

**UNC DSC Change Management Committee Minutes**  
**Wednesday 23 July 2018**  
**at Lansdowne Gate, 65 New Road, Solihull B91 3DL**

**Attendees**

Rebecca Hailes (Chair)	(RHa)	Joint Office	Non-Voting
Helen Bennett (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
John Welch	(JR)	Npower	Class A-Voting Alternate
Alison Neild*	(AN)	Gazprom	Class B-Voting Alternate (3 votes)

**Transporter Representatives**

Sally Hardman	(CW)	Cadent	DNO-Voting Alternate
Richard Pomroy*	(RP)	WWU	DNO-Voting
Phil Lucas*	(PL)	National Grid NTS	NTS-Voting Alternate (2 votes)
Katy Binch*	(NR)	BU UK	iGT-Voting and Alternate (2 votes)

**CDSP Change Management Representatives**

Emma Smith	(Esm)	Xoserve	Non-Voting
Linda Whitcroft	(LWi)	Xoserve	Non-Voting
Rachel Hinsley	(RHi)	Xoserve	Non-Voting

**Observers**

Andy Clasper*	(AC)	Cadent	Non-Voting
Gareth Evans*	(GE)	Waters Wye Associates	Non-Voting
Mark Jones	(MJ)	SSE	Non-Voting
Richard Johnson	(RJ)	Xoserve	Non-Voting
Surfaraz Tambe	(SF)	Xoserve	Non-Voting

**Apologies**

Beverley Viney  
Chris Warner  
Lorna Lewin  
Nicky Rozier

\* 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
- John Welch for James Rigby
- Katy Binch for Nicky Rozier
- Phil Lucas for Beverley Viney
- Sally Hardman for Chris Warner

**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
John Welch	Shipper Class A	1 vote Alternate for James Rigby
Alison Neild	Shipper Class B	3 votes Alternate for Lorna Lewin
Sally Hardman	DNO	1 vote Alternate for Chris Warner
Richard Pomroy	DNO	1 vote
Phil Lucas	NTS	2 votes Alternate for Beverley Viney
Katy Binch	iGT	2 votes Alternate for Nicky Rozier

**1.4. Approval of Minutes (11 July 2018)**

RH showed onscreen the amendments provided by Phil Lucas (PL) and he explained the changes being proposed. A change marked version has now been published and approval of the amended minutes will be sought at the next DSC Change Management Committee meeting on 08 August 2018.

**2. XRN4454 - Cadent/National Grid Billing Change**

Linda Whitcroft (LW) explained that implementation of this change was originally planned for Release 3 on 02 November, this was at risk and was subsequently removed from Release 3.

She went on to advise the Committee that the decision today would be whether to implement the solution on 01 February 2019 or 01 March 2019.

The committee approved removal of XRN4454 from Release 3. Both National Grid and Cadent expressed their disappointment at XRN4454 being taken out of Release 3 but reluctantly gave their approval.

The current options for implementation are:

- 01 February (extraordinary release), or
- 01 March (major release date).

Emma Smith (ES) confirmed that the RAG status for both dates is Green and added that there is some contingency built in to the 01 February release date and that Xoserve are very confident this can be delivered.

When asked, Phil Lucas (PL) confirmed that if there is a delay beyond 01 March, this would put UNC compliance at risk.

Voting Committee members were asked if there were any objections for 01 February 2019 being the delivery date for XRN4454.

Members voted unanimously for a 01 February implementation date.

<b>Voting Outcome:</b>		<b>Vote: 01 February 2019 to be the delivery date for XRN4454</b>
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	February 2019
Kirsty Dudley	1	February 2019
John Welch	1	February 2019
Alison Neild	3	February 2019
<b>Total</b>	<b>6</b>	<b>6 votes for 01 February 2019 implementation</b>
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Chris Warner	1	February 2019
Richard Pomroy	1	February 2019
Phil Lucas	2	February 2019
Katy Binch	2	February 2019
<b>Total</b>	<b>6</b>	<b>6 votes for 01 February 2019 implementation</b>

### 3. XRN4658 - OTR change to UNC Validation Rules

Rachel Hinsley (RHi) talked through the presentation provided advising that XRN4658 was approved at UNCC last Wednesday 18 July 2018.

She went on to explain that as XRN3656 is being implemented in November 2018 release, the proposal is to implement XRN4658 at the same time although it was highlighted that if XRN4658 encounters functional issues then XRN4658 would be backed out and XRN3656 would continue in the November release.

When asked, it was confirmed this is a Shipper only vote, as the costs will be 100% Shipper funded.

Members were asked to vote as follows:

1. Approval to be delivered on 02 November 2018 (in line with R3 implementation)
2. Approval of the BER costs which are 100% shipper funded

<b>Voting Outcome:</b>		<b>1. Approval to be delivered in 02 November 2018 (in line with R3 implementation) 2. Approval of the BER costs which are 100% shipper funded</b>
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	1. For implementation November 2018

		2. For BER costs
Kirsty Dudley	1	1. For implementation November 2018 – preferred Feb 2019 2. For BER costs
John Welch	1	1. For implementation November 2018 2. For BER costs
Alison Neild	3	1. For implementation November 2018 2. For BER costs
<b>Total</b>	<b>6</b>	<b>5 votes</b> for implementation November 2018 <b>6 votes</b> for BER costs

RH summarised that by a majority, the vote was approved for both the BER costs and implementation of 01 November 2018.

**4. Xoserve DSC Implementation Plan (Version 4.0)**

- **XRN4685**

RHi explained that when the communication was issued, the DSC Change Mangers requested to reject the code. For clarification an implementation date needs to be agreed.

Kirsty Dudley (KD) suggested that this needs to go in to the documentation, as this is a system change but not for Xoserve.

It was agreed that RHi would create a version control on the documentation and include the implementation date of February 2019. Once completed a communication will be issued. With this in mind it was agreed that the voting would be deferred until the 08 August meeting.

**New Action 0704: RHi to create version control so that it includes implementation date of February 2019 and issue a communication once completed.**

- **Ability to Accept Extended Reading Indexes of up to 12 Characters**

Referring to the information provided, RHi confirmed the voting is for implementation for the ability to accept reading indexes up to 12 characters and implementation in the February 2019 release.

Shippers voted unanimously for implementation.

<b>Voting Outcome:</b>		<b>Implementation for the ability to accept reading indexes up to 12 characters and implementation in the February 2019 release.</b>
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	For
Kirsty Dudley	1	For
John Welch	1	For
Alison Neild	3	For
<b>Total</b>	<b>6</b>	<b>6 For</b>

- **XRN4453**

RHi confirmed that the vote is for the confirmation of file format changes and the preferred solution option Y2.

Shippers voted unanimously for implementation.

<b>Voting Outcome:</b>		<b>Vote for confirmation of file format changes and Preferred solution option Y2</b>
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	For
Kirsty Dudley	1	For
John Welch	1	For
Alison Neild	3	For
<b>Total</b>	<b>6</b>	<b>6 For</b>

#### 5. Any Other Business

None

#### 6. Diary Planning

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

Meetings will take place as follows:

<b>Time/Date</b>	<b>Venue</b>	<b>Programme</b>
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.

**Action Table (as at 23 July 2018)**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
<b>0601</b>	13/06/18	4.1	LCh to issue link to where the Change Requests are published.	Xoserve (LCh)	<b>Closed</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 (LWi)	<b>Closed</b>

<b>0701</b>	11/07/18	2.1	Xoserve to provide further information on the 600-meter reading backlog following a change in LDZ/EZ, including; if the registered supplier has been notified; and how the backlog is progressing.	Xoserve (LWi)	<b>Pending</b>
<b>0702</b>	11/07/18	5.1	Xoserve to align the UIG (XRN4695) analytical work with the DSC Committee	Xoserve (RPa)	<b>Pending</b>
<b>0703</b>	11/07/18	5.1	Xoserve to ensure visibility of UIG (XRN4695) analytical work	Xoserve (RPa)	<b>Pending</b>
<b>0703</b>	11/07/18	10.0	Xoserve to provide a view on the potential impacts on the CSS BID and any risks to current CDSP obligations.	Xoserve (LWi)	<b>Pending</b>
<b>0704</b>					