

UK LINK Committee Meeting Minutes
Thursday 14 July 2011
via teleconference

Attendees

| | | |
|------------------------|-------|----------------------------------|
| Mike Berrisford Chair) | (MiB) | Joint Office of Gas Transporters |
| Helen Cuin (Secretary) | (HC) | Joint Office of Gas Transporters |
| Arno Vanden Eynde | (AE) | Electralink |
| Danielle King | (DK) | E.ON UK |
| David Addison | (DA) | Xoserve |
| David Watson | (DW) | British Gas |
| Martin Brandt | (MB) | SSE |
| Naomi Anderson | (NA) | EDF Energy |
| Sean McGoldrick | (SM) | National Grid NTS |
| Zoe Murphy | (ZM) | RWE npower |

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

The minutes of the previous meeting were accepted.

1.2. Actions

UKL0601: Xoserve to confirm when the User Pays element was implemented for Modification 0317 - Interim Allocation of Unidentified Gas Costs.

Update: See item 2.1.4. **Complete**

UKL0602: Joint Office and Xoserve to consider moving the File Format run through meeting from the 14 July to the 11 August meeting.

Update: DA confirmed that the File Format run through would take place on 08 September 2011 at 31 Homer Road, Solihull. **Complete**

UKL0603: 0333A - Xoserve to provide clarification of the impact to Shippers.

Update: DA confirmed that the implementation plan classifies the change as a Class 2 UK Link Modification however Xoserve wish to seek approval as a Class 1. The committee approved the change in classification and Xoserve agreed to provide updates with regards to the change. **Complete**

UKL0604: Xoserve to consider the consolidation of Change Pack emails.

Update: DA reported that in advance of today meeting an information pack was issued for the committee to consider the proposed style. He confirmed that if parties were satisfied with the approach taken this would continue with a provision if there is a lot of files these would be zipped. The committee members approved the format and requested an addition email if there was nothing to report. **Complete**

UKL0605: Xoserve to review the availability of a glossary of terms.

Update: DA reported that the application of Class 1,2 and 3 UK Link Modifications were detailed within the UNC, he was concerned the provision of a glossary would duplicate what is already covered in the UNC over 3 to 4 pages. **Complete**

1.3. Modifications

MiB confirmed that no new modifications raised since the June meeting, appear to have any UK Link system related impacts.

2. Xoserve Reporting

Please refer to www.gasgovernance.co.uk/uklc/140711 for supporting reports.

2.1. UK Link Modification Implementation Plan

2.1.1. Current UK Link Changes awaiting scheduling – Not Implemented

No further updates provided.

CRN 2005 – Exit Reform Phase 3

DA confirmed that Xoserve are going through the implementation plan to ascertain if the August 2012 can be brought forward.

CRN 962 – Query and Workflow Management

No further update.

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

No further update.

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

No further update.

Standardised Adhoc Format

DA provided a presentation explaining that Xoserve are currently reviewing the Adhoc invoicing process, specifically the associated charge types, SI file formats and how SI is issued. The presentation provided details of what Xoserve were proposing requesting industry views on the proposal to consolidate file formats.

DA explained that the data is diverse although Xoserve are planning to send information in a single style format this will be limited.

The immediate proposal will be to start issuing Read Asset Report and AUGE format via the IX and at a point in the future the SARs and Must read will be moved over to the IX. DA explained the Read Asset Report and the AUGE are already in an IX standard style format where as the others are in spreadsheets. Page seven illustrated the transitional process. It was proposed that any new user pay charges would be issued using the IX ideally without a transitional period, as each change comes up these will be brought to the UK Link Committee for approval. The move to a single format will take some time so there will be a period where both email and IX will be used.

DA proposed when bringing in a new service Xoserve will provide one month notification of the new files formats and send via IX in line with the timescales for issuing elements via email for the Operational Forums. Where information is currently provided via email Xoserve would provide a three month notification recognising that changes to processes may be required. DA recognised issuing data via the IX may create complexities therefore Xoserve wished to seek views on the proposal.

DW believed one month may be too tight for change the change to IX. DA explained that implementation of modifications can create tight timescales but was willing to consider if there could be some movement on the one month notification for new file formats.

NA believed there wouldn't be any required system changes for EDF Energy and believed that the one month and three month suggested timescales could be managed and welcomed the change.

MB questioned if all the IADs should be included. DA believed the IAD was a type two change and that the proposal was only for type one changes. MB believed it was sensible to bring things together but was somewhat concerned about any automated processes with files and only having a one month or three month notice period. Nevertheless he recognised that the IX service would allow for more sophisticated processes to manage information.

DA welcomed any alternative proposals and suggested Xoserve would consider changing new user pays services notification periods to two months instead of one. DW confirmed British Gas would need to consider the proposal internally and that concerns would be reported.

DA confirmed a formal communication would be issued including today's presentation.

Action 0701: All parties to consider Xoserve's Standardised Adhoc Format proposals and report any concerns.

AUGE Supporting Information

No further update.

Meter Read History & Asset Supporting Information

No further update

CRN1947 – Update to Default SMP Buy & Sell Price

DA confirmed any change to UK Link systems as a result of a UNC Modification should be proposed as a Class 2 change. As such, Modification 0333A was shown in the July Implementation Plan as a Class two change however Xoserve requested that the Committee sanction its treatment as a Class one change as the Gemini system changes had no impact to external users, i.e. he confirmed no external User screens would be impacted. DA explained that the impact to Users would be on the energy balancing, SMP and Sell price shown in the Energy Balancing invoice daily cash out record and this should not be subject to UK Link change as it is not a defined value. The Committee approved to treat this as a Class one change and Xoserve agreed provide updates with regards to this change.

2.1.2. Current UK Link Changes Approved – Scheduled for Implementation

No further updates provided.

New Rejection Code for DN Interruption

DA reported that Xoserve are processing to plan with an implementation date of 27 July 2011.

2.1.3. Query & Workflow Management – 2012 Release

CRN 962.1 – CRN962.17

DA reported that the design changes due to take place late Feb 2012 may slip due to challenges faced by Xoserve. He suggested the changes are likely to be within March 2012. He confirmed that the September UK Link Committee meeting would run through the file formats at 31 Homer Road on 08 September 2011.

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

Mod317 – User Pays Adhoc Invoice Type

DA confirmed successful implementation for the User Pays element.

CRN 2029 – Improving the availability of Meter Read History

DA confirmed successful implementation.

2.2. Review of Issue Status Report

Xoserve Strategic Initiative

DA confirmed a written update would be provided alongside the minutes. He reported that in the next few months better information can be reported. He also confirmed that an update on the telecoms project and Nexus programme will be provided in September.

Project Nexus

DA advised that an update would be provided in due course to sit alongside these minutes on the Joint Office web site.

Query and Workflow Management

No further update.

3. Performance Reporting – Monthly Report

DA explained that there was some missing information in the first publication which has been replaced on the website and apologised if this impacted anybody.

IS Faults logged by Shippers (Xoserve Report A)

Report accepted.

UK-Link Business Support Agreement Report Summary (Xoserve Report B)

Report accepted.

Mod 565 Monthly Liabilities Report (Xoserve Report C)

Report accepted.

Report on Performance Problems

Report accepted.

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

DA confirmed that a communications reference had been added to the report. The report was accepted.

5. Planned Outages

DA reported Exit Reform Phase 3 will need an outage during July 2012. Report accepted.

6. Any Other Business

6.1. Proposal to Standardise Supporting Information Files

DA provided an overview of the presentation, a copy of which is available on the Joint Office web site, during discussion of item 2.1.1 above.

6.2. Important Dates 2012

DA reported that Xoserve are planning to issue pack of important dates, this will include non business days 2012 and UK Link release dates - Friday 24 Feb, 28 June and 2 November 2012, he was conscious that the 02 November 2012 coincided with the capacity and commodity invoices and if any changes scheduled for implementation

impacted upon this billing schedule Xoserve would seek approval to implement outside of this release. He explained that there was also a significant programme of change within Xoserve, such as the Q&WFM project and Exit Reform phase 3. Xoserve are therefore seeking approval from the committee to such implement changes outside the releases timetable.

SM provided a view from National Grid on the advantages of rolling out Gemini changes outside of UK Link releases in a single summer release, therefore notifying the Committee that such changes would also be implemented outside of this schedule.

7. Diary Planning

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

2011 Meetings (via teleconference unless otherwise stated)

10:00 – 12:00, 11 August 2011.

10:00 – 12:00, 08 September 2011, Conference Room 6, 31 Homer Road, Solihull.

10:00 – 12:00, 13 October 2011.

10:00 – 12:00, 10 November 2011.

10:00 – 12:00, 08 December 2011.

ACTION LOG: UK Link Committee

| Action Ref | Meeting Date | Minute Ref (original ref) | Action | Owner* | Status Update |
|-------------------|---------------------|-------------------------------------|---|-----------------------------------|----------------------|
| UKL 0601 | 09/06/11 | 2.5 | Xoserve to confirm when the User Pays element was implemented for Modification 0317 - Interim Allocation of Unidentified Gas Costs. | Xoserve (LC) | Complete |
| UKL 0602 | 09/06/11 | 2.8 | Joint Office and Xoserve to consider moving the File Format run through meeting from the 14 July to the 11 August meeting. | Joint Office (MiB) & Xoserve (DA) | Complete |
| UKL 0603 | 09/06/11 | 7.0 | Xoserve to provide clarification of the impact to Shippers | Xoserve (LC) | Complete |
| UKL 0604 | 09/06/11 | 7.0 | Xoserve to consider the consolidation of Change Pack emails. | Xoserve (DA/LC) | Complete |
| UKL 0605 | 09/06/11 | 7.0 | Xoserve to review the availability of a glossary of terms. | Xoserve (DA/LC) | Complete |
| UKL 0701 | 14/07/11 | 2.2.1 | All parties to consider Xoserve's Standardised Adhoc Format proposals and report any concerns. | All | Pending |