

**UNC Workgroup 0613S Minutes  
Revised UK Link Manual CDSP Data Services Document**

**Wednesday 05 July 2017**

**at Xoserve Limited, Lansdowne Gate, 65 New Road, Solihull, B91 3DL**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office
Helen Cuin (Secretary)	(HCu)	Joint Office
Andrew Margan*	(AM)	British Gas
Chris Warner	(CW)	Cadent
Colette Baldwin	(CB)	E.ON Energy
David Addison	(DA)	Xoserve
Jan Willem van den Bos*	(JV)	Dentons
Jayne McGlone	(JMc)	Xoserve
Rachel Hinsley	(RH)	Xoserve
Sarah Gull	(SG)	Xoserve

\* via teleconference

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0613/050717>

The Workgroup Report is due to be presented at the UNC Modification Panel by 17 August 2017.

**1.0 Introduction and Status Review**

BF welcomed parties to the meeting noting that the meeting was not quorate.

**1.1. Approval of Minutes (05 June 2017)**

The minutes of the previous meeting were approved.

**2.0 Revised UK Link Manual Documentation**

SG summarised the purpose of today's meeting, which was to review the baseline and legal components of the UK Manual, this included the UK Link Manual Framework Document and the Terms and Conditions. She explained that this would then be subject to a final consistency review for inclusion as the legal text for Modification 0613S.

SG explained prior to today's meeting an invite had been issued for parties to review these documents and invite legal representative to this meeting if participants felt appropriate.

Draft UK Link Manual

Xoserve provided a changed marked version of the UK Link Manual Framework - CDSP Service Document.

SG summarised the changes made. Amendments had been made to sections: 1.4.2, 1.5.4 and 2.1.

It was noted that nothing controversial had been changed and no further questions were raised.

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DA reported that one comment was made by British Gas which questioned the front end of the documents. DA confirmed that the front end would be considered as part of the consistently review to make sure everything linked together.

### UK Link Terms and Conditions

Xoserve provided the UK Link Terms and Conditions and SG confirmed comments had been received from two parties.

SG confirmed that the comments were relatively minor and were more related to drafting/style issues rather than fundamental issues to do with rules. SG concluded that parties appeared to be happy with the approach to be taken and Xoserve had adopted a balanced position in line with what happens in practise.

No further concerns were raised by the parties' present.

SG confirmed that a common-sense approach would be used for the references to the User Agent within Clause 3 and a further consistency check would be undertaken.

The Workgroup considered the referral of documents to the DSC Change Management Committee on the 13 July 2017 and the subsequent outputs.

SG confirmed that a new suite of documents would be provided following the 13 July DSC Change Management Committee meeting.

DA explained that most comments were corrections or clarifications of housekeeping rather than controversial nature on the sub-documents, he was relatively confident these should be processed at the DSC Change Management Committee on the 13 July.

The Workgroup considered the change process of the Workgroup and DSC Change Management Committee. It was suggested that the Workgroup should wait for the DSC Change Management Committee consideration before the finalising the Workgroup Report.

It was clarified that the Workgroup were not asking for formal approval of the documents, however they would like the Change Management Committee to consider the component documents to allow a whole package of documents to be created and included with the Workgroup Report for industry consultation. It was agreed that the Workgroup would not want to review the documents again if already considered by the DSC Change Management Committee as a check point.

BF explained that time was being allowed for parties to review the documents however the Workgroup would want to avoid duplication. He suggested that the documents once reviewed by the Change Committee should not be reviewed again and these would be considered as approved, with a view to finalising the Workgroup Report at the Distribution Workgroup on 27 July.

SG suggested there may be some final tweaks after next week's meeting and Xoserve would provide a copy of these for inclusion within the Workgroup Report incorporating so all the documents are provided to the August UNC Panel. It was agreed to consider the Workgroup Report at the next Distribution Workgroup to allow a wider audience to provide their final comments and ensure these are captured within the assessment process.

CB enquired what would happen if parties started challenging documents. SG explained that the Workgroup should demonstrate that opportunities have been provided to review the documents. BF emphasised that there is a risk parties could raise challenges however it would be better to do this at this stage rather than at the consultation stage.

BF concluded that the Workgroup Report would be considered with a view to finalising it at the Distribution Workgroup on 27 July.

BF highlighted that a provisional DSC Change Management Committee had been planned for 24 July in case there are any new issues raised at the Committee on 13 July. However, it was deemed unlikely the meeting would not be required, based on that the fact there have not

been any material number of comments, to suggest a meeting would be required. It was agreed to review cancelling this meeting following consideration of the comments at the 13 July meeting.

### 3.0 Consider Workgroup Report

Deferred until 27 July 2017.

### 4.0 Review of Outstanding Actions

**0601:** Xoserve (SG) to cross check the order and groupings of referenced documents within the UK Link Manual terms and conditions.

**Update:** DA believed the front sheets 'lock down' component documents would provide confirmation once a final consistency review has been undertaken. **Carried Forward.**

**0602:** Xoserve (SG/DA) to investigate if an email confirmation is an appropriate solution to replace a 'facsimile' reference, as stated in clause 9.1.2.

**Update:** SG noted this as one of the issues to be picked up for the Terms and Conditions. DA believed that some Gemini contingency arrangements may still have some references to facsimile so there may be a need to retain the references. SG suggested Xoserve would liaise with National Grid Transmission and their emergency procedures to see how easy it would be to remove the references. **Carried Forward.**

**0603:** Xoserve (DA) to investigate how to define the 'Critical User' and 'Control Centre' references referred to in P2, P3 and P4 within the IS Service Definition Document.

**Update:** DA confirmed the references are related to the NTS Gas Control Room Users and Xoserve would make this clear within the service definition and the glossary of terms. **Closed.**

**0604:** Xoserve (DA) to confirm the number of meter points creation per day and clarify if 645, is the correct figure.

**Update:** DA reported that the figure of 645 was not the correct. He confirmed this would be included in the representation matrix for change. He clarified there is not a specific figure in the NRFs, however he believed a figure of 5,000 could be managed. A communication would be provided to all parties for representations. **Closed.**

**0605:** Xoserve (DA) to investigate how DES, CMS and SPAA are reported.

**Update:** DA confirmed that previously the non-UK Link systems were not going to report, however having spoken to colleagues that produce UK Link report Xoserve would look into providing information on the availability of CMS and DES within the report. **Closed.**

**0606:** All to inform Xoserve (DA) of the appropriate length of time that data should be archived for.

**Update:** DA confirmed no comments have been received, files will be retained in their actual file format in line with the defined 6-year retention period. **Closed.**

### 5.0 Next Steps

BF confirmed that the Workgroup Report would be finalised at the DWG meeting

### 6.0 Any Other Business

None.

### 7.0 Diary Planning

Further details of planned meetings are available at: [www.gasgovernance.co.uk/Diary](http://www.gasgovernance.co.uk/Diary)

Time/Date	Venue	Workgroup Programme
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10:30 Thursday 27 July 2017	Elexon, 350 Euston Road, London NW1 3AW	Completion of Workgroup Report
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**Action Table (as at 05 July 2017)**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
<b>0601</b>	05/06/17	2.0	Xoserve (SG) to cross check the order and groupings of referenced documents within the UK Link Manual terms and conditions.	Xoserve (SG)	<b>Carried Forward</b>
<b>0602</b>	05/06/17	2.0	Xoserve (SG/DA) to investigate if an email confirmation is an appropriate solution to replace a 'facsimile' reference, as stated in clause 9.1.2.	Xoserve (SG/DA)	<b>Carried Forward</b>
<b>0603</b>	05/06/17	2.0	Xoserve (DA) to investigate how to define the 'Critical User' and 'Control Centre' references referred to in P2, P3 and P4 within the IS Service Definition Document.	Xoserve (DA)	<b>Closed</b>
<b>0604</b>	05/06/17	2.0	Xoserve (DA) to confirm the number of meter points creation per day and clarify if 645, is the correct figure.	Xoserve (DA)	<b>Closed</b>
<b>0605</b>	05/06/17	2.0	Xoserve (DA) to investigate how DES, CMS and SPAA are reported.	Xoserve (DA)	<b>Closed</b>
<b>0606</b>	05/06/17	2.0	All to inform Xoserve (DA) of the appropriate length of time that data should be archived for.	ALL	<b>Closed</b>