

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

**Monday 05 June 2017**

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

**Attendees**

Andrew Margan*	(AM)	British Gas
Bob Fletcher (Chair)	(BF)	Joint Office
Chris Warner	(CW)	National Grid Gas Distribution
Colette Baldwin	(CB)	E.ON Energy
David Addison	(DA)	Xoserve
Hilary Chapman	(HC)	Scotia Gas Networks
Janwillen Vandenbos*	(JV)	Dentons
John Welch	(JW)	npower
Karen Visgarda (Secretary)	(KV)	Joint Office
Kirsty Dudley	(KD)	E.ON
Rachel Hinsley	(RH)	Xoserve
Sarah Gull	(SG)	Xoserve
Shanna Key	(SK)	Northern Gas Networks

\* via teleconference

Copies of all papers are available at: <http://www.gasgovernance.co.uk/0613/050617>

The Workgroup Report is due to be presented at the UNC Modification Panel by 15 June 2017.

**1.0 Introduction and Status Review**

**1.1. Approval of Minutes (27 April 2017)**

The minutes of the previous meeting were approved.

**2.0 Revised UK Link Manual Documentation**

CW explained that the new Modification 0620 had been raised with a revised UK Link Manual implementation date of 13 October 2017 and he stated that this would now report to the August Panel.

DA added that all the documents (with the exception of terms and conditions) in respect of Modification 0613S had been issued to the Change Management Committee in order for the further discussions to take place in the DSC Change Management Committee meeting to be held on 08 June 2017.

*Draft UK Link Manual*

SG then moved through the DSC Terms and Conditions which were impacted by the revised UK Link Manual and she explained as this is a CDSP Service Document, with the 'temporary fix' implemented for the new UK Link under Modification 0565A, was everyone aware it was a CDSP Service Document.

A brief general discussion took place in relation to some of the specific groupings of documents, which had been published. JW said that it appeared that some of the groupings

were different to those set out in the terms and conditions. SG said she would investigate this matter and cross check the order against the groupings accordingly.

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

#### *UK Link Terms and Conditions*

JV explained that all the Terms and Conditions should be familiar to everyone, as they were a 'lift and shift' from Modification 0565A. A brief discussion took place regarding the matter of 'Equipment/Shared Kit' clause 3.3.13 and SG explained that this provision was designed to sit with the overall area of Equipment and Sharing Kit in a more comprehensive way. JV then continued to 'walk through' the document drawing attention to specific wording amendments as required. A brief discussion took place in relation to clause 9.1.2 where reference had been for a 'facsimile' confirmation to be sent following a telephone call. SG and DA said they would investigate this area to determine if an email confirmation would be an appropriate replacement regarding the process for notifications, from an overall consistency perspective.

**New Action 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.**

SG then said that if any of the Workgroups Legal Representatives had any further queries or questions, she requested that these were sent to her directly, at Email; Sarah.Gull@xoserve.com in order for these to be processed in a timely manner.

#### *UK Link File Transfer Definition and UK Link Standards Guide*

DA stated that both the UK Link File Transfer Definition and the UK Link Standards Guides documents were going to be further discussed at the DSC Change Management Committee meeting on 08 June 2017.

DA said in relation to the UK Link File Transfer Definition document, he said that some work was still required regarding the communications, specifically regarding what type of 'User/Organisation' a party was, and that the Workgroup would subsequently need to satisfy themselves the wording in the document was factually correct.

In relation to the UK Link Standards Guide, DA said that this document had been regularly updated in-line with the Project Nexus changes. He asked the Workgroup to review this document with the systems teams and provide comments directly if they had any.

#### *Sample Files and Screens*

DA talked through document and drew attention to minor amendments or specific alterations and said this document had already been assessed by UK Link Committee previously. He stated that this document would be further assessed at the DSC Change Management Committee Meeting on 08 June 2017. CW added that any changes would be subject to the official UNC Modification process in respect of any changes to the DSC Terms and Conditions document.

#### *IS Service Definition*

DA said that in relation to the IS Service Definition Document that all parties needed to be happy with the content and context. He drew attention to clause 2. 'Description of Service' and clause 2.1 'Service Requests and Incident Management Process', specifically sections P2, P3 and P4. A brief discussion took place and CB wanted to know who were defined as the 'Critical Users'. DA said he would further define the 'Critical Users' and the 'Control Centre' in relation to P2, P3 and P4 respectively.

**New Action 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.**

DA moved on to overview Appendix B, 'Design Maximum Volumes' and a lengthy general discussion took place regarding Product Class 3, and the 2,400,000 meter points estimated for 2017/18 and whether that figure was an accurate estimate. CB was concerned that figure may be too low and had a concern that this could limit people's ability to move Product Classes or portfolios from Class to Class. DA said the table showed the level of how the UK Link was sized based on previous assumptions discussed in Project Nexus Workgroup, and he said it would be very advantageous if Shippers could inform Xoserve if they were considering moving significant number of meter points across Classes or portfolios. DA agreed to investigate the Class 3 meter points further, however Xoserve were reliant on signals from the industry as it would be inefficient to build in surplus or unused capacity from an early stage of Nexus.

CB challenged the number of meter points to be created per day, as this might not be reflective of iGT behaviours.

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

DA also asked the Workgroup to inform him of any potential fluctuations that they might be aware of, specially in relation to Product Class 3.

DA then overviewed Appendix C, 'Performance Levels Table' and a brief discussion took place regarding the reporting of DES, CMS and SPAA and he agreed to cross check these specific areas to provide greater clarity.

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

*CDSP Retention Policy Document*

DA provided an overview of the 'CDSP Retention Policy' Document and a discussion took place concerning the time line that previous historical data should be kept for. DA said that presently certain types of data were kept for 6 years prior to being archived, however that this data was not available on a 'live SAP system'. A general discussion took place on how historical data could be accessed if required, and where it was archived. DA said that in real terms, data was hardly ever required, especially after 6 years and in general terms the data needed to be assessed, based on actual previous requests was only 12 months old. It was agreed that the Workgroup should all confirm to DA directly what would be a reasonable length of time for archive data to be kept.

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

### **3.0 Review of Outstanding Actions**

None outstanding.

### **4.0 Next Steps**

BF explained that the associated documents reviewed above would be discussed in the DSC Change Management Committee meeting that was being held on 08 June 2017 and that these would then be collated into the Workgroup Report at 05 July meeting.

### **5.0 Any Other Business**

None.

## 6.0 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
10:30 Thursday 05 July 2017	Xoserve Office, Lansdowne Gate, 65 New Road, Solihull, B91 3DL	<ul style="list-style-type: none"> <li>• Standard Agenda items</li> <li>• <i>Revised UK Link Manual documentation</i></li> <li>• <i>Consider Legal Text</i></li> <li>• <i>Consider Workgroup Report</i></li> </ul>

### Action Table (as at 05 June 2017)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0601	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)	Pending
0602	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)	Pending
0603	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)	Pending
0604	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)	Pending
0605	05/06/17	2.0	Xoserve (DA) to investigate how DES, CMS and SPAA are reported.	Xoserve (DA)	Pending
0606	05/06/17	2.0	All to inform Xoserve (DA) of the appropriate length of time that data should be archived for.	ALL	Pending