

**UNC DSC Change Management Committee Minutes**  
**Wednesday 13 June 2018**  
**at Lansdowne Gate, 65 New Road, Solihull B91 3DL**

**Attendees**

Chris Shanley (Chair)	(CS)	Joint Office	Non-Voting
Helen Bennett (Secretary)	(HB)	Joint Office	Non-Voting

**Shipper User Representatives**

Graham Wood	(GW)	British Gas	Class A-Voting
Kirsty Dudley*	(KD)	E.ON	Class A-Voting
Lorna Lewin	(LL)	DONG Energy	Class B - Voting (2 votes)
James Rigby	(JR)	Npower	Class A-Voting
Alison Neild	(AN)	Gazprom	Class B-Voting

**Transporter Representatives**

Chris Warner	(CW)	Cadent	DNO-Voting
Richard Pomroy	(RP)	WWU	DNO - Voting
Phil Lucas	(PL)	National Grid NTS	NTS-Voting Alternate (2 votes)
Nicky Rozier *	(NR)	BU UK	iGT-Voting Alternate (2 votes)

**CDSP Change Management Representatives**

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

**Observers**

Alison Davies *	(AD)	WWU	Non-Voting
Andy Clasper	(AC)	Xoserve	Non-Voting
Debra Coyle	(DR)	Xoserve	Non-Voting
Dave Addison	(DA)	Xoserve	Non-Voting
Hilary Chapman	(HCh)	SGN	Non-Voting
Jane Rocky	(JR)	Xoserve	Non-Voting
Julie Brotherton	(JD)	Xoserve	Non-Voting
Lee Chambers	(LCh)	Xoserve	Non-Voting
Lian Tooley	(LT)	CNG	Non-Voting
Lisa Lindstedt *	(LL)	EDF Energy	Non-Voting
Mark Jones	(MJ)	SSE	Non-Voting
Max Pemberton	(MP)	Xoserve	Non-Voting
Megan Coventry	(MO)	SSE	Non-Voting
Padmini Duvvuri	(PD)	Xoserve	Non-Voting
Paul Orsler	(PO)	Xoserve	Non-Voting
Rachel Hinsley	(RHi)	Xoserve	Non-Voting
Sally Hardman	(SH)	SGN	Non-Voting
Steve Mulinganie *	(SM)	Gazprom	Non-Voting

**Apologies**

Katy Binch	(KB)	ESP	iGT-Voting
Shanna Kay	(SK)	Northern Gas Networks	Non-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

Nicky Rozier for Katy Binch (2 votes)

Phil Lucas for Beverley Viney (2 votes)

See website for standing alternates (<https://www.gasgovernance.co.uk/DSC-Change/>).

### 1.3. Confirm Voting rights

The voting rights for each member in attendance 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
Lorna Lewin	Shipper Class B	2 votes (2.2.9 applies = 1xClass B + 1xClass C)
	Shipper Class C	
Chris Warner	DNO	1 vote
Richard Pomroy	DNO	1 vote
Phil Lucas	NTS	2 votes
Nicky Rozier	iGT	2 votes

### 1.4. Approval of Minutes (09 May 2018)

The minutes from the previous meeting were approved.

## 2. New Change Proposals (Approval post consultation items)

<https://www.gasgovernance.co.uk/DSC-Change/130618>

### Governance

Kirsty Dudley (KD) asked what was meant by the term Consultation and asked that it is made clear exactly what the committee members are being asked to agree to and what they are voting for on each of the changes.

Rachel Hinsley (RH) explained that a Change Proposal can take one of three routes;

1. Acceptance to go to next stage (DSG)
2. Deferral route /consultation period (10 20 30 day) industry support change or not
3. Approve/reject then proceed to DSG for further development.

It is thought that the current Change packs that are issued may be causing confusion.

RHi then went on to explain there is a new process in development which would follow this:

1. Initial consultation – to gain support for the Change Proposal
2. Solution consultation – to gain views on solution options
3. Design consultation – to gain views on the chosen design solution

All Change Proposals should always be presented to the DSC Change Management Committee prior to discussion at DSG; DSG meetings are twice monthly.

## 2.1. XRN4686 – Smart Metering Report

RHi confirmed this Change Proposal had been sponsored by CNG.

The proposal is to introduce a report to support the monitoring of Smart installations across the industry between I&C and Domestic SMPs. It is proposed this is considered at DSG to assess any further report requirements. There has been no consultation on this change to date.

This is a restricted class change to Shipper Users, therefore Shipper Users were asked to vote for the change to proceed. KD asked why this Change Proposal is being developed via DSC rather than SPAA. As this change relates to Smart Metering, KD suggested that it should be explored whether SPAA should develop it instead of DSC.

The Shipper representatives considered approving the Change Proposal request, and approved moving to the next stage:

<b>Voting Outcome:</b>	<b>XRN4686 – Smart Metering Report</b>	
	Vote to go to DSG	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	For
<b>Total</b>	<b>6</b>	<b>6</b>

## 2.2. XRN4687 – PSR Updates for Large Domestic Sites

RHi confirmed this Change Proposal had been sponsored by E.ON.

The proposal is to introduce a solution to ensure that customers with an >73,200AQ are also included in the PSR as currently these are rejected and remain unknown on central systems. The CP has a number of solutions to be built up with DSG. There has been no consultation on this to date.

It was confirmed that the committee are being asked for this Change Proposal to go directly to DSG. There are 5 options for the solution in and the Committee agreed that DSG is the right place to discuss the way forward with this Change Proposal.

The Shipper, DNO and iGT representatives (not including NTS) considered approving the Change Proposal request, and approved moving to the next stage:

<b>Voting Outcome:</b>	<b>XRN4687 – PSR Updates for Large Domestic Sites</b>	
	Vote to go to DSG	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	For
<b>Total</b>	<b>6</b>	<b>6</b>
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Chris Warner	1	For
Richard Pomroy	1	For
Nicky Rozier (Alternate for Katy Binch)	2	For
<b>Total</b>	<b>4</b>	<b>4</b>

**2.3. XRN4690 – Actual Read Following Estimated Transfer Read Calculating AQ of 1**

Emma Smith (ESm) confirmed this Change Proposal has been sponsored by npower.

The proposal is to assess solution options in relation to preventing understated AQs and AQs of 1 following AQ calculation. This occurs whereby a negative consumption is used in AQ calculation following a lower actual read following an estimated transfer read and could be impacting UIG. There has been no consultation on this to date.

This is a restricted class change to Shipper Users, therefore Shipper Users were asked to vote for the change to proceed.

ESm explained that this Change Proposal has been to DSG a number of times. There are currently four options for solution. KD asked if there is still any more refinement to do? ESm confirmed that DSG have considered all options. The Committee agreed to vote for the Solution Option Consultation to commence.

The Shipper representatives considered approving the Change Proposal request, and approved moving to the next stage:

<b>XRN4690 – Actual Read Following Estimated Transfer Read Calculating AQ of 1</b>		
Vote for Solution Option Consultation		
<b>Voting Outcome:</b>		
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	For
<b>Total</b>	<b>6</b>	<b>6</b>

RHi advised that this will be discussed further at the Governance meeting on Friday 15 June and said that some of the paperwork is not yet fully developed but is sufficient for members to be able to form a decision.

It was agreed that 10 days should be sufficient as there are only a few options available:

1. Do nothing;
2. Implement the same solution as XRN4510 (roll over the AQ)
3. Two further more complex options.

**2.4 XRN4691 – CSEPS IGT & GT File Formats (CGI Files) 1of4**

It was confirmed this Change Proposal had been sponsored by WWU.

The following Change Proposals XRN4691; XRN4692 XRN4693 and XRN4694 all relate to file flows between DNs and iGTs.

These are restricted class changes to DNOs and iGTs.

Richard Pomroy (RP) presented the Change Proposals as a package of four and confirmed the committee will be asked to approve to send them out to Initial Consultation.

It was agreed that committee members would require 30 days for the initial consultation.

KD suggested from a governance point of view, the title of each of the CSEP Change Proposals are titled the same as that as on the agenda for this meeting. This suggestion was supported.

It was confirmed that each of the changes can be delivered independently of each other.

The DNO and iGT representatives considered approving Change Proposals XRN4691; XRN4692; XRN4693 and XRN4694, and approved moving to the next stage:

<b>Voting Outcome:</b>	<b>XRN4691 – CSEPS IGT &amp; GT File Formats (CGI Files) 1of4</b>
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	Vote for Initial Consultation (30 days)	
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Chris Warner	1	For
Richard Pomroy	1	For
Nicky Rozier (Alternate for Katy Binch)	2	For
<b>Total</b>	<b>4</b>	<b>4</b>

**2.5 XRN4692 – CSEPS IGT & GT File Formats (CIN Files) 2of4**

See item 2.4.

<b>Voting Outcome:</b>	<b>XRN4692 – CSEPS IGT &amp; GT File Formats (CIN Files) 2of4</b>	
	Vote for Initial Consultation (30 days)	
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Chris Warner	1	For
Richard Pomroy	1	For
Nicky Rozier (Alternate for Katy Binch)	2	For
<b>Total</b>	<b>4</b>	<b>4</b>

**2.6 XRN4693 – CSEPS IGT & GT File Formats (CIC, CIR, CAI, CAO, DCI, DCO, CIN, CCN & CUN Files) 3of4**

See item 2.4.

<b>Voting Outcome:</b>	<b>XRN4693 – CSEPS IGT &amp; GT File Formats (CIC, CIR, CAI, CAO, DCI, DCO, CIN, CCN &amp; CUN Files) 3of4</b>	
	Vote for Initial Consultation (30 days)	
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Chris Warner	1	For
Richard Pomroy	1	For
Nicky Rozier (Alternate for Katy Binch)	2	For
<b>Total</b>	<b>4</b>	<b>4</b>

**2.7 XRN4694 – CSEPS IGT & GT File Formats (Create New Data Validations) 4of4**

See item 2.4.

<b>Voting Outcome:</b>	<b>XRN4694 – CSEPS IGT &amp; GT File Formats (Create New Data Validations) 4of4</b>	
	Vote for Initial Consultation (30 days)	
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Chris Warner	1	For
Richard Pomroy	1	For
Nicky Rozier (Alternate for Katy Binch)	2	For
<b>Total</b>	<b>4</b>	<b>4</b>

**2.8 XRN4667– DSC Service Description Table Cosmetic Changes to Service Lines May 2018**

ESm confirmed this Change Proposal has been sponsored by Xoserve.

The proposal is to update the DSC Service Description table. Specifically, service lines:

- DS-CS SA2 – 06

- DS-CS SA18 – 03
- SS SA22 35
- SS SA22 36
- ASiGT NC SA21-02

All Constituency reps are required to vote to pass this onto the DSC Contract Management Committee. It was clarified that the vote is giving permission for this Change Proposal to move on to the DSC Contract Management Committee for Final Approval.

Phil Lucas (PL) clarified the Committee was approving the Evaluation Quotation Report (EQR) and the Business Evaluation Report (BER) are not required.

When asked, it was confirmed the changes are cosmetic only but not detailed in the Change Proposal. Some members agreed that DSC Change Committee should see what the cosmetic changes are in the future. For completeness, it was agreed to include the detail of what the cosmetic changes are in any further changes.

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

<b>XRN4667 – DSC Service Description Table Cosmetic Changes to Service Lines May 2018</b>		
<b>Voting Outcome:</b>	1. Vote to approve that the EQR and BER are not required. 2. Vote for Change Proposal to go to DSC Contract Management Committee for Final Approval	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	For
<b>Total</b>	<b>6</b>	<b>6</b>
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Chris Warner	1	For
Richard Pomroy	1	For
Phil Lucas (alternate for Beverley Viney)	2	For
Nicky Rozier (Alternate for Katy Binch)	2	For
<b>Total</b>	<b>6</b>	<b>6</b>

## **2.9 XRN4695 – Investigating Causes and Contributors to Levels and Volatility of Unidentified Gas**

It was confirmed this Change Proposal had been sponsored by Xoserve.

The proposal is to request ChMC approve a new service line which initiates the CDSP setting up a team to investigate the causes of UIG and to provide recommendations to the industry. The service line impacts service area 3. There has been no consultation on this to date.

This is a restricted class change to Shipper Users.

Chris Shanley (CS) advised the committee that Urgent Modification 0658 includes the same change and a discussion was had around whether a Modification was required and whether or not the Modification would be withdrawn.

Linda Whitcroft (LW) recognised the issues with dual governance but advised that Xoserve would like to set up a team to investigate the causes and levels of volatility of Unidentified Gas and went on to explain that the request (in the EQR) for £40k is to understand the scope of work to be undertaken to reduce the causes of volatility. She explained that there is very broad costing for the service in the EQR.

Dave Turpin (DT) added for clarity that the initial analysis work needs doing to define the scope, allow a team to be setup. Completion of Modification 0658 is not required in order to do this.

It was explained that approval of the EQR will give ability for the BER to come back to this committee for further approval.

It was confirmed that the committee are approving the Change Proposal and EQR to enable the initial setup activities only (£40k funds).

CS confirmed that this is an important issue and felt it was appropriate that an amount of pre-spend is made ahead of the Ofgem decision on 0658 and approval of the BER. The BER will be bought to this meeting in July 2018 and Ofgem are expected to make their decision on the three UIG modifications, plus the urgent Modification 0658 on 6 July 2018.

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

<b>Voting Outcome:</b>	<b>XRN4695 – Investigating Causes and Contributors to Levels and Volatility of Unidentified Gas</b>	
	Vote seeking approval for Change Proposal and the EQR	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	For
<b>Total</b>	<b>6</b>	<b>6</b>

## **2.10 XRN4658 – Read validation – increasing outer tolerance value for specific AQ bands for Class 3 & 4 Meter Points**

It was confirmed this Change Proposal had been sponsored by Gazprom.

CS clarified the Change Proposal is linked to a UNCC change which will be progressed next month and that the Change Proposal had consultation responses and understanding what the responses are would inform the decisions to be made.

UNCC is the governance group that deals with the industry rules and the DSC Change Management Committee is responsible for implementation and approval of the solution.

The proposal is to amend the current Market Breaker tolerance to allow a greater number of 'valid' meter reads to be accepted. This applies to the (Outer Tolerance Range (OTR)). 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.

RHi summarised the representations that have been received:

- 2 accept,
- 2 reject,
- 1 defer,
- 1 not published but it was also for acceptance.

There were no representations received from any of the DNs.

The key concerns are whether or not it is beneficial to the market and whether there is further analysis to be done. Most have asked for a couple of months lead time for implementation.

The funding of 37% (Shippers) / 67% (DNs) is based on the service line it impacts.

SM highlighted that analysis; took bulk of analysis had been undertaken to choose the tolerance levels that were most appropriate. Shippers were now asking to understand the analysis as they were concerned about the consequences.

James Rigby (JR) said that AQs can go from normal to abnormal very quickly/drastically and asked if the Distribution Workgroup can share the analysis that was submitted previously? Dave Adisson (DA) confirmed that this analysis is published and is transparent. He thinks there is warrant in this Change Proposal going back to DSG for further discussion which was supported by other members.

CS added that previous referrals to DSG have been positive and it is a good opportunity to share information/concerns.

SM said that he does not want any time wasted but reluctantly accepted the request for the Change Proposal to go to DSG.

SM advised the committee that the tolerances were set by using data submitted from Xoserve data; Gazprom and EDF.

DA provided clarity for SM by advising the scope for DSG to consider should be very clear and added that there may be multiple views but then a decision will be made on the best fit.

Xoserve would publish the analysis that supports the current tolerance proposal and encouraged the interested parties to view the data and provide analysis to support any concerns they may have.

The next steps for this Change Proposal were clarified:

Vote on Shipper only funding

Vote to refer to DSG and then DWG for awareness (including any views shared at DSG).

ESm confirmed that currently, delivery will be in November 2018 within Release 3 and asked the committee to confirm this is as expected. Xoserve are currently risk assessing if anything else is impacted within Release 3, if this is the case they will report back to the next DSC Change Committee meeting.

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

<b>Voting Outcome:</b>	<b>XRN4658 – Read validation – increasing outer tolerance value for specific AQ bands for Class 3 &amp; 4 Meter Points</b>	
	1. Vote for 100% Shipper funding 2. Refer to DSG and then DWG for awareness	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	1. For 2. For
Kirsty Dudley	1	1. For 2. For
James Rigby	1	1. For 2. For
Alison Neild	1	1. For 2. For
Lorna Lewin	2	1. For 2. For
<b>Total</b>	<b>6</b>	<b>6</b>

### **2.11 XRN4635 – Provision of a Consumer Enquiry Service Web Portal (Mnumber)**

RHi confirmed this Change Proposal had been sponsored by Xoserve.

The proposal is to expand on the current MNumber service by providing a web portal service to end consumers. There has been no consultation on this to date.

This is a restricted class change to Shipper Users.

LW provided clarification on what is included in the service at the moment and what will be provided online.

LW confirmed the level of security in terms of who is eligible to access the web-based data and added that there is no way of proving who is the consumer via telephone.

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

<b>Voting Outcome:</b>	<b>XRN4635 – Provision of a Consumer Enquiry Service Web Portal (Mnumber)</b>	
	Vote for amendment to the Service Line	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	For
<b>Total</b>	<b>6</b>	<b>6</b>

## 2.12 XRN4665 - Creation of new End User Categories

RHi confirmed this Change Proposal had been sponsored by E.ON on behalf of DESC.

The CP enacts the proposals within Modification 0644 to create new EUC profiles bands within 01 and 02 bands rather than splitting 01 / 02 EUC bands. The proposal is as per the below:

Proposed new EUC Profiles for SMPs with a Rolling AQ in the AQ range for EUC Band EUC01:

- xx:Eyy01ND assigned to Non-Prepayment Domestic Supply Meter Points
- xx:Eyy01PD assigned to Prepayment Domestic Supply Meter Points
- xx:Eyy01NI assigned to Non-Prepayment I&C” Supply Meter Points
- xx:Eyy01PI assigned to Prepayment I&C” Supply Meter Points

Proposed new EUC Profiles for SMPs with a Rolling AQ in the AQ range for EUC Band EUC02:

- xx:Eyy02ND assigned to Non-Prepayment Domestic Supply Meter Points
- xx:Eyy02PD assigned to Prepayment Domestic Supply Meter Points
- xx:Eyy02NI assigned to Non-Prepayment I&C” Supply Meter Points
- xx:Eyy02PI assigned to Prepayment I&C” Supply Meter Points

ESm confirmed there is no funding for iGTs on this Change Proposal.

It was made clear that this Change Proposal should be progressed on an accelerated timescale.

It was agreed that this Change Proposal will be put forward to DSG on Monday 18 June for a preferred solution to be decided on, then it will be sent out for consultation.

KD stressed that implementation should be as quick as possible.

A 10-day consultation period was agreed, which, if the consultation is issued on 18 June, would make 02 July the close out date.

RP said that this Change Proposal is a shipper issue and he does not believe DNs should fund it.

CS said that there could be implementation issues, the sooner this is out to consultation the faster progression to a point where it can be assessed whether it can be delivered by 1 October can be made.

### Next Steps:

Shipper only Vote

Vote for 100% Shipper funding to allow referral to DSG.

The Shipper representatives considered approving the Change Proposal request, and approved moving to the next stage:

<b>Voting Outcome:</b>	<b>XRN4665 - Creation of new End User Categories</b>	
	Vote for 100% Shipper funding to allow referral to DSG	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	For

Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	For
<b>Total</b>	<b>6</b>	<b>6</b>

**3. Approval of Change documents**

**3.1 XRN4568 – DSC Service Description Table Cosmetic Changes to Service Line - CCR for Approval**

ESm confirmed that the Change Completion Report (CCR) is being requested for approval to close the change which was a cosmetic change to the service line. All Constituency representatives are required to vote.

The implementation date was confirmed as 16 February 2018.

The Shipper User Committee representatives considered approving the Change Proposal, and approved the CCR as follows:

<b>XRN4568 - DSC Service Description Table Cosmetic Changes to Service Line - CCR for Approval</b>		
Vote to approve and close down		
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	For
<b>Total</b>	<b>6</b>	<b>6</b>
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Chris Warner	1	For
Richard Pomroy	1	For
Phil Lucas (Alternate for Beverley Viney)	2	For
Nicky Rozier (Alternate for Katy Binch)	2	For
<b>Total</b>	<b>6</b>	<b>6</b>

**3.2 XRN4695 – Investigating Causes and Contributors to Levels and Volatility of Unidentified Gas – BER Approval**

This topic was covered under agenda item 2.9. The BER will be presented for approval in July.

**4. Release Approvals / Updates**

**4.1 Future Release 2.0 – Project Dashboard and Plan**

Lee Chambers (LCh) talked the committee through the material provided for the meeting explaining that 10 of the 13 Change Requests have had regression testing completed and there is hope that one more will be completed today.

He advised there is a Webex meeting planned with customers on 14 June 2018.

When asked, LCh confirmed there are 16 individual change requests, these are published on Xoserve.com.

**New Action 0601: LCh to issue link to where the Change Requests are published.**

## 4.2 Future Release 3

### 4.2.1 Release 3 Project Dashboard and Plan

Padmini Duvvuri (PD) presented the XRN4572 Dashboard which gave an update to UKLink Release 3. She explained that Track 1 (which has 13 Changes) is making good progress and Track 2 (XRN4454) has a number of internal and external changes for the Cadent/NGT separation.

When asked, PD confirmed she expects the build of Track 2 to be put back by a further 2 weeks and that until testing and build, the risks will remain as portrayed on the plan.

### 4.3 Future Release June 2019

LCh presented the Future Release plan and highlighted it is now showing Internal and External Governance.

He then showed the high-level RAG status, in terms of delivery for the June 2019 release.

LCh confirmed this is a roadmap to say what is coming and what stage it is at, he also advised that is an extract from the Change Proposal register.

ES confirmed the master record is the Change Proposal register and that this is just a snapshot that comes to this meeting. KD asked for this to be put on the Governance agenda for Fridays meeting.

### 4.4 Central Switching Service (CSS) Update

Dave Turpin (DT) gave an update on the Central Switching Service (CSS).

The future plan shown on slide 3 of the presentation shows the Ofgem Timeline; Consequential changes and Costs and Deliverables for any BID to tender for being the CSS provider.

Over the coming months, DT explained that there will be a number of areas that need to be shared with and approval sought from the DSC committees; the diagram on slide 4 of the presentation describes the areas, indicative time scales and the assumed committee that will provide approval.

## 5. Change Logs

### 5.1 Bubbling Under Report

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

- UNC0621/A/B/C/D/E/F/H/J/L: This is currently at consultation.
- UNC0619/A/B: Ofgem decision awaited.
- Urgent Modifications UNC0642/A and UNC0643, waiting an Ofgem decision.
- UNC630R, no direct system changes however further modifications may be raised as a result of the review.
- UNC0636/A/B/C and new UNC0636D: This is currently at consultation.
- UNC0639R: With Workgroup.
- UNC0641S: With Workgroup.
- UNC0644: With Workgroup.
- UNC0647: With Workgroup.
- UNC0649S, on hold, this is a permissions modification for further discussion at Workgroup.
- UNC0651: With Workgroup.
- UNC0652: With Workgroup.
- UNC0653: With Workgroup.
- UNC0654: Issued to Workgroup.
- UNC0655S: With Workgroup.

- UNC0657, Request for Workgroup.
- UNC0658: Request for Workgroup.
- UNC0659: Request for Workgroup.

**5.2 Xoserve DSC Implementation Plan**

RHi presented the implementation plan; there are 6 changes due for approval.

<b>Voting Outcome:</b>	<b>Implementation Plan - 6 Changes for approval</b> Change 1of6 XRN4354 Request for New DNO Report to identify the nested CSEP’s Hierarchy	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	
<b>Total</b>	<b>6</b>	<b>6</b>
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Chris Warner	1	For
Ricahrd Pomroy	1	For
Phil Lucas (Alternate for Beverley Viney)	2	For
Nicky Rozier (Alternate for Katy Binch)	2	For
<b>Total</b>	<b>6</b>	<b>6</b>

This will be issued as a minor release. RHi to include in the minor release program July/August and will be included in the change pack and confirmation of the implementation date will be provided.

<b>Voting Outcome:</b>	<b>Implementation Plan - 6 Changes for approval</b> Change 2of6 Update to Rejection Code List	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	
<b>Total</b>	<b>6</b>	<b>6</b>
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Chris Warner	1	For
Richard Pomroy	1	For
Phil Lucas (Alternate for Beverley Viney)	2	For
Nicky Rozier (Alternate for Katy Binch)	2	For
<b>Total</b>	<b>6</b>	<b>6</b>

RHi advised that some late reps were received; Xoserve have to publish on a certain date, where possible can members please adhere to the deadlines set.

<b>Voting Outcome:</b>	<b>Implementation Plan - 6 Changes for approval</b> Change 3of6 XRN4449 PSR Requirements – Supplier report	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	For
<b>Total</b>	<b>6</b>	<b>6</b>
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Chris Warner	1	For
Richard Pomroy	1	For
Phil Lucas (Alternate for Beverley Viney)	2	For
Nicky Rozier (Alternate for Katy Binch)	2	For
<b>Total</b>	<b>6</b>	<b>6</b>

<b>Voting Outcome:</b>	<b>Implementation Plan - 6 Changes for approval</b> Change 4of6 XRN4542 Changes to the Shipper Portfolio Report	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	For
<b>Total</b>	<b>6</b>	<b>6</b>
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Chris Warner	1	For
Richard Pomroy	1	For
Phil Lucas (Alternate for Beverley Viney)	2	For
Nicky Rozier (Alternate for Katy Binch)	2	For
<b>Total</b>	<b>6</b>	<b>6</b>

<b>Voting Outcome:</b>	<b>Implementation Plan - 6 Changes for approval</b> Change 5of6 XRN4453 Confirmation of File Format Changes and clarification on Version Control	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	1	For

Lorna Lewin	2	For
<b>Total</b>	<b>6</b>	<b>6</b>
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Chris Warner	1	For
Richard Pomroy	1	For
Phil Lucas (Alternate for Beverley Viney)	2	For
Nicky Rozier (Alternate for Katy Binch)	2	For
<b>Total</b>	<b>6</b>	<b>6</b>

<b>Voting Outcome:</b>	<b>Implementation Plan - 6 Changes for approval</b> Change 6of6 XRN4449 Amendment of CDSP Retention Policy	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	For
<b>Total</b>	<b>6</b>	<b>6</b>
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Chris Warner	1	For
Richard Pomroy	1	For
Phil Lucas (Alternate for Beverley Viney)	2	For
Nicky Rozier (Alternate for Katy Binch)	2	For
<b>Total</b>	<b>6</b>	<b>6</b>

### Final tab – outages

RHi advised there will be a Gemini and Gemini Exit outage this weekend, 16/17 June 2018.

Xoserve have been asked to add outages to their web page, it was confirmed this is in development.

### 5.3 Gemini Horizon Planning

DT provided an overview of the upcoming changes to Gemini for information.

He confirmed there is very little change to what was advised last month.

### 5.4 UK Link Changes plan on a page

ESm presented the UK Link Changes Delivery Plan on a page.

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.

This current plan includes Modification 0619/A/B, CSS and UIG, although ESm did highlight that the new UIG change (Modification 0658) is not currently considered on this plan.

## 6. Finance and General Change Budget Update

Max Pemberton (MP) provided the committee with an update and highlighted a white space within the pie chart which will be updated when information on Release 4 is available.

The Dashboard provides information on Totals by Budget Area; Current Year Value of Work Done Split by Customer Class; Details of Changes and the DSC Change Budget Utilisation.

## 7. Review of Outstanding Action(s)

**0401:** Xoserve to consider how to incorporate the consideration of industry readiness for Change Releases.

**Update:** ESm presented the Release 3 Industry Impacts & Recommendation. Slide 3 detailed impacted party/parties and advised XRN4454 is the only impacted party to Release 3 for this particular CR. This is a big change. Everything else should go through. Nothing else has been highlighted to stop this release progressing.

Next step is take forward to DSG to ratify. KD in terms of compliance, this might be one to take to Governance. ESm confirmed that the readiness of individuals should not impact delivery of the change.  
**Closed.**

**0402:** Xoserve to consider the completeness of information and the central location of Change Proposal paperwork, Change Packs, Representations etc.

**Update:** Aspire to have all this in one place on Xoserve.com and easy to find. Working on having the right technology in place for Q3/Q4. Xoserve working with JO to ensure all CPs are published on JO website in the meantime. How to receive change packs is to be discussed at DSG.

**Closed.**

**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.

**Update:** this has been completed, Xo and JO are working together to ensure all CPs are published.  
**Closed.**

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

**Update:** All completed as part of Release 2. **Closed.**

## 8. Any Other Business

### 8.1 Terms of Reference for DSG Review

ESm advised this will be brought to the next DSG meeting. Approval of the TOR will be at the next Change meeting.

### 8.2 Change Assurance Update

Jane Rocky (JRo) gave the committee a Change Assurance update which covered the background, the framework, the change assurance plan and interactions with DSC Change Committee.

JRo explained the proposed approach and interactions with the DSC Change Management Committee, advising that there will be:

- Monthly provision of Change Assurance plan on a page (POAP) included with UK Link and Gemini POAP's
- Monthly provision of Dashboard of Change Assurance Assessment Results
- Quarterly attendance by the Head of Change Assurance (JRo) at DSC Change Committee
- If there are any Red or Amber results to communicate, the Head of Change Assurance will attend DSC Change Committee

- DSC Change Committee can request the attendance of the Head of Change Assurance on an ad hoc basis.

Please see the presentation provided for the meeting for further details which can be found here: <https://www.gasgovernance.co.uk/DSC-Change/130618>.

### 8.3 Modification 0621 GB Charging Project Update

PO provided a brief update on the GB Charging Project relating to Modification 0621, including alternative modifications A-L, advising that this is currently out for consultation with the industry.

He advised that Xoserve have an established project in place and it is currently performing detailed analysis of the changes (including UKL) required to support Modification 0621 and its alternatives. This phase is due to conclude in June 2018, Xoserve will then engage with the DSC Change Management Committee to determine an appropriate release approach.

Progress of this project will be communicated to the DSC Change Management Committee.

### 8.4 DSC Governance Group Update

ES confirmed that the Governance Group are meeting on Friday 15 June 2018.

### 8.5 RAASP Update

PO gave an update on RAASP. He advised there was a RAASP Workshop held by Xoserve on Thursday 24 May where the original RAASP scenarios were assessed for validity for customers.

When asked, it was confirmed that there are differences between Modification 0434 and 0624R, as there are different solutions.

CW raised a concern that a strategic change prioritisation planning debate is necessary in the near future to discuss how all the major projects will all fit together.

**New Action 0602: Given the busy Industry workload, (RAASP; CSS and UIG etc), LW to highlight any delivery risks over the next 2-3 years and where the Change Management Committee may be required to prioritise delivery.**

## 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 11 July 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.
10.15 Wednesday 08 August 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.
10.15 Wednesday 12 September 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.
10.15 Wednesday 10 October 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.

<b>Action Table (as at 13 June 2018)</b>					
<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
<b>0401</b>	11/04/18	5.1.1	Xoserve to consider how to incorporate the consideration of industry readiness for Change Releases	Xoserve	<b>Closed</b>
<b>0402</b>	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)	<b>Closed</b>
<b>0501</b>	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)	<b>Closed</b>
<b>0502</b>	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)	<b>Closed</b>
<b>0601</b>	13/06/18	4.1	LCh to issue link to where the Change Requests are published.	Xoserve (LCh)	<b>Pending</b>
<b>0602</b>	13/06/18	8.5	Given the busy Industry workload, (RAASP; CSS and UIG etc), LW to highlight any delivery risks over the next 2-3 years and where the Change Management Committee may be required to prioritise delivery.	Xoserve (LW)	<b>Pending</b>