UNC DSC Change Management Committee Minutes
Wednesday 09 May 2018
at Lansdowne Gate, 65 New Road, Solihull B91 3DL

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office	Non-Voting
Helen Cuin (Secretary)	(HCu)	Joint Office	Non-Voting

Shipper User Representatives

Graham Wood	(GW)	British Gas	Class A-Voting
Kirsty Dudley*	(KD)	E.ON	Class A-Voting
James Rigby	(JR)	Npower	Class A-Voting
Alison Neild	(AN)	Gazprom	Class B-Voting (3 votes)

Transporter Representatives

Chris Warner	(CW)	Cadent	DNO-Voting
Joanna Ferguson	(JF)	WWY	DNO-Voting Alternate
Debbie Brace	(DB)	National Grid NTS	NTS-Voting Alternate (2 votes)
Katy Binch*	(KB)	ESP	iGT-Voting
Nicky Rozier*	(NR)	BU UK	iGT-Voting

CDSP Change Management Representatives

Dave Turpin	(DT)	Xoserve	Non-Voting
Emma Smith	(Esm)	Xoserve	Non-Voting
Linda Whitcroft	(LW)	Xoserve	Non-Voting

Observers

Andy Clasper	(AC)	Xoserve	Non-Voting
Dennis Ryan	(DR)	Xoserve	Non-Voting
Donna Hadley	(DH)	Xoserve	Non-Voting
Emma Lyndon	(EL)	Xoserve	Non-Voting
Hilary Chapman	(HCh)	SGN	Non-Voting
Jo Duncan	(JD)	Xoserve	Non-Voting
Kishan Nundoll*	(KN)	Electralink	Non-Voting
Lee Chambers	(LCh)	Xoserve	Non-Voting
Lee Foster	(LF)	Xoserve	Non-Voting
Marie Berlin	(MB)	Xoserve	Non-Voting
Mark Jones	(MJ)	SSE	Non-Voting
Padmini Duvvuri	(PD)	Xoserve	Non-Voting
Rachel Hinsley	(RHi)	Xoserve	Non-Voting
Sally Hardman	(SH)	SGN	Non-Voting
Shanna Kay*	(SK)	Northern Gas Networks	Non-Voting
Sian Jones	(SJ)	Xoserve	Non-Voting
Stuart McDermott	(SMc)	Xoserve	Non-Voting

Apologies

Beverley Viney	(BVi)	National Grid NTS	NTS-Voting
Lorna Lewin	(LL)	DONG Energy	Class B - Voting (2 votes)
Mark Oliver	(MO)	Electralink	Non-Voting
Phil Lucas	(PL)	National Grid NTS	NTS-Voting

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Richard Pomroy   (RP)   WWU   DNO - Voting

Via teleconference

Copies of all papers are available at: https://www.gasgovernance.co.uk/DSC-Change

1. Introduction

1.1. Apologies for absence

See above table.

1.2. Alternates

Alison Neild for Lorna Lewin

Debbie Brace for Phil Lucas and Beverley Viney.

Joanna Ferguson for Richard Pomroy

1.3. Confirm Voting rights

The voting rights for each member was noted as follows:

Representative	Classification	Vote Count
Graham Wood	Shipper Class A	1 vote
Kirsty Dudley	Shipper Class A	1 vote
James Rigby	Shipper Class A	1 vote (2.2.9 applies = Shipper Class C)
Alison Neild	Shipper Class B	1 vote
Alison Neild for Lorna Lewin	Shipper Class B / Shipper Class C	2 votes (2.2.9 applies = 1xClass B + 1xClass C)
Chris Warner	DNO	1 vote
Joanna Ferguson for Richard Pomroy	DNO	1 vote
Debbie Brace for Beverley Viney and Phil Lucas	NTS	2 votes
Katy Binch	iGT	1 vote
Nicky Rozier	iGT	1 vote

1.4. Approval of Minutes (11 April 2018)

The minutes from the previous meeting were approved.

2. New Change Proposals (Approval post consultation items)

https://www.gasgovernance.co.uk/DSC-Change/090518

2.1. XRN4658 – Read validation – increasing outer tolerance value for specific AQ bands for Class 3 & 4 Meter Points

AN confirmed this Change Proposal is sponsored by Gazprom and will amend the current Market Breaker Outer Tolerance Range (OTR) to allow a greater number of correct meter reads being accepted. The change is proposed for Class 3 and 4 meter reads only. The change proposal includes the current values and the proposed values alongside an alternative set of values. It has been considered at DSG with a request for further analysis. Some concerns have been expressed about the impact to rolling AQs and the impact to UIG, and a request has been made to change to consultation period from 5 to 10 days. It is anticipated that this could be implemented outside a major release.

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BF noted there had been a submission to the UNCC to change the UNC Validation Rules. ESm confirmed that David Addison is progressing a change to the rules. BF expressed concern about the approval of the UNC Validation Rules at the UNCC on 17 May 2018 and the timing of the change. It was suggested that the UNC Validation Rules should not be approved until all elements had been aligned or a common effective date agreed.

KD asked about the major and minor release schedule consideration and the proposal being in a minor release. She expressed concern about the relaxation or widening of the tolerance and the risk of additional rogue reads. KD was concerned that there could be a counter active impact and wanted to understand the next steps. AN confirmed Gazprom have undertaken analysis to looked at reads and the tolerance levels required. ESm confirmed further analysis and assessment will be considered at the DSG and whether a minor release is acceptable. ESm emphasised that the consideration for the Committee today is about the acceptance of the Change Proposal to allow the change to progress and move to the next stage.

It was confirmed that this is currently a restricted class change for Shipper Users therefore Shipper Users were asked whether to vote for the change to proceed.

The Shipper User Committee Representatives Representative considered approving the Change Proposal request; and provided approval to allow this Change Proposal request to proceed to the next stage:

Voting Outcome:	XRN4658 – Read validation – increasing outer tolerance value for specific AQ bands for Class 3 & 4 Meter Points	
Shipper Representative	**Voting Count**	**For/Against**
Graham Wood	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	3	For
Total	**6**	**6**

2.2. XRN4665 - Creation of new End User Categories

KD confirmed this Change Proposal had been sponsored by E.ON on behalf of DESC, and will create new EUC profiles within Bands 01 and 02 rather than splitting 01 / 02 EUC bands. DESC have approved the new EUCs and the approval of the Change Proposal will allow a consultation on changing the hard coded EUCs.

It was suggested that this is not a restricted class for Shipper Users therefore Shipper, DNO and iGT Users were asked whether to vote for the change to proceed.

The Shipper, DNO and iGT Representatives considered approving the Change Proposal request; and approved moving to the next stage:

Voting Outcome:	XRN4665 - Creation of new End User Categories	
Shipper Representative	**Voting Count**	**For/Against**
Graham Wood	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	3	For
Total	**6**	**6**

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Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Joanna Ferguson	1	For
Katy Binch	1	For
Nicky Rozier	1	For
Total	**4**	**4**

3. **Approval of Change documents**

3.1. XRN4525 – Transparency of the rolling AQ process - approval of EQR & BER

JD confirmed that the original solution is being proposed excluding BIRST.

KD enquired about missing elements with the Change Proposal with regards to the consultation and implementation date.

GW asked about the inclusion of this within the Shipper Performance Pack. RH explained the intention was to make this available on SharePoint, however the CDSP would to consider including this within the Shipper Pack.

It was confirmed this was a restricted class change to Shipper Users, therefore Shipper Users were asked to approve the EQR and BER documents to proceed with the change.

The Shipper User Committee Representatives considered approving the Change Proposal; and approved the EQR and BER as follows:

Voting Outcome:	XRN4525 – Transparency of the rolling AQ process - approval of EQR & BER	
Shipper Representative	**Voting Count**	**For/Against**
Graham Wood	1	For
Kirsty Dudley	1	For
John Welch	1	For
Alison Neild	3	For
Total	**6**	**6**

3.2. XRN4632 – Gemini Enhancement (EQR)

DB confirmed that this Change Proposal was a restricted class change to NTS Users. She requested to deferral of this item to the next meeting of the Committee.

3.3. XRN4510 – Negative consumption period for rolling AQ – approval of CCN

ESm confirmed that the required data fix had been undertaken and this Change Closure Notice (CCN) is a restricted Class change for Shipper Users, and therefore Shipper Users only would be asked to approve the closure of this change.

The Shipper Committee Representatives considered approving the Change Proposal; and approved the CCN as follows:

Voting Outcome:	XRN4510 – Negative consumption period for rolling AQ – approval of CCN

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Shipper Representative	Voting Count	For/Against
Graham Wood	1	For
Kirsty Dudley	1	For
John Welch	1	For
Alison Neild	3	For
Total	**6**	**6**

3.4. XRN4368 – EU Gas Capacity Conversion interim optimal solution

DB confirmed this was is a restricted Class change for NTS Users and approved the Change Proposal request to allow it to move to the next stage:

Voting Outcome:	XRN4368 – EU Gas Capacity Conversion interim optimal solution	
Transporter Representative	**Voting Count**	**For/Against**
Debbie Brace	2	For
Total	**2**	**2**

3.5. XRN4527 – New Service line for reporting services to performance assurance committee (PAC)

ESm confirmed this was a restricted Class change for Shipper Users, and therefore Shipper Users only would be asked to approve this change.

The Shipper Committee Representatives considered approving the Change Proposal request; and approved moving to the next stage:

Voting Outcome:	XRN4527 – New Service line for reporting services to performance assurance committee (PAC)	
Shipper Representative	**Voting Count**	**For/Against**
Graham Wood	1	For
Kirsty Dudley	1	For
John Welch	1	For
Alison Neild	3	For
Total	**6**	**6**

3.6. XRN4576 Class 4 reads not visible on DES

ESm confirmed this was a restricted Class change for Shipper Users, and therefore Shipper Users only would be asked to approve this change.

The Committee discussed the timing or reads and the visibility of reads on DES. ESm confirmed that this is about the ability to view the information by both parties on DES.

The Shipper User Committee Representatives considered approving the Change Request; and approved as follows:

Voting Outcome:	XRN4576 Class 4 reads not visible on DES

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Shipper Representative	Voting Count	For/Against
Graham Wood	1	For
Kirsty Dudley	1	For
John Welch	1	For
Alison Neild	3	For
Total	**6**	**6**

3.7. XRN4556 process to provide a report when GSR request return no MPRNs BER

ESm confirmed this was a restricted Class change for DN Users, and therefore DN Users were asked to approve the BER.

The DNs considered options 1& 2, with a view expressed that option 2 would be preferred.

The DN User Committee Representatives considered approving the Change Request; and approved the BER as follows:

Voting Outcome:	XRN4556 process to provide a report when GSR request return no MPRNs BER	
DN Representative	**Voting Count**	**For/Against**
Chris Warner	1	For
Joanna Ferguson	1	For
Total	**2**	**2**

4.   Release Approvals / Updates

4.1. Future Release 2.0 – Project Dashboard and Plan

4.1.1. Cutover and Implementation Plan Approach

KD enquired about a number of missing Change Proposals she had identified that had not been published on the Joint Office website. ESm highlighted a number of these had been previously published within the Backlog webpage and needed to transfer across to the live proposals. KD expressed there were some gaps that needed to be backfilled. ESm confirmed this is being looked at as some of the paperwork is on the old-style UK link Change Forms. These will be transferred to the new Change Proposal Template and provided for publication. KD also requested that Xoserve introduce version control numbering to enable users better identify changes.

Action 0501: Xoserve to provide the Joint Office with a copy of any missing Change Proposals for publication on the Joint Office website and to introduce version control numbering to documents provided.

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LCh presented the UK Link Release 2 cutover and implementation plan as discussed at DSG. The presentation detailed the last inbound and outbound (old) file flows and the inbound and outbound new file processing. LCh confirmed the change remains on track; the UAT phase is being completed and that the customer training material is being considered at DSG which will be provided on the Xoserve website.

Based on the analysis conducted, it was recommended that adhoc jobs are triggered for all files where file formats will be changed as part of R2 implementation (CNC, CNF, SFN and ACR). The adhoc processing will be triggered at 23:00hours on 29 June 2018 to cover all pending data to be processed for the business day. All outbound response files will be processed and submitted before 23:59hours on 29 June 2018 in the old file format. Any inbound files submitted after 23:00 hours on 29 June 2018 will be held on the Xoserve gateway and will be processed once the Release 2 changes have been deployed.

Inbound files submitted after 23:00hours on 29 June 2018 will be expected to be in the new file format and the GT (EDL & EWS) & iGT (IDL) Portfolio outbound files will be sent in the old file format for the final time on Saturday 30 June 2018.

LCh confirmed that a Change Pack will be issued to ensure Xoserve have the correct customer contact details. He highlighted a number of scope amendments and confirmed communication is being undertaken to ensure parties are aware of the changes.

JF asked about a snapshot of pre-migrated data and the possibility of providing this.

LCh provided a table for all the impacted file formats and the transition plan.

The provided plan was unanimously approved by all Committee Members.

Voting Outcome:	Implementation Plan	
Shipper Representative	**Voting Count**	**For/Against**
Graham Wood	1	For
Kirsty Dudley	1	For
John Welch	1	For
Alison Neild	3	For
Total	**6**	**6**
Transporter Representative	**Voting Count**	**For/Against**
Chris Warner	1	For
Richard Pomroy	1	For
Debbie Brace	2	For
Katy Binch	1	For
Nicky Rozier	1	For
Total	**6**	**6**

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4.1.2. XRN4249 – Data Migration Plan (Part B)

LCh presented the data migration plan for XRN4249, confirming no changes have been made to the presentation that was provided last month. It was confirmed that this had been considered at the DSG and approval was sought for the activities to complete the exercise.

NR asked about loading the "Safe Volumes" and how the agreement will take place. LCh suggested the DSG would be an appropriate forum to consider this and provide a recommendation. KD asked about the option of issuing a communication for parties to respond.

Action 0502: Xoserve to consider how to agree the Data Migration Plan "Safe" volumes, for XRN4249, and consider the communication and approval which is required.

4.2. Future Release 3

4.2.1. Release 3 Scope Update (post 02 May update)

PD provided an overview of the dashboard for XRN4572 and confirmed that Xoserve have now entered into the build stage. Early engagement of market trials has been requested. PD also provided the Release 3 engagement plan.

JR asked about the dedicated information published on the Xoserve website. PD confirmed this is being updated.

4.2.2. Release 3 BER approval (post 02 May update)

PD explained that this item had been added as a contingency for any outstanding approvals from 02 May meeting and was no longer required.

4.2.3. Release 3 Project Dashboard and Plan

PD explained that this item had been added as a contingency for any outstanding approvals from 02 May meeting and was no longer required.

4.3. Future Release Planning (June 2019 & November 2019)

LCh explained that this item is linked to item 5.4.

5. Change Logs

5.1. Bubbling Under Report

RHi provided a brief overview of the report, highlighting potential future work for Xoserve:

- Smart DCC Demand Data – no change.
- UNC0621/A/B/C/D/E/F/H/J/L (10 lines). Comments highlight the changes between the alternatives. UK Link and Gemini impacts are expected.
- UNC0619/A/B, - Ofgem decision awaited.
- Urgent Modifications UNC0642/A and UNC0643, waiting an Ofgem decision. Candidate for Release 4. Potential for more modifications in the future
- UNC630R, no direct system changes however further modifications may be raised as a result of the review.
- UNC0631R Review Group closed.
- UNC0636/A/B/C and new UNC0636D (4 lines), still with Workgroup. An extra UNC Panel meeting had been planned for considering the Workgroup Report on 23 May.
- UNC0639R, no system impacts expected.
- UNC0640S, no system impact, process change, permissions modification only.

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- UNC0641S, no system impacts expected.

- UNC0644, expecting system changes for UK Link and SAP CWV.

- UNC0647, impacts to UK link and Gemini expected.

- UNC0648S, no system impacts.

- UNC0649S, on hold, this is a permissions modification for further discussion at Workgroup.

- UNC0651, some system impacts expected.

- UNC0652, rule change, however no system impacts, system functionality already exists.

- UNC0653, system changes expected.

- UNC0654, no system impacts expected.

- UNC0655S, minimal system impacts.

- UNC0657, adding AQ reporting to the PARR schedule reporting suite, no system impacts expected.

5.2. Xoserve DSC Implementation Plan

RHi presented the implementation plan.

UK Link Changes – In Analysis

RHi provided a summary of the 5 changes in analysis, confirming a Change Pack will be issued.

UK Link Changes – Awaiting Approval

RHi provided a high-level summary of the 1 change:

- XRN4249B will be implemented on 07 July 2018 with a contingency date of 14 July 2018. The Shipper User Representatives unanimously approved the change.

UK Link Changes – Approved Last Meeting

RHi provided a summary of the changes approved at the last meeting, provided for information only.

Outages

Rhi provided details of 3 required outages, which will be issued in a formal communication:

- XRN 6764 Gemini and Gemini Exit Disaster Recovery Test on 16 June 2018

- XRN 6764 Gemini and Gemini Exit Disaster Recovery Test on 17 June 2018

- UK Link & CMS Disaster Recovery test 2018 on 03 August 2018

Post Meeting Update:

RHi provided the following additional outages

Gemini and UK Link Portal

There will be a service outage to Gemini and UK Link during the following times:

- *Sunday 10 June 2018*
- *Outage 3:00am to 7:00am (may need contingency to 9:00am)*

Activity is to upgrade the perimeter Checkpoint firewalls that provides security to Xoserve applications: Contact Management System (CMS), Gemini, PRISMA, Extended Product 1 (XP1), UK Link Network, Data Communications Company (DCC), Enhanced File Transfer (EFT) and UK Link Portal.

Gemini

There will be a service outage to Gemini during the following times:

- *Sunday 01 July 2018*

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- *Outage 3:00am to 7:00am hours (may need contingency to 9:00am)*

Activity is to upgrade an internal Gemini firewall that is a critical component used for security and connectivity of Gemini and EFT.

5.3. Gemini Horizon Planning

DB provided an overview of the upcoming changes to Gemini provided for information. She confirmed there are no changes to advise of this month.

5.4. UK Link Changes plan on a page

ESm presented the UK Link Changes Delivery Plan on a page. ESm confirmed that this will be amended as necessary. Positive feedback was provided for the publication.

LCh asked what the right approach was to take the delivery forward. LCh acknowledged the need to engage with parties about the releases. The Committee briefly examined the Release schedule and discussed if anything would be commissioned for the February 2019 Release.

6. Finance and General Change Budget Update

MP highlighted an error in the report and that this had been corrected on the spreadsheet. The Release 3 percentages have also been added.

MP provided the spreadsheet for the start of the year highlighting a white space within the pie chart which will be updated when information on Release 4 is available.

ESm also referred to BP19 and that this will also be added within the change budget.

7. Review of Outstanding Action(s)

0302: Lessons learnt from previous EU changes regarding the level of engagement and EU Gemini testing to be examined by National Grid NTS.
Update: DB confirmed that this has been reviewed internally. **Closed.**

0401: Xoserve to consider how to incorporate the consideration of industry readiness for Change Releases.
Update: ESm referred to recent discussions and the intention to provide a view on how this will work. **Carried Forward.**

0402: Xoserve to consider the completeness of information and the central location of Change Proposal paperwork, Change Packs, Representations etc.
Update: ESm confirmed this is currently under review and how this will be controlled centrally on the Xoserve website. She highlighted that this will not be an overnight change and acknowledges that the current wording within the service descriptions will need to be reviewed. **Carried Forward.**

0403: Xoserve/Ofgem/National Grid to liaise/consider the implementation timescales for UNC0621/A/B/C/D/E/F/H/J/L
Update: It was agreed to close this action following completion of the 0621 Workgroup Report. C**losed.**

0404: Xoserve to update the UK Link Changes plan on a page to:
- Avoid the use of acronyms and provide full titles
- Remove references to R&N
- Update the colour key
- Add a front page (tab) to give an overview of what the spreadsheet is providing
Update: Done. **Closed.**

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8. **Any Other Business**

8.1. Xoserve / Gemserve MIS collaboration (API Dashboard)

AMi provided a Market Intelligence Service Development Presentation and provided an update on what has been undertaken in the last few months. He confirmed that an open letter had been published on the 04 January and responses have been received and evaluated.

An illustration of the structure for the Governance Framework was provided for an overview of the links with other groups. AMi explained the role of the Programme board and an overview of the funding which will need to be paid for by the parties that require services. He emphasised that parties will need to be prepared to fund.

AMi also provided a roadmap along with the prioritisation and development principles. The areas of top priority will be on; data provision for industry participants, including additional available data items which may be desired as part of a data provision service; and improved reliability of supply switching.

The Impact Assessment is expected around July 2018.

8.2. Calculated AQ of 1

ESm highlighted some that some questions have been raised about the process where an estimated read is provided and the subsequent actual read is lower; therefore, a negative consumption is being calculated. She confirmed that this had been taken to the DSG. The assessment is still ongoing, with some solution options to be discussed which might lead to a recommendation on actions to be taken.

8.3. IX Changes Update

DH provided a presentation introducing parties to the Project team and details of recent communications with customers. DH confirmed that the response rate has been good with 49% of parties already responding to the initial contacts. A further two weeks is available for parties to provide a response.

DH provided an overview of the migrating IX services from Vodafone to Gamma. Gamma will provide all the services up to and including the router. Full migration is expected to start July 2018.

DH assured everybody that all parties will be contacted and appropriate site contacts established. Any parties that do not respond to the survey will be contacted.

8.4. Ofgem Switching Programme Update

LF provided the Committee with an overview of the Ofgem switching programme which started in 2015. A RFI response was provided on the consequential changes to UK Link in 2017 and in February 2018 the design had been baselined. An initial analysis to understand the impacts, and a flash assessment to understand what this may mean to customers had been undertaken and Xoserve wanted to share this.

LF asked for support from the DSC Change Management Committee to consider the information requested. He provided a Level 1 Impact Assessment / Heat Map, drawing attention to the amber/red areas which have the most impact. He confirmed that UK Link is expected to see a reasonable amount of change, and Xoserve will need to change existing flows and disable some elements of the process. He explained the CSS will undertake some of the flows going forward. There will therefore be a need to add new data items and new interfaces with a new service provider (CSS). Gemini's biggest change will be a move from D-2 days to a circa D-22 hours, which needs further analysis. Batch schedule changes and impacts to nominations also need to be understood.

LF reported that data cleansing to be ready for the new services will be a key component. This is not expected to be at the same scale of Project Nexus but there is still a degree of uncertainly of the ownership of data and what this may mean to systems.

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LF provided an Analysis Plan to indicate what Xoserve may be dealing with, noting the Ofgem timeline and delivering the changes to the market. The degree to which Xoserve will need to support the bid process and support to DCC interactions was also discussed.

GW asked about the pressures of Ofgem and the critical path. LF confirmed that Xoserve have highlighted the risks to Ofgem. SJ highlighted that her concern was that because CSS consequential now looked more complicated than building the CSS platform, then Xoserve could quickly become the long-poll in the programme and we would need to make a judgement call about taking a risk re starting CSS consequential activity early so that we effectively support the programme ambition re timing, whilst also being conscious that the designs were still evolving.

CW acknowledged that the scale of this is change is huge, and that he has been emphasising this to as many parties as possible and stressed the importance for parties to become involved as soon as possible to ensure correct engagement and timely understanding of the consequential changes required and associated impacts.

SJ explained that the CSS response times will naturally start to make the industry more real-time and that this could have an impact on customers systems and she asked if customers had started work on thinking this through?

SJ expressed concern about the scale of market wide system changes and emphasised the need to understand the market wide activity, the commercial impacts for interconnecting parties and the need for strong programme management and assurance.

It was acknowledged that there is going to be a significant amount of work on data cleansing and integration with DCC service management layer. It was recognised that the responsibility for running switching processes will sit with the DCC, with service management and extra controls in place to support this. There will need to be extensive market trials and more participants this time than on Nexus.

The dynamics of the system integration for gas and electricity, system flows, whether to use existing systems and working with a new set of new organisations and the mobilisation stage has also been reviewed. It was reported that Xoserve will need to provide support to the bid process for the CSS in terms of explaining how data is exchanged with UK Link and depending on which CSS technology is selected and the design of the interfaces, Xoserve will need to support bidders to understand how to integrate with us as the incumbent.

SJ advised that re-using UK Link for the CSS could be a lower cost option for gas customers. Work was underway to understand if this is true for the market as a whole.

GW asked about the timing of the availability of costs. SJ explained a fuller picture should be available by the end of the month and within 6 weeks at the latest.

SJ provided an illustration of the likely infrastructures and the key elements that may need to be considered. KD asked if this structure could be shared with parties.

8.5. PSR Updates for Large Domestic Premises

KN advised that the RFI had been issued to the industry and wished to raise awareness of the request and encouraged parties to respond. A further update will be provided at future meetings.

KD enquired about the likely system changes for PSR and the file/system impacts. ESm explained if any changes are identified this would be trigger a Change Proposal.

JF asked parties to be mindful not to confuse categories managed under other processes for example the current category A which covers priority customers in non-domestic premises such as care homes and heavily embedded firm load shedding requirements with the DNs.

8.6. UO6 File Flows and use of the must inspect field

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MJ made an enquiry about UO6 flows for the change of supplier and one for the data flow items for must inspects. He believed there is a difference in use of the field and there appears to be a default date being inserted. He believed the date of the last must inspect should be used not the next must inspect. He asked for clarity on what the field should be used for and if Xoserve are inserting a default entry date.

It was acknowledged that the must inspect date is not required but may still be being used.

8.7. Release 2 Lessons Learnt

RHi encouraged parties to respond to the lessons learnt communication for Release 2.

9.   Diary Planning

Further details of planned meetings are available at: https://www.gasgovernance.co.uk/events-calendar/month

Meetings will take place as follows:

Time/Date	Venue	Programme
10.15 Wednesday 13 June 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.
10.15 Wednesday 11 July 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.

Action Table (as at 09 May 2018)					
Action Ref	**Meeting Date**	**Minute Ref**	**Action**	**Owner**	**Status Update**
0302	07/03/18	6.3	Lessons learnt from previous EU changes regarding the level of engagement and EU Gemini testing to be examined by National Grid NTS.	National Grid (DB)	**Closed**
0401	11/04/18	5.1.1	Xoserve to consider how to incorporate the consideration of industry readiness for Change Releases	Xoserve	**Carried Forward**
0402	11/04/18	5.1.1	Xoserve to consider the completeness of information and the central location of Change Proposal paperwork, Change Packs, Representations etc.	Xoserve (DT/ESm)	**Carried Forward**
0403	11/04/18	6.1	Xoserve/Ofgem/National Grid to liaise/consider the implementation timescales for UNC0621/A/B/C/D/E/F/H/J/L	Xoserve (LW/ National Grid DB)	**Closed**
0404	11/04/18	6.3	Xoserve to update the UK Link Changes plan on a page to: • Avoid the use of acronyms and provide full titles • Remove references to R&N • Update the colour key	Xoserve (ESm)	**Closed**

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			• Add a front page (tab) to give an overview of what the spreadsheet is providing		
0501	09/05/18	4.1.1	Xoserve to provide the Joint Office with a copy of any missing Change Proposals for publication on the Joint Office website and to introduce version control numbering to documents provided.	Xoserve (ESm/LCh)	**Pending**
0502	09/05/18	4.1.2	Xoserve to consider how to agree the Data Migration Plan "Safe" volumes, for XRN4249, and consider the communication and approval which is required.	Xoserve (LCh)	**Pending**