

**UNC DSC Change Management Committee Minutes**  
**Wednesday 11 July 2018**  
**at Lansdowne Gate, 65 New Road, Solihull B91 3DL**

**Attendees**

Chris Shanley (Chair)	(CS)	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
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**

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

**Observers**

Alex Stuart	(AS)	Xoserve	Non-Voting
Andy Clasper	(AC)	Xoserve	Non-Voting
Christina Francis	(CF)	Xoserve	Non-Voting
Chris Wibberley	(CW)	Xoserve	Non-Voting
Debra Coyle	(DR)	Xoserve	Non-Voting
Dave Addison	(DA)	Xoserve	Non-Voting
Donna Hadley	(DH)	Xoserve	Non-Voting
Emma Lyndon	(EL)	Xoserve	Non-Voting
Eve Bradley	(EB)	Xoserve	Non-Voting
Fiona Cottam	(FC)	Xoserve	Non-Voting
Julie Brotherton	(JD)	Xoserve	Non-Voting
Lisa Lindstedt*	(LLi)	EDF Energy	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
Sally Hardman	(SH)	SGN	Non-Voting
Shanna Key*	(SK)	Northern Gas Networks	Non-Voting
Tab Ejaz	(TE)	Xoserve	Non-Voting

**Apologies**

Katy Binch	(KB)	ESP	iGT-Voting
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\* Via teleconference

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

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## 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)

\*\*James Rigby for Kirsty Dudley (2 votes)

### 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) 2 votes for items 2.1 and 4.1.
Alison Neild	Shipper Class B	1 vote
Lorna Lewin	Shipper Class B Shipper Class C	2 votes (2.2.9 applies = 1xClass B + 1xClass 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/110718>

### 2.1. XRN4679 Requiring a Meter Reading following a change of local distribution zone or exit zone

ESm confirmed this Change Proposal is sponsored by Xoserve and is proposing to allow the CDSP to insert a meter reading in the scenario where a Supply Meter Point moves between LDZ or EZ. Inserting a Meter Reading enables clear identification of the volume of gas attributed to the period prior to the LDZ or EZ change, and consequently the Transportation Rates applied for this period.

AN enquired about how the read is generated, if there is a replacement functionality and the need to reconfirm. ESm confirmed this will enable Shipper Users to provide, in accordance with the prevailing UNC rules, the ability to replace such Meter Readings.

LL enquired about the 600 backlog, she asked if further information could be provided on the backlog and how it was progressing.

**Action 0701: 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.**

It was suggested that Modification 0655S - Requiring a Meter Reading following a change of Local Distribution Zone or Exit Zone, could be withdrawn upon the approval of this Change Proposal. It was agreed that Xoserve would approach Steve Mulinganie, Gazprom to discuss the withdrawal of Modification 0655S.

It was confirmed that this is a restricted class change to Shipper Users therefore Shipper Users were asked whether to vote for the change to proceed or refer to DSG to consider the solution option. It was agreed to take this to DSG to ratify the solution options.

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

<b>Voting Outcome:</b>	<b>XRN4679 Requiring a Meter Reading following a change local distribution zone or exit zone - proceed to DSG</b>	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	For
James Rigby	2	For
Alison Neild	1	For
Lorna Lewin	2	For
<b>Total</b>	<b>6</b>	<b>6</b>

**2.2. XRN4676 Reconciliation issues with reads recorded between D-1 to D-5**

ESm confirmed this Change Proposal originated as an internal Xoserve change request; however, the solution is likely to have an external impact on shippers.

ESm explained a scenario where cyclic reads are present for the same day as an FINT read (outgoing shipper transfer read). The SAP system tries to apply energy and charges against the one-day reconciliation between cyclic and FINT. There are over 30k instances where this has happened.

This Change Proposal has been raised for visibility as the solution is likely to have an external impact. This change has been discussed at DSG and Xoserve recommended that this continues to be discussed at DSG. ESm confirmed that as the DSG need to consider the preferred solution no vote was required for this Xoserve change.

JR enquired if this was a defect or a change. ESm confirmed that the original solution had not considered having two reads on one day and the system not being able to manage this. At the moment Xoserve are managing a manual workaround to look at the exceptions, Xoserve would therefore like to explore a system solution.

**2.3. XRN4670 Management of a replacement read, where the read provided is identical to that already held in UK Link for the same read date**

ESm confirmed this Change Proposal originated as an internal Xoserve change request; however the solution is likely to have an external impact on shippers.

ESm explained a scenario where Shippers are currently submitting replacement readings, with a reading which is identical to the current read recorded on UK Link, for the same read date. The acceptance of these readings is impacting system performance, the generation of Exceptions and the requirement for manual intervention. The exceptions are being dealt with manually but Xoserve would like to explore an automated solution. This Change Proposal has therefore been raised for visibility. This change has been discussed at DSG and Xoserve recommended that this continues to be discussed at DSG.

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

No agenda items to discuss.

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

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

ESm confirmed this Change Proposal is 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. This has been for a solution review, 2 responses were received, one in support of option 2 and one in support of option 4.

ESm confirmed that this is a restricted class change to Shipper Users therefore Shipper Users would be asked to vote on the preferred solution option to proceed to delivery.

The Shipper representatives considered the two options and the responses received from EDF Energy and Npower. ESm believed this change could be managed outside the normal release for Option 2. However, Option 4 would need to be processed in a major Release possibly November 2019.

It was agreed Option 2 and Option 4 will need to be considered further on two separate Change Proposals. It was agreed to consider approving Option 2 with a formal vote and to raise a separate Change Proposal for Option 4.

The Shipper representatives considered approving the Change Proposal for Option 2, and approved moving to the next stage:

<b>Voting Outcome:</b>	<b>XRN4690 Actual Read Following Estimated Transfer Read Calculating AQ of 1 (Option 2)</b>	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	For
James Rigby	2	For
Alison Neild	1	For
Lorna Lewin	2	For
<b>Total</b>	<b>6</b>	<b>6</b>

#### 4.2. XRN4665 Creation of New End User Categories

ESm confirmed this Change Proposal is sponsored by EON on behalf of DESC. The CP enacts the proposals within Modification 0644 - Improvements to nomination and reconciliation through the introduction of new EUC bands and improvements for the ALP and DAF, to create new EUC profiles bands within Bands 01 and 02, rather than splitting 01 / 02 EUC bands. The proposed new profiles were:

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

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 provided a summary of the responses received on the two solution Options. From the responses received ESm confirmed that Option 2 was the preferred option with a differing view on the implementation date.

KD expressed an ultimate preference for October 2018 delivery however she recognised that this was not achievable and expressed a back-up preference for February 2019. KD also noted that Modification 0644 could be withdrawn if this Change Proposal was approved.

The committee discussed the mobilisation of resources and the impact of moving out the Cadent billing changes. LLi expressed the preference to continue to deliver the Cadent changes 01 February and conduct these changes separately. SK expressed the preference for a change at the beginning of the Gas Year, however MJ acknowledged the reduction of benefits if delivery is made post winter/mid-year. LL confirmed she would support delivery for 01 February 2019 however she was not opposed to a later implementation. She also confirmed that she did not want to move the Cadent invoicing change that may now be implemented around this time.

Due to the options available the committee agreed to take a vote on the two solution options and a separate vote on the delivery options:

<b>Voting Outcome:</b>		<b>Option 1 – New EUC with <u>different</u> UIG Share Factor</b>	<b>Option 2 – New EUC with <u>same</u> UIG Share Factor</b>
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>	<b>For/Against</b>
Graham Wood	1	Against	For
Kirsty Dudley	1	Against	For
James Rigby	1	Against	For
Alison Neild	1	Against	For
Lorna Lewin	2	Against	For
<b>Total</b>	<b>6</b>	<b>6 Against</b>	<b>6 For</b>
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>	<b>For/Against</b>
Chris Warner	1	Against	For
Ricahrd Pomroy	1	Abstained	For
Phil Lucas	2	Abstained	For
Nicky Rozier	2	Abstained	For
<b>Total</b>	<b>6</b>	<b>1 Against</b>	<b>6 For</b>

<b>Voting Outcome:</b>		<b>Delivery Option A – Feb/June 2019 Timing</b>	<b>Option B - New Gas Year October 2019</b>
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>	<b>For/Against</b>
Graham Wood	1	Against	For
Kirsty Dudley	1	For	Against
James Rigby	1	Against	For
Alison Neild	1	Against	For

Lorna Lewin	2	For	Against
<b>Total</b>	<b>6</b>	<b>3 For/3 Against</b>	<b>3 For/3 Against</b>
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>	<b>For/Against</b>
Chris Warner	1	Abstained	Abstained
Ricahrd Pomroy	1	Against	For
Phil Lucas	2	No impact/vote	No impact/vote
Nicky Rozier	2	Abstained	Abstained
<b>Total</b>	<b>6</b>	<b>1 Against</b>	<b>1 For</b>

The outcome of the votes was to proceed with Solution Option 2 and Delivery Option B.

**5. Approval of Change documents**

**5.1. XRN4695 Investigating Causes and Contributors to Levels and Volatility of Unidentified Gas (BER)**

RPa provided a presentation which provided the planning assumptions for Modification 0658 - CDSP to identify and develop improvements to LDZ settlement processes. He confirmed regular meeting updates will be provided, and Xoserve are looking for commitment for the external spend pending sign off for funding. It was recognised that further modifications may need to be considered as an output of the work conducted.

RP asked what is the aim; reduce the level or volatility of UIG, and is it about the positive or negative allocations.

RPa provided a summary on the risks and mitigations, he clarified the need to quantify the impacts of individual issues on UIG and what is driving UIG and that Xoserve are seeking analysis to better understand the volatility. RPa confirmed that a taskforce has been established and provided a project plan of the issue analysis streams. CWi provided a high-level plan for the advanced analytics, he confirmed that the consultants are creating a small team to focus on the data analysis and will be looking at algorithm development.

KD asked about the Sprints and the decisions/success criteria for moving to the next stage. RPa explained each sprint: Sprint 1 - Variable Impacts, Sprint 2 - Algorithm Development, Sprint 3 - Algorithm Performance, the decision criteria for moving to the next stage and the measurement of success. Xoserve reassured parties that regular updates will be provided to the DSC Change Management Committee. Some concern was expressed about the timing of updates and the ability to provide input. Xoserve agreed to look at the timing of the Sprints and the alignment with DSC meetings to ensure engagement with the industry at key decision points.

KD asked about the activity plan and the possible expansion of areas. FC explained the need to consider the quantification of the issues and prioritising these based on the findings. KD stressed concern about the prioritisation and Xoserve's views may differ to other parties. FC explained that the data should drive the priority rather than vested interests. RPa was keen to allow the data to drive the necessary actions and was keen to ensure transparency.

RPa provided an indicative cost breakdown of the three workstreams.

RPa agreed to the following actions/commitments; align the workstreams key decisions to the DSC Committee meetings and to ensure visibility of progress through regular updates.

**Action 0702: Xoserve 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.**

This was classified as a restricted class change for Shipper Users therefore Shipper Users were asked whether to vote for the change to proceed to the next stage:

<b>Voting Outcome:</b>	<b>XRN4695 Investigating Causes and Contributors to Levels and Volatility of Unidentified Gas (BER)</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>

## 5.2. XRN4632 Analysis for Gemini enhancements (BER)

This item was deferred until August 2018.

## 6. Release Approvals / Updates

### 6.1. Future Release 2.0 – Project Dashboard and Implementation Update

CF provided an update on the XRN4361 – UK Link Release 2 Delivery. She confirmed implementation had been successful, post implementation support commenced on 01 July 2018, which has identified a number of issues and these are being worked on. CF clarified that following implementation of XRN4249, relating to Address Management Part B, there will be a need to review how the functionality is deployed and this will be discussed within DSG.

### 6.2. Future Release 3

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

PD presented the XRN4572 Dashboard which gave an update to UK Link Release 3. She explained that Track 1 (which has 13 Changes) is making good progress and the redness on the dashboard relates to XRN4454 being behind tracking for the build phase. PD reported that Track 2 (XRN4454) has a number of internal and external changes for the Cadent/National Grid separation, and that the billing process has seen some complexities and greater resources are required to mitigate the build plan. Xoserve and trying to accelerate the build to keep on track however the external reporting is at risk and needs more time to deliver.

CS confirmed an extraordinary Change Management Committee has been scheduled for Monday 23<sup>rd</sup> July 2018, to consider and approve the preferred options if different to the current plan, and allow Release 3 to proceed with the preferred delivery option.

PD explained the current plan and the options presented at DSG for Track 1 and Track 2.

PD provided the Track 2 and forecast for the build and test dates, and a summary of 4 options:

Option 1 - continue with current plan

Option 2 - continue as is with an extended Market Trial window.

Option 3 - move release 3 delivery to a contingency date of 30<sup>th</sup> November 2018. However the assessment for this is that this would not provide enough time.

Option 4 - split release 3 delivery into two tracks to preserve 2nd November for 13 changes and deliver Track 2 on 1st Feb 2019.

The committee considered the extent of the changes and the alignment of documentation. There was an initial consensus preference for Option 4 as this had less delivery risk than the others albeit it was recognised that a formal decision would not be made until 23<sup>rd</sup> July 2018 to allow parties time to consider the Proposals.

PL expressed disappointment with regards to the delay to the changes for the Cadent/National Grid separation and sought for assurance from Xoserve for delivery by latest 1st March 2019 in order to maintain compliance with the UNC (i.e. the period for which the existing interim arrangements are permitted). TE confirmed that he had a very high level of confidence that XRN 4454 would be delivered by 1<sup>st</sup> February 2019 in the event that the Committee approved this option.

PD urged parties to attend the DSG Monday 16th July 2018 that is intending to develop option 4 further.

CW asked Xoserve for a report which provides a full explanation to parties to understand the route cause and the cost implications. It was agreed that the information would be provided in advance of the meeting on the 23rd July PH comment that he was not sure if this was agreed by Xoserve and the information had not been provided ahead of the 23 July Meeting) to enable parties to provide approval for the preferred option.

**Commented [LP1]:** Not sure this was agreed by Xoserve. This information has not been provided ahead of the 23<sup>rd</sup> July meeting.

### 6.3. Future Release June 2019

LWi provided a summary of the functional releases next year in June, and an update on the changes required for Modification 0621 - Amendments to Gas Transmission Charging Regime. Part of the analysis explored realigning dates, however PL emphasised that there is not an option to go beyond 01 October 2019 for the Modification 0621 changes.

LWi provided a high-level summary of the 4 Options for the 2019 Release planning. The committee considered the timing of the release options. It was acknowledged that there needs to be a September release for Modification 0621. LWi confirmed an update will be provided at the next meeting when the scope will need to be agreed.

LWi noted the need for adhoc releases and cross platform changes, she asked going forward how to best manage adhoc releases and whether we should be having a placeholder for a Gas Year Release.

ESm provided the future change release scope for June 2019 which provided 16 placeholders for changes. The initial view was the suite of changes were achievable. PL enquired about the funding of each change. It was agreed to add a column to the spreadsheet to identify where the funding had been agreed/approved and the parties funding the change.

ESm pointed out this does not include and in flight UNC Modifications where the Change Proposals have yet to be raised.

### 6.4. Change Assurance Update

EB gave an update on the Release 3 change assurance activities being undertaken. EB provided the Change Assurance Report Action Plan and TE provided a summary of the future release capability.



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**7. Central Switching Service (CSS)**

EL provided a presentation with the latest updates with regards to the Ofgem Switching Programme including the plan on a page with the Ofgem timelines, the consequential changes and the Xoserve bid.

EL confirmed that Xoserve are working on the response to the DCC questionnaire and the Level 2 analysis for the consequential impacts. It is anticipated that the analysis will complete at the end of September and Xoserve hope to commence industry discussions on the changes in October and discuss the solution options.

EL noted that Ofgem released a consultation on the 5<sup>th</sup> June for the proposed changes. The proposals included a new dual Fuel Retail Energy Code and new licence obligations. Xoserve are reviewing these and will share their response on 23<sup>rd</sup> July at the Contact Management Committee.

It was confirmed that the Request Modification 0630R- Review of the consequential changes required in UNC as a result of the Ofgem Switching Programme, is drawing to a close and the Workgroup Report is currently being prepared. CS confirmed the report and supporting BRD would be shared with Workgroup participants prior to submission to the August Panel.

EL confirmed as part of the level 2 analysis, 3 Change Proposals have been created and the Design Review Group will be looking at the change process. Invitations to the group have been issued.

EL provided the original Ofgem timeline and confirmed nothing has changed on the timeline for this month. EL provided a slide of the planned DSC Governance where approval will be sought from the DSC Committee.

## 8. Change Logs

### 8.1. Bubbling Under Report

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

- UNC0621/A/B/C/D/E/F/H/J/L: Consultation closed. Final Modification report being considered at July Panel.
- UNC0619/A/B: Ofgem decision awaited, June 2019 scope candidate
- Urgent Modifications UNC0642/A and UNC0643: Waiting an Ofgem decision.
- UNC630R: Workgroup Report being produced. CSS project updates expected going forward.
- UNC0636/A/B/C and new UNC0636D: With Ofgem for decision.
- UNC0639R: Workgroup concluded.
- UNC0644: With Workgroup expecting withdrawal.
- UNC0647: With Workgroup, candidate for June 2019 scope,
- UNC0649S, on hold, this is a permissions modification for further discussion at Workgroup.
- UNC0651: With Workgroup.
- UNC0652: With Workgroup.
- UNC0653: With Workgroup.
- UNC0654: With Workgroup.
- UNC0655S: With Workgroup, anticipating withdrawal.
- UNC0657, With Workgroup.
- UNC0658: Approved.
- UNC0659: With Workgroup.
- UNC0660S: With Workgroup.
- UNC0661R: With Workgroup.
- UNC0662: With Workgroup.

### 8.2. Xoserve DSC Implementation Plan

ESm presented the implementation plan; confirming that there are 3 changes due for approval, these included the New DN Report and an Update to Rejection Codes.

ESm confirmed that 2 representations had been received with regards to the Rejection Codes and Xoserve were seeking approval for the live rejection code, which is already in use, to allow the documentation to be updated and released ASAP. KD challenged that the rejection code may not be built into some Shipper systems and some parties may not be able to manage the exceptions. LWi highlighted the importance of parties being able to find things more easily and the implications of not having up to date documentation. It was recommended this should be implemented as soon as possible. It was suggested the change could be made in August 2018. KD offered an alternative suggestion for a release in February 2019. It was agreed to defer approval of the rejection code until 23<sup>rd</sup> July meeting to allow parties further time to consider.

ESm reported 3 outages for Gemini including an outage on Sunday 15 July 2018, in addition to the pre-notified August outages. ESm confirmed a formal Xoserve Communication had been issued with the information on the outages on 10<sup>th</sup> July 2018.

It was agreed to defer approving the Implementation plan to allow this to be confirmed/corrected. The updated version will be published for approval on 23<sup>rd</sup> July.

### 8.3. Gemini Horizon Planning

ESm confirmed no change.

### 8.4. UK Link Changes Plan on a Page

ESm provided the UK Link Changes Plan on a Page and confirmed a further update is required to reflect recent changes to Release 3.

## 9. Finance and General Change Budget Update

ESm provided an update and highlighted there has been no major movement.

## 10. Review of Outstanding Action(s)

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

**Update:** ESm confirmed this had been completed. **Closed.**

**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.

**Update:** LWi provided an initial view of the significant changes until 2020. CW enquired about Xoserve's CSS BID and any risk this may place on current CDSP deliverables. **Closed.**

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

## 11. Any Other Business

### 11.1. 2018-19 UNC User Representatives Process

CS advised that the nomination of Shipper/User Representatives closes on 20 July 2018 and actively encouraged current members to ensure their company SPoCs provides a nomination form to [unselection@gasgovernance.co.uk](mailto:unselection@gasgovernance.co.uk) for the DSC Contract, DSC Change and DSC Credit Committees.

### 11.2. IX Update

DH provided an update on the IX Service migration from Vodafone to Gamma and advised parties on the process being undertaken to ensure site access and what the roll out plan is.

A summary of activities was provided which included the roll out plan dependent on the survey responses, new circuit installations, router installations and server installations. From July new circuit installations and connectivity testing will commence.

### 11.3. DSC Governance Update

ESm provided the committee with an update on the Governance Sub Group considerations and recommendations. In summary ESm explained that the ROM process will be a stand-alone process, Change Proposals will not be raised for ROMs and the Change Management Procedure will need to be changed to reflect this. A Change Register is being worked on and the publication of documents will remain with the Joint Office until Xoserve are in a position to change this.

LL highlighted the need to consider how the forms are capturing party responses that gives an overall view.

KD asked for clarification on what the Change Committee would be approving. ESm explained approval would be required to start to use the templates and update the process, with a recognition that work still needs to be done under a programme of continual improvement and refinement as an ongoing process.

There was a consensus to progress with the Governance changes.

### 11.4. XRN4658 – OTR change to UNCVR

DA confirmed that there is a need to update the UNC Validation Rules. The plan will be to present a revised set of rules to the UNCC for approval in July. Xoserve are updating a paper for UNCC, which will show the Band 3 changes and tweaks to AQ Bands 7 & 8 to address the reservations expressed.

A short presentation was provided to aid discussion of the parameter changes. This is the first change to the UNCVRs and Xoserve recommended a regression test cycle and although Xoserve are hoping to implement in the November 2018 release, Xoserve are struggling to commit to this release. They were therefore seeking views on implementing within a minor release.

DA pointed out the potential issues with implementing on a minor release, and suggested the provision of an extraordinary Change Pack to seek views with a short representation cycle. DA explained that the BER is not yet available, but the costs will not exceed the cost for BER XRN3656.

MJ explained that this is a significant change for SSE. Parties noted the benefits of the change and the timing issue. The committee approved the issuing of an extraordinary Change Pack to seek views with a shortened representation window.

DA explained the minor release team will need to start building asap, but Xoserve needed a decision to either pause and wait or continue at risk with the change. LL was not comfortable being asked to make a decision without advanced notification and consideration of the issues and about setting a precedent. MJ asked about the implications and risk of preventing valid reads being entered into the system.

It was clarified that this was discussed last month about continuing at risk for November.

The committee agreed to the circulation of an extraordinary Change Pack with a short representation cycle. And it was suggested that formal ratification is approved on 23rd July at the extraordinary Change Management Committee, noting this required inclusion in this release prior to this.

### 11.5. Change Survey

LWi advised parties of the imminent issue of the Change Survey, which involves 6 questions and encouraged parties to respond and provide comments.

### 11.6. Webex MIS

ESm advised of a Webinar taking place on 18<sup>th</sup> July to provide an update on the technical landscape

### 11.7. iGT Membership Change

NR confirmed due to a role change within BUUK she will be retiring as a DSC Committee member and that the AiGT will provide a replacement member in due course.

## 12. 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
10-11 Monday 23 July 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Cadent/National Grid Billing Change OTR change to UNC Validation Rules Xoserve DSC Implementation Plan (V4.0)
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 11 July 2018)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0601	13/06/18	4.1	LCh to issue link to where the Change Requests are published.	Xoserve (LCh)	<b>Closed</b>
0602	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>
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)	<b>Pending</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 UIG (XRN4695) analytical workstreams progress by providing monthly dashboard updates.	Xoserve (RPa)	<b>Pending</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)	<b>Pending</b>

