

UNC DSC Change Management Committee Minutes
Tuesday 02 October 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

James Rigby*	(JR)	Npower	Class A-Voting + Alternate (2 votes)
Kirsty Dudley*	(KD)	E.ON	Class A-Voting
Alison Neild*	(AN)	Gazprom	Class B-Voting
Lorna Lewin*	(LL)	Orsted	Class B-Voting
Shaheeni Vekaria*	(SV)	Utility Warehouse	Class C-Voting (2 votes)

Transporter Representatives

Chris Warner	(CW)	Cadent	DNO-Voting
Phil Lucas*	(PL)	National Grid NTS	NTS-Voting + Alternate (2 votes)

CDSP Change Management Representatives

Emma Smith	(ESm)	Xoserve	Non-Voting
Linda Whitcroft	(LW)	Xoserve	Non-Voting

Observers

Fiona Cottam	(FC)	Xoserve	Non-Voting
George MacGregor*	(GM)	Utilita	Non-Voting
Graham Wood*	(GW)	British Gas	Non-Voting
Leanne Jackson	(LJ)	Xoserve	Non-Voting
Lindsey Biginton*	(LB)	Utilita	Non-Voting
Padmini Duvvuri	(PD)	Xoserve	Non-Voting
Sally Hardman*	(SH)	SGN	Non-Voting
Tony Baker	(TB)	Xoserve	Non-Voting

Apologies

None

1. Introduction

1.1. Apologies for absence

Please refer to above table.

1.2. Alternates

Phil Lucas for Beverley Viney

James Rigby for Kirsty Dudley

1.3. Confirm Voting rights

The voting rights for each member in attendance was noted as follows:

Representative	Classification	Vote Count
Shipper Representatives		
James Rigby	Shipper Class A	2 votes (Alternate for Kirsty Dudley)
Alison Neild	Shipper Class B	1 vote
Lorna Lewin	Shipper Class B	1 vote
Shaheeni Vekaria	Shipper Class C	2 votes
Transporter Representatives		
Chris Warner	DNO	1 vote
Phil Lucas	NTS	2 votes (Alternate for Beverley Viney)

2. UIG Taskforce – Sprint 1 findings update

Linda Whitcroft (LW) introduced the update provided for Sprint 1 and advised attendees what information they would be receiving.

In providing the Executive Update, Leanne Jackson (LJ) advised that a number of investigations have been carried out which has led to the identification of several potential drivers, which include:

- Components of the NDM algorithm appear to be strongly correlated with UIG.
- Suggest that the NDM algorithm does not react quickly enough to significant day-on-day weather changes
- The Holiday factors for significant public holidays during cold weather (i.e. Christmas and early Easter) may not reflect real usage patterns.

She went on to advise that additional modelling is now needed for further quantification in Sprint 2 and advised that this would also cover the accuracy of DM Nominations, the role of standard conversion factors and an assessment of NDM sample data sets.

Some members commented that some of the findings being quoted are not new and wondered what the extra funding is going to provide.

Fiona Cottam (FC) clarified that Xoserve did not have the resources to complete the additional work required for UIG and that wherever this work would have been completed Xoserve would have required the additional funding. She also clarified that there is progress being made and the detail that sits behind the reporting has been very scientific and could not have been done by Xoserve.

FC talked through the Executive Summary Table and expanded on what will be covered in Sprint 2, the detail of which can be found on slides 4; 5 and 6 in the material provided, which can be found here: <http://www.gasgovernance.co.uk/DSC-Change/021018>

When asked, some members said they are quite happy with the level of detail in the summary and asked if it would be possible to provide something similar after the closeout of Sprint 2.

Chris Shanley (CS) proposed a further Executive Summary is provided at one of the next DSC Change Committee's on 10 October 2018 or 17th October 2018.

When asked, Tony Baker (TB) advised there will be a lot more in depth and more detailed information provided in the Synthesis Report that will be provided at the end of the three Sprints.

He confirmed that the UIG Taskforce will be checking the format, context and language of the information provided by analytics company to make sure it is appropriate for sharing with interested parties.

James Rigby (JR) commented that this would be ideal to present to PAC and UIG workgroups and asked if the reporting could be presented to them as part of the schedules of work. He is also happy to review a strawman of the report once available.

It was confirmed there will be two approaches to the Synthesis Report:

- a. What is impacting UIG
- b. Recommendations to support improvements in the levels and volatility of UIG

This concluded the update provided from the UIG Taskforce.

3. Release 3 Cutover Plan

Padmini Duvvuri (PD) joined the meeting to provide an update to the Release 3 Cutover Plan and seek approval for the Release 3 Implementation Plan to ensure all parties are prepared adequately for Track 1 Go Live.

In providing the Executive Summary, PD confirmed that Release 3 Track 1 is on track to complete on 08 October 2018 as per the schedule, that the next phase is completion of Regression Testing; Implementation Dress Rehearsals and Implementation as per the Go Live Date of 02 November 2018.

Continuing with the presentation, PD talked the committee through the Implementation Approach and Timeline, full details of which can be found on slide 3 and 4 of the material provided which can be found here: <http://www.gasgovernance.co.uk/DSC-Change/021018>, she highlighted that:

- Due to the number of file formats involved in Release 3, the implementation window is expected to be complex and therefore the alignment to electricity dates is not deemed possible for this release.
- Go Live on a Friday (as per electricity release) is also likely to cause operational impacts should the post implementation contingency need to be used as Friday the 2nd of November is a working day.
- Therefore, it was confirmed that the recommendation is that the implementation date remains as the notional Release 3 Go Live date 3rd Nov 2018 from 9am, this will be the start of the inbound/outbound file flows from EFT
- A key lesson learnt from Release 2 was to leave extra time for processing, which has been incorporated in to the implementation approach timeline.

Members voted unanimously to approve the Release 3 Implementation Plan

Voting Outcome:	Approve the Release 3 Implementation Plan	
	Shipper Representative	Voting Count
James Rigby	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaheeni Vekari	2	For
Total	6	6
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Phil Lucas	2	For
Total	3	3

4. Any Other Business

JR confirmed that John Welch will be his alternate at the 10 October meeting.

ES clarified the extra-ordinary placeholder meeting for 17 October will be approval for June 2019 Release EQR to progress in to BER phase, and this is dependent on the output from the DSC Change meeting on 10 October 2018.

5. 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 10 October 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.
<i>Provisional</i> 10:00 Wednesday 17 October 2018	<i>Lansdowne Gate, 65 New Road, Solihull B91 3DL</i>	<i>TBC</i>
10:15 Wednesday 07 November 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.
10:15 Wednesday 12 December 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.