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UNC DSC Change Management Committee Minutes
Wednesday 12 December 2018
at Lansdowne Gate, 65 New Road, Solihull B91 3DL

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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
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)	Plus Shipping	Class C-Voting (2 votes)

Transporter Representatives

Chris Warner	(CW)	Cadent	DNO-Voting
Richard Pomroy	(RP)	Northern Gas Networks	DNO-Voting
Phil Lucas	(PL)	National Grid	NTS-Voting
Richard Loukes	(RL)	National Grid	NTS-Voting
John Cooper*	(JC)	BU UK	IGT-Voting (2 votes)

CDSP Change Management Representatives

Emma Smith	(ESm)	Xoserve	Non-Voting

Observers

Alex Stuart	(AS)	Xoserve	Non-Voting
Andrew Poulton	(AP)	Xoserve	Non-Voting
Andy Clasper	(AC)	Cadent	Non-Voting
Catrin Morgan	(CM)	Xoserve	Non-Voting
Dave Ackers	(DA)	Xoserve	Non-Voting
Deborah Coyle-Spencer	(DCS)	Xoserve	Non-Voting
Dene Williams	(DW)	Xoserve	Non-Voting
Emma Lyndon	(EL)	Xoserve	Non-Voting
Fiona Cottam	(FC)	Xoserve	Non-Voting
Jane Rocky	(JRo)	Xoserve	Non-Voting
John Woodward	(JW)	Xoserve	Non-Voting
Leanne Jackson	(LJ)	Xoserve	Non-Voting
Louise Hellyar*	(LH)	Total Gas & Power	Non-Voting
Lindsay Biginton*	(LB)	Utilita	Non-Voting
Mark Jones	(MJ)	SSE	Non-Voting
Megan Coventry*	(MC)	SSE	Non-Voting
Oorlagh Chapman*	(OC)	Centrica	Non-Voting
Padmini Duvvuri	(PD)	Xoserve	Non-Voting
Paul Bedford*	(PB)	Opus Energy	Non-Voting
Paul Orsler	(PO)	Xoserve	Non-Voting
Peter Hopkins	(PH)	Xoserve	Non-Voting
Pooja Patel	(PP)	Xoserve	Non-Voting
Richard Adfield	(RA)	Xoserve	Non-Voting
Richard Johnson	(RJ)	Xoserve	Non-Voting

Sally Hardman	(SHa)	Scotia Gas Networks	Non-Voting
Shanna Key*	(SK)	Northern Gas Networks	Non-Voting
Simon Harris	(SH)	Xoserve	Non-Voting

Apologies

Katy Binch	(KB)	ESP	IGT-Voting

Copies of all papers are available at: http://www.gasgovernance.co.uk/dsc-change/121218

1. Introduction

1.1. Apologies for absence

Please refer to above table.

1.2. Alternates

John Cooper for Katy Binch.

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	1 vote
Kirsty Dudley	Shipper Class A	1 vote
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
Richard Pomroy	DNO	1 vote
Phil Lucas	NTS	1 vote
Richard Loukes	NTS	1 vote
John Cooper	iGT	2 votes – Alternate for Katy Binch

1.4. Approval of Minutes (07 November 2018)

The minutes from 07 November and the extra-ordinary meeting held on 29 November were approved.

2. New Change Proposals – Initial Review

2.1. XRN4803: Amend AQI file validation/processing for reason 4 when the meter point was previously Shipperless or unregistered

This Change Proposal is sponsored by npower.

The AQ Correction process enables the Registered User to challenge the Formula Year AQ/SOQ and Rolling AQ/SOQ where the existing recorded value is not reflective of the next 12 months annual quantity. There are 4 reasons for which the AQ can be corrected, one being correction reason code 4, which allows for an AQ Correction following the rejection of a meter read due to failure of the outer tolerance validation.

Currently the validation checks that the AQ has been recalculated when assessing the AQ correction request. However, where a site was previously Shipperless or unregistered or where an AQ has not been re-calculated since Nexus go live, the AQ correction is rejected with rejection code AQI00004 – recently calculated AQ is not available.

In this instance there is no further action that can be taken, and future reads cannot be loaded as the prevailing AQ is understated, so they fail tolerance and the AQ correction is also rejected.

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

When asked, Emma Smith (ESm) confirmed that this change proposal is not a resolution for a defect and explained the system is doing what it is supposed to do, however, on reflection the design is not working as well as it was anticipated.

ESm confirmed that there is only one solution option for this Change Proposal which is a change to a validation rule, therefore, this could go straight in to a minor release.

Shipper members voted unanimously for XRN4803 to go to Solution Review at the Delivery Subgroup (DSG).

Voting Outcome:	XRN4803: Amend AQI file validation/processing for reason 4 when the meter point was previously Shipperless or unregistered	
Shipper Representative	Voting Count	For/Against
James Rigby	1	For
Kirsty Dudley	1	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaheeni Vekaria	2	For
Total	6	For

2.2. XRN4806: Additional data at National Level to support UIG Allocation validation

This Change Proposal is sponsored by Scottish Power.

Scottish Power is requesting Xoserve to provided additional information at national level to support Shippers with the validation of UIG Allocation on a monthly basis for the previous calendar month.

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

ESm explained that this Change Proposal has been tabled at several forums and, based on feedback received, Xoserve are extending this change to provide the solution for all.

Shipper members voted unanimously for this Change Proposal to go to Solution Review at the Delivery Subgroup (DSG).

Voting Outcome:	XRN4806: Additional data at National Level to support UIG Allocation validation	
Shipper Representative	Voting Count	For/Against
James Rigby	1	For
Kirsty Dudley	1	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaheeni Vekaria	2	For
Total	6	For

2.3. XRN4810: Chat bot automated Gemini assistant

This Change Proposal is sponsored by National Grid Transmission.

PL explained that Chat Bot is a computer program designed to simulate conversation with human users, especially over the Internet. Chat bot can be useful in many aspects of the Gemini Application; a User could ask the bot a question or give it an instruction and the bot could respond or perform an action as appropriate.

National Grid requests Xoserve to look for any efficiency in project delivery that can be leveraged with any other National Grid Gemini delivery projects in flight concurrently.

This is a restricted class change to National Grid Transmission; therefore, National Grid Transmission were asked to vote for the change to proceed.

National Grid Transmission members voted unanimously for this Change Proposal to go to the Delivery Subgroup (DSG).

Voting Outcome:	XRN4810: Chat bot automated Gemini assistant	
Shipper Representative	Voting Count	For/Against
Phil Lucas	1	For
Richard Loukes	1	For
Total	2	For

2.4.   XRN4813 – Migration of Xoserve Interfaces

This Change Proposal is sponsored by National Grid Transmission.

PL explained this request is in reference to the SAP PI interfaces on the SAP PI system now assigned to Cadent, subsequent to the separation of Cadent and NG SAP PI systems. Approximately 130-135 interfaces remain active on the Cadent SAP PI system, which will cease to function once the National Grid and Cadent Networks are separated in March 2019.

This is a restricted class change to National Grid Transmission; therefore, National Grid Transmission were asked to vote for the change to proceed.

National Grid Transmission members voted unanimously for this Change Proposal to go straight to delivery

Voting Outcome:	XRN4813 – Migration of Xoserve Interfaces	
Shipper Representative	Voting Count	For/Against
Phil Lucas	1	For
Richard Loukes	1	For
Total	2	For

2.5.   XRN4626.2 – Provision of an alternative Consumer Enquiry Service (M Number) – PHASE TWO Non-Web Portal Implementation

This Change Proposal was originally a Change Request (internal change) raised by Xoserve. Xoserve have transferred the details of the change from the Change Request to a Change Proposal as this change is considered to have an external impact and benefit.

Currently, Xoserve operates a telephone service which consumers call to find out the MPRN and Gas Supplier for their property, or a property which they're moving into. This Change Proposal is to assess options and provide an alternative service for Mnumber and GT ID which can be expanded to Electricity MPAN in the future. Benefits of an alternative service will result in reduced running costs for DSC customers and an improved experience for consumers who use the service.

Changing the service will require significant stakeholder engagement with Networks, iGT's and Shippers. The target implementation date of the provision of an alternative service should be summer 2018, with full transition away from the existing service to be complete by 31 March 2019.

This is a Xoserve initiative and the Change Proposal has been raised for information only purposes; a vote was not required.

Richard Pomroy (RP) suggested this Change Proposal needs discussion with Transporters as they provide the funding for the Mnumber service. When asked, Dave Ackers (DA), suggested that the running costs could be less than they are now, and any enhancements were likely to be incremental changes.

It was agreed that discussions would be setup with the Distribution Networks (DNs), this would then give the DNO DSC Change and Contract Managers view. ESm will work with Dene Williams (DW) and DA to move this forward.

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3.   New Change Proposals - Post Initial Review

3.1.   XRN4789 – Updating Shipper Reporting Pack

Richard Johnson (RJ) explained that in the DSC Change Management Committee meeting on 07 November 2018, it was decided to defer this change and submit it for an Industry consultation with duration of 10 working days. The consultation closed on 23 November 2018 and six responses were received which approved this change in principle.

RP asked for clarification, in Part B option 4, will the review of MI be for just Shippers or for DNs too. ESm confirmed the intention is to review all Shipper MI, not including the UIG MI. It was noted that some UIG reports do impact both Shippers and DNs.

Kirsty Dudley (KD) confirmed she is happy to update the Change Proposal accordingly

ESm confirmed that National Grid Transmission would not be required to vote due to the UIG reports are for DNs, IGTs and Shippers only.

Shipper and the relevant Transporter members voted unanimously for this Change Proposal to go to DSG for solution development and then to the UIG Workgroup.

Voting Outcome:	XRN4789 – Updating Shipper Reporting Pack	
Shipper Representative	**Voting Count**	**For/Against**
James Rigby	1	For
Kirsty Dudley	1	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaheeni Vekaria	2	For
Total	**6**	**For**
Transporter Representative	**Voting Count**	**For/Against**
Chris Warner	1	For
Richard Pomroy	1	For
John Cooper	2	For
Total	**4**	**For**

3.2.   XRN4801 – Additional Information to be made available on DES

RJ explained that in the DSC Change Management Committee meeting on 07 November 2018, it was decided to defer this change and submit it for an Industry consultation with a duration of 10 working days. The consultation closed on 23 November 2018 and six responses were received which approved this change in principle.

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

ESm explained that, in principle Xoserve supports the additional data items, these will be added in to the requirements and taken to DSG for solution review.

The request for Gas Pressure information was briefly questioned, and it was confirmed that DNs currently provide this information via quarterly reports.

It is accepted that, when the Change Proposal was raised, all Users could share their own list of data items requirements and these would be assessed but not necessarily included in the final solution.

Shipper members voted unanimously for this Change Proposal to go to DSG for solution review.

Voting Outcome:	XRN4801 – Additional Information to be made available on DES	
Shipper Representative	**Voting Count**	**For/Against**
James Rigby	1	For
Kirsty Dudley	1	For
Alison Neild	1	For

Lorna Lewin	1	For
Shaheeni Vekaria	2	For
Total	**6**	**For**

4.   New Change Proposals - Post Solution Review

4.1.   XRN4453 - Irrelevant Data Sets for Job File (RGMA)

ESm explained that approval of the solution option and the intentions to include this change in the February 2019 Documentation release will be sought at this meeting.

Shipper members voted unanimously for:

1. Approval of the solution option
2. Approval for it to be included in the February 2019 release

Voting Outcome:	**XRN4453 - Irrelevant Data Sets for Job File (RGMA)**	
Shipper Representative	**Voting Count**	**For/Against**
James Rigby	1	For
Kirsty Dudley	1	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaheeni Vekaria	2	For
Total	**6**	**For**

4.2.   XRN4621 - Suspension of the validation between meter index and unconverted index

ESm confirmed that the plan was to seek approval of the solution option and to include this change in the major November 2019 Release.

ESm advised this Change Proposal was communicated to ICOSS who wholly supported the proposed solution and that this is included in the November 2019 release.

Shipper members voted unanimously for:

1. Approval of the solution option
2. Approval it is included in the November 2019 release

When asked, ESm confirmed this is a 100% shipper funded change.

Voting Outcome:	**XRN4621 - Suspension of the validation between meter index and unconverted index**	
Shipper Representative	**Voting Count**	**For/Against**
James Rigby	1	For
Kirsty Dudley	1	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaheeni Vekaria	2	For
Total	**6**	**For**

4.3.   XRN4679 - Requiring a meter reading following a change of local distribution zone or exit zone

ESm confirmed that the plan was to seek approval of the solution option and to include this change in the November 2019 Release.

Shipper members voted unanimously for:

1. Approval of the solution option
2. Approval for it to be included in the November 2019 release

Voting Outcome:	XRN4679 - Requiring a meter reading following a change of local distribution zone or exit zone	
Shipper Representative	**Voting Count**	**For/Against**
James Rigby	1	For
Kirsty Dudley	1	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaheeni Vekaria	2	For
Total	**6**	**For**

4.4.   XRN4691 to XRN4694 - CSEPs iGT & GT File formats

ESm advised that this change was deferred at the previous DSC Change Management Committee meetings on 10 October due to ongoing discussions about the funding arrangements for the change.

RP advised the committee that he is addressing some of the questions that have been raised and will be attending a meeting with IGTs in January to confirm and then he will bring the resolutions back to the January DSC Change Management Committee meeting.

Richard Adfield (RA) advised that this Change Proposal will now be included in the June 2020 release due to the timescales.

KD said that if there is a release in between November 2019 and June 202, this change should be considered for implementation earlier.

ESm advised there are three major releases each year (February, June and November) but only two of these are funded as major releases, there is uncertainty as to who decides which releases are major and ESm will clarify this.

DN and IGT members voted unanimously for these change proposals to proceed to be included in the June release but a final decision would be made in January.

Voting Outcome:	XRN4691 to XRN4694 - CSEPs iGT & GT File formats	
Transporter Representative	**Voting Count**	**For/Against**
Chris Warner	1	For
Richard Pomroy	1	For
John Cooper	2	For
Total	**4**	**For**

4.5.   XRN4725 - New Read Reason Type for LIS estimate readings

ESm advised the DSG preferred solution option is to create a read type and it is proposed this is included in the November 2019 release.

Shipper members voted unanimously for:

1. Approval of the solution option 1
2. Approval for it to be included in the November 2019 release

Voting Outcome:	XRN4725 - New Read Reason Type for LIS estimate readings	
Shipper Representative	**Voting Count**	**For/Against**
James Rigby	1	For
Kirsty Dudley	1	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaheeni Vekaria	2	For
Total	**6**	**For**

4.6.   XRN4753 - CMS Increase Information Provided in .QCL Response File

ESm advised that this Change Proposal has been through DSG and there is still an appetite to progress this Change Proposal, but this may be just an education exercise. If this is the case, it will not need to be included in the November 2019 release, but investigations are still ongoing. There is a high percentage confidence that this will not be a functional change. It was confirmed that Shippers; IGTs and DNs are the impacted parties.

Shipper and relevant Transporter members voted unanimously for:

- Approval to keep in scope for November 2019, but a final decision will be made in January

Voting Outcome:	XRN4753 - CMS Increase Information Provided in .QCL Response File	
Shipper Representative	**Voting Count**	**For/Against**
James Rigby	1	For
Kirsty Dudley	1	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaheeni Vekaria	2	For
Total	**6**	**For**
Transporter Representative	**Voting Count**	**For/Against**
Chris Warner	1	For
Richard Pomroy	1	For
John Cooper	2	For
Total	**4**	**For**

4.7.   XRN4790 - Introduction of winter read/consumption reports and associated obligation (MOD0652)

ESm introduced the slides to accompany this Change Proposal and explained this is linked to Modification 0652 Introduction of winter read/consumption reports and associated obligation. This modification puts an obligation on the User to gain a winter consumption calculation which is achieved by submitting a read in November/December and March/April each year.

There are several reports to be delivered via the Change Proposal. DSC Change Committee members supported Xoserve releasing Report 1 following this meeting.

5.   Xoserve DSC Implementation Plan

RJ introduced the DSC Implementation Plan and confirmed there are no outages to communicate to the Committee.

JR suggested that XRN3667a Provision of Prospective Formula Year AQ/SOQ and Historic RAQ to Proposing Users should be delayed until after XRN4740 NDM Sample Data – Modification 0654 delivery is implemented.

Both XRN3667a and XRN4770 have completed their consultation periods on their respective Design Change Packs, and no pressing concerns were raised by the Industry. All the responses for both Change Proposals were in support.

ESm confirmed that XRN4740 is an internal change to fix a defect, it is due to be fixed in March 2019

Action 1201: Xoserve to remove XRN3667a from the functional changes in the Implementation plan and to confirm revised implementation date.

The Committee members approved the suggested implementation dates for the remaining change proposals:

Change Proposal	Release Date
XRN4770 - NDM Sample Data – Modification 0654 Delivery	March 2019
XRN4687 - PSR Updates for Large Domestic Sites	June 2019

XRN4670 - Reject a replacement read, where the read provided is identical to that already held in UK Link for the same read date	June 2019
XRN4676 - Reconciliation issues with reads recorded between D-1 to D-5	June 2019

6.   Approval of Change documents

6.1.   XRN4631 – UKL Release 2 Delivery

The Change Completion Report CCR for XRN4631 – UKL Release 2 Delivery was presented to the Committee for approval. The approval of this CCR was deferred from the DSC Change Management Committee meeting on 7 November.

ESm advised that there has been an issue raised with regards to the Health, Safety and Environment (HS&E) report, this report details the counts of meter installations and exchanges (XRN 4248 – Quarterly smart metering reporting for HS&E and GNs (post Nexus R2)).

HS&E require a total summary of meter activity by postcode, and the IGT and GT data is currently aggregated.

Paul Orsler (PO) advised that Xoserve have come across some additional issues with the provision of this report and confirmed it has not yet been delivered to HS&E. It was mentioned that Xoserve recognise that members are not able to approve the CCR this month until the HS&E report is delivered.

Xoserve thought everything had been delivered as part of Release 2 and apologised to the Committee that this problem had not been identified.

In terms of the CCR approval, CS suggested that Xoserve could have a log of reports for each release, as a standard agenda item, as Xoserve could be in this position again.

KD suggested that this could be achieved via an extra tab on the implementation plan or the change register. This would remove the need for another agenda item on an already full agenda.

When asked, PO confirmed XRN4248 has been implemented but not yet delivered, adding that the functionality is available but there is a defect outstanding.

It was suggested that the CCR could be approved with an acknowledgement that XRN4248 has not yet been delivered.

PO reiterated that Xoserve understand the defect and understand how to fix the defect. There is also a delivery mechanism that needs to be agreed with HS&E as currently, the Change Proposal states the report is to be sent via email, but the file is so large that this would not be possible.

CS asked if Members were happy to vote for closure of Release 2 today and leave an action on Xoserve to progress the defect for XRN4248.

Some Members said they were not happy to vote to close down Release 2 until the defect is rectified.

Members then agreed to defer the vote and revisit at the January 2019 meeting.

6.2.   XRN4556 - Process to provide a report when Gas Safety Regulations requests return no MPRN's

The CCR for the above change was presented to the Committee for approval.

Distribution Network Operators voted unanimously for approval of the CCR.

Voting Outcome:	XRN4556 - Process to provide a report when Gas Safety Regulations requests return no MPRN's	
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Richard Pomroy	1	For
Total	**2**	**For**

6.3.   XRN4769 Updates to Service Description Table (CCR)

The CCR for the above change was presented to the Committee for approval.

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All Committee members voted unanimously for approval of the CCR.

Voting Outcome:	XRN4769 Updates to Service Description Table (CCR)	
Shipper Representative	**Voting Count**	**For/Against**
James Rigby	1	For
Kirsty Dudley	1	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaheeni Vekaria	2	For
Total	**6**	**For**
Transporter Representative	**Voting Count**	**For/Against**
Chris Warner	1	For
Richard Pomroy	1	For
Phil Lucas	1	For
Richard Loukes	1	For
John Cooper	2	For
Total	**6**	**For**

6.4.   XRN4706 National Grid Test Support & Consultancy (EQR and BER)

The Evaluation Quotation Report (EQR) and Business Evaluation Report (BER) for the above change were presented to the Committee.

National Grid Transmission voted unanimously for approval of the EQR and BER.

Voting Outcome:	XRN4706 National Grid Test Support & Consultancy (EQR and BER)	
Transporter Representative	**Voting Count**	**For/Against**
Phil Lucas	1	For
Richard Loukes	1	For
Total	**2**	**For**

7.   Release Approvals / Updates

7.1.   Release 3 Project Dashboard

7.2.   7.1.1 Release 3 Project Dashboards and Plan Update

The latest position of Release 3 including Track 1 and Track 2 was presented.

Peter Hopkins (PH) gave the update for this section of the agenda and explained that the overall project RAG status is Green.

The progress against each track is as follows:

- Track 1 (13 Changes)
  - Cutover completed to plan over 2/3 November
  - 5 minor defects reported, 4 fixed and deployed, 1 fix to be deployed on 14/12
- Track 2 (XRN4454 National Grid and Cadent Enduring Invoicing Arrangements)
  - Market Trials commenced on plan 19th November. To date no defects have been raised and testing on track to complete ahead of plan.
  - Some minor defects and BW reports from acceptance testing are outstanding but they have not affected market trials. These are being resolved and retested.
  - Preparation for Regression Testing and Cutover is in progress.

It was explained that there is an issue outstanding against XRN4534 Amendment to RGMA Validation rules for Meter Asset Installation Date and the Production team are working on the defects and have provided a plan for resolution. See section 7.1.3 below.

7.1.2 Release 3 Amended BER (NG approval of revised costs for Cadent billing change)

A Business Evaluation Report (BER) for XRN4454 National Grid and Cadent Enduring Invoicing Arrangements was presented to the Committee for approval.

The revised cost of change had been shared with NGT colleagues. Approval from National Grid members was requested for the revised charges documented in the Release 3 Amended BER.

National Grid approved the revised BER.

Voting Outcome:	XRN4454 National Grid and Cadent Enduring Invoicing Arrangements BER	
Transporter Representative	Voting Count	For/Against
Phil Lucas	1	For
Richard Loukes	1	For
Total	2	For

7.1.3 XRN4534 RGMA Validation Deployment Position

A set of deployment options to mitigate the risks associated with this Release 3 change was presented to the Committee for discussion and approval. The Xoserve Project team recommend that deployment on 01 February 2019 continues with a contingency of moving to 23 February 2019. This contingency can then be used if additional production defects are identified during testing or other dependencies and risks materialise.

Talking through the Options Timeline, PH explained, the recommendation from Xoserve is that Option 3 if the most viable option as this still gets to deployment within the overall Release 3 project.

The Committee were informed that if the impact of additional production defects uncovered are such that 23 February 2019 is at risk then further engagement will be required at this forum.

PH explained that this was originally planned for implementation in November 2019. Defects identified during Acceptance testing are now fixed and Xoserve are ready to restart Acceptance testing.

PH explained that all options for February 2019 deployment carry a degree of risk based on the potential to discover further defects in testing and because of the need to protect Cadent delivery. Alternatives beyond February 2019 are:

- Operationally, deployment would be possible in March, but this would require project resource extensions to support deployment and PIS independent of Cadent
- Alignment to June 2019 release is possible but this would also require project resources to be available and would create a dependency and associated risk to that release
- Beyond June 2019 there is a Minor Release drop in July and a further major release proposed for November 2019.

KD said that the release for this change has been put back a few times. PL added that National Grid want this Change Proposal implemented as soon as possible.

PL advised that if there is no delivery risk to 01 February 2019, PL would support that date.

The Committee agreed that implementation could be either 01 February 2019 or 01 March 2019 if further problems were experienced.

7.2 February 2019 Releases - Final Scope

The scope of the February 2019 Releases was presented to the Committee for information purposes.

ESm confirmed that the February 2019 release is now made up of:

- XRN4453.1 Amendment to Job/UPD hierarchies to show 'irrelevant' datasets
- XRN4770 NDM Sample Data – Mod 0654 Delivery
- XRN1972.7 Ability to Accept Extended Reading Indexes of up to 12 characters
- XRN2024   The inclusion of rejection code SAN00001 in the rejection code list

ESm also confirmed that there would also be Minor Release Drop 3 for Mid-Feb Implementation:

- XRN4690 Actual read following estimated transfer read calculating AQ of 1XRN4717 Use of up to date Forecast weather data in first NDM Nominations Run

7.3 Release November 2019 - Final Scope

It was confirmed that XRN4691 to XRN4694 will be removed from November 2019 release and that this scope is now locked down.

The Committee gave their final release scope (November 2019) approval for the following Change Proposals:

- XRN4679 Requiring a Meter Reading following a change of Local Distribution Zone or Exit Zone
- XRN4725 New read reason type for LIS estimate readings
- XRN4621 Suspension of the validation between meter index and unconverted index
- XRN4753 CMS – Increase information provided in .QCL response file

7.4 Change Assurance Update

Jane Rocky (JR) joined the meeting to provide a Release 3 Health Check summary. The health check status for Release 3 has now moved from Red to Amber.

The following summary was given for the UK Link Release 3 Health Check:

- Release 3 is the first in which significant (and complex) external customer-driven changes have been made to the launch UK Link functionality, and the release therefore represents a greater delivery challenge than Release 2.
- The separation of Cadent (Track 2) and main changes (Track 1) evidences an appropriate approach to reduced delivery plan slippage and increasing contingency, however milestone slippage has still occurred and confidence in delivery needs to improve for some key teams.
- This assurance report is rated Amber overall due to some concerns needing to be addressed asap.
- The project needs to align its existing infrastructure and application Security assessment and testing approach with Naveen Vasudeva (CISO) to avoid unplanned security testing actions.
- The SME team's confidence in Track 2, Cadent delivery differed significantly from the Project's team's view, and has been addressed urgently.
- IS Ops engagement in preparing for Go Live, P.I.S. and BAU support, needs improvement.
- Visibility and closure of key actions with stakeholder teams needs to be improved.

KD said there needs to be consistency in the way the health checks are carried out and suggested the same approach is needed for BAU given the number of issues at present. JR confirmed that her work was for changes only and an Audit activity covers BAU.   She said she would raise this with her colleagues.

CS suggested this could also be discussed at the DSC Contract Management Committee as audit updates are already provided there.

7.5 XRN4665 – Creation of New End User Categories and June 2019 Release Update.

Catrin Morgan (CM) joined the meeting and talked through XRN4665 Creation of New End User Categories update, advising that the BER for XRN4665 is due for approval at the DSC Change Management Committee on 9 January 2019.

CM talked the Committee through the release timelines and key milestone dates which are:

- Design Change Packs, Extraordinary Issue Date – 21 December 2018
    - o 10 Day Review Period Completion (Excluding Bank Holidays) – 09 January 2019
    - o 5 Day Xoserve Response Period Completion – 16 January 2019
    - o 5 Day Notice of DSC Change Management Committee Materials – 17 January 2019
- Design Change Packs Approved – Plan at 24 January 2019 Extraordinary DSC Change Management Committee
- A 6-Month Notice of proposed 31 July Part A Implementation – 31 January 2019

CM then talked the Committee through the June 2019 release timelines and key milestone dates which are:

- Design Change Packs, Extraordinary Issued – 23 November 2018
    - o 10 Day Review Period Completion – 07 December 2018
    - o 5 Day Xoserve Response Period Completion – 14 December 2018
    - o 5 Day Notice of DSC Change Management Committee Materials – 04 January 2019
- Design Change Packs Approved – 09 January 2019
    - o 6 Month Notice of June 28 Implementation – 09 January 2019
    - o Seeking BER to be approved at the 09 January 2019 DSC Change Management Committee

7.6 XRN4665 – Creation of New End User Categories – July 2019 Release

Simon Harris (SH) joined the meeting and talked through material provided and explained that XRN4665 is looking to add new EUC profiles for bands 01B & 02B. New EUC profiles will be split based on Market Sector Code & Pre-Payment Meter Type:

- Non-Prepayment Domestic
- Prepayment Domestic
- Non-Prepayment I&C
- Prepayment I&C

Following the first detailed design session several considerations have been raised with DSG on 19 November 2019 which included requesting DSC members to look at cleansing the Market Sector code in preparation for this change. RP asked if there was any validation of the market sector code as during the validation of XRN4687 PSR updated for large domestic sites, Shippers thought they were not accurate.

It was confirmed that the DESC Committee are considering this change and are looking at sample data provided by Shippers and Xoserve.

Louise Hellyar (LH) clarified that market sector code is within the remit and therefore the Shipper can ensure the correct profile is assigned.

Talking through the Additional Considerations slide, SH advised that there are two options to consider:

1. Use the MSC/*EUC Meter Type* amendments to trigger an EUC update ASAP (D+2)
2. Carry out EUC update as part of existing processes (AQ Roll etc)

It was confirmed that Option 1 is a quicker solution.

Support from the Committee was gained to proceed.

8.   CSS Consequential Change Update

Emma Lyndon EL joined the meeting to give an update on the CSS Consequential Change. Referring to the material provided, she explained Xoserve have completed two of the planned consequential workgroups which have been well attended with good collaborative discussions around the topic areas.

CSS Consequential Workgroups

Extra days have been scheduled in to allow coverage in full of the topic areas, the schedule of meetings is now as follows:

- 09 January 2019
- 22 January 2019
- TBC early February (date to be agreed with attendees on the 09 January)
- 19 February 2019

JR commented that engagement is good and this should promote good attendance at the workgroups.

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Ofgem Switching Programme – Consequential update

Xoserve will be providing a timeline and plan detailing workshops and expected outputs for their consequential engagement activities.

EL confirmed that the external BRDs; business rules and solution options will be updated and agreed post each workshop.

At the DSC Contract Management Committee meeting on 19 December 2018, Xoserve will be submitting a request for funds to be released in order that Xoserve can progress with programme activities in order to meet programme timescales.

Ofgem Switching Programme - Bid

EL went on to explain that the DCC have announced their decision on which organisations to take forward to the next phase of the procurement process and confirmed that Xoserve are one of the organisations selected.

Xoserve are now in the final phase fo the process which involves preparing their Best and Final Office (BAFO). The deadline for this is 02 January 2019.

9. **XRN4695 UIG Taskforce Update**

9.1. **Recommendations:**

Leanne Jackson (LJ) gave a taskforce update showing the Project Dashboard with an overall status of Green.

The Sprint 6 update was published on the Xoserve website on 6 December, this can be viewed here: www.xoserve.com/index.php/unidentified-gas-uig/

LJ advised that the recommendations are not published anywhere yet and questioned what the appropriate forum for the recommendations is.

Alex Stuart (AS) confirmed, it was part of the UIG Taskforce remit to present recommendations at the DSC Change Management Committee. After a lengthy discussion, the Committee agreed that the UIG Workgroup is the preferred forum for these recommendations to be discussed in the first instance, but it was recognised that other groups may be consulted later. Members highlighted that several UIG UNC Modifications are already being developed at the UIG Workgroup and the taskforce findings may have a bearing on them.

Post meeting update: *A dedicated UIG Taskforce Update meeting is being planned to discuss the UIG Taskforce recommendations and is to take place on 28 January, a Solihull venue is to be confirmed.*

As an example, Fiona Cottan (FC) talked the Committee through Investigation Item 1 - Use of Estimates for DM sites, which relates to actual reads which are not received or are rejected for Class 1 and 2 sites, in this scenario a D-7 estimate is used. If the estimated read is not accurate, this could contribute to UIG.

A number of solution options were suggested:

1. No action (Do Nothing)
2. Xoserve to monitor monthly and notify relevant Shippers/DMSPs of their read rejections.
3. Notify Ofgem of individual sites and associated Shippers
4. PAC reporting and monitoring – PAC to engage with shippers on basis of existing and/or new reports in Performance Assurance Report Register. Consideration of any additional reporting to PAC.
5. Changes to UNC which could be:
    a. Review DMSP read incentive framework (Class 1)
    b. Reduce the duration for the Class 2 Must Read trigger & extend to include Class 1

      c. Introduce incentives or liabilities for low submission rates for Class 2, and/or extend Class 1 liabilities to apply to shippers

      d. CDSP obtains reads by installing AMR

      e. Amend the industry processes to allow CDSP to obtain the reads directly from the read provider (DMSP/DCC etc)

The Xoserve recommendation involves a combination of some of the above options:

- Shipper Engagement via Xoserve Account Managers and internal reporting.
- PAC reporting - via agreed changes to the PAC Report Register.
- Shorten/extend the Must-Read timescales and introduce incentives/penalties via a UNC Modification and Change Proposal.

The Committee debated as to whether a modification would need to be raised and it was mentioned that some of these suggestions would quite fundamentally change what Xoserve does.

Considering the discussion held with regards to the best placed forum for the recommendations to be presented to; it was agreed to not go through the other recommendations at this meeting.

10. Amendment Invoice Update

Deborah Coyle DC joined the meeting to provide an update to the Amendment Invoice issue and advised that the Dashboard is showing Red as the overall status.

The high-level Resolution plan anticipates all tasks to be completed by the end of February 2019.

DC gave an update on each of the Task Force Focus Areas, which are:

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

11. Horizon and Future Release Change Planning

11.1. Bubbling Under' Report

This item was not covered.

11.2. Gemini Horizon Planning

This item was not covered.

11.3. UK Link Changes plan on a page

This item was not covered.

12. Finance and General Change Budget Update

This item was not covered

13. Review of Outstanding Action(s)

All action updates were deferred until the next meeting.

14. Any Other Business

14.1. IX Update

John Woodward (JW) joined the meeting to provide an update on the IX Refresh.

The November Milestones that have been achieved are:

- Phase One and Phase Two customer's phone lines continued to be installed
- Phase Three and Four customers work packages started to be progressed via Gamma
- 51 sites have had phone lines installed
- 44 customers received appointments for phone line installations
- 20 customers contacted for outstanding site surveys. 16 are now remaining
- A Q&A document has been prepared for IX customers

JW then talked through the three-month timeline covering December, January and February.

When asked, JW advised that, in the Q&A document there is an overview of what the migration might look like. Specific dates have not been communicated to customers yet, when these dates are solidified, they will be communicated to customers.

14.2.   Find My Supplier phase 2 requirements

Dene Williams (DW) provided the Committee with an update advising the Find My Supplier on-line service went live in September 2019. He clarified that it was always intended that the new site would be delivered in two stages:

1. Delivery of XRN4635 - portal to go live.
2. Delivery of XRN4626.2 to make the site more user-friendly giving and migration of the phone line from Cadent to Xoserve.

When asked, DW confirmed the licence obligation has been discussed with Distribution Network Contract Managers.

Concentrating on the Phase 2 delivery, DW explained the initial thoughts of what this phase might deliver.

RP suggested there may need to be a conversation about funding and what transporters think is required, what the transporters feel is not necessary/reasonable. DA confirmed the funding should not be any costlier to what is currently provided.

CS clarified that the funding discussion will need to be had and the change would need to clarify who the funders will be for any agreed changes.

KD asked are there any discussions with SPAA – if this is a find my supplier. Missing an opportunity to gain feedback from a wider audience.

Consideration of what is offered by the electricity market will be included on the Future Thoughts slide of the presentation.

For more detail, please see section 2.5. for discussion on the corresponding change proposal XRN4626.2.

14.3.   New Xoserve.com Update

Andrew Poolton (AP) joined the meeting to provide an onscreen overview of the new Xoserve.com explaining in detail how the home screen will look and what information will be shown in a live view. There are many updates such as a Resource Library; Filter Facility for Change Proposals; Jargon Buster and Advanced Calendar.

CS mentioned the plan for Joint Office to stop being the host of Change Proposals is being discussed with Xoserve and further details will be shared at a later date.

14.4.   Document Submission for Change Management Committee in January

ESm requested approval from the Committee that papers are submitted by 03 January 2019 for the next meeting on 09 January due to Christmas and New Year Bank Holidays.

Approval was given for submissions for the January meeting to be provided by lunchtime on 03 January 2019.

14.5.   Number of Solution Options Presented at DSG Meetings for 2018 (for information)

ESm advised that KVI change management feedback received suggested that there is a lack of solution options being presented, and showed the Committee, the number of solution options that have been presented for each change.

ESm advised that Xoserve do go through multiple solution options, impact assessments, and provide reasoning for the preferred solution options.

14.6. Change Proposal Form

Esm advised the Change Proposal Form has been rebranded. This will be sent it out to DSC Change and Contract Committee members and regular attendees for views.

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:

Time/Date	Venue	Programme
10:30 Wednesday 09 January 2019	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.
10:30 Wednesday 13 February 2019	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.

Action Table (as at 12 December 2018)					
Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
1101	06/11/18	3.1	CDSP to review how data changes are prioritised with customers	CDSP (LW)	**Carried Forward**
1102	06/11/18	6.3	XRN4361 - Any change proposals with a reporting element to be separated from the CCR for sperate final sign-off.	CDSP (LCh)	**Carried Forward**
1103	06/11/18	7.3	CDSP to consider the visibility of defect changes.	CDSP (ESm)	**Carried Forward**
1104	06/11/18	15.3	Joint Office to investigate problems with the download function button on the bottom of the website page for Zipped files, not capturing all published documents.	Joint Office (CS)	**Carried Forward**
1201	12/12/18		Xoserve to remove XRN3667a from the functional changes in the Implementation plan and to confirm revised implementation date.	CDSP (ESm)	**Pending**