

**UK LINK Committee Meeting Minutes**  
**Thursday 13 December 2012**  
**via Teleconference**

**Attendees**

Mike Berrisford (Chair)	(MiB)	Joint Office of Gas Transporters
Bob Fletcher (Secretary)	(BF)	Joint Office of Gas Transporters
Adam Turbitt	(AT)	Xoserve
Andrew Boyton	(AB)	National Grid IS
Ashley Collins*	(AC)	EDF Energy
David Addison	(DA)	Xoserve
David McCrone*	(DM)	Scottish Power
Graham Wood*	(GW)	British Gas
Jo Harze	(JH)	Xoserve
Joanna Ferguson*	(JF)	Northern Gas Networks
Jon Follows	(JF1)	Xoserve
Julie Varney*	(JV)	National Grid NTS
Lee Chambers	(LC)	Xoserve
Martin Brandt*	(MB)	SSE
Stephanie Shepherd	(SS)	RWE npower
Steve Wright	(SW)	RWE npower Alternate
Trevor Clark*	(TC)	E.ON UK

\* *via teleconference*

Please refer to: [www.gasgovernance.co.uk/uklc/131212](http://www.gasgovernance.co.uk/uklc/131212) 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 0803:** LC to confirm the Contingency arrangements.

**Update:** DA advised that preparation work continues, though presentation of the plan has been delayed awaiting confirmation of dates. The favoured approach is that incoming files to Xoserves will be converted and then once confirmed, as satisfactory, pilot users will be target based on 10 Users per day to confirm outgoing files. DA asked that the logs be used for the exception process only, as they can only be used for manual checking. It is unlikely that Users will be given a specific cut over (day) date as the approach is seamless. Members accepted the approach of a date range rather than a specific date. Notifications will be issued once cut over is completed so that Users are made aware of the project completion. AC asked if Users could create their own directories prior to cut over – DA indicated that he would ensure that this point was included in the cut over approach to be presented in January.

**Carried Forward**

**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 the impacts to Users regarding the Citrix upgrade. Discussions have been held with Users and any questions received that would be beneficial to the wider community have been updated into the GRP FAQ documentation.

**Closed**

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

**Update:** DA advised that all Users are being encouraged to participate in the connectivity testing, there were 38 parties still outstanding and these will be contacted to identify suitable testing dates.

**Carried Forward**

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

**Update:** DA confirmed that he had written to attendees at the Committee to indicate where within their group of organisations that we required contact details. He expected responses from members in due course.

**Closed**

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

**Update:** DA advised that the approach is likely to use the nomination/confirmation files to update the shipper, however they will be unsolicited. The Committee noted this solution option as a favoured approach, and DA advised that he would update the project team on the views of the UKLC.

**Carried Forward**

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

**Update:** DA advised that this had been discussed at length in the Distribution Workgroup and clarified that a modification would be required to amend the UNC as currently modified by Modification 0403, therefore the Scottish Bank Holiday will not be removed. It is likely that a new modification will be raised to do this at a later date.

**Closed**

**UKL0411:** Xoserve to explain the transition rules for Modification 0403 in the New Year.

**Update:** DA provided an update which has been published on the website shortly prior to the meeting starting. He explained the proposed cut over timeline and the impacts of submissions on the day before and day after cutover. Implementation is planned for 01 November 2013. AC asked for clarification on the meaning of "within 21 days" – what needs to change if the files were submitted on the last day of cooling? DA agreed but the Workgroup had wanted cooling to be finished prior to submission of SPA files. AC questioned the 3 timelines and how the dates were arrived at for the submission of files and receipt of confirmations. Files submitted on 01 November (old rules) will have the same confirmation dates as those submitted on the 02 November (new rules). AC expressed a view that where a Shipper has held on to a file longer than the cooling off period, then they would be in breach the regulations. DA agreed, as Xoserve will process in line with the modification requirements and will not short track late submissions. DA agreed to provide an update with the change pack.

**Carried Forward**

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

**Update:** DA explained that he had discussed this action at Distribution Workgroup and had agreed with the approach for implementation i.e. no processing on non-business days. This was to ensure that implementation costs were kept to a minimum. AC asked what the time would be for the earliest run on a business day, e.g. is it 09.00am. DA was not aware of the timing and agreed to provide an update in the change pack. AC advised that this change was being discussed in SPAA and whether there would be an option to include debt assignment and remove the objection period completely. MB disagreed this would include all meter types as it is likely to be for prepayment meters only.

**Closed**

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

**Update:** DA advised that work continues.

**Carried Forward**

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

**Update:** DA advised that work continues and an update will be provided soon.

**Carried Forward**

### 1.3. Modifications

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

[0439 - Notice for Enduring Annual Exit \(Flat\) Capacity Reduction Applications](#)

No system impacts expected

[0440 - Project Nexus – iGT Single Service Provision](#)

Significant system impacts were expected. However, these would be included within the scope of Project Nexus changes.

## 2. Xoserve Reporting

Please refer to [www.gasgovernance.co.uk/uklc/131212](http://www.gasgovernance.co.uk/uklc/131212) 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 were being considered within the SMIP program. He confirmed the aspiration is to remove the file and replace it with a more suitable file to meet the requirements of SMART metering.

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

DA confirmed that the indicative implementation date was April 2013. This date will require an email solution initially followed by file driven solution at a later date.

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

DA highlighted that this change has been withdrawn.

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

DA confirmed that Modification 0437 had been raised but initial Workgroup discussions had indicated that there might be a requirement for additional reporting.

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

DA confirmed implementation is indicated to be quarter 3 2013 – the existing process will be used generating unsolicited files. AC asked what the modification aims to do. DA explained the aims of the modification is to reduce sites passing unregistered gas which will require Xoserve to notify shippers that have erroneously removed a meter, and potentially withdrawn from the site, to re-confirm the site once the asset has been reattached. Where they fail to do so Transporters will confirm on Shipper's behalf. AC asked what the relationship was between meter points that could have been through the ECO contact in the Contact Management Service, and whether they could be subject to UNC Modification 424.

**New Action: UK1201 - DA to confirm the relationship between the ECO contact in CMS and UNC Modification 0424.**

**2.1.2. Current UK Link Changes Approved – Scheduled for Implementation**

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

DA provided a presentation under item 3.0.

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

DA reported that service removal remains on track for November 2013.

***CRN962.13, 962.16, 962.9, 962.10 & 962.20 - Q&WM***

DA advised that Project Q is on track and that UKLC approval dates have been included in the plan. He then apologised for inadvertently leaving these off previous versions of the implementation plan before going on to explain that no significant issues relating to phase 1 have been identified, however there was an issue related to ADD contact validation that may have resulted in some contacts being incorrectly rejected. Members reported positive feedback from users regarding response times and usability.

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

DA confirmed an implementation date in March 2013.

***CRN0984 – Gemini Re-platforming***

AB presented an update on progress to date and the next steps required following User Acceptance Testing, including refinements to readiness testing and the approach to cutover. Users were required to support readiness testing, though there may be a number of exceptions where Users had notified them that they might be unavailable due to office moves and the IX upgrade may not reach them in time. However, this should be seen as an exception. The expectation is that Users will self certify, confirm if there are any issues and advise if they are ready to implement.

AB highlighted that the project were looking at implementation planning, and that he anticipated that an extended outage (longer than previously advised) may be required, but would report this matter to the Committee as soon as identified.

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

DA confirmed the project is on track with implementation being 01 November 2013.

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

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

DA advised that implementation had gone well and according to plan.

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

DA advised that this change request had also been implemented without any issues.

***Changes to Correct USI File Format***

DA advised that this change request had also been implemented without any issues.

**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 were no specific issues to report. He highlighted a stream being initiated to consider data cleansing and felt UKLC should be aware of this, and regular updates were to be provided to UKLC.

Telecoms Project

DA provided a COR1000 Telecoms Project Update.

DA provided an overview of progress to date and confirmed that roll the out is likely to be January 2013. Missed telecoms appointments were threatening the roll out dates as currently BT re-plan visits up to 6 weeks after the missed appointment, which is close to the end of January.

Smart Metering Implementation Programme (SMIP)

DA provided an update following the SMIP communication issued by Xoserve. He confirmed analysis is not complete though they are mindful of the timescales and any issues will be notified to the UKLC as and when they are identified.

AC asked what is likely to happen to the Post Emergency Metering Service (PEMS) with the implementation of SMART – what is the DNOs intention, will they exchange a SMART meter for a dumb meter, if so this could put the supplier in breach of their licence. JF advised that PEMS is a commercial contract and to date they have not received an approach from suppliers to amend the contract provisions. AC was concerned that this will conflict with the suppliers proposed licence obligations. It was agreed to consider this issues outside of the UKLC.

MC asked if the licence references could be checked in the presentation, as some were not appropriate or were erroneous. DA agreed this would be done and the presentation updated.

When considering delivery for January 2013, AC was unsure the information was needed at this time; the requirement should be for October 2013. TC felt that it would be desirable to have implementation prior to October 2013, ideally February 2013. DA confirmed that the change could be implemented but won't be needed until shippers provide the data needed to populate the records. AC disagreed this was possible – everyone needs to cutover at the same time otherwise Shippers will be updating different systems, depending whether they have implemented SMART or not. He did not think it should be delivered any earlier than February 2013 when electricity cuts over. Committee members were not able to offer a proposed implementation timescale for Xoserve changes.

DA advised that they would need a clear steer at the January meeting before considering implementation say for April 2013, this would be at both UKLC and SPAA change board meetings. AC suggested that transporters make their views known to the change board to ensure an achievable implementation date is agreed by all parties. JF confirmed that transporters would make representations to the SPAA change board at the January meeting.

Slide 11 - DM asked if Xoserve would be deriving the installing suppliers identification for iGTs. DA advised that iGTs will be deriving the data and sending this to Xoserve.

Slide 13 – AC asked if its possible to include a view on meter mechanism/payment methods i.e. to amend the slides to confirm that Payment\_Method\_Code is not held or passed by Xoserve.

**New Action UKL1202: DA to amend the slide and republish to explicitly state that Payment Method Code is not relevant to UK Link systems.**

Slide 16 – DA confirmed the supplier would be derived based on the meter installation date.

Slide 17 – SS asked why the meter mechanism for dumb meters won't be provided in the community view. DA confirmed that there is concern that prepayment meter information is considered to be commercially sensitive and won't be provided through the community view – it is proposed only SMART meter data will be published in the community view. AC suggested that the Committee confirm their view, but that the industry input is requested to ratify this. DA advise that the change pack will include a request for representations on this topic.

AC asked if the triangulation data search would always require the tick box to be populated? DA advised that it is only required to see the mechanism type as the Users is confirming they are authorised to do so and that it is an exception/manual intervention. AC asked if the M number disk would be impacted by the tick box. DA advised it would not be affected as this process refers to online systems.

DA indicated that Xoserve would provide the representation period for these changes and for the solutions proposed – i.e. provision of Smart data on all flows where Meter Mechanism is available, and that only Smart Meter values are displayed in the community view and both Installing Supplier and Smart Meter Mechanism values be protected by the tick box.

Slide 19 – DA asked for representations within 5 day with the proviso that should any issues be raised, an extraordinary UKLC meeting should be arranged to discuss them. DM asked for confirmation of when the solution will be locked down and its associated timescales. DA advised that this would be following the representations and discussion

of any issues. UKLC would be updated prior to the lockdown.

AC asked for an update on flow quantities/volumes – what could Xoserves systems manage? DA confirmed this is being currently being reviewed and is likely to lead to the replacement of the MAM file as it is under specified for this proposed role.

**4. AOB**

RWE npower Alternate

SS confirmed that Steve Wright would become RWE npower's permanent alternate to Stephanie Shepherd until the next Panel membership approval.

**5. Diary Planning**

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

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 TABLE**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status</b>
UKL 0803	09/08/12	3.0	a) Confirm the Contingency arrangements, and b) Confirm if Users can cut over earlier than Xoserve if their systems are capable of managing all file formats.	Xoserve (LC & DA)	Update to be provided in due course. <b>Carried Forward</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 provided. <b>Closed</b>
UKL 0904	13/09/12	3.0	All Users to register for Connectivity testing.	All Users	Update to be provided in due course. <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 provided. <b>Closed</b>
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 in due course. <b>Carried Forward</b>
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 provided. <b>Closed</b>
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 in due course. <b>Carried Forward</b>
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 provided. <b>Closed</b>
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 in due course. <b>Carried</b>



Action Ref	Meeting Date	Minute Ref	Action	Owner	Status
					<b>Forward</b>
UKL 0711	08/11/12	4.0	Xoserve to consider the visibility of the Extranet link on www.xoserve.com	Xoserve (DA)	Update to be provided in due course.  <b>Carried Forward</b>
UKL 1201	13/12/12	2.1.1	To confirm the relationship between the ECO contact in CMS and UNC Modification 0424.	Xoserve (DA)	Update to be provided.
UKL 1202	13/12/12	3.0	To amend the slide and republish to explicitly state that Payment Method Code is not relevant to UK Link systems.	Xoserve (DA)	Update to be provided.