

UK LINK Committee Minutes
Thursday 11 May 2006
held at Elexon, 350, Euston Road, London

Attendees

John Bradley	(JM)	Joint Office
Mike Berrisford	(MiB)	Joint Office
Dave Addison	(DA)	xoserve
David Mayne	(DM)	RWE npower
William Wilson	(CB)	E.ON UK plc
Bryan Donnelly	(BD)	SAIC Europe Ltd
Mick Curtis	(MC)	e=mc ²
Martin Brandt	(MB)	SSE
Robert Cameron-Higgs	(RCH)	Northern Gas Networks
David Heys	(DH)	Generis Technology Ltd
Tiago Vasconcelos	(TV)	Total Gas & Power
Dan Simmons	(DS)	EDF

1. Review of Minutes and Actions

1.1. Minutes

The minutes of the April meeting were accepted. JB pointed out that a new agenda item had been included "Other Industry Fora" as requested.

Action UKL1035: Closed.

1.2. Review of actions.

Appendix A contains a tabulated update on actions.

UKL1010 – xoserve (DA) advised members that National Grid are still considering. There was no indication of timescales at this moment.

Action: Carried Forward.

UKL1021 – Report due July 06.

UKL1025 – JB advised members that no formal commitment has been forthcoming from BP and therefore asked members to consider closing this action. This was agreed by consensus. **Action: Closed.**

UKL1033 – xoserve (DA) advised members that a communication had been previously issued on 10 March 06. **Action: Closed.**

UKL1035 – please see above item 1.1.

UKL1036 – please see item 3.2 below.

UKL1037 – xoserve (DA) advised members that a communication has been issued, implementation would take place that weekend and that a further notification would follow in due course. **Action: Carried Forward.**

UKL1038 – JB advised members that this is now a new topic and would be covered elsewhere in these minutes. **Action: Closed.**

UKL1039 – xoserve (DA) advised members that CR13718 has been ‘bundled’ with CR’s 13693 & 13715. Please see implementation plan. **Action: Closed.**

UKL1040 – please see item 4 below.

UKL1042 – xoserve (DA) advised members that following a cross check, it appeared that NR614 had not been utilised. **Action: Closed.**

UKL1043 – please see item 7 below.

UKL1044 – xoserve (DA) advised members that communications NR/623/DA & NR/624/DA regarding S15 & M03 file formats respectively had been issued on 13 April 2006. **Action: Closed.**

2. Other Industry Fora

JB presented to members a flip chart outlining what members may like to consider as appropriate matters to be considered under this heading in future. The chart identified four (4) main industry categories, UNC Panel, UNCC Sub Committees, Operational and Other with each category sub divided to various industry meetings. Members then discussed and confirmed that they would like a ‘light’ report on UNC modifications, similar to the monthly UK Link modifications report as submitted to the UNCC and also updates on the Transmission Operational Forum which now includes a Gemini agenda item.

JB went on to update members on UNC Distribution matters, namely modifications 0080 “Acceptance of AMR reads at supply points with correctors” & 0081 “AQ Review Process - publication of information”. He advised that BGT has amended 0081 so that no system changes are included. With regard to 0080 he advised members that the workstream is scheduled to report back to the UNC panel on 18 May 2006. Members indicated that they did not have anything further information to add on 0080.

Under UNC Governance matters, JB advised members that draft Terms of Reference + Process Flow maps for the UK Link Committee had been issued in response to a suggested initiative from Steve Ladle (Total Gas & Power) within the UNCC arena. Apparently, Steve is looking for a ‘simple’ change to progress/improve the UNC processes, particularly where a Class 3 UK Link Modification is concerned. Initial consideration of the BSC modification and system change processes had not identified a process that would represent any improvement to current UK Link processes. Overall, the perception is that Class 1 and 2 UK Link Modification processes work well partly because these are supported by the Transporters. However, where the Transporters do not support a Class 3 Modification there is an argument for the shipper concerned to raise the associated UNC Modification Proposal .

Under UNC Transmission matters, JB advised members that the new GDF UNC modification 0085 “Introduction of Gas Reserve Arrangements”, would, if implemented, have system impacts with regard to ‘Safety Reserve Stacked Bids’. Members commented that the modification would need to move swiftly through the process to be in place for 01 October 2006. JB advised that GDF has requested that the 18 May 2006 UNC panel approve the modification going ‘direct to consultation’ and that, in a similar way to UNC modification 0061 “Facilitating further demand-side response in the event that a Gas Balancing Alert is triggered”, there maybe more implications on the OCM. Additionally, Ofgem appear keen to see these matters debated.

Finally, JB updated members on the previous day’s Operational Forum meeting, advising that xoserve (R Griffith) had reported on Gemini downtime & API’s, especially the new testing service which is now available. He advised members that after xoserve cancelled the previously scheduled Gemini Disaster Recovery test,

they will now be conducting a test sometime in the near future and they will advise all users in due course. JB advised members that, in the meantime, an actual failure has occurred. Members pointed out that the failure highlighted some major concerns about the systems ability to fully recover in the event of a failure and subsequent switchover to a backup server.

Action UKL1045: xoserve (DA) to ascertain why the Gemini Disaster Recovery test was cancelled and when a likely test is to take place.

3. UK Link Modification Implementation Plan (and review of UK Link Modification Status Report)

SSE (MB) expressed his concern with regard to the late issue of the xoserve implementation plan for this month's meeting. The Joint Office (MiB) responded and apologised for his error in not issuing the document sooner.

3.1 CR 13658 Replication of enhancement of Gemini API functionality

JB asked e=mc² (MC) if this change request could be removed. The response was that it could.

3.2 CR 13725 – Single Central Online Gas Enquiry Service

xoserve (DA) advised members that there would be no changes to the DVD content and that an appeal by the iGT's would be made on Friday 12 May 2006 on the SPAA change itself. SSE (MB) pointed out that should the appeal fail, users would have two (2) weeks to appeal to Ofgem. xoserve (DA) suggested that this should be carried forward until the June 2006 meeting to allow time to clarify matters.

Action UKL1036: Carry Forward.

3.3 CR 13731 – Correction of UK Link Manual – CDR Records

xoserve (DA) advised members that this change request is scheduled for implementation during the forthcoming weekend. Members asked for, and xoserve agreed to, an implementation date of 'asap'.

Action UKL1046: xoserve (DA) to revise the Implementation Plan to include an implementation date of 'asap'.

3.4 CR 13752 – Correction of UK Link Manual – MBR Record & Hierarchy

xoserve (DA) advised members that two (2) responses had been received, both indicating acceptance and a communication NR/629/DA was issued on 05 May 2006 indicating implementation on the same day.

3.5 CR 13733 – Correction of UK Link Manual – S15 Record Amendment

xoserve (DA) advised members that two (2) responses had been received, both indicating acceptance and a communication NR/629/DA was issued on 05 May 2006 indicating implementation on the same day.

3.6 CR 13693 On-line Optional Tariff Invoicing and Entry Commodity Invoicing

xoserve (DA) advised members that this change request is on track for an end of June 2006 implementation.

3.7 CR 13715 – SPA File Rejection Reason Code List v13

xoserve (DA) advised members that this is an administrative change only, the extranet has already been updated and this change is on track for an end of June 2006 implementation.

3.8 CR 13718 – Issue of M Number Disk in DVD-R Format

xoserve (DA) advised members that this is an administrative change only and that the extranet has already been updated and that this change is on track for an end of June 2006 implementation.

Action UKL1039: Closed.

Additionally, xoserve (DA) advised members that the 'Revert to 10 day Cyclic Meter Reading Validation Routine' has been left on the plan for information only and is on track for a proposed June 2006 implementation.

3.9 CR 13723 – Objection Deadline SPA Rejection Code – OJT00018

xoserve (DA) advised members that implementation in November 2006 was agreed at the April 2006 meeting.

3.10 CR 13730 – Post Closeout Amendments functionality for Gemini

xoserve (DA) advised members that implementation in November 2006 was agreed at the April 2006 meeting.

3.11 CR 13664 – EU Vat Directive Compliance

xoserve (DA) advised members that this change request was implemented on 09 April 2006 and remains on the plan for information only.

4. Review of Topics Status Report

JB apologised to members for the late issue of this report.

Topic 004UKL UK Link Testing Arrangements

xoserve (DA) advised members that the Transporters have expressed concern regarding timescales for class 3 modifications, the costs associated with testing system changes and the UNC Modification process and that they would like to confirm governance arrangements prior to the issuing of costs.

RCH, on behalf of Transporters, backed up the previous statement by adding that the four (4) DN's & NTS meet on a monthly basis to examine xoserve and I.S. costs and that an issue exists around the high level modification process, as costs are currently considered on a 'case by case basis'. RCH suggested that this was an opportunity to consider preparing a 'generic super modification' to address the payment rationale and to move away from the 'case by case' approach. However, he did point out that to accommodate this, the payment rules would need to be mandated for the associated testing costs.

Members suggested that historically there were two (2) types of testing, modification related and User's own system changes. xoserve (DA) advised that the User's own system changes were deemed as 'out of scope' in previous discussions and that Users should/could enter into individual supported testing arrangements anyway.

Members went on to ask if this was not in fact all about 'generic pricing'. RCH responded by stating that pricing is a separate issue to testing. Members commented that if the methodology was deemed to be correct, there would be an issue surrounding costs.

xoserve (DA) reminded members that adoption of the 'generic model' would mean that even if Users did not wish to undertake testing, they would still incur testing costs. Members expressed concern over the extended gestation period for this item of discussion. xoserve (DA) acknowledged that discussions in July 2005 had in fact re-ignited interest in this matter.

Following further discussion, RCH agreed to consider how to identify indicative costs with a view to returning to next months meeting with a draft modification proposal for

discussion, although he did indicate that due to the aggressive timescales, this may be heavily caveated.

Action UKL1047: NGN (RCH) to prepare a draft modification proposal for discussion at the June 2006 UK Link Committee meeting.

Topic 007UKL Release governance procedures

xoserve (DA) advised members that this is specifically a 'health check' and that they proposed to de-link system changes and look to adopting a remedial change approach believing that members supported this at the April 2006 meeting. Members expressed concerns regarding critical flows, data misalignment and contacts data accuracy. xoserve (DA) responded that whilst meter point tables may impact on the system changes (SPA nominations etc) these could be de-linked. Any misalignment of data would be considered under the xoserve risk assessment process. xoserve (DA) suggested that they would be happy to maintain a register to be used to notify any deviations from the implementation plan at short notice, but that, it is dependant upon users providing accurate contact information.

JB suggested that this topic be kept open until the June 2006 meeting. This was agreed.

Action UKL1048: xoserve (DA) to issue communication by end of next week soliciting users views on contact information.

5. Performance Reporting

xoserve (DA) reviewed the xoserve report pack by exception only.

5.1 IS Faults logged by Shippers (xoserve Report A).

The report was accepted.

5.2 UK-Link Business Support Agreement (xoserve Report B)

The report was accepted.

5.3 Liabilities Report (xoserve Report C)

The report was accepted. However, xoserve (DA) pointed out that v1 of this report contained an error whereby, the Mod 565 Liabilities Report item TSL12b was showing a single occurrence of a £50/shipper, but in fact should have read zero (0) occurrence, as in v2. Additionally, xoserve (DA) advised members that recent outage liabilities will be visible within next month's report.

6. File Format and Urgent Communications (xoserve Report D)

The report was accepted.

7. Planned Outages (xoserve Report E)

xoserve (DA) reminded members that xoserve (AG) had an outstanding action to report back to this meeting regarding HEMP, and went on to advise members that the outage is now scheduled for 2nd/3rd September 2006 but will not affect Users.

Action: UKL1043 Closed.

xoserve (DA) advised members that a Gemini notification (NR/627/RW) had been issued and an update will follow in due course. see also UKL 1045.

8. AOB

JB advised members that in response to a request by the Governance workstream, draft terms of reference for the UK Link Committee had been issued along with a set of process flow maps and asked if members would like to discuss these items. Consensus was that members had insufficient time to really consider and would like to defer

discussion until the June 2006 meeting. Members pointed out that an indication of timescales was missing.

Members then enquired about the UK Link Committee monthly report to the UNCC and asked if a copy could be provided with the minutes. This was agreed.

Action UKL1049: Joint Office (MiB) to include a copy of the UK Link UNCC monthly report within the UK Link Committee meeting minutes pack.

xoserve (DA) then read out a statement advising members of four (4) items of consideration under AOB, as follows:

1. Gemini application change to ignore duplicated nominations was implemented 23 April 06. **Action UKL1050: xoserve (DA) to issue communication on 12 May 06.**
2. Automated Rejection Process – notices have been issued via the Gemini email listings advising of a proposed implementation of 21 May 06. **Action UKL1051: xoserve (DA) to issue communication on 12 May 06.**
3. two (2) change request communication updates – Removal of Meter Assets from Dead Points. **Action UKL1052: xoserve (DA) to issue a notification seeking representations and views on the implementation date.**
4. Revised Opening Meter Read – proposal to realign to U01 process and xoserve are looking to obtain UK Link Committee approval to remove manual processes. **Action UKL1053: xoserve (DA) to issue notification of cessation of the ‘facsimile and BISCUIT’ routes, requesting representations prior to seeking approval for implementation in November 2006 at the June meeting.**

SSE (MB) advised members of the concerns and views of the SPAA Operational Forum that met on 10 May 2006. There are three (3) main areas of concern, firstly a requirement for system changes, secondly UNC modifications implemented in November 05 potentially reduce the volumes through ‘facsimile and BISCUIT’ and finally, the UNC side requires SPAA approval.

xoserve (DA) confirmed that there were no system changes to the file formats and believes that the volumes through the ‘facsimile and BISCUIT’ routes have not materially changed.

JB asked members to consider moving the meeting start time forward to 10:00am to cater for the proposed additional industry meetings over the next few months. Members reluctantly agreed to the revision.

Action UKL1054: Joint Office (MiB) to update the future agendas and advise Elexon, to accommodate a 10:00am start time.

Schedule of Future meetings

10:00am Thursday 08-Jun-06 at Elexon, 350 Euston Road, London

10:00am Thursday 13-Jul-06 at Elexon, 350 Euston Road, London

APPENDIX A.

ACTION LOG UK Link Committee 11-May-06

Action Ref	Meeting Date	Minute Ref	Action	Owner*	Status Update
UKL 1010	13/10/05	2.1 Gemini	Report on legal validity of e-mail contingency Code communication.	xoserve (AG)	National Grid legal consulted. Carried forward
UKL 1021	08/12/05		Include review of UK Link Modification Implementation Planning process in the July 06 agenda for UK Link Committee.	Joint Office (JB)	Due July-06
UKL 1025	09/02/06	2.2 CR13658	Provide update on progress of potential UNC Modification Proposal	BP & e=mc ² (MC)	Due May-06 Action Closed
UKL 1033	09/03/06	2.4 CR13725	Issue communication, soliciting input on implementation date and UK Link Classification	xoserve (DA)	Due March-06 Action Closed
UKL 1035	13/04/06	1.1	Addition of a new agenda item for 'Other Industry Reports'	Joint Office (MiB)	Due May-06 Action Closed
UKL 1036	13/04/06	2.4 CR13725	Check change request delivery timescales and report back to committee	xoserve (DA)	Due May-06 Carried Forward
UKL 1037	13/04/06	2.6	Issue communication following implementation of CR13731.	xoserve (DA)	Due asap Carried Forward
UKL 1038	13/04/06	2.7	Examine xoserve internal governance arrangements, raise new Topic and report back.	xoserve (DA)	Due May-06 Now covered under topic 007UKL Action Closed
UKL 1039	13/04/06	2.10	'Bundle' CR13718 into June release alongside 13693 & 13715.	xoserve (DA)	Due May-06 Action Closed
UKL 1040	13/04/06	3.0	Report back on progress of Topic 004UKL.	xoserve (DA)	Due May-06 Carried Forward

Action Ref	Meeting Date	Minute Ref	Action	Owner*	Status Update
UKL 1041	13/04/06	3.0	Report back on progress of Topic 006UKL.	xoserve (DA)	Due Aug-06
UKL 1042	13/04/06	5.0	Report back on 'missing' NR614 communication.	xoserve (DA)	Due May-06 Action Closed
UKL 1043	13/04/06	6.0	Report back on HEMP progress.	xoserve (AG)	Due May-06 Action Closed
UKL 1044	13/04/06	AOB	Issue communications 'covering' S15 & M03 file formats on 13 April 06.	xoserve (AG)	Due 13 April 06. Action Closed
UKL 1045	11/05/06	2.0	xoserve to ascertain why the Gemini Disaster Recovery test was cancelled and when a likely test is to take place.	xoserve (DA)	Due 08 June 06.
UKL 1046	11/05/06	3.3	xoserve to revise the Implementation Plan to include an implementation date of 'asap'.	xoserve (DA)	Due 08 June 06.
UKL 1047	11/05/06	4.0 Topic 004UKL	NGN to prepare a draft UNC modification proposal for discussion at the UK Link Committee meeting.	NGN (RCH)	Due 08 June 06.
UKL 1048	11/05/06	4.0 Topic 007UKL	xoserve to issue communication by end of week commencing Monday 15 May 2006, soliciting Users views on contact Information.	xoserve (DA)	Due end of week commencing Monday 15 May 06.
UKL 1049	11/05/06	AOB	Joint Office to include a copy of the UK Link UNCC monthly report within the minutes pack in future.	Joint Office (MiB)	Due 17 May 06.
UKL 1050	11/05/06	AOB	xoserve to issue a communication regarding Gemini application change to ignore duplicated nominations.	xoserve (DA)	Due 12 May 06.
UKL 1051	11/05/06	AOB	xoserve to issue a communication regarding the Automated Rejection Process.	xoserve (DA)	Due 12 May 06.

Action Ref	Meeting Date	Minute Ref	Action	Owner*	Status Update
UKL 1052	11/05/06	AOB	xoserve to issue a notification seeking representations and views on the implementation date associated with Removal of Meter Assets from Dead Points.	xoserve (DA)	Due 08 June 06.
UKL 1053	11/05/06	AOB	xoserve to issue a notification regarding Revised Opening Meter Read and the proposed cessation of the 'facsimile and BISCUIT' routes, requesting representations prior to seeking approval of the June UK Link Committee for an implementation in November 06.	xoserve (DA)	Due 08 June 06.
UKL 1054	11/05/06	AOB	Joint Office to update future agenda to accommodate a 10:00am meeting start time and advise Elexon of the changes.	Joint Office (MiB) or (JB)	Due 31 May 06.

*** Key to action owners**

- DA Dave Addison, xoserve
AG Annie Griffith, xoserve
JB John Bradley, Joint Office
MiB Mike Berrisford, Joint Office
MC Mick Curtis, e=mc²
RCH Robert Cameron-Higgs, Northern Gas Networks