

UNC DSC Change Management Committee Minutes
Wednesday 10 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

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

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)
John Cooper*	(JC)	GTC	iGT-Voting
Katy Binch*	(KB)	ESP	iGT-Voting

CDSP Change Management Representatives

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

Observers

Andy Clasper	(AC)	Cadent	Non-Voting
Christina Francis	(CF)	Xoserve	Non-Voting
Deborah Coyle-Spencer	(DC)	Xoserve	Non-Voting
Ellie Rogers	(ER)	Xoserve	Non-Voting
Emma Lyndon	(EL)	Xoserve	Non-Voting
Fiona Cottam	(FC)	Xoserve	Non-Voting
Julie Bretherton	(JB)	Xoserve	Non-Voting
Catrin Morgan	(CM)	Xoserve	Non-Voting
Kishan Nundloll*	(KN)	Electralink	Non-Voting
Lisa Lindstet*	(LLi)	EDF Energy	Non-Voting
Leanne Jackson	(LJ)	Xoserve	Non-Voting
Mark Jones	(MJ)	SSE	Non-Voting
Oorlagh Chapman*	(OC)	British Gas	Non-Voting
Padmini Duvvuri	(PD)	Xoserve	Non-Voting
Rachel Hinsley	(RH)	Xoserve	Non-Voting
Richard Johnson	(RJ)	Xoserve	Non-Voting
Sally Hardman	(SHa)	Xoserve	Non-Voting
Shanna Key*			
Simon Harris	(SH)	Xoserve	Non-Voting

Apologies

Megan Coventry
James Rigby

1. Introduction

1.1. Apologies for absence

Please refer to above table.

1.2. Alternates

John Welch for James Rigby

Alison Neild for Lorna Lewin from 11am

Lorna Lewin for Alison Neild up to 11am

Phil Lucas for Beverley Viney

1.3. Confirm Voting rights

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

Representative	Classification	Vote Count
Shipper Representatives		
Kirsty Dudley	Shipper Class A	1 vote
John Welch	Shipper Class A	1 vote Alternate for James Rigby
Alison Neild	Shipper Class B	2 votes Alternate for Lorna Lewin (after 11am only/from agenda item 2.6)
Lorna Lewin	Shipper Class B	2 votes Alternate for Alison Neild (up to 11am only/up to and including agenda item 2.5)
Shaheeni Vekaria	Shipper Class C	2 votes
Transporter Representatives		
Chris Warner	DNO	1 vote
Richard Pomroy	DNO	1 vote
Phil Lucas	NTS	2 votes Alternate for Beverley Viney
John Cooper	iGT	1 vote
Katy Binch	iGT	1 vote

1.4. Approval of Minutes

The minutes from 12 September and the extra-ordinary meeting held on 02 October were approved.

2. New Change Proposals (Approval post consultation items)

2.1. XRN4747 npower Smart Meter Upgrade Notification Report

Rachel Hinsley (RH) explained this is an additional service requested from npower. Previously raised as an ASR it was felt that the Industry could benefit from this being extended into a Change Proposal. The report will confirm the current Supplier for sites with successful and unsuccessful smart meter upgrades that are no longer in the Shippers ownership. Suppliers will be contacted to inform them of the Smart Meter updates.

When asked, RH confirmed it is likely that the reporting will be a stand-alone activity rather than part of the Shipper Reporting, but this is yet to be determined. She also confirmed that this Change Proposal can be re-drafted and released in the change pack on Friday 12 October 2018.

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

Shipper Members voted unanimously for XRN4747 to proceed to DSG to consider solutions.

Voting Outcome:	XRN4747 npower Smart Meter Upgrade Notification Report	
Shipper Representative	Voting Count	For/Against
John Welch	1	For
Kirsty Dudley	1	For

Lorna Lewin	2	For
Shaheeni Vekaria	2	For
Total	6	For

2.2. XRN4752 Meter Read Performance

Not discussed

2.3. XRN4769 - Updates to Service Description Table

Emma Smith (ESm) explained that this change proposal is sponsored by Xoserve. Based on approved or lapsed changes, the change proposal will amend the service description tables accordingly. It was confirmed that, as this is a housekeeping change proposal, there are no process changes.

All members were asked to approve this change proposal to amend the service description table.

All members voted unanimously for XRN4769 to proceed.

Voting Outcome:			XRN4769 - Updates to Service Description Table		
Shipper Representative		Voting Count	For/Against		
John Welch		1	For		
Kirsty Dudley		1	For		
Lorna Lewin		2	For		
Shaheeni Vekaria		2	For		
Total		6	For		
Transporter Representative		Voting Count	For/Against		
Chris Warner (absent for this vote)					
Richard Pomroy		1	For		
Phil Lucas		2	For		
John Cooper		1	For		
Katy Binch		1	For		
Total		5	For		

2.4. XRN4770 NDM Sample Data – Modification 0654 Delivery

RH indicated this change is sponsored by E.ON. Modification 0654S / IGT110V - Mandating the provision of NDM sample data; this change proposal has been created to deliver the associated system and reporting requirements. In essence the CDSP need to be able to obtain, analyse, monitor and report the NDM sample data. No system impacts are anticipated with this change as this is managed offline by the Demand Estimation team and therefore an implementation date of the 01 March is proposed (February 2019 release).

Rachel Hinsley explained the mod is mandating the provision of NDM sample data and that it is considered as easy to deliver, therefore it is proposed for delivery is part of the February 2019 release (01 March 2019 implementation date).

When asked, RH clarified that it is a preference that all change proposals go through DSG, but this particular change proposal could go straight out to consultation.

It was agreed that an instruction from the Transporters to Joint Office would be sent for a 1 March

implementation date.

Validation of the new NDM sample data was then discussed, with KD confirming that there are data quality requirements documented within the change proposal. CS indicated that he would expect similar validation to be performed on the new NDM sample data as that already performed. It was also suggested that this change proposal could go through PAC for a review rather than DSG as they would be more interested in the reporting aspects.

New Action 1001: CDSP to add Change Proposal XRN4770 to the next PAC meeting to allow them to review the monitoring reports aspects of the change.

New Action 1002: CDSP to confirm what the DESC file validation would be on Shipper submitted NDM sample data submitted as a result of XRN4770/Mod 0654S.

Shippers and DNOs were asked to vote for the two actions to go ahead and for Xoserve to progress to the preferred solution.

Members voted unanimously for XRN4770.

Voting Outcome:			XRN4770 - NDM Sample Data – Mod 0654 Delivery		
Shipper Representative		Voting Count		For/Against	
John Welch		1		For	
Kirsty Dudley		1		For	
Lorna Lewin		2		For	
Shaheeni Vekaria		2		For	
Total		6		For	
Transporter Representative		Voting Count		For/Against	
Chris Warner		1		For	
Richard Pomroy		1		For	
Total		2		For	

2.5. XRN4772 Composite Weather Variable (CWV) Improvements

RH explained this change proposal is sponsored by E.ON and raised to run in parallel with UNC Modification 0659 - Improvements to the Composite Weather Variable. The change proposal allows for two phases associated with the CDSP receiving two new CWV values which are solar radiation and precipitation.

Phase 1: 2019 – Preparation to facilitate the 2020 methodology – preparation and supporting DESC analysis; potentially offline with no core system impacts, 1 March is proposed (February 2019 release)

Phase 2: 2020 – the implementation of 2020 methodology changes – potential changes to UK Link based on the outcomes of the DESC review.

When asked, RH clarified there is some further work to be carried out before a conclusion on costs can be reached.

Kirsty Dudley (KD) added, her preference is for this change proposal to be progressed at DESC rather than DSG.

In responses to a discussion on additional weather variables being proposed by the UIG task force, CS suggested attendees view the UIG material from the UIG meeting held 3 October, this can be viewed here: <http://www.gasgovernance.co.uk/uig/031018>.

Voting criteria was confirmed, RP commented that the change proposal states Shipper and DNO funding is split as 50-50. Therefore, it was agreed that the vote for approval should be completed by both Shipper and DNO members at this stage.

Shippers and DNOs voted unanimously for XRN4772 to proceed to DESC for further discussions.

Voting Outcome:		
XRN4772 Composite Weather Variable (CWV) Improvements		
Shipper Representative	Voting Count	For/Against
John Welch	1	For
Kirsty Dudley	1	For
Lorna Lewin	2	For
Shaheeni Vekaria	2	For
Total	6	For
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Richard Pomroy	1	For
Total	2	2

2.6. XRN4777 Contact Details Updates (CNC)

ESm introduced the change proposal and explained it is sponsored by EDF. Prior to the Project Nexus Implementation Date, Shippers were able to submit, and have accepted, Contact Detail updates with the same effective date as the date on which the transaction was submitted to UK Link systems, even where they were not processed on the day of receipt by the CDSP.

Following Nexus implementation such transactions have been rejected. This change proposal seeks to develop a solution that reverts the outcomes of such Shipper transactions to those experienced prior to Nexus; acceptance when processed on a different date from the transaction date.

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

Shippers members voted unanimously for XRN4777 to proceed to DSG.

Voting Outcome:		
XRN4777 Acceptance of Contact Details Updates		
Shipper Representative	Voting Count	For/Against
John Welch	1	For
Kirsty Dudley	1	For
Alison Neild	2	For
Shaheeni Vekaria	2	For
Total	6	For

2.7. XRN4779 [UNC Modification 0657S - Adding AQ reporting to the PARR Schedule reporting suite](#)~~Contact Details Updates (CNC)~~

RH introduced the change proposal and advised it is proposed by npower. UNC Modification 0657S - Adding AQ reporting to the PARR Schedule reporting suite, was approved for implementation from 12 October. This change proposal directs the CDSP to complete the work to implement the modification. This will introduce a suite of AQ reports (similar to XRN4525) to the Performance Assurance Committee that are non-anonymised.

This is a restricted class change to Shipper Users therefore Shipper Users were asked to vote for the change to proceed to PAC rather than DSG.

Shippers members voted unanimously for XRN4779 to proceed to PAC.

Voting Outcome:	XRN4779 UNC Modification 0657S - Adding AQ reporting to the PARR Schedule reporting suiteContact Details-Updates (CNC)
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Shipper Representative	Voting Count	For/Against
John Welch	1	For
Kirsty Dudley	1	For
Alison Neild	2	For
Shaheeni Vekaria	2	For
Total	6	For

2.8. XRN4780 Inclusion of Meter Asset Provider Identity (MAP Id) in the UK Link system (CSS Consequential Change)

RH introduced the change proposal and explained that the Ofgem Switching Programme (OSP) will introduce the Central Switching Service (CSS), it is expected that the source of the Meter Asset Provider identity (MAP Id) for gas Registrable Meter Points (RMP) will be the UK Link system. This data will be passed to CSS within a Synchronisation flow.

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

Shippers members voted unanimously for XRN4780 to proceed to DSG for solution development.

Voting Outcome:	XRN4780 Inclusion of Meter Asset Provider Identity (MAP Id) in the UK Link system (CSS Consequential Change)	
Shipper Representative	Voting Count	For/Against
John Welch	1	For
Kirsty Dudley	1	For
Alison Neild	2	For
Shaheeni Vekaria	2	For
Total	6	For

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

No agenda items.

4. New Change Proposals - Post Solution Review

4.1. XRN4687 PSR Updates for Large Domestic Sites

Richard Johnson (RJ) explained the CDSP recently asked for a review of the change pack and that 5 responses have been received:

- 3 Shipper responses were received in support of solution option 6
- 1 IGT response preferred solution option 2
- 1 GT response requested a combination of solution option 6 and 4 or 6 and 2 together.

As this change proposal is proposed for implementation within the June 2019 release, the preferred solution option will need to be identified and approved at today's Change Management meeting. Alternatively, the change can be deferred back to DSG but this will result in it missing the June 2019 Release.

This is a restricted class change to Shipper, Distribution Network and IGT Users therefore these constituent Users will be asked whether to vote for the change to proceed.

Funding for this change proposal was confirmed as 100% Shipper.

ESm confirmed costs for Option 6, which is the most favoured solution option, will be provided by DSG.

Members agreed this should be 100% shipper funded.

Shippers members voted unanimously for the following:

- June 2019 release
- Funding arrangements to be 100% Shipper funded
- Solution option is to be a combination of 4 and 6 – amendments to CNF and CNC file processing

Voting Outcome:	XRN4687 PSR Updates for Large Domestic Sites	
Shipper Representative	Voting Count	For/Against
John Welch	1	For
Kirsty Dudley	1	For
Alison Neild	2	For
Shaheeni Vekaria	2	For
Total	6	For

4.2. XRN4670 Reject a Replacement Read where the read provided is identical to that already held in UKLink for the same date

RJ explained the CDSP recently asked for a review of the change pack and that 5 responses had been received:

- 4 Shipper responses were received in support of the preferred solution option – to reject with a current rejection reason (option 2)
- 1 Shipper response preferred a solution option to reject the read but create a new rejection code

It was confirmed this is 100% Xoserve funded and that it is a restricted class change to Shipper Users.

Shippers members voted unanimously for the following:

- Solution option 2
- June 2019 release

Voting Outcome:	XRN4670 Reject a Replacement Read where the read provided is identical to that already held in UKLink for the same date	
Shipper Representative	Voting Count	For/Against
John Welch	1	For
Kirsty Dudley	1	For
Alison Neild	2	For
Shaheeni Vekaria	2	For
Total	6	For

4.3. XRN4690 Actual Read following estimated Transfer Read calculating AQ of 1

RJ explained the preferred solution option to roll forward the prevailing AQ has been agreed. DSG have recommended this for a minor release therefore members are being asked to support this approach and remove it from the June 2019 release.

When asked, ESm confirmed that an early release is planned in March 2019.

The committee discussed early release dates in terms of confidence for implementation, as this is a UIG impacting change proposal.

It was confirmed that this change proposal has been tabled at DSG several times and they are comfortable with a minor release and that there is no functional change to customer systems.

This is a restricted class change to Shipper Users and therefore Shippers members voted unanimously for the following:

- Proposed funding
- Implementation as part of Minor release in March 2019
- Solution option is to reject with a current rejection reason.

Voting Outcome:	XRN4690 Actual Read following estimated Transfer Read calculating AQ of 1	
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Shipper Representative	Voting Count	For/Against
John Welch	1	For
Kirsty Dudley	1	For
Alison Neild	2	For
Shaheeni Vekaria	2	For
Total	6	For

4.4. XRN4691 to XRN4694 CSEP IGT & GT File Format Changes

RJ explained that two responses were received to the solution review:

- 1 IGT response wanted to further discuss funding prior to approval
- 1 GT response supported the changes

As this change proposal is proposed for implementation within the June 2019 release, the preferred solution option will need to be identified and approved at today's meeting. Alternatively, the change can be deferred back to DSG but this will result in it missing the June 2019 Release.

Katy Binch (KB) advised that views on funding have been discussed recently. IGTs and GTs have no preferred solution yet and suggested to defer this to the next meeting planned in November to allow further discussions between DNO and GTs. By doing this it was confirmed that this would move the release from June 2019 to November 2019.

4.5. XRN4717 Use of the up to date forecast weather data in the first NDM Nominations run

RJ explained that the high-level solution and impact sections have been updated for this change proposal. Committee members will be asked today for approval of costs and the solution option. He advised that the release will be either major in June 2019 or put forward for a minor release in February/March 2019.

Phil Lucas (PL) confirmed that National Grid have no issues with the change and acknowledged that the additional weather forecast may improve the accuracy of the NDM demand forecast. However, he added that for a Shipper to have a 'complete' view of the output side of its daily imbalance, a view of its UIG position is required, but this UIG figure is not available until later in the day at around 13:00 on D-1 (concurrent with the first NDM nomination generated by National Grid). Xoserve expressed a view that there was still benefit to Shippers in having a more accurate NDM forecast earlier on D-1 (at around 11:00) notwithstanding the absence of a UIG value at this point. Funding parties were happy to proceed on the basis that an improved NDM nomination value (in isolation) is believed to still be of benefit.

Funding was confirmed as being a 50-50 split between Shippers and DNOs to which there were no objections.

When asked, it was clarified that Xoserve are ready to deliver the solution but there is a dependency on the data being provided.

Shippers and DNO members voted unanimously for XRN4717 to be delivered as a minor release.

Voting Outcome:		
XRN4717 Use of the up to date forecast weather data in the first NDM Nominations run		
Shipper Representative	Voting Count	For/Against
John Welch	1	For
Kirsty Dudley	1	For
Alison Neild	2	For
Shaheeni Vekaria	2	For
Total	6	For
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Richard Pomroy	1	For
Total	2	For

5. Xoserve DSC Implementation Plan

RJ advised that there is one change for approval, with regards to the ANT file format, one representation was received in support.

There is also an outage notification with regards to the Autumn clock change at the end of October.

All member voted unanimously for the ANT change to go ahead:

Voting Outcome:	Xoserve DSC Implementation Plan	
Shipper Representative	Voting Count	For/Against
John Welch	1	For
Kirsty Dudley	1	For
Alison Neild	2	For
Shaheeni Vekaria	2	For
Total	6	For
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Richard Pomroy	1	For
Phil Lucas	2	For
John Cooper	1	For
Katy Binch	1	For
Total	6	For

6. Approval of Change Documents (None)

None discussed.

7. Release Approvals / Updates

7.1. Release 2 Project Dashboard

Christina Francis (CF) provided an update on the Release 2 project and advised that one defect has been identified on XRN4316 – Meter point details Report & Sector Breakdown Report.

When asked, ESm confirmed there will be a full break down of the cost allocation for all the changes in this release.

For more detail, please see the material provided here:

<https://www.gasgovernance.co.uk/index.php/DSC-Change/101018>.

7.2. Release 3 Update

7.2.1. Release 3 Project Dashboard and Plan Update

Padmini Duvvuri (PD) joined the meeting and introduced the material provided for the meeting and confirmed the overall project status is amber.

Track 1

In updating the committee, PD confirmed that Track 1 regression testing is going according to plan, other than and that planning and preparation was signed off at the extra-ordinary DSC Change Management Committee meeting held on 2 October.

A number of observations have been made with regards to XRN4534 – Amendment to RGMA Validation Rules for Meter Asset Installation Date. Largely, there is some dependency on the production team to work through the issues which are quite complex, solutions are not yet ready, and PD confirmed this change will be taken out of Track 1 release.

She confirmed the production team continue to try everything to ensure regression issues found are fixed.

PD went on to explain that 17 November will see the first drop of the highest priority fixes deployed. Once this is complete, the team will then be able to enter into regression testing for Track 2.

Track 2

PD explained that Track 2 is slightly ahead of plan and that billing is being tested currently.

Shanna Key (SK) asked when there will be a revised BER, PD confirmed that the draft is currently with NGT colleagues and that their internal governance is underway. The BER will be bought to DSC Change in November.

When asked about resources for implementation of XRN4454 – National Grid and Cadent Enduring Invoice Arrangements, PD confirmed Xoserve are confident Track 2 will be implemented on time, adding that Market Trials are the next big milestone and these will begin in November.

PD was asked to issue a reminder with regards to the Cadent Market Trials, registration is open now but only one registration has been requested so far.

For more detail, please see the material provided here:

<https://www.gasgovernance.co.uk/index.php/DSC-Change/101018>.

7.2.2. Release 3 Cutover Plan

PD updated the committee with the material provided advising the Release 3 Cutover Plan was approved at the extra-ordinary DSC Change Management meeting on 2 October.

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: <https://www.gasgovernance.co.uk/index.php/DSC-Change/101018>, 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. The plan states processing should close at 12 midnight but contingency time allows until 5am before the next activity starts.

7.3. Release June 2019

ESm talked through the material provided and explained the timeline and the next steps. She confirmed that the following changes are confirmed as being in scope for June 2019 implementation:

- XRN4670 - Reject a replacement read, where the read provided is identical to that already held in UK Link for the same read date
- XRN4687 – PSR updates for large domestic sites
- XRN4676 – Reconciliation issues with reads recorded between D-1 to D-5

In discussing XRN4044 - Extension of 'Must Read' process to include Annual Read sites, Chris Warner (CW) confirmed that no agreement was reached at the PAC meeting held on 9 October 2018 and therefore this would not be included in the release.

ESm highlighted that with only one shipper funded and two Xoserve funded changes confirmed for June release, the June release has been very much downgraded. It was suggested that if there are only three changes, to stand down the market trials.

It was agreed to still call the June 2019 release a major release as this is the terminology that the industry is used to.

For now, it is to be assumed that the decision is not to go ahead with market trials and apply a reduced testing approach, which may involve the sharing of Xoserve testing.

New Action 1003: CDSP to confirm that DSG agree market trials are taken out of June 2019 Release plan and a reduced testing approach is appropriate.

When asked, the committee supported that an EQR is not required for this release, and that a move straight to BER is confirmed.

The Committee members voted unanimously to proceed as a major release with a reduced market trials and testing approach.

Voting Outcome:	June 2019 Release Plan	
Shipper Representative	Voting Count	For/Against
John Welch	1	For
Kirsty Dudley	1	For
Alison Neild	2	For
Shaheeni Vekaria	2	For
Total	6	For
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Richard Pomroy	1	For
Phil Lucas	2	For
John Cooper	1	For
Katy Binch	1	For
Total	6	For

7.4. Change Assurance Update (None)

ESm advised that there is no update at this time.

8. Central Switching Service (CSS)

Emma Lyndon (EL) joined the meeting to provide an update on consequential changes from CSS and advised that invitations for the DSG Consequential Workgroup have been issued, this will be held on Monday 15 October.

It has been decided that Workgroup 630R will re-commence and cover all the consequential UNC changes required. Invites for the first session will be generated via Joint Office, once further details are available.

Chris Warner (CW) added that he is intending to appraise the UNC Panel 18 October on how 0630R Workgroup will be utilised going forward and its interaction with the Ofgem Faster Switching Significant Code Review.

EL advised the committee that Xoserve have submitted their tender to DCC, and went on to explain the timeline:

- 05 November the evaluation phase concludes
- 06 November invitations issued to top 3 bidders to participate in the next stage, this includes concept demonstration and best and final offer (BAFO)
- 10 December BAFO submission deadline
- 07 January BAFO evaluations conclude
- 12 February preferred bidder notified

Xoserve are currently preparing the Phase 2 Modification, the aim is to present this modification to the October UNC Panel meeting with urgent status.

RP said that it is disappointing that the new modification will be raised as urgent and feels this needs proper discussion. EL explained that the CSS have moved forward the date for completion and this was the reason for the urgent status, all the governance aspects now need to be completed by 10 December.

Please see the material provided for further detail.

9. XRN4695 UIG Taskforce Update

Fiona Cottam (FC) and Leanne Jackson (LJ) joined the meeting to provide a UIG Taskforce update.

Talking through the Dashboard on slide 3 of the presentation material, FC explained that the left side of the table shows completed status and the right side shows actions that are currently being tracked and their RAG status.

In talking through the Plan On a Page, FC highlighted the indicative dates for Sprints 4, 5 and 6.

FC then went on to update the committee on the Sprint 2 outcomes, these can be found on slide 9 of the updated material. She highlighted where Sprint 2 findings require further investigation in to Sprint 3 which includes:

Sprint 2	Sprint 3
Use of Composite Weather Variable (CWV) within NDM Allocation	Expand CWV analysis, amend current values, include new variables and introduce non-linear modelling, to identify which of these maps to historic UIG volatility, to enable recommendations.
Standard National Conversion Factor for smaller sites	Other evidence provided by customers warrants further investigation, therefore carrying forward to Sprint 3.
Meter Points in "Isolated" status which are registering consumption	Known sites passed to BAU. Further investigation to estimate possible scale of unreported isolated sites which are consuming gas

KD commented that the work of the UIG Taskforce is overlapping with BAU.

LJ then went on to discuss with the committee what the Shipper Dashboards might look like; what information will be presented in them and which industry forum(s) they should be presented to.

As opposed to PAC, KD suggested that DESC and/or the UIG Workgroup might be the right forums as PAC is a closed forum.

When LW suggested the dashboard goes to DSG, KD commented that DSG are not decision makers, and that only recommendations would come out of that forum.

It was agreed that this update would be tabled at the next UIG Workgroup which is due to be held on 31 October with regular updates continuing at DSC Change.

If the dashboard goes to the UIG Workgroup, and there is a decision made, this will involve funding, therefore there is a requirement that UIG output also feeds in to DSC Change.

FC then went on to give an Overview of Taskforce Funding and explained that it will not be known until the Q2 forecast is completed as to whether more funding will be required for this Taskforce. An update will be provided at the next meeting in November.

10. Amendment Invoice Update

Michele Downes (MD) joined the meeting to provide an update on the issues on the amendment invoice advising that a number of functional defects, integration issues and charge calculation issues within the AMS invoice are resulting in presentation issues where data is missing or incorrect within the supporting data. These incorrect charge calculations are being excluded from the invoice until a fix is deployed.

To rectify this Xoserve have setup a taskforce consisting of business process and technical experts.

From October the business and technical resources will be increased, they are looking to resolve the defects by mid-November. Regular updates will be provided to DSC Contract Management Committee and DSC Change Management Committee.

The Task Force Focus Areas (Workstreams) will be:

- Business as Usual (BAU)
- Technical Design Review and Root Cause Analysis (RCA)
- Defect Resolution
- Customer Engagement and support

Moving on to the Amendment Task Force dashboard, MD advised the overall RAG status is currently red. She explained that whereas the status of each of the tasks are either green or amber, customers requested the red status due to the problems experienced in July and August. As nothing on the dashboard currently relates to the Red status, MD will put an explanation on the dashboard to clarify this.

MD explained the Defect and Exclusions Resolution Plan and advised that the two plans will be published. The detail can be seen on slide 9 of this presentation.

Updated communications and issue management will be published here:

<https://www.xoserve.com/index.php/amendment-invoice/>

Members thanked MD for bringing the update to the meeting and suggested that the approach could be used again for any major issues that may arise in the future.

11. Horizon and Future Release Change Planning

11.1. Bubbling Under Report

Ellie Rogers (ER) talked through an onscreen display of the Bubbling Under Report the full detail of which can be found in the report that is published here:

<https://www.gasgovernance.co.uk/index.php/DSC-Change/101018>.

11.2. Gemini Horizon Planning

ESm talked the committee through the Gemini Horizon Plan the detail of which can be found in the plan that is published here: <https://www.gasgovernance.co.uk/index.php/DSC-Change/101018>.

11.3. UK Link Changes Plan on a Page (POAP)

ESm talked the committee through the UK Link Changes Plan on a Page, the detail of which can be found in the plan that is published here: <https://www.gasgovernance.co.uk/index.php/DSC-Change/101018>.

12. Finance and General Change Budget Update

Jitendra Jeva (JJ) joined the meeting to give an update on the finance and change budget. He advised that the finance has an overall green in terms of rag status and there has been minimum movement from project line to project line spend since the last update.

There is a new Head of Finance starting in post from 22 November.

13. Review of Outstanding Action(s)

Action 0901: ESm to confirm if the implementation of R2 has brought about any surprises with regards to defects being raised.

Update: ESm confirmed that an internal review has been completed and this concluded there was no specific defect surprises to communicate. **Closed**

Action 0802: Documentation of the change process on a one-pager/identifying any issues with the process will also be completed by doing this.

Update: CS confirmed this has been discussed and that Joint Office and Xoserve will pass this on to DSC governance to evaluate. **Closed**

14. Any Other Business

14.1. IX Update

Michael Orsler (MO) took the group through the presentation provided for the meeting advising that the Project Plan completion will be 90% by the end of February 2019, this project will then be moved in to BAU.

Please see the material provided for further detail.

14.2. Implementation Date for Modification 0654

This was discussed earlier in the agenda, see agenda item 2.4.

14.3. M Number Portal

Simon Harris (SH) joined the meeting to give an update advising that Xoserve have launched a new online version of the M Number helpline, this went live 01 September 2018. The site gives a consumer the ability to search using their postcode to find their Meter Point Reference Number (MPRN), Gas Supplier and Gas Transporter, to assist if they are looking at switching supplier.

14.4. BP19 Planning

ESm advised the committee that in the Business Plan 2019 (BP19) there is a requirement for the DSC Change Management Committee to have a view of the planning and suggested that this is completed at the extra-ordinary meeting on 17 October planned. The Committee agreed to go through the plan on 17 October.

14.5. Forward Planning

ESm advised the committee of the forward planning work on change and mapping out the timelines to deliver a release. The November 2019 Release was shared and this showed what a standard timeline for a release looks like. She clarified that forward planning of at least 18 months in advance needs to be completed for any release.

Oorlagh Chapman (OC) asked for further detail on exactly what is going in to the February 2019 Release and ESm highlighted that an update is due be circulated following this meeting.

14.6. Agenda (KD)

KD indicated that she felt the revised agenda format worked well and asked that all approvals continue to be at the beginning of the agenda.

14.7. Role of DSG (RP)

RP questioned the role of DSG and explained that with regards to the shipper funded change XRN4687 PSR Updates for Large Domestic Sites, GT/IGT views were not in his opinion fully captured. He went on to add that at the DSG meeting for this change, there was no support for options 3 and 4 and that the IGT preference was option 2, however, DSG decided option 6 with option 4.

He suggested that if DSG is just an advisory group, then any decisions should come to the DSC Change Management meeting.

ESm clarified that the use of DSG is to help develop solution options.

RP would like it to be documented that it was not a unanimous decision and would like to see more around the context of the solution recommended and the discussions that led to the recommendation.

OC advised the committee that when she attended the DSG meeting, she did not feel that her points were also recognised in the DSG minutes.

Action 1004: LW and her team are to suggest an appropriate format of update from DSG meetings in order to capture all the views expressed.

15. Diary Planning

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

Meetings will take place as follows:

CS advised that, to promote consistency across all meetings, it was suggested that start times going forward of 10:30 suggested. Members agreed.

Time/Date	Venue	Programme
10:00 Wednesday 17 October 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Business Plan 2019 Change Budget approval
10:30 Wednesday 07 November 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.
10:30 Wednesday 12 December 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.

Action Table (as at 10 October 2018)					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0901	12/09/18	6.1	ESm to confirm if the implementation of R2 has bought about any surprises with regards to defects being raised.	CDSP (ESm)	Closed
0902	12/09/18	12.1	Documentation of the change process on a one-pager/identifying any issues with the process will also be completed by doing this.	CDSP (ESm) Joint Office (KV)	Closed
1001	10/10/18	2.4	XRN4770 NDM Sample Data – Modification 0654 Delivery CDSP to add Change Proposal XRN4770 to the next PAC meeting to allow them to review the monitoring reports aspects of the change.	CDSP (ESm)	Pending
1002	10/10/18	2.4	XRN4770 NDM Sample Data – Modification 0654 Delivery CDSP to confirm what the DESC file validation would be on Shipper submitted NDM sample data submitted as a result of XRN4770/Mod 0654S.	CDSP (ESm)	Pending
1003	10/10/18	7.3	CDSP to confirm that DSG agree market trials are taken out of June 2019 Release plan and a reduced testing approach is appropriate.	CDSP (ESm)	Pending

1004	10/10/18	14.7	LW and her team are to suggest an appropriate form of update from DSG meetings in order to capture all the views expressed.	CDSP (ESm)	Pending
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