

**UNC DSC Change Management Committee Minutes**  
**Wednesday 08 August 2018**  
**at Lansdowne Gate, 65 New Road, Solihull B91 3DL**

**Attendees**

Bob Fletcher (Chair)	(BF)	Joint Office	Non-Voting
Mike Berrisford (Secretary)	(MB)	Joint Office	Non-Voting

**Shipper User Representatives**

Graham Wood*	(GW)	British Gas	Class A-Voting
James Rigby	(JR)	Npower	Class A-Voting
Kirsty Dudley*	(KD)	E.ON	Class A-Voting
Lorna Lewin*	(LL)	DONG Energy	Class B-Voting + Alternate (3 votes)

**Transporter Representatives**

Chris Warner	(CW)	Cadent	DNO-Voting
Joanna Ferguson	(JF)	NGN	DNO-Voting Alternate
Phil Lucas	(PL)	National Grid NTS	NTS-Voting Alternate (2 votes)
Katy Binch*	(KB)	ESP	iGT-Voting and Alternate (2 votes)

**CDSP Change Management Representatives**

Emma Smith	(ESm)	Xoserve	Non-Voting
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**Observers**

Alison Davis*	(AD)	Xoserve	Non-Voting
Deborah Spencer	(DS)	Xoserve	Non-Voting
Ellie Rogers	(ER)	Xoserve	Non-Voting
Emma Lyndon	(EL)	Xoserve	Non-Voting
Fiona Cottam	(FC)	Xoserve	Non-Voting
Julie Brotherton	(JD)	Xoserve	Non-Voting
Kishan Nundloll	(KN)	Electralink	Non-Voting
Lisa Lindstedt*	(LLi)	EDF Energy	Non-Voting
Louise Hellyer	(LH)	Total Gas & Power	Non-Voting
Mark Jones	(MJ)	SSE	Non-Voting
Megan Coventry	(MC)	Xoserve	Non-Voting
Padmini Duvvuri	(PD)	Xoserve	Non-Voting
Ranjit Patel	(RPa)	Xoserve	Non-Voting
Rebecca Roden	(RR)	Xoserve	Non-Voting
Sally Hardman	(SH)	SGN	Non-Voting
Simon Harris	(SH)	Xoserve	Non-Voting
Lee Chambers	(LC)	Xoserve	Non-Voting

**Apologies**

Alison Neild  
Beverley Viney

Nicky Rozier

Richard Pomroy

*\* via teleconference*

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

## 1. Introduction

Opening the meeting, BF apologised for the confusion over the start time, confirming that it should have been 10:15 and not 10:00 as noted on the agenda and meeting email invite.

### 1.1. Apologies for absence

Please refer to above table.

### 1.2. Alternates

Joanna Ferguson for Richard Pomroy

Lorna Lewin for Alison Neild

Phil Lucas for Beverley Viney

Katy Binch for Nicky Rozier

### 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)
Lorna Lewin	Shipper Class B	3 votes (2.2.9 applies = 1xClass B + 1xClass C) and Alternate for Alison Neild
	Shipper Class C	
Chris Warner	DNO	1 vote
Joanna Ferguson	DNO	1 vote Alternate for Richard Pomroy
Phil Lucas	NTS	2 votes and Alternate for Beverley Viney
Katy Binch	iGT	2 votes and Alternate for Nicky Rozier

### 1.4. Approval of Minutes (11 & 23 July 2018)

Noting that the minutes have already been amended following feedback from P Lucas, the minutes from the two previous meetings were approved.

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

<https://www.gasgovernance.co.uk/DSC-Change/110718>

### 2.1. XRN4717 Use of up to date Forecast weather data in first NDM Nominations Run

LH provided the rationale behind this Change Proposal during which it was noted that this relates to a minor enhancement (reducing volatility in Nominations) to the Gemini system that had previously been discussed at DESC. FC pointed out that this change was originally missed off the 2015 EU related changes that led to questions from the industry in circa June/July 2017 as to why there was no CWV file.

When asked whether or not this is the only potential solution, FC responded by explaining that the alternative would be to 'do nothing'. However, this matter only becomes an issue when experiencing significant weather variations.

When asked whether this Change Proposal potentially improves UIG volatility aspects, FC confirmed that it could where large weather swings occur. In essence, this Change Proposal should provide more accurate predictions earlier in the Gas Day process, which should also help parties when making their commercial decisions in terms of trading and final positions.

When asked if Xoserve could provide more detailed supporting information in order to help to reduce the projected timeline associated with this change, ESm responded by explaining that she would ensure that a communication is issued as part of the forthcoming Change Pack communication.

The Transporter and Shipper (excluding IGTs) representatives considered approving the Change Proposal, and thereafter unanimously approved it going straight to a solution review.

<b>Voting Outcome:</b>		
<b>XRN4717 Use of up to date Forecast weather data in first NDM Nominations Run</b>		
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	For
James Rigby	1	For
Kirsty Dudley	1	For
Lorna Lewin	3	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
Joanna Ferguson	1	For
Phil Lucas	2	For
Katy Binch	2	For
<b>Total</b>	<b>6</b>	<b>6</b>

**2.2. XRN4715 Indication of consumer sub-deduct pipework**

ESm pointed out that this Change Proposal has been withdrawn.

**2.3. XRN4713 Actual read following estimated transfer read calculating AQ of 1 (linked to XRN4690)**

JR provided an overview of the rationale behind this (Shipper only) Change Proposal explaining that it seeks to resolve AQ miscalculations.

ESm suggested that further discussions around the finer aspects of the delivery elements of the enduring solution aspects would be needed in due course.

When asked whether or not this Change Proposal should be the subject of an initial solution view, ESm responded by advising that in her view this would not be necessary, as it has already been discussed in some detail, and is now ready to be sent to the DSG for consideration, followed by being sent out for review next month.

The Shipper representatives considered approving the Change Proposal request, and thereafter unanimously approved referring this to the DSG.

<b>Voting Outcome:</b>		
<b>XRN4713 Actual read following estimated transfer read calculating AQ of 1 (linked to XRN4690)</b>		
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	For
James Rigby	1	For
Kirsty Dudley	1	For
Lorna Lewin	3	For
<b>Total</b>	<b>6</b>	<b>6</b>

**2.4. XRN4650 Automation of M Number DVD (M Number Download Service)**

ESm explained that this Change Proposal is presented to the Committee for information purposes only.

Moving on, ESm explained that the aim is to remove the DVD provision circa September 2018, leaving the USB provision to run for a further 12 months thereafter, before it is decommissioned. Parties were asked to note that the new download service would run in parallel with the USB provision.

When asked whether or not any testing had been undertaken on the larger download aspects, especially from the ‘customers perspective’, ESm agreed to investigate further.

**New Action: 0801: Reference Change Proposal XRN4650 Automation of M Number DVD (M Number Download Service) - Xoserve (ESm) to look to consider the larger file download impacts, especially from the ‘customers perspective’ and to ensure the matter is debated at the next DSG meeting.**

KD went on to suggest that care would be needed around the potential delivery timescales on the grounds that 12 months may not be sufficient time to ensure that Account Managers are engaged correctly, especially around the transitional aspects and changing service provision.

**3. New Change Proposals - Post Initial Review (None)**

In proposing consideration of all four (DNO and IGT) Change Proposals in one grouped vote, ESm explained that two positive responses supporting the proposed changes had been received.

**3.1. XRN4691 CSEPS IGT and GT file formats (CGI file)**

The DNO and IGTs representatives considered approving the Change Proposal, and thereafter unanimously approved.

<b>Voting Outcome:</b>	<b>XRN4691 CSEPS IGT and GT file formats (CGI file)</b>	
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Chris Warner	1	For
Joanna Ferguson	1	For
Katy Binch	2	For
<b>Total</b>	<b>4</b>	<b>4</b>

**3.2. XRN4692 CSEPS IGT and GT file formats (CIN file)**

When KB highlighted the two questions outlined within her response to this Change Proposal, AD responded by providing an explanation on the two clarification points outlined on page 4 before confirming that this relates to a critical data item.

The DNO and IGTs representatives considered approving the Change Proposal, and thereafter unanimously approved.

<b>Voting Outcome:</b>	<b>XRN4692 CSEPS IGT and GT file formats (CIN file)</b>	
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Chris Warner	1	For
Joanna Ferguson	1	For
Katy Binch	2	For
<b>Total</b>	<b>4</b>	<b>4</b>

**3.3. XRN4693 CSEPS IGT and GT file formats (CIC CIR CAI CAO DCI DSCO CIN CCN CUN files)**

The DNO and IGTs representatives considered approving the Change Proposal, and thereafter unanimously approved.

<b>Voting Outcome:</b>	<b>XRN4693 CSEPS IGT and GT file formats (CIC CIR CAI CAO DCI DSCO CIN CCN CUN files)</b>	
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Chris Warner	1	For
Joanna Ferguson	1	For
Katy Binch	2	For
<b>Total</b>	<b>4</b>	<b>4</b>

**3.4. XRN4694 CSEPS IGT and GT File Formats (create new Data Validations)**

The DNO and IGTs representatives considered approving the Change Proposal, and thereafter unanimously approved.

<b>Voting Outcome:</b>	<b>XRN4694 CSEPS IGT and GT File Formats (create new Data Validations)</b>	
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Chris Warner	1	For
Joanna Ferguson	1	For
Katy Binch	2	For
<b>Total</b>	<b>4</b>	<b>4</b>

**4. New Change Proposals - Post Solution Review**

ESm confirmed that there is no update for August.

**5. Approval of Change documents**

**5.1. XRN4632 Analysis for Gemini enhancements (BER)**

When BF explained that this BER was submitted as a late paper the day before the meeting, those in attendance agreed to accept the document at short notice.

DS provided a brief supporting explanation behind this (NTS only) BER explaining that a couple of further items had been highlighted the previous day, which can be amended in due course, without delaying consideration and progress at today’s meeting.

The NTS representative considered approving the BER, and thereafter unanimously approved.

<b>Voting Outcome:</b>	<b>XRN4632 Analysis for Gemini enhancements (BER)</b>	
<b>NTS Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Phil Lucas	2	For
<b>Total</b>	<b>2</b>	<b>2</b>

## 6. Release Approvals / Updates

### 6.1. Release 2.0 – Project Dashboard

LC provided a brief overview of the (for information only) presentation before explaining that there were a few cosmetic issues experienced with the XRN4299 related reports. As far as XRN4249 is concerned, it is hoped that a further update would be provided in October/November.

### 6.2. Release 3 Update

#### 6.2.1. Release 3 Project Dashboard and Plan Update

PD provided a brief overview of the (for information only) presentation outlining that as far as the 13 Track 1 changes are concerned, 3 have been completed to date leaving the remaining 10 'on track'. It was noted that Track 2 (XRN4454) contains key billing elements appertaining to the National Grid / Cadent separation and discussions between the various impacted parties remain ongoing.

Parties were asked to note that registration for the Market Trials are open until the middle of next week (w/c Monday 20 August 2018) and that a WebEx facility would be available.

Examining the '*UK Link Release 3 – Plan*', PD advised that this reflects the current Track 1 and 2 positions.

#### 6.2.2. Release 3 Market Trials Approach

PD provided an overview of the (for information only) presentation during which she advised that the DSG has considered adoption of weekly feedback meetings, commencing from 10 September 2018 onwards.

In considering the '*MT Plan*' slide, PD explained that Xoserve has recently informed the DSG of the details behind the file runs. Furthermore, the DSG have indicated that they are happy with the high level scenarios provided by Xoserve.

PD then highlighted the 'key' Go/No Go points within the timeline as being on or around 07 September 2018.

In quickly reviewing the two '*Release 3 MT Participation Recommendation*' slides (1) and (2), PD explained that these potentially involve 'Shipper heavy' commitment. Should anyone have any questions surrounding these matters, please contact PD direct and she would be happy to walk them through the processes and requirements on a one to one (organisational / individual) basis.

### 6.3. Future Release June 2019/September 2019

LC (and ESm) provided a brief summary of the '*June 2019 Release Scope*' presentation, during which attention focused on the '*Change Proposal Index*' slide.

In recognising that some of the Change Proposals are not in an ideal position, ESm explained that following DSG discussions, it is felt that the proposals have progressed far enough forward in terms of their respective solutions. However, it should be noted that this view is caveated by the fact that where issues with any of the solutions are identified, the affected Change Proposal could / would potentially be 'pulled' from the Release.

When asked, ESm confirmed that the various '*Xos Proposed Prioritisation Scores*' have been ratified with the DSG in accordance with previously agreed criteria. ESm also advised that XRN4670 and 4676 have both been the subject of detailed DSG discussions. ESm acknowledged that as far as XRN4686 is concerned, no service line has been included.

ESm then pointed out that XRN4665 might need to be split for Gemini aspects in due course, and advised that more detail around this would be provided at the next DSG meeting.

JR indicated that he would not be able to approve these Change Proposals as being within scope for the June 2019 Release at this meeting as more time is needed to consider the details of the proposals. In accepting the point, ESm reminded those present that care is needed around the 6 month change notification requirements. She also pointed out that the updated Change Register is published on a fortnightly frequency, with the next update due on Monday (13 August 2018).

When asked, LC confirmed that the '*Complexity*' assessment (i.e. Low/Medium/High) involves a CDSP view and that he would add that fact to the column title for clarification purposes going forwards.

KD went on to request provision of a lower level of granularity that would enable her to have a better view of any proposed solution and design aspects. Supporting this request, GW added that he would also like more clarity around any potential 'drop dead' approval date aspects. Responding, LC agreed to look to enhance the Change Proposal Index to highlight detailed solution aspects, and to also look to provide a confirmation date earlier in the process, and a drop dead release date.

**New Action: 0802: Reference Future Release June 2019/September 2019 Change Proposal Index - Xoserve (LC) to look to enhance the Change Proposal Index to highlight detailed solution aspects, and to also look to provide a confirmation date earlier in the process, and a drop dead release date.**

When asked whether or not they would be happy to approve the Change Proposals as being within scope for the June 2019 Release at this meeting, representatives preferred to defer a decision until a later meeting.

#### 6.4. Change Assurance Update

ESm advised that there is no update at this time.

### 7. Central Switching Service (CSS)

#### 7.1. August Update

EL provided a brief overview of the (for information only) CSS progress update presentation during which attention focused on the '*Ofgem Switching Programme – Key Updates*' slide. EL then advised that there would be further L2 walkthroughs organised in due course.

CW suggested that care would be needed in how the interface with the Ofgem SCR aspects are managed. When asked, EL confirmed that from an Xoserve perspective, the focus is purely on system and process changes, and that her colleague D Addison, is liaising with Ofgem especially on reconciliation related aspects. EL will discuss the matter with D Addison after today's meeting, with a view to providing more information within her update at the next meeting.

### 8. XRN4695 UIG Taskforce Update

In providing a brief overview of the (for information only) '*UIG Task Force Progress Report*' presentation, RPa explained that he is not proposing to conduct a page by page review of the presentation today, but rather, provide a high level overview, starting on page 5.

In focusing on the '*Advanced Analytics: current work breakdown*' slide, RPa explained that this is primarily the 'spinning up stage' of the process.

Moving attention to the '*Issue Analysis: current work breakdown*' slide, RPa advised that he hopes to publish a UIG tracker listing at some point next week, with the expectation that the matter is discussed in more detail at the September 2018 meeting. Furthermore, the aim is to provide a weekly updated spreadsheet in due course.

When asked whether the tracker would provide a view on 'the measure of success', or whether Xoserve propose to provide additional documentation and/or information, RPa responded by explaining that the hope is to utilise the tracker spreadsheet to generate suitable discussions around, and review of, any potential issues – in short, the spreadsheet should help parties to better understand the UIG elements and issues.

In quickly reviewing the '*Issue Analysis: high level approach*' slide, RPa posed the question of funding and budget, and when parties would like to see this information appearing? Responding, KD remarked that really the matter should be the other way around with Xoserve providing the direction (view), especially aspects relating to the various potential 'drawdown points' within the process. Acknowledging the point, RPa referenced November/December, suggesting that this seems to be acceptable to most parties and that he would now look to ensure that this is considered further at the September meeting.

## 9. Change Logs

### 9.1. Bubbling Under Report

ESm provided a brief overview of the (for information only) report, highlighting a previous request asking to focus on the main changes since the previous meeting. When asked, members indicated that they would be supportive of the approach. It was agreed that any new items should be emboldened, whilst any 'drop offs' should be highlighted in grey. ESm then provided a brief summary of the rejected modifications.

When PL indicated that he was unhappy with the current wording of the Request 0661R statement, ESm agreed to change this to read as 'likely to be'.

### 9.2. Xoserve DSC Implementation Plan

In quickly reviewing the implementation plan, ESm requested (following feedback on the items by the DSG), and parties agreed to defer approval of the Change Proposals until the September 2018 meeting.

### 9.3. Gemini Horizon Planning

When ESm confirmed there are no major changes on the (for information only) Gemini Horizon plan, PL suggested that the Cadent billing related aspects need updating.

### 9.4. UK Link Changes Plan on a page

ESm confirmed there are no major changes to the plan.

## 10. Finance and General Change Budget Update

ESm provided an update and highlighted there has been no major movement since the previous meeting. It is expected that more detail on when the circa £1.1m UIG Task Force cost would be given at the September 2018 meeting.

## 11. Review of Outstanding Action(s)

**Action 0701:** Xoserve (LWi) 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.

**Update:** In noting that this action relates to Meter Points where a change in LDZ or Exit Zone has occurred, ESm then confirmed that circa 600 meter reads are included in the backlog. ESm asked parties to note that where a read is in the system for the Day requested, Xoserve are able to process the read, however if the read is not there for any reason, they cannot.

Xoserve are planning to examine the read histories with a view to discussing progression with the parties concerned, in order to agree a suitable workaround.

When asked whether Xoserve has notified Shippers involved in the 600 meter reading backlog, ESm agreed to provide a post meeting update in due course.<sup>1</sup>

It was agreed that, subject to the provision of a post meeting update, this action had now been completed. **Closed**

**Action 0702:** Xoserve (RPa) to align the UIG (XRN4695) workstreams key decisions with the DSC Committee meetings and ensure visibility of the workstreams progress by providing monthly dashboard updates

**Update:** ESm confirmed that work on this matter is already underway. **Closed**

**Action 0703 (5.1):** Xoserve (RPa) to ensure visibility of UIG (XRN4695) analytical work.

**Update:** ESm explained that this had been completed. **Closed**

**Action 0703 (10.0):** Xoserve (LWi) to provide a view on the potential impacts on the CSS BID and any risks to current CDSP deliverables.

**Update:** ESm explained that this had been completed although Xoserve are also undertaking an internal review which she hope to provide an update on progress at the September 2018 meeting. **Closed**

## 12. Any Other Business

### 12.1. Xoserve IS Refresh

In providing a very brief overview of the 'Xoserve IX Refresh' (for information only) presentation, whereby attention focused on the 'Next Steps' slide, ESm requested (on behalf of the Xoserve Project Manager), and parties agreed to defer a more detailed consideration of the matter until the September 2018 meeting.

### 12.2. RFI for SPAA Non Domestic

KN advised that the information had been published on the Electralink web site and that he would provide a link to the Joint Office in due course for inclusion within these minutes.<sup>2</sup>

KD requested that interested / impacted parties should seek to engage with the DSG on this matter.

## 13. 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 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.

<sup>1</sup> Post meeting note: Xoserve (ESm) confirmed by email that the portfolios of impacted MPRN's have not been issued to the impacted Registered User, and that Xoserve are looking into this matter and will aim to provide the details to those Customers in due course.

<sup>2</sup> Post meeting note: after the meeting, it was decided that rather than providing a link to the document, it would be preferable to publish it alongside these minutes instead.

<b>Action Table (as at 08 August 2018)</b>					
<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
0701	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)	Update provided. <b>Closed</b>
0702	11/07/18	5.1	Xoserve to align the UIG (XRN4695) analytical workstreams key decisions with the DSC Committee meetings and to ensure visibility of the workstreams progress by providing monthly dashboard updates.	Xoserve (RPa)	Update provided. <b>Closed</b>
0703	11/07/18	5.1	Xoserve to ensure visibility of UIG (XRN4695) analytical work.	Xoserve (RPa)	Update provided. <b>Closed</b>
0703	11/07/18	10.0	Xoserve to provide a view on the potential impacts on the CSS BID and any risks to current CDSP deliverables.	Xoserve (LWi)	Update provided. <b>Closed</b>
0801	08/08/18	2.4	<i>Reference Change Proposal XRN4650 Automation of M Number DVD (M Number Download Service)</i> - Xoserve (ESm) to look to consider the larger file download impacts, especially from the 'customers perspective' and to ensure the matter is debated at the next DSG meeting.	Xoserve (ESm)	<b>Pending</b>
0802	08/08/18	6.3	<i>Reference Future Release June 2019/September 2019 Change Proposal Index</i> - Xoserve (LC) to look to enhance the Change Proposal Index to highlight detailed solution aspects, and to also look to provide a confirmation date earlier in the process, and a drop dead release date.	Xoserve (LC)	<b>Pending</b>