UK LINK Committee Meeting Minutes
Thursday 12 July 2012
via teleconference

Attendees

Mike Berrisford (Chair)	(MiB)	Joint Office of Gas Transporters
Helen Cuin (Secretary)	(HC)	Joint Office of Gas Transporters
Andy Earnshaw	(AE)	Xoserve
Angela Page	(AP)	National Grid
Ashley Collins	(AC)	EDF Energy
Dave Ackers	(DAc)	Xoserve
Dave Corby	(DC)	National Grid
David Addison	(DA)	Xoserve
Debbie Jones	(DJ)	Xoserve
David McCrone	(DM)	Scottish Power
Graham Wood	(GW)	British Gas
Karen Marklew	(KM)	Xoserve
Laura Jones	(LJ)	Xoserve
Martin Brandt	(MB)	SSE
Matthew Rider	(MR)	Xoserve
Stephanie Shepherd	(SS)	RWE npower
Stuart Rowbotham	(SB)	National Grid
Tracey Barber	(TB)	Xoserve
Trevor Clarke	(TC)	E.ON

Please refer to: www.gasgovernance.co.uk/uklc/120712 for supporting papers.

1. Review of Minutes, Action and Modifications

1.1. Minutes

The minutes of the previous meeting were approved.

1.2. Actions

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

Update: DA advised that work remains ongoing.

Carried Forward

UKL 0501: Xoserve Project Team to provide firm implementation dates for the Q Project.

Update: Please refer to item 3.0 PAWS (including Project Q) update below.

Carried Forward

UKL 0503: All parties to review the use of a supplier effective date within the SUN file and provide a view on the retention of the file.

Update: DA confirmed that a communication will be issued on 13 July. The SWIG has considered a number of options with the current SUN file in order to record the

effective date, these have included amending the format, submitting the SUN file on the effective date as well as removing the file. The SWIG preferred option was to remove the SUN file will be recommended in the communication issued by Xoserve. The proposal will be issued for representation, and the Committee asked that this be brought back to the Committee prior to a recommendation being made to SWIG. DA indicated that in order to keep SWIG informed when the representations were published to the UK Link distribution lists this would also be communicated to SWIG.

Xoserve were asked to add this to the Implementation Plan for future discussion.

Carried Forward

UKL 0601: CRN1721 **-** Xoserve (DA) to confirm the anticipated timing of the T67 on 03 September 2012.

Update: MB confirmed the extended EUC Change T67 file generation will take place on the morning of Friday 31 August 2012, providing Xoserve validation is completed successfully the file will be issued on the evening of 31 August 2012, if this timescale cannot be achieved it will be issued on 03 September 2012.

Closed

1.3. Modifications

MiB confirmed that one modification had been raised since last month:

- 0430 - Inclusion of data items relevant to smart metering into existing industry systems

It was anticipated that Modification 0430 would have an impact on UK Link systems.

2. Xoserve Reporting

Please refer to www.gasgovernance.co.uk/uklc/120712 for supporting reports.

2.1. UK Link Modification Implementation Plan

2.1.1. Current UK Link Changes awaiting scheduling – Not Implemented

CRN1000.1 - Introduction of Enhanced File Transfer

DA reported analysis is being undertaken.

Discontinuation of ANS Usage for interruption Communications by Transporters

DA confirmed approval had been requested to the manual changes to take effect from 16 July 2012. The changes were approved.

CRN2609 - Removal of Shipper Information Service

DA confirmed analysis is continuing with National Grid, a more detailed update was provided within AOB.

CRN1832 - Administrative UK Link Manual Change to Helpline Number Update

DA confirmed approval had been requested to the manual changes to take effect from 16 July 2012. The changes were approved.

CRN0984 – Gemini Re-platforming

AE provided a Gemini Re-platforming project implementation update. The proposed implementation cut-over date of GRP in the weekend of 07 June 2013. The Gemini system will be unavailable to all Gemini Users from 2am on 09 June 2013. AE welcomed any comments and asked if these could be submitted to: GRPcommunications@xoserve.com.

2.1.2. <u>Current UK Link Changes Approved – Scheduled for Implementation</u>

CRN 1721 – Extension to EUC Numeric Code

DA reported successful implementation on 07 July 2012.

CRN 1721.1 – Data Items with Limited Remaining Values

See update 1721.

CRN 2005.3 – Exit Reform Phase 3 – External Screen Pack

MR confirmed that the UAT was completed successfully and that Xoserve are now proceeding with implementation activities, an outage is planned on Sunday 29 July the details of this will be included with the Xoserve Report Pack.

MR requested if any parties wish to be involved with the testing from 23 July 2012 the week prior to implementation to liaise with xoserve. A communication was due to issued on 12 July 2012 with the contact details.

CRN 2005.1 – Exit Reform Phase 3 – API Guidance & Specifications

See update 1721. MR also gave an update on APIs it was noted an error was made in one of the sections and that a new error code need to added to section 1.4 he confirmed that a communication will be issued to confirm.

CRN1000.9 - IX Upgrade (IX Kit Replacement)

DA provided the [COR100 Telecoms Project update](#). Further communications continue with customers on the IX upgrade, and DA confirmed all users have now been contacted.

CRN1377.1 – DN Recovery of NTS Exit Zone Capacity Charges – SPA Files

DA reported the change remains on track, with a scheduled implementation on the 21 September 2012.

CRN2005.2 Exit Reform Phase 3 – Invoice File Formats

DA reported scheduled implementation on the 01 November 2012.

CRN1377.2/3 - DN Recovery of NTS Exit Zone Capacity Charges – Invoicing & Supporting Docs + Offline & Adhoc Invoicing File

DA reported the change remains on track with a scheduled implementation date of 06 November 2012.

CRN962 to 962.19 inclusive – Q&WM

Please refer to item 3.0 below for more details.

2.1.3 <u>UK Link Changes – Implemented since last UK Link Committee Meeting</u>

None to report.

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.

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3. **Xoserve Strategic Initiatives**

Project Nexus

DA provided a Project Nexus Update. DA confirmed that the Project Nexus next steps timeline provided to PNAG has now been provided to PNUNC.

All the key dates were provided within the presentation however the November 2013 date on page 3 should have stated November 2012.

PAWS (including Q Update)

DJ confirmed that since the last update the first round of UAT has been undertaken successfully and that the second round of UAT will take place towards the end of July, the stake holder training is due to commence in August for three weeks, with a go live date no less than three months later.

AC questioned why Xoserve are still unable to provide a firm implementation date, DA explained a number of product fixes are required with the vendor and should be in a position to provide a better indication of dates towards the end of July as Xoserve progress through the plan.

DJ also provided an update to the download facility of the Filter failure download file and the User Pays supporting information files, one representation has been received and Xoserve are currently analysing the impacts. The delivery mechanism of the files will be investigated further with this caveat the file was approved.

DA confirmed Xoserve intentions with future QP communications, these will be issued to the UK Link committee as well as the CEUG Group via email with a link of where to obtain information.

DA introduced the Q UK Link Communication. The communication included updates on; the filter failure processes, erroneous confirmations, case event descriptions, and access controls. Xoserve confirmed a number of communications would be provided in relation to erroneous confirmations and the access controls, explaining the process and any actions required.

4. **AOB**

AQ Review 2012 Update

DA provided an AQ Review Update.

Xoserve asked if large data purges could be avoided within the Phase 3.

DA explained that Xoserve are looking at data enquiry systems at the moment, preliminary indications suggest a need to take a two day outage on two working days. TC asked if Xoserve had considered impacts to RFI utilization during this period and consequences to Users' charges. DA indicated that this would be considered a 'planned outage' and in the past no special dispensation had been afforded, but agreed to consider.

Action UKL 0701: Xoserve to consider the impacts to RFI charges and utilisation.

Communications

AC questioned if in future when Xoserve seek representations from Users that the representation matrix can be published on the Joint Office website for a given meeting. MiB explained the difficulties of publishing all the UK Link Communications on the Joint Office Website. AC clarified that this was not a request for all communications to be published on the Joint Office Website.

SS asked about the possibility of Xoserve publishing all the Xoserve communications on the Xoserve website.

Action UKL 0702: Xoserve to consider the possibility of publishing all communications on the Xoserve website for reference.

Shipper Information System

DA provided a [Shipper Information System Decommissioning Project update](#). This included a [data map](#). He confirmed the plan is to seek agreement to decommission SIS.

DA confirmed that Lotus Notes is no longer supported by the vendor and an upgrade option is not viable. DA explained that all but two items are published elsewhere either on the Joint Office, National Grid or Xoserve website. He confirmed which two items will need to be picked up and where they will be published in the future. It was discussed that this service was not widely. MB asked for confirmation of which organisations were using the service.

Action UKL 0703: Xoserve will advise members if anybody from their organisation are accesses SIS and when they last accessed the system or confirmation that their organisations is not utilising the service.

DA will provide a communication within the change pack and re-confirm this as a Class 1 change.

DA confirmed that any documentation that refers to SIS would also need to be amended – including two documents understood to be governed by UNCC – the UNCORM and Invoicing Guidelines documents. Updates to the UK Link Manual would be issued for review once the approach had been approved.

Key dates

DA indicated Xoserve would be issuing a communication on some key dates, this will include the Modification 0671 timetable, the UK Link non-business days for 2013, and the proposed 2013 implementation release dates.

DA explained that this release schedule had been derived in line with the SPAA release principles but with the way Thursday's fall in 2013 it provided a number of anomalies, particularly with the invoice cycle. In addition to the November release which typically causes concern, the 01 March date caused particular issues due to the impact on the billing schedule when the previous month's invoicing cycle woul not have concluded, and the next month cycle initiated. DA indicated that Xoserve would assess each change and if necessary seek approval for implementation outside the release window.

MB enquired about implementations required outside the timetable such as those initiated by DECC. DA confirmed that the large-scale changes would be outside this schedule – those already identified were Q, GRP and Telecoms projects. DA also highlighted the Gemini Summer release, which due to GRP and also the winter period would mean that these release dates would prove impractical. A detailed communication will be provided.

5. **Diary Planning**

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

10:00, 09 August 2012, Teleconference

10:00, 13 September 2012, Teleconference

10:00, 11 October 2012, Teleconference

10:00, 08 November 2012, Teleconference

10:00, 13 December 2012, Teleconference

ACTION LOG: UK Link Committee

Action Ref	Meeting Date	Minute Ref (original ref)	Action	Owner*	Status Update
UKL 1103	10/11/11	2.1.1	Xoserve to review the contingency procedures that exist in the UK Link manual	Xoserve (DA)	Update to be provided. **Carried Forward**
UKL 0501	10/05/12	2.1.2	Xoserve Project Team to provide firm implementation dates for the Q Project.	Xoserve (JR)	Update to be provided. **Carried Forward**
UKL 0503	10/05/12	4.1	All parties to review the use of a supplier effective date within the SUN file and provide a view on the retention of the file.	All	Update to be provided. **Carried Forward**
UKL 0601	14/06/12	2.1.2	Xoserve to confirm the anticipated timing of the T67 on 03 September 2012.	Xoserve (DA)	Update provided. **Closed**
UKL 0701	12/07/12	4.0	Xoserve to consider the impacts to RFI charges and utilisation.	Xoserve (DA)	Update to be provided.
UKL 0702	12/07/12	4.0	Xoserve to consider the possibility of publishing all communications on the Xoserve website for reference.	Xoserve (DA)	Update to be provided.
UKL 0703	12/07/12	4.0	Xoserve will advise members if anybody from their organisation accesses SIS or confirmation that their organisations is not utilising the service.	Xoserve (DA)	Update to be provided.