DSC SERVICE DOCUMENT

UK LINK MANUAL

Version: [ ]

Effective date: [ ]

1.   General

1.1   Introduction

1.1.1   This Document is the UK Link Manual referred to in Section GTB7.[ ] and Clause [ ] of the DSC Terms and Conditions and is a DSC Service Document.

1.1.2   This Document is an integral part of and is incorporated in the DSC.

1.1.3   The version of this Document which is in force, and the date from which it is in force, is as stated above.

1.2   Interpretation

1.2.1   In this Document:

(a)   **Uniform Network Code** or **UNC** means the Uniform Network Code [ ];

(b)   a reference to Section GTB7 is to Section B7 of the General Terms of the Uniform Network Code;

(c)   **DSC Terms and Conditions** means the DSC Terms and Conditions as defined in and for the time being in force pursuant to TPD Section GTB7

(d)   terms defined in the DSC Terms and Conditions and not otherwise defined in this Document have the meanings given to them in the DSC Terms and Conditions;

(e)   terms defined in any other DSC Service Document and not otherwise defined in this Document have the meanings given to them in that DSC Service Document;

(f)   the further provisions of the DSC Terms and Conditions as to interpretation apply.

1.3   In this Document the following terms have the following meanings:

[*List terms specifically defined for this Document, e.g. UK Link, UK Link System, UK Link User etc*]

1.4   In the case of any conflict between the provisions of this Document and any other part of the DSC the provisions of the DSC Terms and Conditions as to priority apply.

1.5   Scope and purpose

1.5.1   The purpose of this Document is to set out [ ].

1.5.2   This Document is organised as follows:

(a) Part A describes the UK Link System and how the UK Link System allows for the electronic transfer of information between the CDSP and UK Link Users;

(b) Part B sets out the basis on which parties to the UNC and the DSC may be permitted access to the UK Link System and become a UK Link User, includes protocols and standards to be followed by UK Link Users when using the UK Link System and the basis on which access to the UK Link System may be restricted or suspended;

(c) Part C sets out the UK Link System security policy, service definition and UK Link System service standards; and

(d) Part D sets out specific rules and requirements applying to different classes of UK Link User when using the UK Link System.

1.6 Amendment

1.6.1 [*To set out basis of amendment – where relevant by reference to Change Control Procedures.*]

Part A

1.   Introduction to the UK Link System

2.   Description of computer systems comprised in UK Link System

3.   Overview of interfaces between UK Link System and UK Link Users

4.   Operational overview of UK Link System

Part B

1. **Process to be followed to become a UK Link User**

2. **UK Link User requirement to procure all necessary equipment, software and telecommunication equipment, and configuration[1]**

3. **Extent of, and conditions of, access to UK Link System**

4. **Issue of UK Link System identification and passcodes**

5. **Availability and downtime, and capacity constraints in UK Link System**

6. **UK Link System security and anti-virus requirements**

7. **UK Link System protocols and standards**

8. **CDSP rights to suspend access to UK Link System**

9. **CDSP provision of helpdesk and further assistance**

---

[1] This section will include terms and conditions in relation to the provision and use of the equipment and software. These terms will be based on those in Section U and the current UK Link Manual. [Please refer to revised draft of Section U referred to in Joint Office meeting on 18 June.]

Part C

1. Security Policy

1.1   Definition of UK Link Users

1.2   Definition of Authorised Parties

1.3   Change of Authorised Parties Procedures

1.4   Security Incident Procedures

1.5   Audit

2.   System Definition[2]

2.1   System Definition

2.2   Operating Hours

2.3   Failure and Incident Procedures

      (a)   [Helpdesk function]

      (b)   SLAs

2.4   Recovery of System Objectives and Prioritisation

2.5   Capacity Definition

2.6   Performance Levels

3.   Standards

3.1   Interface Definition

      (a)   File (absorbing the File Transfer Guide)

      (b)   Web / Portal

      (c)   Other

3.2   Rejection Treatment

3.3   Record Formats

---

[2] Please note that some of this information may be covered in the Service Description (see outline document). Any performance standards in the Service Description will be subject to the technical constraints set out in the UK Link Manual.

Part D

1. Shipper interactions in UK Link System[3]

    1.1 Overview

    1.2 Performance standards (carve / outs specific)

    1.3 Link between Obligation and How Discharged

    1.4 Hierarchy Formats

    1.5 Contingency Procedures

2. NTS and Distribution Networks

3. NTS interactions

4. DN interactions

5. iGT interactions

6. DMSP interactions

7. DCC interactions

8. Other Services (Non UK Link System Services)

8.1   Data Enquiry Service

8.2   DN Link Service

8.3   Contact Management Services

---

[3] Each of the sections in Part D will include details of interactions with a different class of UK Link Users. The intention is that each of these sections will be structured in a similar way to provide consistency.