

**UK LINK Committee Meeting Minutes**  
**Thursday 08 November 2012**  
**via Teleconference**

**Attendees**

Mike Berrisford (Chair)	(MiB)	Joint Office of Gas Transporters
Helen Cuin (Secretary)	(HC)	Joint Office of Gas Transporters
Adam Turbitt	(MR)	Xoserve
Andy Simpson	(AS)	Xoserve
Ashley Collins*	(AC)	EDF Energy
Claire McNamara*	(CM)	Xoserve
David Addison	(DA)	Xoserve
David McCrone*	(DM)	Scottish Power
Graham Wood*	(GW)	British Gas
Jo Harze	(JH)	Xoserve
Julie Varney*	(JV)	National Grid NTS
Martin Brandt*	(MB)	SSE
Stephanie Shepherd	(SS)	npower
Trevor Clarke*	(TC)	E.ON UK

\* *via teleconference*

Please refer to: [www.gasgovernance.co.uk/uklc/081112](http://www.gasgovernance.co.uk/uklc/081112) for supporting papers.

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

**1.1. Minutes**

DA wished to clarify a note made in the minutes on Page 5 regarding the Smart Metering Implementation Programme (SMIP), the minutes suggested that the SMETS was a only 3 digit code for meter mechanisms. DA explained the RGMA base line and that the Transporter will only take the first 2 characters of the code however the field itself is five characters.

The minutes of the previous meeting were then approved.

**1.2. Actions**

**UKL 1103:** Xoserve to review the contingency procedures that exist in the UK Link manual.

**Update:** DA advised that work continues and that an update is anticipated in December. It was agreed to close this action in light of UKL 0803 below.

**Closed**

**UKL 0803:** LC to confirm the Contingency arrangements.

**Update:** DA advised that work continues and that an update is anticipated in December.

**Carried Forward**

**UKL 0901:** Xoserve to confirm the details of the BT engineers undertaking IX Project Telecoms work to EDF.

**Update:** DA advised that this action had now been undertaken.

**Closed**

**UKL 0902:** All Users to consider the potential impacts on Gemini and the Citrix compatibility changes required.

**Update:** DA advised that a representation pack had been provided to ascertain impacts to Users regarding the Citrix upgrade, he hadn't an update at this time from the Gemini team but he anticipated an update would be provided at the next meeting.

**Carried Forward**

**UKL 0904:** All Users to register for Connectivity testing.

**Update:** DA advised that all users should participate in the connectivity testing, however Xoserve were struggling to encourage appropriate participation using LSO list. Users present requested details for their organisations, to ensure that the information had been provided for all their short codes.

DA also offered to provide to those Users present, the contact details used for their respective organisations to ensure they have registered to participate.

**Carried Forward**

**New Action UKL 0111: Xoserve to advise active UK Link members of contact details and any registered participation for the Connectivity testing.**

### 1.3. Modifications

MiB confirmed that 4 new modifications had been raised since last month:

[0418A - Review of LDZ Customer Charges](#)

Alternate modification to 0418.

[0436 - Consequential changes to the UNC resulting from RIIO-T1](#)

No system impacts expected.

[0437 - Retention of MAM Id in Transporter Systems at Change of Shipper](#)

MB confirmed that system impacts are expected and DA highlighted the connection to Change Request CRN2449.

[0438 - Update of UNC TPD Section Y to reflect Exit Reform arrangements](#)

No system impacts expected.

## 2. Xoserve Reporting

Please refer to [www.gasgovernance.co.uk/uklc/081112](http://www.gasgovernance.co.uk/uklc/081112) for supporting reports.

### 2.1. UK Link Modification Implementation Plan

2.1.1. Current UK Link Changes awaiting scheduling – Not Implemented

#### ***SUN File Format Change / Generic Organisational Amendment File***

DA confirmed that options are being considered within the SMIP program.

#### ***2717 Transporter Invoicing of Disablement of Supply Jobs***

DA confirmed that Network Code Proposal 0675 had been implemented and provided a presentation on the Billing of UNC TPD Section G3.8.1(b) – Transporter Disablement of Supply Jobs which had been presented at the Xoserve Operational Forum. He confirmed the Transporters have not so far invoiced for this work however they have now indicated that they intend to start invoicing. This had been advised in Communication 1163. It is anticipated that the adhoc invoice will be used (potentially on the ADM invoice, however this is

yet to be confirmed). DA asked if members had any views on the change and the required period for implementation. The notice required was discussed in relation to the new supporting information file and new charge types. AC suggested 6 months would be required for a new file on IX to ensure systems are able to cope with new files. DA suggested an interim solution would be to issue the supporting information via email, and serve notice through the relevant Operational distribution list (CSS Billing) with one months notice, for which a courtesy notification would be issued to UK Link distribution lists. Members believed email in the circumstances for the supporting information would be acceptable. There was a general consensus for a 6 month lead time for an IX change but noted the potential for an interim solution to be implemented with a one month 'for information' notice. SS expressed a preference for the IX method for security of data especially in the case of customer owned meters.

***Increased Length of Invoice Standard Clause***

DA highlighted the intention to withdraw this change.

***CRN2449 Reduce Instances of Blank MAM id***

DA confirmed that Modification 0437 had now been raised.

***CRN 2446 Confirm a Supply Point into Shipper Portfolio***

DA introduced the change whereby the Transporter will undertake an automatic supply point confirmation to reverse a supply point isolation and withdrawal. AC asked about the process and how it would work. It was anticipated that if the Transporter identifies the same meter, said to be removed, is in situ and capable of a gas flow the Shipper will be notified to trigger a confirmation, if the site is not confirmed within a set period the Transporter will confirm. AC envisaged this being similar to the must read process – where a notification was issued that if not actioned by Shippers would be actioned on their behalf. AC questioned whether a new file type would be required or not, if so AC confirmed if new file formats are required as much notice as possible would be required to accommodate such a change.

***New Action UKL0211: Xoserve to consider solution options – particularly regarding the trigger to Users to prompt the confirmation process (CRN2446).***

***CRN 2479 EU 3 Week Switching***

DA confirmed the planned implementation date for 01 November 2013 in line with the iGT, he explained the first files will be processed on 04 November 2013. AC asked about the removal of the January extra bank holiday. AC believed it would be beneficial to remove the January Scottish Bank Holiday. DA anticipated a modification would need to be raised to consider removing the Bank Holiday as objections had been previously made and therefore this had been discounted for Modification 0403.

***New Action UK0311: Xoserve to confirm whether a modification was required to remove the 'Scottish' January Bank Holiday.***

AC asked about the cut-over rules and the processing of files on non-working days, AC indicated that Shippers would have to change their systems in order to send information on non-working days which may cause processing problems for Xoserve. DA responded that this had been discussed at workgroup, and receipt of files during non working days was possible currently so the workgroup had not anticipated any issues.

DA explained that the Workgroup had concluded a two-day SLA for Xoserve to process files. However AC was concerned that Xoserve may hold up files on weekends, DA explained that Xoserve systems do not operate on weekends and a change to this had not been included in solutions for Modification 0403.

The cut-over date was briefly discussed in relation to the date and the submission of files on 01 November or 04 November and if the submissions on 04 November might result in quicker confirmation than submissions on 01 November.

AC challenged the solution for the modification in that Xoserve could have developed a solution which allowed file processing on non-working days i.e. weekends. DA explained that Workgroup 0403 had considered the costs, benefits, development and operating times of UK Link systems for the modification and he believed that working on weekends had been excluded from the scope.

**New Action UKL0411: Xoserve to explain the transition rules for Modification 0403 in the new year.**

**New Action UKL0511: Xoserve to confirm the rationale for not processing on non-working days for Modification 0403.**

As the modification date is planned at close of business on 01 November 2013, members approved the implementation date.

GW was keen to be notified of any iGT implementation issues which may affect the implementation date.

***CRN 2763 Update of Market Sector Code via RGMA***

DA confirmed that Communication 1163 advised of a Class 1 Change. The committee approved the change and a retrospective notice of the change was expected and noted by members.

**Action UKL0611: Xoserve to look at the GT Treatment document and confirm other ancillary data items were updated in line with the published documents.**

2.1.2. Current UK Link Changes Approved – Scheduled for Implementation

***CRN1000.9 - IX Upgrade (IX Kit Replacement)***

DA provided a presentation. See item 3.0.

***CRN2609 - Removal of Shipper Information Service***

DA reported that implementation remains on track for November 2012. The physical decommissions will not take place to January 2013, however it is anticipated that from the end of November Users will not be using this service, he reminded user should be picking up data from other sources.

***CRN962 to 962.19 inclusive – Q&WM***

AS provided a Project Q update he confirmed everything is on track. He reported successful Contact Management System (CMS) stake-holder trials, some observations had been made and the process is being discussed on the remaining observations; the external stakeholder training is due to complete next week; pre-production in full flow and the infrastructure is being deployed and tested. He confirmed that all organisation IDs have been created and Xoserve are in the process of loading individual users into the production system which will go live on 26 November 2012; emails will be issued to users to provide separately the user ID and password details in order to access the service. These communications were planned for issued from 9<sup>th</sup> November. In the week

leading up to the implementation (week commencing 19 November) all UID and URL details will be provided. However a confirmation will be included in the Change pack.

GW enquired about the provision of passwords and mitigating the risk of users losing passwords and if the emails can be provided again. AS explained that Xoserve has looked at the balance of risk and ensuring all information is provided in advance of the system going live, Xoserve would be unable to regenerate the information due to password encryption however a password reset would be available. On 26 November using functionality implemented as part of the go-live the local LSO will be able to reset users passwords.

GW enquired about the checkpoints of go/no go decisions. AS confirmed a checkpoint is planned on Monday to ensure all production activations are on track, there are also other checkpoints, he believed there was sufficient time for the implementation. He confirmed a progress update would be provided on a weekly basis. AS confirmed that there are no planned outages on Conquest.

AS provided a brief Phase 2 update and that everything also remains on track. The outage plan confirmed an outage on the system.

***CRN1001.1 Introduction of Enhanced File Transfer (EFT)***

DA confirmed an implementation date in March 2013.

***CRN0984 – Gemini Re-platforming***

DA confirmed an implementation date in June 2013.

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

***CRN1377.2/3 – DN Recovery of NTS Exit Zone Capacity Charges – SPA Files***

DA reported successful Implementation on the 28 October 2012.

***CRN2005.2 Exit Reform Phase 3 – Invoice File Formats***

DA reported successful implementation on the 01 November 2012.

AC believed that the documents related to the above implementations had not been made available on the Xoserve website. DA explained that all updated live versions were available on the UK Link Documentation site, however highlighted that some of the 'approved' versions had not been removed from Section 5 of the Extranet – where files are displayed once the file formats have been approved by the Committee but are yet to be implemented.

**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.

**2.4. Planned Outages**

Report accepted. DA highlighted that the Gemini re-platforming has been updated to show contingency outage needs.

**3. Xoserve Strategic Initiatives**

Project Nexus

DA confirmed that there is no specific update.

Telecoms Project

DA provided a [COR1000 Telecoms Project Update](#).

DA confirmed that due to a number of reasons – including failed visits - this has pushed back completion from December 2012 to January 2013, he asked if there are any site specific conditions that need to be met if these can be advised to avoid any delays. An email will also be issued for Shippers to advise of any change freezes during the Christmas Period and regarding XP1 Contacts.

Smart Metering Implementation Programme (SMIP)

DA confirmed that there is no specific update.

**4. AOB**

Extranet links on [www.xoserve.com](http://www.xoserve.com)

SS asked about the links on [www.xoserve.com](http://www.xoserve.com) to extranet. DA agreed to consider the visibility of the existing link.

**New Action UKL0711: Xoserve to consider the visibility of the Extranet link on [www.xoserve.com](http://www.xoserve.com)**

New Meter Models

AC expressed a concern about new meter models on SPAA but not uploaded on to UK link which has resulted in rejections. AC sought confirmation that this fix had been made. DA confirmed the change had been missed and this is being looked at. DA believed that all the reference tables are now all in place, however he would double check if the update has been successful and report back.

**5. Diary Planning**

*Details of all meetings can be found at [www.gasgovernance.co.uk/Diary](http://www.gasgovernance.co.uk/Diary)*

10:00, 13 December 2012, Teleconference

10:00, 10 January 2013, Teleconference

10:00, 14 February 2013, Teleconference

10:00, 14 March 2013, Teleconference

10:00, 11 April 2013, Teleconference

10:00, 09 May 2013, Teleconference

10:00, 13 June 2013, Teleconference

10:00, 11 July 2013, Teleconference

**ACTION LOG: UK Link Committee**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status
UKL 1103	10/11/11	2.1.1	Xoserve to review the contingency procedures that exist in the UK Link manual	Xoserve (DA)	Update provided. <b>Closed</b>
UKL 0803	09/08/12	3.0	Confirm the Contingency arrangements	Xoserve (LC)	Update to be provided. <b>Carried Forward</b>
UKL 0901	13/09/12	3.0	Xoserve to confirm of BT engineers undertaking IX Project Telecoms work to EDF.	Xoserve (DA)	Update provided. <b>Closed</b>
UKL 0902	13/09/12	3.0	All Users to consider the potential impacts on Gemini and the Citrix compatibility changes required.	All Users	Update to be provided. <b>Carried Forward</b>
UKL 0904	13/09/12	3.0	All Users to register for Connectivity testing.	All Users	Update to be provided. <b>Carried Forward</b>
UKL 0111	08/11/12	1.2	Xoserve to advise active UK Link members of contact details and any registered participation for the Connectivity testing.	Xoserve (DA)	Update to be provided.
UKL 0211	08/11/12	2.1.1	Xoserve to consider existing file formats that could be used for the CRN2446 confirmation process.	Xoserve (DA)	Update to be provided.
UKL 0311	08/11/12	2.1.1	Xoserve to confirm if the Scottish January Bank Holiday will be removed under Modification 0403.	Xoserve (DA)	Update to be provided.
UKL 0411	08/11/12	2.1.1	Xoserve to explain the transition rules for Modification 0403 in the new year.	Xoserve (DA)	Update to be provided.
UKL 0511	08/11/12	2.1.1	Xoserve to confirm the rationale for not processing on non-working days for Modification 0403.	Xoserve (DA)	Update to be provided.

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status
UKL 0611	08/11/12	2.1.1	Xoserve to look at the GT treatment document and confirm the ancillary data items for CRN2763.	Xoserve (DA)	Update to be provided.
UKL 0711	08/11/12	4.0	Xoserve to consider the visibility of the Extranet link on <a href="http://www.xoserve.com">www.xoserve.com</a>	Xoserve (DA)	Update to be provided.