

UK LINK Committee Meeting Minutes
Thursday 11 August 2011
via teleconference

Attendees

Mike Berrisford Chair	(MiB)	Joint Office of Gas Transporters
Lorna Dupont (Secretary)	(LD)	Joint Office of Gas Transporters
Amie Charalambous	(AC)	RWE npower
Arno Vanden Eynde	(AE)	Electralink
Ashley Collins	(AC)	EDF Energy
Danielle King	(DK)	E.ON UK
Dave Corby	(DC)	National Grid NTS
David Addison	(DA)	Xoserve
David McCrone	(DM)	ScottishPower
David Watson	(DW)	British Gas
Martin Brandt	(MB)	SSE

1. Review of Minutes, Action and Modifications

1.1. Minutes

The minutes of the previous meeting were accepted.

1.2. Actions

UKL0701: All parties to consider Xoserve's Standardised Adhoc Format proposals and report any concerns.

Update: See 2.1.1 below. **Complete**

1.3. Modifications

MiB confirmed that the following new modifications appeared to have UK Link system related impacts:

0391 Distributed Gas Charging Arrangements – This may involve a new charge type.

0396 EU Third Package: Three week switching – Significant UK Link impacts were indicated but no detail was available at present. DA indicated that Xoserve had provided an options paper previously, and the option proposed would take a year to accommodate any proposed changes. Distribution Workgroup will clarify the requirements and Xoserve will start work on it once a solution has been agreed for further development. Shippers confirmed that there was likely to be some debate as it proposed a reduction in windows that could increase the volume of erroneous transfers (ETs) and the vast majority of portfolio involves domestic sites. A number of Shippers indicated that they were considering raising alternative proposals. AC [requested that this matter was discussed within the Committee to ensure that any solution options were considered by the Committee prior to a decision being made in alternative workgroups, and avoid a repeat of experiences from UNC Modification 229.

DW will monitor the Distribution Workgroup debates and update the Committee.

1.4. Ops Forum

The last meeting was held in July and MiB confirmed that the next meeting will be held on 12 October 2012 (details on the National Grid website).

2. Xoserve Reporting

Please refer to www.gasgovernance.co.uk/uklc/110811 for supporting reports.

2.1. UK Link Modification Implementation Plan

2.1.1. Current UK Link Changes awaiting scheduling – Not Implemented

CRN 2005 – Exit Reform Phase 3

DA confirmed that all is progressing to plan. Xoserve are going through the implementation plan to ascertain if the August 2012 implementation can be brought forward by a week or two.

CRN 962 – Query and Workflow Management

Planning was continuing; challenges had been encountered with the design phase and the date was likely to move backwards from February/March. It was not likely to be a significant slip. DA confirmed that a communication would be sent out 5 days in advance of the next UKLC meeting to indicate the revised date that was being planned for. Unfortunately this meant that the 'walk-through' planned at September's face-to-face meeting would no longer be possible as the file formats were not able to be issued in advance. The September meeting will now revert to a teleconference.

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 and Supporting Information

Referring to Action 0701 (All parties to consider Xoserve's Standardised Adhoc Format proposals and report any concerns), DA thanked parties for providing comments and confirmed that the change was accepted. He then addressed comments in greater detail. SSE had accepted the change in principle but had rejected the October implementation date. DA pointed out that this date was notional; AUGE and additional meter reading invoices will go via email so first issue via IX will be August 2012.

DA reminded the Committee that the 2011 invoice supporting information will be issued via email - with AUGE invoicing for 2011 issued around mid October, and the AMRR invoices issued in August 2011.

Given the delay to the AUGE invoice, DA proposed to defer the (notional) implementation date back to 4th November 2011.

In their representations SSE asked for the opportunity to assess the impact of the changes for future supporting information migrated to IX, so DA will issue a proposal under standard notice periods to solicit other responses from the community. MB indicated that he was in general comfortable with what was being proposed, but pointed out that creation of a new flow does cause work to be able to recognise that flow and direct it appropriately. DA responded that for new flows implementation would be proposed as one month notice; where there is existing data flow by email Xoserve would propose a four month notice period – to be consistent with other operational changes. Based on responses received a decision would then be made in

respect of a 'soft landing' – i.e. to continue to issue via email to some Users should they indicate an impact to systems that needed an extended notice period.

DA will send out a summary of this so that all parties are clear regarding the provision of supporting information in 2011 and for future year's.

The Committee then gave its approval to a November 2011 implementation via IX.

AUGE Supporting Information

No further update. Covered above.

Meter Read History & Asset Supporting Information

No further update. Covered above.

CRN1987 – AQ Tolerance Change

DA stated that Mod 0292 was going out in the Change Pack tomorrow, (and added that he was trying to make this and other information available to the Committee at earlier stages). This note would not be the fully detailed implementation summary, and it was unlikely that it could be implemented within a UK Link release window; changes would need to be in place by 1 June 2012. DA indicated that 2 new rejection codes were expected, and explained these in more detail. Additional reporting was also expected.

The note will be highlighting changes identified and asks for the UK Link Committee approval for implementation outside the release period.

In response to a question from AC, DA indicated that Shippers would be notified in advance of the cap allowance; there was a 20,000 limit to files; submission of multiple files was expected.

MiB added that an implementation date of 01 November 2011 had now been notified for Modification 0292 and its associated Consent to Modify C043.

2.1.2. Current UK Link Changes Approved – Scheduled for Implementation

CRN1947 Update to Default SMP Buy & Sell Price

Following agreement of the Class I change at the last meeting, DA reported that Xoserve are processing to plan with an implementation date of 02 or 16 October 2011; it was believed that no outage would be required.

2.1.3. Query & Workflow Management – 2012 Release

CRN 962.1 – CRN962.17

No further update.

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

CRN1377 – New Rejection Code for DN Interruption

DA confirmed successful implementation on 27 July 2011.

2.2. Review of Issue Status Report

Xoserve Strategic Initiative

DA confirmed a written update would be provided alongside the minutes.

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.

Telecomms Project

This was looking at IX replacement and an Impact Assessment was commencing with Shippers. (An update will be provided alongside these minutes.) It was expected to follow a three phase approach.

Phase I would be looking at legacy contracts- these can be quite convoluted and the intention was to achieve a greater alignment of contracts. For example the existing Helpdesk arrangements are split and in future Shippers will be directly contacting the Xoserve Helpdesk. Dates for this will be notified.

Phase II will be focused on updating the IX equipment and its housing; cabinets will be reduced in size and the requirements on Shipper physical storage location capacity will therefore also be reduced. Physical access to the storage site will be required and it would be appreciated if Shippers would provide Xoserve with appropriate contact details to enable access to be arranged.

Phase III will cut the IX across to direct connections and Xoserve was working towards achievement with no visible impact to Shippers.

Xoserve will be writing out in advance to reconfirm access contact details. A fuller update and presentation will be made at September's meeting.

AC queried if contingency plans were in place to address risk of data loss. DA responded that once a file reached the Shipper's gateway data receipts were sent to Xoserve. Noting that the direct routing would be between Shipper and Xoserve, AC asked did it cater for all flows and did it accommodate timebound flows. If these were compromised how would this be monitored and reprocessing take place? DA responded that the clock could be reset on the UK Link system once any difficulty had been noted and addressed. AC pointed out that retrospective dates were often not permitted and files could be rejected. DA believed that providing a hold could be placed on any dependent processes would mean that this issue would be avoided (assuming the problem had affected all Shippers), but that such eventualities would be included as a testing scenario. DA noted these concerns and would bring them to the Project Team's attention.

MB observed that physical switchover (Phase II) would not be carried out all on one day and asked if testing would be done with individual parties. DA believed that individual testing of the equipment would be done on site, and noted a further concern that testing of the actual data flows should be carried out at the point of cutover.

Options for transition arrangements were under discussion; there could be a parallel running period. DA was aware of the criticality of this for Shippers and reiterated that Xoserve would undertake stringent testing to mitigate these risks. Timescales for the programme were not yet defined – potentially this will take a year, with the physical kit replacement starting in 2012 but will be avoiding the AQ window in 2012 for the Phase III implementation.

3. Performance Reporting – Monthly Report

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)

The report was accepted.

5. Planned Outages

Report accepted.

6. Any Other Business

6.1. Important Dates 2012

DA reported that no adverse responses had been received in respect of the non business days 2012 and UK Link release dates - 24 February, 28 June and 02 November 2012.

AC pointed out that there was to be an extra day (05 June) for the Diamond Jubilee in 2012, and DA noted this.

6.2 AQ

A communication regarding the AQ timetable was issued yesterday. Shippers were urged to let DA know of any large or unusual volumes so that these could be appropriately scheduled in to lessen the strain on the systems.

DA highlighted communication 'MP/1079/LC - AQ Review 2011 Update - Phase 3 & 4 file delays' issued 10 August 2011, and encouraged Shippers to look at Phase 3 22-29 September and bear the timescales in mind in their processing (especially in relation to minimum processing dates); certain files will be held from 22 September and it is the intention that all will have caught up by 24 September. MB expressed concern regarding time constrained files – potentially these could be rejected.

The process time will be set to accommodate files. DA cautioned against basing timescales on the minimum, and advised that Users base response times on the UK Link SLAs. The files would be processed in the order in which they are received. Last year a 2 day catch up window was allocated and this appeared to have no visible impact on Shippers. However, this year it is a larger exercise because it involves the recalculation of WALPs. Noting concerns, DA will discuss with the Project Team to see if there is anything unusual about this year's AQ review.

6.3 Changes to Existing Files

AC raised potential changes to the UK Link Manual, and sought clarity on the process to make these changes, citing changes he would propose to the S66 – update of contact details and validation - and K08 – Provision of MAM Id to Transporters. AC flagged that additional information might be provided in the UK Link Manual, and other

published information, to assist Users – e.g. the Conditionality documentation provided by Transporters in support of the RGMA implementation.

DA suggested that AC should send in his examples for consideration. They may be able to be undertaken as Class 1 UK Link Modification to make changes to the UK Link Manual only, whereas functional changes may require consultation with the Transporters as anything requiring a system change may be classed as a Class 3 UK Link Modification. Any such change and incurring User Pays costs will need to be covered in the raising of a UNC Modification. Options could be looked at and brought to the Committee for discussion.

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

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, 08 September 2011

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 0701	14/07/11	2.2.1	All parties to consider Xoserve's Standardised Adhoc Format proposals and report any concerns.	All	Closed
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)	Update due at next meeting.