

## II

### CALENDAR OF KEY COMMUNICATIONS WITH THE COMMUNITY

December 2004					
DATE	EVENT	ACTION	WHO	REF	DONE
16/12/04	<b>UK Link Committee</b>				
17/12/04		Send current APIs to UK Link Committee	MN		*
18/12/04					
19/12/04					
20/12/04					
21/12/04					
22/12/04		Send Developer Workshop Feedback internally	DW		*
23/12/04					
24/12/04					
25/12/04					
26/12/04					
27/12/04					
28/12/04					
29/12/04					
30/12/04					
31/12/04					

## II

### CALENDAR OF KEY COMMUNICATIONS WITH THE COMMUNITY

January 2005					
DATE	EVENT	ACTION	WHO	REF	DONE
01/01/05					
02/01/05					
03/01/05					
04/01/05					
05/01/05					
06/01/05					
07/01/05					
08/01/05					
09/01/05					
10/01/05					
11/01/05	<b>Shipper Working Group</b>	Acceptance Criteria Implementation Plan Phased Cutover Contingencies			*
12/01/05					
13/01/05					
14/01/05					
15/01/05					
16/01/05					
17/01/05					
18/01/05	<b>Shipper Forum</b>	Acceptance Criteria Implementation Plan Phased Cutover Contingencies			*
19/01/05					
20/01/05	<b>UK Link Committee</b> - Approval of current API file formats				
21/01/05		Send Acceptance Criteria and Implementation plan to UK Link Committee			*
22/01/05					
23/01/05					

## II

### CALENDAR OF KEY COMMUNICATIONS WITH THE COMMUNITY

January 2005					
DATE	EVENT	ACTION	WHO	REF	DONE
24/01/05					
25/01/05					
26/01/05	<b>Meeting with Market Operator</b>		MN		*
27/01/05		Issue Shipper Acceptance Criteria Document for Internal Review	ZK		*
28/01/05		API Specifications and file formats for bulk upload/downloads ready for UK Link Committee		AC 2.1.1	*
29/01/05					
30/01/05					
31/01/05	<b>Communications Plan Workshop</b>				*

## II

### CALENDAR OF KEY COMMUNICATIONS WITH THE COMMUNITY

February 2005					
DATE	EVENT	ACTION	WHO	REF	DONE
01/02/05	<b>Shipper Working Group</b>	Detailed Phased Cutover Plan	TB/ZK		*
02/02/05	<b>Team Workshop</b>				*
03/02/05	<b>Team Workshop</b>				*
04/02/05					
05/02/05					
06/02/05					
07/02/05					
08/02/05					
09/02/05					
10/02/05	<b>Programme Management Board</b>	Issue Shipper Acceptance Criteria Document to PMB	MN		
11/02/05	<b>Shipper Acceptance Criteria have been defined</b>	Contact Shippers to ensure they are aware of Training Needs Document, connectivity, API Early View, Training and Shipper Trials	ZK	IE1	*
12/02/05					
13/02/05					
14/02/05					
15/02/05					
16/02/05	<b>Shipper Working Group</b>	Shipper Trial Functional plan and requirements – expectation managed Shipper Trial Operational plan and requirements IX Upgrades Plan Communications Plan Update on new API file formats API Early View Testing Access and Security Roles Connectivity Test Details User ID Requests Early View fault classification process Issues Log	IL/NB IL/NB MN DW/RG SK/DW	AC 3.1.4 AC 3.2.1 AC 3.1.5  AC 2.2.3 AC 2.1.3	

## II

### CALENDAR OF KEY COMMUNICATIONS WITH THE COMMUNITY

February 2005					
DATE	EVENT	ACTION	WHO	REF	DONE
17/02/05	<b>UK Link Meeting</b> - Acceptance Criteria and Implementation Plan tabled				
18/02/05		Send new API file formats to UK Link Committee			
19/02/05					
20/02/05					
21/02/05					
22/02/05					
23/02/05					
24/02/05	<b>Shipper Forum</b>	Shipper Trial Functional plan and requirements – expectation managed Shipper Trial Operational plan and requirements IX Upgrades Plan Communications Plan Update on new API file formats API Early View Testing Access and Security Roles Connectivity Test Details User ID Requests Early View fault classification process Issues Log	IL/NB IL/NB MN DW/RG SK/DW	AC 3.1.4 AC 3.2.1 AC 3.1.5  AC 2.2.3 AC 2.1.3	
25/02/05					
26/02/05					
27/02/05					
28/02/05					

## II

### CALENDAR OF KEY COMMUNICATIONS WITH THE COMMUNITY

March 2005					
DATE	EVENT	ACTION	WHO	REF	DONE
01/03/05					
02/03/05					
03/03/05					
04/03/05					
05/03/05					
06/03/05					
07/03/05	<b>Programme Management Board</b>				
08/03/05					
09/03/05					
10/03/05					
11/03/05		Circulate updated API Framework Document to Shippers Circulate list of Shippers taking part in Shipper Trials to Shippers		AC 2.2.1 AC 3.2.5	
12/03/05					
13/03/05					
14/03/05	<b>Pilot Training Course</b>				
15/03/05					
16/03/05					
17/03/05	<b>UK Link Meeting</b> – approval of new API file formats	Key contacts for every user have been identified		AC 4.2.3	
18/03/05					
19/03/05					
20/03/05					
21/03/05					
22/03/05					

## II

### CALENDAR OF KEY COMMUNICATIONS WITH THE COMMUNITY

March 2005					
DATE	EVENT	ACTION	WHO	REF	DONE
23/03/05	<b>Shipper Working Group</b>	Phase 1 API status report outlining system testing findings Shipper Acceptance Criteria Shipper Trials participant details API users Shipper Trials users Issues Log	MN	AC 2.2.2  AC 3.2.4 AC 3.2.5	
24/03/05		Early View Shippers connectivity proven		AC 2.2.3	
25/03/05	<b>Easter</b>				
26/03/05	<b>Easter</b>				
27/03/05	<b>Easter</b>				
28/03/05	<b>Easter</b>				
29/03/05					
30/03/05					
31/03/05					

## II

### CALENDAR OF KEY COMMUNICATIONS WITH THE COMMUNITY

April 2005					
DATE	EVENT	ACTION	WHO	REF	DONE
01/04/05					
02/04/05					
03/04/05					
04/04/05	<b>Programme Management Board</b>				
05/04/05	<b>Shipper Forum</b>	Phase 1 API status report outlining system testing findings Shipper Acceptance Criteria Shipper Trials participant details API users Shipper Trials users Issues Log	MN	AC 2.2.2  AC 3.2.4 AC 3.2.5	
06/04/05					
07/04/05					
08/04/05					
09/04/05					
10/04/05					
11/04/05	<b>Early View of current APIs begins</b>				
12/04/05					
13/04/05					
14/04/05					
15/04/05		Publish the Shipper procedures (Appendix C of Acceptance Criteria) (operational) Publish the Shipper User/Training Manual		AC 3.2.2  AC 3.2.3	
16/04/05					
17/04/05					
18/04/05	<b>Training begins</b>				
19/04/05					
20/04/05					
21/04/05	<b>Anticipated UK Link Meeting</b>				
22/04/05					
23/04/05					

## II

### CALENDAR OF KEY COMMUNICATIONS WITH THE COMMUNITY

April 2005					
DATE	EVENT	ACTION	WHO	REF	DONE
24/04/05					
25/04/05	<b>Train the Trainer begins</b>				
26/04/05					
27/04/05					
28/04/05					
29/04/05					
30/04/05					

## II

### CALENDAR OF KEY COMMUNICATIONS WITH THE COMMUNITY

May 2005					
DATE	EVENT	ACTION	WHO	REF	DONE
01/05/05					
02/05/05	<b>Bank Holiday</b>				
03/05/05					
04/05/05	<b>Proposed Shipper Working Group</b>	Report of outstanding UCT defects & resolution plan (Exit Report) Shipper Trials fault classification process Shipper Trial Functional plan and requirements - details Business Contingency procedures Early View Progress report Shipper Trial detailed plan Phase 2 API status report outlining system testing findings Issues Log Publish the Shipper procedures (Appendix C of Acceptance Criteria) (operational)	IL  IL	AC 2.1.2  AC 3.1.1 AC 3.1.4  AC 4.3.8   AC 2.2.2  AC 3.2.2	
05/05/05					
06/05/05	<b>Early View of current APIs ends</b>				
07/05/05					
08/05/05					
09/05/05	<b>Early View of new APIs begins</b>				
10/05/05					

## II

### CALENDAR OF KEY COMMUNICATIONS WITH THE COMMUNITY

May 2005					
DATE	EVENT	ACTION	WHO	REF	DONE
11/05/05	<b>Proposed Shipper Forum</b>	Report of outstanding UCT defects & resolution plan (Exit Report)	IL	AC 2.1.2	
		Shipper Trials fault classification process	IL	AC 3.1.1	
		Shipper Trial Functional plan and requirements - details		AC 3.1.4	
		Business Contingency procedures		AC 4.3.8	
		Early View Progress report			
		Shipper Trial detailed plan			
		Phase 2 API status report outlining system testing findings		AC 2.2.2	
		Issues Log			
		Publish the Shipper procedures (Appendix C of Acceptance Criteria) (operational)		AC 3.2.2	
12/05/05					
13/05/05	<b>Train the Trainer ends</b>				
14/05/05					
15/05/05					
16/05/05					
17/05/05					
18/05/05					
19/05/05	<b>Anticipated UK Link Meeting</b>				
20/05/05		Reissue revised UK Link Manual to UK Link Committee		AC 4.3.5	
21/05/05					
22/05/05					
23/05/05					
24/05/05					
25/05/05					
26/05/05					
27/05/05					
28/05/05					
29/05/05					
30/05/05					

## II

### CALENDAR OF KEY COMMUNICATIONS WITH THE COMMUNITY

May 2005					
DATE	EVENT	ACTION	WHO	REF	DONE
31/05/05					

## II

### CALENDAR OF KEY COMMUNICATIONS WITH THE COMMUNITY

June 2005					
DATE	EVENT	ACTION	WHO	REF	DONE
01/06/05	<b>Proposed Shipper Working Group</b>	Critical faults found during Early View Resolution plan for non-critical faults found during Early View Issues Log Detailed Implementation Plan	GH	AC 3.1.2 AC 3.1.3 AC 4.3.4	
02/06/05					
03/06/05	<b>Early View of new APIs ends</b>	Produce report showing correction of critical faults found during Early View Produce resolution plan for non-critical faults found during Early View		AC 3.1.2 AC 3.1.3	
04/06/05					
05/06/05					
06/06/05					
07/06/05					
08/06/05	<b>Proposed Shipper Forum</b>	Critical faults found during Early View Resolution plan for non-critical faults found during Early View Issues Log Detailed Implementation Plan	GH	AC 3.1.2 AC 3.1.3 AC 4.3.4	
09/06/05					
10/06/05					
11/06/05					
12/06/05					
13/06/05	<b>Shipper Trials begins</b>				
14/06/05					
15/06/05					
16/06/05	<b>Anticipated UK Link Meeting</b> - approval of UK Link Manual UK-Link Approval for system changes			IE6	
17/06/05	<b>Training ends</b>	Shipper Training plan has been published and Shipper Training programme has been completed to plan		AC 4.3.6	

## II

### CALENDAR OF KEY COMMUNICATIONS WITH THE COMMUNITY

June 2005					
DATE	EVENT	ACTION	WHO	REF	DONE
18/06/05					
19/06/05					
20/06/05					
21/06/05					
22/06/05					
23/06/05					
24/06/05					
25/06/05					
26/06/05					
27/06/05					
28/06/05					
29/06/05					
30/06/05					

## II

### CALENDAR OF KEY COMMUNICATIONS WITH THE COMMUNITY

July 2005					
DATE	EVENT	ACTION	WHO	REF	DONE
01/07/05					
02/07/05					
03/07/05					
04/07/05					
05/07/05					
06/07/05	<b>Proposed Shipper Working Group</b>	Shipper Trial Progress update Participation End of Training Report (Ultimate report after implementation) Issues Log		AC 4.3.6	
07/07/05					
08/07/05					
09/07/05					
10/07/05					
11/07/05					
12/07/05					
13/07/05	<b>Proposed Shipper Forum</b>	Shipper Trial Progress update Participation End of Training Report (Ultimate report after implementation) Issues Log		AC 4.3.6	
14/07/05					
15/07/05					
16/07/05					
17/07/05					
18/07/05					
19/07/05					
20/07/05					
21/07/05	<b>Anticipated UK Link Meeting</b>				
22/07/05					
23/07/05					

## II

### CALENDAR OF KEY COMMUNICATIONS WITH THE COMMUNITY

July 2005					
DATE	EVENT	ACTION	WHO	REF	DONE
24/07/05					
25/07/05					
26/07/05					
27/07/05					
28/07/05					
29/07/05					
30/07/05					
31/07/05					

## II

### CALENDAR OF KEY COMMUNICATIONS WITH THE COMMUNITY

August 2005					
DATE	EVENT	ACTION	WHO	REF	DONE
01/08/05					
02/08/05					
03/08/05					
04/08/05					
05/08/05	<b>Shipper Trials ends</b>	Produce report showing correction of critical faults found during Shipper Trials Produce resolution plan for non-critical faults found during Shipper Trials Performance of key processes has been proven	IL	AC 4.1.2  AC 4.1.3  AC 4.3.1	
06/08/05					
07/08/05					
08/08/05					
09/08/05					
10/08/05					
11/08/05					
12/08/05		Details of Shippers participating in trials Produce end-of-phase report for Shipper Trials		AC 4.1.1 AC 4.1.4	
13/08/05					
14/08/05					
15/08/05					
16/08/05					

## II

### CALENDAR OF KEY COMMUNICATIONS WITH THE COMMUNITY

August 2005					
DATE	EVENT	ACTION	WHO	REF	DONE
17/08/05	<b>Proposed Shipper Working Group</b>	Shipper Trials Exit Report: Details of Shippers participating in trials Correction of critical faults found during Shipper Trials Resolution plan for non-critical faults found during Shipper Trials End-of-phase report for Shipper Trials Shipper Trials System Interfaces User Data Security Performance of key processes OAT System Status Report SLA IS Failover contingency arrangements (to include XP1) Issues Log	IL  WIPRO/ CSC  OAT NB	AC 4.1.1 AC 4.1.2 AC 4.1.3 AC 4.1.4 AC 4.2.1 AC 4.2.2 AC 4.3.1 AC 4.3.2 AC 4.3.3 AC 4.3.7	
18/08/05	<b>Anticipated UK Link Meeting</b>				
19/08/05					
20/08/05					
21/08/05					
22/08/05					
23/08/05					

## II

### CALENDAR OF KEY COMMUNICATIONS WITH THE COMMUNITY

August 2005					
DATE	EVENT	ACTION	WHO	REF	DONE
24/08/05	<b>Proposed Shipper Forum</b>	Shipper Trials Exit Report: Details of Shippers participating in trials Correction of critical faults found during Shipper Trials Resolution plan for non-critical faults found during Shipper Trials End-of-phase report for Shipper Trials Shipper Trials System Interfaces User Data Security Performance of key processes OAT System Status Report SLA IS Failover contingency arrangements (to include XP1) Issues Log	IL  WIPRO/ CSC  OAT NB	AC 4.1.1 AC 4.1.2  AC 4.1.3  AC 4.1.4 AC 4.2.1 AC 4.2.2 AC 4.3.1 AC 4.3.2 AC 4.3.3 AC 4.3.7	
25/08/05					
26/08/05					
27/08/05					
28/08/05					
29/08/05					
30/08/05					
31/08/05					

## II

### CALENDAR OF KEY COMMUNICATIONS WITH THE COMMUNITY

September 2005					
DATE	EVENT	ACTION	WHO	REF	DONE
01/09/05					
02/09/05					
03/09/05					
04/09/05					
05/09/05					
06/09/05					
07/09/05					
08/09/05					
09/09/05					
10/09/05					
11/09/05					
12/09/05					
13/09/05					
14/09/05		Provide access and security role information Confirmation sought from each user that access to the system has been proven	GH	AC 4.2.4 AC 4.2.5	
15/09/05	<b>Proposed Shipper Working Group</b>	Access and security role information Process to discuss and agree governance after implementation Verify Shipper Acceptance Criteria status prior to Go-live Issues Log	R Leddy	AC 4.2.4 AC 4.3.9 AC 4.3.10	
16/09/05					
17/09/05					
18/09/05					
19/09/05					
20/09/05					

## II

### CALENDAR OF KEY COMMUNICATIONS WITH THE COMMUNITY

September 2005					
DATE	EVENT	ACTION	WHO	REF	DONE
21/09/05	<b>Proposed Shipper Forum</b>	Access and security role information Process to discuss and agree governance after implementation Verify Shipper Acceptance Criteria status prior to Go-live Issues Log	R Leddy	AC 4.2.4 AC 4.3.9 AC 4.3.10	
22/09/05	<b>Anticipated UK Link Meeting</b>				
23/09/05		Shippers ready for implementation Market Operators ready for implementation Agents ready for implementation System is acceptable to shippers/agents/market operators		IE4 IE3 IE5 IE2	
24/09/05					
25/09/05					
26/09/05	<b>Programme Management Board Meeting</b> – Go/No-go decision			PD2	
27/09/05					
28/09/05					
29/09/05					
30/09/05					

## II

### CALENDAR OF KEY COMMUNICATIONS WITH THE COMMUNITY

October 2005					
DATE	EVENT	ACTION	WHO	REF	DONE
01/10/05					
02/10/05					
03/10/05					
04/10/05					
05/10/05	<b>Proposed Shipper Forum</b>	Phased Cutover detail walk-through Confirmation of go-live Issues Log			
06/10/05					
07/10/05					
08/10/05					
09/10/05					
10/10/05					
11/10/05					
12/10/05					
13/10/05					
14/10/05					
15/10/05					
16/10/05					
17/10/05	<b>Go-live!</b>				
18/10/05					
19/10/05					
20/10/05	<b>Anticipated UK Link Meeting</b>				
21/10/05					
22/10/05					
23/10/05					
24/10/05					
25/10/05					
26/10/05					
27/10/05					
28/10/05					

## II

### CALENDAR OF KEY COMMUNICATIONS WITH THE COMMUNITY

October 2005					
DATE	EVENT	ACTION	WHO	REF	DONE
29/10/05					
30/10/05					
31/10/05					

## II

### CALENDAR OF KEY COMMUNICATIONS WITH THE COMMUNITY

November 2005					
DATE	EVENT	ACTION	WHO	REF	DONE
01/11/05					
02/11/05					
03/11/05					
04/11/05					
05/11/05					
06/11/05					
07/11/05					
08/11/05					
09/11/05	<b>Proposed Shipper Working Group</b>	End of Project Production Support Handover report Lessons learned Outstanding issues		(IE7) AC 5.1 AC 5.2	
10/11/05					
11/11/05					
12/11/05					
13/11/05					
14/11/05					
15/11/05					
16/11/05	<b>Proposed Shipper Forum</b>	End of Project Production Support Handover report Lessons learned Outstanding issues		(IE7) AC 5.1 AC 5.2	
17/11/05	<b>Anticipated UK Link Meeting</b>				
18/11/05					
19/11/05					
20/11/05					
21/11/05	Shippers accept Gemini handover to enduring functions			IE7	
22/11/05					
23/11/05					
24/11/05					

## II

### CALENDAR OF KEY COMMUNICATIONS WITH THE COMMUNITY

November 2005					
DATE	EVENT	ACTION	WHO	REF	DONE
25/11/05					
26/11/05					
27/11/05					
28/11/05					
29/11/05					
30/11/05					