Xoserve will confirm whether the previous month or the previous 12 months will be used for AQ consumption.

<u>190814.9</u>	WC13 – Xoserve to confirm the notification process regarding the billable AQ in the NRL.
<u>190814.10</u>	AQCP07 – Xoserve to confirm if there are any restrictions on the number of files that can pass through the Correction Process.
<u>190814.11</u>	AQB03 - Xoserve to verify how many sites the back stop dates will be applied to
<u>190814.12</u>	Xoserve to confirm if they will provide more than 1 years' worth of data on AQ Amendment Activity and the impact of setting back stops
<u>190814.13</u>	Xoserve to further clarify and develop existing proposals; and add additional proposals, and take paper to PNUNC in September.
<u>190814.14</u>	PP05 - Xoserve to advice if the impact of MOD428 implementation been taken into account?
<u>190814.15</u>	Xoserve to provide industry communication about Baringa validating end stage points.
<u>190814.16</u>	Xoserve to ensure the plan is accurate and up to date to include baseline finish date and actual finish date.