

**UK LINK Committee Minutes**  
**Thursday 14 February 2008**  
**held at Elexon, 350, Euston Road, London**

**Attendees**

John Bradley	(JB)	Joint Office of Gas Transporters
Mike Berrisford	(MiB)	Joint Office of Gas Transporters
Andy Simpson*	(AE)	xoserve
Annie Griffith	(AG)	xoserve
Ashley Collins	(AC)	EDF Energy
Caroline Purcell	(CP)	xoserve
Dave Addison*	(DA)	xoserve
James Smith	(JS)	EDF Energy
Lee Foster*	(AE)	xoserve
Mark Slater	(MS)	Total Gas & Power
Martin Brandt	(MB)	SSE
Mick Curtis	(MC)	E=MC <sup>2</sup> for Shell
Neil Beckworth	(NB)	SPAA Observer
Nicola Rigby	(NR)	National Grid NTS
Stephanie Shepherd	(SS)	RWE Npower

*\*via teleconference link*

**1. Review of Minutes and Actions**

**1.1. Minutes**

The minutes of the January meeting were accepted.

**1.2. Review of actions.**

Appendix A contains a tabulated update on actions.

UKL 1108 – please refer to item 3.2.

UKL 1110 – Chair (JB) informed members that he had spoken with S. Trivella and no update was available. Furthermore, following a UNC Panel recommendation to implement modification 0184, a decision by the Authority is now awaited.

MC voiced concern surrounding the operation of the objection window and stated that even if this table was not included in the UNC Proposal it should still be circulated. xoserve (DA) agreed to investigate and take over the action..

Members therefore agreed to carry forward the action.

**Action UKL1110: Carried Forward**

UKL 1114 – please refer to item 3.12

UKL 1115 – xoserve (AG) advised members that she had spoken with her operational colleagues who confirmed that the contact list was maintained on a regular basis and that they (the ops team) are happy with it.

Members discussed the most appropriate method for issuing the list for impacted parties to verify their respective contact information. Concerns remained surrounding potential data protection issues, therefore xoserve agreed to issue

the list to the named members and the UK Link Committee distribution list to ensure that it is visible to the key personnel.

Subject to the issuing of this list, members agreed to close the action. (*Post meeting note: an email detailing the full list has been circulated*)

**Action UKL1115: Closed**

UKL 1116 – xoserve (AG) confirmed that during ‘catch-up’ any delayed nomination files would be processed with a system date relating to whichever day’s catch-up processes were being run. Therefore xoserve do not believe there will be any consequential rejections as a result of the catch-up processing.

Chair (JB) asked, and members agreed to close the action.

**Action UKL1116: Closed**

UKL 1117 – xoserve (AG) confirmed that the Pre-notification to ratchet (PRN) files are issued on D+1, whilst the ‘ratchet’ (RAT) files are issued on D+6. This means the PRN files are issued in advance of the RAT files, thus the sequential processing during ‘catch-up’ means they will be issued in the correct order.

Chair (JB) asked, and members agreed to close the action.

**Action UKL1117: Closed**

## 2. Other Industry Fora

Chair (JB) provided members with an update on all recently “closed” UNC modifications, which would require a UK Link Change, specifically highlighting the following:

- 0090 “Revised DN Interruption Arrangements”. Approved and awaiting implementation at 06:00hrs on 01/04/08;
- 0141 “Revision to the ‘User Suppressed Reconciliation Values’ Financial Incentives arrangements”. Approved and awaiting implementation at 06:00hrs on 21/05/08;
- 0152V “Limitation on Retrospective Invoicing and Invoice Correction”. Approved and awaiting implementation at 06:00hrs on 01/04/08;
- 0158 “Review of User Suppressed Reconciliation Values’ incentive arrangements”. Expected to be some system impacts and the Final Review Group Report has been approved at the 17/01/08 Panel. Members should consider this alongside UNC modification 0192 as well, which is expected to have some minor system impacts;
- 0166 “Review of necessary reform of NTS Offtake Arrangements”. Final Review Group Report has been approved at the 17/01/08 Panel. The Authority has indicated that it would be willing to consider any modification arising from this group alongside the 0116 suite of modifications, and
- 0168 “Individual Meter Point Reconciliation”. Withdrawn 30/01/08.

JB provided attendees with an update on the “live” UNC modifications with a potential impact upon UK Link systems, specifically highlighting the following:

- 0116A/0116BV/0116CVV/0116V & 0116VD “Reform of the NTS Offtake Arrangements”. The Authority has decided to reconsider this suite of modifications. Of the suite, only 0116A would appear to have no system impacts, the remainder would possibly have major system impacts, depending upon which modification was implemented.

Chair (JB) advised members that as far as the regime is concerned, a decision from the Authority is expected in or around November 2008 at the earliest and as a consequence could have modification 0010 timing issues;

- 0171/0171A “Amendment of “User SP Aggregate Reconciliation Proportion” to incorporate historical AQ Proportions”. Consultation has closed and the modification is now due to be considered at the 21/02/08 UNC panel meeting;
- 0175 “Encouraging Participation in the elective Daily Metered Regime”. Review Group work is ongoing and should culminate in a report to the March panel. Expected to have some system impacts;
- 0177 “Rolling AQ Review”. Takes over where 0168 left off and members should anticipate possible ‘use of systems’ impacts. Review Group work is ongoing and should culminate in a report to the April Panel;
- 0178 “Reclassification of SSP to Domestic only”. Involves a massive move of AQ’s into RbD, requiring the creation of a new category, therefore some system impacts can be anticipated. Review Group work is ongoing and should culminate in a report to the April Panel,

Chair (JB) confirmed that both 0177 & 0178 are looking towards the next build of the UK Link system in 2012;

- 0184 “Requirement for Partial Non-Business Days for the Purposes of the UK Link Technology Refresh (UKLTR) Project”. UNC panel recommended implementation on 07/02/08. AG informed members that the Authority have indicated a ‘minded to accept’ at a previous industry meeting.

AC raised his concern that a (15 day) implementation notification had already been issued by xoserve before the modification has been formally approved by the Authority. Furthermore, Shippers are now receiving rejection notices, which is a major concern. JS supported this view and added that the notice given for application of the partial non-business days was insufficient. In response, xoserve (AG) informed members that they (xoserve) were following the Network’s instructions to proceed with the implementation.

AC added that in his view a longer notice period would have been beneficial along with improved communications. However, he did acknowledge that his company should have picked up on this matter sooner than they did.

MC suggested that this is clearly a breach of Code and when asked what the impact of this breach could be, Chair (JB) suggested that it could be resolved by raising a dispute. Members asked that the UK Link report to the UNC Committee record members’ concerns on this issue.

**Action UKL1118: Joint Office (MiB) to ensure that the UK Link UNCC February Report highlights members concerns surrounding a potential breach of Code.**

At a late point in the meeting, NR informed members that she had attempted to contact Jon Dixon (Ofgem) to ascertain their (the Authority’s) position with regard to UNC modification 0184, but unfortunately he was unavailable at this time. She apologised to members for any problems that they may have experienced and advised that the Transporters will be discussing the matter with xoserve in an attempt to avoid a repeat of the problems in future.

- 0187/0187A “Alterations to the RMSEC Auction to Accommodate Transfer and Trade of Capacity Between ASEPs”. Designed to firm up current interim arrangements and will involve system impacts and has a proposed implementation date of 01/06/08. This will be covered in more detail under item 3.13;
- 0188/0188A “Introduction into the UNC of the Agency Charging Statement (“User Pays”)”. xoserve (DA) advised members that this Class 1 CR involves a minor

system impact restricted to the invoice charge types and a notification will be issued on Friday 15/02/08;

- 0189 “Amendment to the QSEC Auction Timetable”. Currently with the Authority awaiting a decision;
- 0192 “Introduction of DNO obligations to facilitate resolution of unresolved URSVs”. Chair (JB) advised members to expect some minor system impacts. Currently being discussed within the Distribution workstream with a report to the April 08 panel expected in due course;
- 0194 “Correct Apportionment of NDM Error - Energy”. Chair (JB) suggested to members that this is broadly similar in concept to UNC modification 0115. Proposer has assumed some system impacts;
- 0195 “Introduction of Enduring NTS Exit Capacity Arrangements”. Follows on from the 0166 workgroup, includes potential system impacts and has been allocated to the Transmission workstream for consideration and a report to the 21/02/08 Panel. Members should anticipate a 0195A from E.ON UK plc in due course, and
- 0200 “Introduction of a Date Tolerance to Facilitate the Processing of Individual Meter Point Reconciliation at LDZ CSEPs”. Potential system impacts indicated by the Proposer.

JB informed members that the Operational Forum met on Wednesday 13/02/08 and the two xoserve presentations given at this meeting will be ‘covered’ later on in this meeting.

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

#### **3.1 CR13885 – Application of interruptible capacity discounts following a change in capacity/commodity split**

xoserve (DA) reminded members that this is expected to be an October 08 release and remains on the plan for information purposes only.

#### **3.2 CR13824.3 - Issue of Supporting Documentation via IX**

xoserve (CP) informed members that xoserve are now seeking an April 08 implementation date for this Class 1 CR which is compliant with the new file formats. A communication will be issued on Friday 15/02/08 proposing an implementation date. DA added that in terms of the proposed CR in April the ‘.3’ element of the number relates to a date filed change and the change will also address SSE’s previous concerns on this matter.

Chair (JB) asked, and members agreed to close the action.

**Action UKL1108: Closed**

#### **3.3 CR13950 – Gemini Release Summer 2008**

xoserve (DA) will be providing an update later in this meeting. Please refer to the presentation at the end of this section.

#### **3.4 UK Link Tech Refresh**

xoserve (DA) advised members that the implementation date is 23/02/08 and the matter will be covered in more detail later in this meeting. Please refer to item 4.1.

#### **3.5 CR 13861 – Rejections associated with Shipper AQ Amendments**

xoserve (DA) advised members that the implementation date of 23/02/08 is a notional date and anticipates that the actual implementation will be prior to this date. DA added that he expects the 1<sup>st</sup> issue of associated rejection notices to be around the ‘AQ window’ in May 08. Furthermore, as the changes have not yet been

applied to the system, it will now 'drop back' into the revised May implementation timeline. When asked, members indicated that they would be happy for this to remain on the plan for visibility purposes.

### **3.6 CR 13829 – DN Interruption Reform**

xoserve (DA) acknowledged members concerns surrounding DN Interruption Reform and advised that they (xoserve) would be reissuing an earlier communication as part of the change pack on Friday 15/02/08. The change remains on schedule for a 29/03/08 implementation. MB indicated that whilst happy that xoserve are correcting their previous error, he would suggest that they also take an opportunity to review their procedures. DA agreed to investigate and report back. MB pointed out that in reissuing the notification for representation in the 15/02/08 change pack, the UK Link Committee would not formally approve the file formats until mid March. Given that some of these flows will be utilised from 29 March onwards, MB proposed that the Committee should approve the file formats. This approach was agreed by the Committee.

**Action UKL1119: xoserve (DA) to examine and review if appropriate, their file format procedures and report back at the next meeting.**

**Action UKL1120: xoserve (DA) to issue a communication indicating that the two file format changes have been accepted.** *(Post meeting note: please refer to communication EH/809/AS dated 18/02/08)*

### **3.7 CR 13935 – Restriction of Invoice Billing Period**

xoserve (DA) informed members that this is currently in development and the change remains 'on track' for an 01/04/08 implementation.

### **3.8 User Pays**

xoserve (DA) informed members that this is currently in development and the change remains 'on track' for an 01/04/08 implementation. A communication relating to this matter will be issued on Friday 15/02/08.

MB pointed out that User Pays is directly linked to UNC modification 0188/0188A which has yet to be approved by the Authority. In light of this fact, DA asked members how they would prefer to proceed with this change. Chair (JB) pointed out that as this is a Transporter Licence Obligation being in receipt of this information is helpful and this was acknowledged by the members

### **3.9 CR13923 – Revision to the USRV Financial Incentives Arrangements**

xoserve (DA) informed members that this is currently in development and the change remains 'on track' for a 01/05/08 implementation in support of UNC modification 0141 which is due to be implemented at 06:00hrs on 21/05/2008.

### **3.10 CR13943 – ECB File – FBB Contract Type**

xoserve (DA) informed members that this Class 1 CR was implemented on Friday 11/01/08.

### **3.11 CR13902 – Gemini MTI and MEI Class 1 Modification**

xoserve (DA) informed members that this Class 1 CR was implemented on Friday 27/01/08.

### **3.12 COR880 - Gemini 2008 Release (Summer) Presentation**

Before commencing the presentation, DA introduced his xoserve colleagues, Andy Simpson and Lee Foster to the members.

xoserve (AS) provided an overview presentation on the COR880 Gemini 2008 Release (similar to the xoserve presentation the previous day to the Operational

Forum), a copy of which is available to view &/or download from the Joint Office of Gas Transporters web site at:

<http://www.gasgovernance.com/Code/UNCCSubCommittees/UKLinkCommittee/2008Meetings/>

Moving on, AS highlighted the following points of interest:

- as the proposed implementation date is outside Modification 0010 timescales, xoserve are endeavouring to give as much notice as possible;
- Entry & Exit meter information for any new or existing Interconnectors utilises existing system functionality – no change for Shippers;
- New Quantity Holders – whilst a licence obligation, it is simply a change in the headings;
- Generate Report functionality is available in all report views;
- The supporting notification due to be issued on Friday 15/02/08 will include all reports;
- Data on the Rebate & Credit charges provided in invoice file format to enable Shippers to recalculate their invoice values;
- TO Commodity Charge Rebate – communication inviting representations due to be issued on Friday 15/02/08, and
- NTS Entry Commodity Invoice Hierarchy – green items relate to an annual process (after the end of the formula year), hence their ‘optional status’

MB asked how confident xoserve (AS) are, in light of problems experienced with OSU, that the system will continue to work post implementation. AS responded by stating that as the changes are restricted to data migration and functionality within the existing application, and as a consequence are not similar to OSU, he does not anticipate any problems. Additionally, existing robust testing plans are to be enhanced following on from recent lessons learnt (OSU).

LF advised members that xoserve have not currently scheduled a Shipper trial period, indicating that historically take-up has been poor and the shipper-facing changes are limited, but were ready to review this if members believed a trial would be beneficial. JS responded by stating that he believed the poor Shipper take-up during the OSU trials was a result of timing issues (a lack of time) and he would welcome the opportunity to be involved, or at least be able to decline involvement. When asked, JS suggested that xoserve should issue an invitation to Shippers to undertake a trial. MB added that Shippers would also welcome vision of xoserve’s testing plan. DA agreed to issue a communication, to the standard UK Link distribution list, inviting Shippers to register for the trial and thereafter, would consider whether or not to issue a test plan.

Chair (JB) asked, and members agreed to close the action.

**Action UKL1114: Closed**

**Action UKL1121: xoserve (DA) to issue a file format communication to the standard UK Link distribution list, inviting Shippers to register to take part in a Gemini 2008 Release trial.** (Post meeting note: please refer to communication EH/809/AS dated 18/02/08)

### 3.13 Gemini Incident Overview Presentation

xoserve (AG) provided an overview presentation on the Gemini Incident Overview (identical to the xoserve presentation the previous day to the Operational Forum), a copy of which is available to view &/or download from the Joint Office of Gas Transporters web site at:

<http://www.gasgovernance.com/Code/UNCCSubCommittees/UKLinkCommittee/2008Meetings/>

When considering the Gemini Upgrade Testing, JS informed members that the system was unavailable for a large proportion of the time and as a consequence Shippers were unable to log in and the issue had been raised at a previous Operational Forum meeting. Chair (JB) advised that this presentation had been given at the previous day's Operational Forum and no one present at the meeting had commented on this problem.

Moving on to the 'Summary – Causes' slide, AG informed members that they (xoserve) are still unable to track down or replicate the root cause of the API error condition. JS advised that EDF had experienced their batch files 'backing up' during testing and as this was only fixed two to three weeks ago, it has caused concern. AG responded by advising that whilst unfamiliar with the problem, it appears to be a different problem to the API error condition which occurred in October.

### **3.14 Gemini Incident Contingency Arrangements Presentation**

National Grid NTS (NR) provided an overview presentation on the Gemini Incident Contingency Arrangements (similar to the xoserve presentation the previous day to the Operational Forum), a copy of which is available to view &/or download from the Joint Office of Gas Transporters web site at:

<http://www.gasgovernance.com/Code/UNCCSubCommittees/UKLinkCommittee/2008Meetings/>

NR opened by informing members that her presentation was similar to AG's previous one only from a National Grid NTS perspective.

Chair (JB) advised members that when NG NTS (Paul Gallagher) had given the presentation at the previous day's Operational Forum it was pointed out that National Grid NTS had taken on the 'Shipper Agent Role' at 05:40am on Tuesday 23/10/07 as they retained 'internal' system access.

During the presentation NR and members highlighted the following points of interest:

- With regard to the 'Net Energy Position – Balance Positions', these were calculated at the end of each day by Shippers;
- Resources within NG NTS were reallocated to 'cover' the contingency;
- Industry communication problems experienced on both sides;
  - some impacted parties 'key staff' were unaware of what to do and educating participants in advance of next significant change would be beneficial
  - Some contingency forms are out of date (relating to AT Link system), and
  - Whilst communications improved during the event, NR would welcome feedback on how to further improve future communications
- National Grid would always attempt to do 'what was right for the industry';
  - Interested Industry parties will need to look at ways to improve contingency arrangements
- Concern remains surrounding the ability of the current AT Link based contingency arrangements;
  - especially in the event that National Grid could not take on the Shipper Agent Role
- Members believe that the Gemini system should provide for automated (dynamic) amendment of the Emergency Contacts list;

In summarising, NR advised members that a review of the Gemini contingency arrangements and procedures at a high level would be undertaken. Initial work

assessment will include xoserve, Transporters and Shippers before moving on to a more Industry wide view. Identification of critical Gemini functionality and procedures on how to best maintain this will be included within the proposed testing arrangements (outputs expected in early April 08).

Members discussed the merits of having a specific Gemini Contingency meeting in future, whilst acknowledging that Shippers have their own contingency arrangements issues to address. JB suggested that in future a group could meet in the afternoon following on from the UK Link Committee meetings as the room is booked for all day anyway.

NR advised that post the April outputs, NG NTS intend to engage with the industry on improving contingency arrangements and any questions, or feedback, should be directed to her, or via the Joint Office of Gas Transporters. NR confirmed that users should be able to receive automated contingency email notifications via the Gemini web subscription service. NR agreed to take an action to provide the information to the Joint Office, hopefully for inclusion in these minutes.

In closing, Chair (JB) informed members that these matters had been discussed at the previous day's Operational Forum, whose view was that either the UK Link Committee or Transmission Workstream could be involved in future discussions. Furthermore, getting the right people around the table at the right time is imperative, although they (the Ops Forum) recognise that this should not supplant UK Link governance. JB pointed out in this respect that in Section U 6.1.1 of the UNC the Contingency Procedures are defined to be part of the UK Link Manual.

**Action UKL1122: National Grid NTS (NR) to provide information relating to the Gemini automated email contingency notices via the web subscription service.**

#### 4. Review of Topics Status Report

##### 4.1 Topic 008UKL UK Link Technology Refresh

xoserve (AG) opened the presentation by informing members that the 3<sup>rd</sup> party security penetration testing had not revealed any major concerns. The dress rehearsal was undertaken at the end of January and whilst it was not possible to test 100% of the activities which will occur over the live cutover weekend, the majority had all been successfully tested. All of the data reconciliation checks undertaken during the 4<sup>th</sup> trial migration were acceptable. However, there were some delays in getting the right batch files in the right place, but once resolved, catch-up was successful.

AG informed members that the bulk migration started 02/02/08 and the incremental updates were applied successfully. INV incremental updates will commence Friday 15/02/08 and the file system migration is scheduled to complete over the weekend.

Considering the 2 partial non-business days, when asked, AG confirmed that any files submitted would be 'held' for processing at a later time.

Looking at the Final cutover start (22<sup>nd</sup> & 23<sup>rd</sup> February 08), MB reminded members that xoserve had 'originally' stated that there would be no invoice impacts, to which AG advised that the only impact is the early issue of the REC invoice on 22<sup>nd</sup> February.

Moving on to 'System Impacts', AG suggested that the 'go point 11' may catch up on Wednesday 27/02/08, as the new system has enhanced performance. MC indicated that he remains concerned about potential timing issues, suggesting that xoserve might consider breaking down the SP transfer box elements. JS took this opportunity to point out that there may be a high proportion of helpdesk calls over



the allotted time periods. AG pointed out to members that the next big decision point is G4 on 21/02/08.

Looking at the 'Planned Communications', MC asked whether or not any communications would be provided to tell users that the implementation was complete, or not, as the case may be. AG responded by stating that this will very much depend upon overall progress. However, users can anticipate more than one notification being issued and will certainly be given a 'finished implementation' notice at the end of the process. MB acknowledged that communication to date, had been good.

AG reminded members that there were only 9 business days left to go before cut over. MB indicated that this impacts upon his 'original' thinking for the timeline for updating the contacts list (ref: action UKL1115) and suggested that this should be amended to Monday 18/02/08, or preferably Friday 15/02/08. Additionally, he wondered what would happen if problems are experienced over the coming weekend, to which AG advised that xoserve would look to issue a communication on Monday (but not over the weekend). Additionally, AG believes that several minor communications will be issued during next week, one of which, would be an update on the weekend's work. Furthermore, the xoserve Service Delivery team will liaise with contact list members in the event of an urgent requirement to do so.

MB went on to enquire if the recent price changes had resulted in any increased activity, to which AG indicated that it had not.

AG went on to inform members that for decision point G4, 21 entry criteria had been identified for a "GO" decision, of which 8 had already been signed off and the remainder were all on track.

In closing, MC asked AG to confirm that any files submitted to xoserve at the correct time, but are then delayed awaiting catch up, would not be rejected. AG confirmed that as part of the catch-up processes, these files should NOT be rejected.

## **5. Performance Reporting**

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

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

This report was accepted.

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

xoserve (CP) advised members that their suppliers will be providing a report on the 'Note 1' problems and that this will be circulated either late this week, early next. When asked, CP confirmed that the reports would not be reported retrospectively.

This report was accepted.

### **5.3 Liabilities Report (xoserve Report C)**

This report was accepted.

### **5.4 Report on Performance Problems**

This report was accepted.

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

This report was accepted.

## **7. Planned Outages (xoserve Report E)**

xoserve (CP) provided a brief review of the planned outages as follows:

- The 'spring clock change' affects ALL systems, not just Gemini, and
- No summer fall-back outages are planned at this stage.

## 8. AOB

EDF Energy (JS) believes that, as part of the introduction of User Pays (UP), the 'Proteous Security' has been taken back in-house by National Grid. Furthermore, National Grid or xoserve have issued revised security forms without first issuing supporting documentation (registering/deregistering Local Security Officers and Deputy Security Officers). Allied to the fact that under UP, this would incur a £480 charge per additional contact, he remains concerned that nothing has been issued to date by xoserve. CP agreed to undertake an action to investigate why the security form was issued without prior communication, and issue any appropriate communications deemed necessary before reporting back at the next UK Link Committee meeting. CP informed members that a list of user names and id's were not available, however id's along with the relevant shipper were available. xoserve have proactively been looking to rationalise their records by deleting redundant user id's. NR supported this view by advising members that at the recent UPIG (User Pays Implementation Group) meeting (Monday 11/02/08), it was acknowledged that there will be NO CHARGE for deleting contacts.

A copy of the UPIG documentation, including the Agency Charging Statement, is available to view or download for the Joint Office web site at:

<http://www.gasgovernance.com/industryinfo/xoserveGroup/>

**Action UKL1123: xoserve (CP) to investigate their security (LSO/DLSO) documentation and issue any supporting communications deemed necessary before reporting back at the next meeting.**

## 9. Next Meeting

10:00 am Thursday 13 March 2008 at Elexon, 350 Euston Road, London

## APPENDIX A

## ACTION LOG: UK Link Committee 14 February 08

Action Ref	Meeting Date	Minute Ref (original ref)	Action	Owner*	Status Update
UKL 1108	13/12/07	3.2 (3.5)	xoserve (DA) to assess the implementation date for option 2, issuing a communication prior to, and reporting back, at the January 08 meeting.	xoserve (DA)	Update provided <b>Closed</b>
UKL 1110	13/12/07	1.2 (4.1)	WWU (ST) to expand the modification 0184 appendix table to include D-15 and to prepare a separate supporting document to identify the various activities and scenarios.	xoserve (DA)	Update due at February meeting <b>Carried Forward</b>
UKL 1114	10/01/08	3.12 (3.12)	xoserve (CP) to provide an update on the proposed approach to Gemini 2008 Release, testing and contingency arrangements at the Feb 08 meeting.	xoserve (CP)	Update provided <b>Closed</b>
UKL 1115	10/01/08	1.2 (4.0)	xoserve (AG) agreed to verify the current operational contact list with each organisation prior to the cutover	xoserve (AG)	Update provided <b>Closed</b>
UKL 1116	10/01/08	1.2 (4.0)	xoserve (AG) to investigate contingency arrangements for delayed nomination files and consequential rejections and report back to the February meeting.	xoserve (AG)	Update provided <b>Closed</b>
UKL 1117	10/01/08	1.2 (4.0)	xoserve (AG) to investigate and clarify the PRN file requirements and report back to the February meeting.	xoserve (AG)	Update provided <b>Closed</b>
UKL 1118	14/02/08	2.0	Joint Office (MiB) to ensure that the UK Link UNCC February Report highlights members concerns surrounding a potential breach of Code.	Joint Office (MiB)	Completed 18/02/08
UKL 1119	14/02/08	3.6	xoserve (DA) to examine and review if appropriate, their file format procedures and report back at the next meeting.	xoserve (DA)	Update due at March meeting

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b> (original ref)	<b>Action</b>	<b>Owner*</b>	<b>Status Update</b>
UKL 1120	14/02/08	3.6	xoserve (DA) to issue a communication indicating that the two file format changes have been accepted.	xoserve (DA)	Completed 18/02/08
UKL 1121	14/02/08	3.12	xoserve (DA) to issue a file format communication to the standard UK Link distribution list, inviting Shippers to register to take part in a Gemini 2008 Release trial.	xoserve (DA)	Completed 18/02/08
UKL 1122	14/02/08	3.14	National Grid NTS (NR) to provide information relating to the Gemini automated email contingency notices via the web subscription service.	NG NTS (NR)	Update due at March meeting
UKL 1123	14/02/08	AOB	xoserve (CP) to investigate their security (LSO/DLSO) documentation and issue any supporting communications deemed necessary before reporting back at the next meeting.	xoserve (CP)	Update due at March meeting

**\* Key to action owners**

- DA Dave Addison, xoserve  
AG Annie Griffith, xoserve  
CP Caroline Purcell, xoserve  
NR Nicola Rigby, National Grid NTS  
MiB Mike Berrisford, Joint Office