

UNC DSC Change Management Committee Minutes
Wednesday 13 February 2018
at Lansdowne Gate, 65 New Road, Solihull B91 3DL

Attendees

Chris Shanley (Chair)	(CS)	Joint Office	Non-Voting
Karen Visgarda (Secretary)	(KV)	Joint Office	Non-Voting

Shipper User Representatives

James Rigby	(JR)	Npower	Class A-Voting
Alison Neild	(AN)	Gazprom	Class B-Voting
Lorna Lewin	(LL)	Orsted	Class B-Voting

Transporter Representatives

Chris Warner	(CW)	Cadent	DNO-Voting
Richard Pomroy	(RP)	Northern Gas Networks	DNO-Voting
Richard Loukes	(RL)	National Grid	NTS-Voting
Teresa Thompson	(TT)	National Grid	NTS-Voting
John Cooper*	(JC)	BU UK	IGT-Voting

CDSP Change Management Representatives

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

Observers/Presenters

Alex Stuart	(AS)	Xoserve	Non-Voting
Alison Cross	(AC)	Xoserve	Non-Voting
Andy Clasper	(AC)	Cadent	Non-Voting
Emma Lyndon	(EL)	Xoserve	Non-Voting
Hannah Ready	(HR)	Xoserve	Non-Voting
Helen Chandler	(HC)	Northern Gas Networks	Non-Voting
Jitendra Jevan	(JJ)	Xoserve	Non-Voting
John Woodward	(JW)	Xoserve	Non-Voting
Kate Mulvany	(KM)	Centrica	Non-Voting
Lee Chambers	(LC)	Xoserve	Non-Voting
Lindsay Biginton*	(LB)	Utilita	Non-Voting
Lisa Lindstedt*	(LL)	EDF Energy	Non-Voting
Mark Jones	(MJ)	SSE	Non-Voting
Megan Coventry*	(MC)	SSE	Non-Voting
Pooja Patel	(PP)	Xoserve	Non-Voting
Radhika Kalra	(RK)	E.ON	Non-Voting
Richard Hadfield	(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
Tom Lineham	(TL)	Xoserve	Non-Voting

Apologies

Katy Binch	(KB)	ESP	IGT-Voting
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Shaheeni Vekaria (SV) Plus Shipping Services

Copies of all papers are available at: <http://www.gasgovernance.co.uk/dsc-change/070219>

1. Introduction

1.1. Apologies for absence

Please refer to above table.

1.2. Alternates

John Cooper for Katy Binch

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 + Alternate for Kirsty Dudley	Shipper Class A	2 votes
Alison Neild	Shipper Class B	1 vote
Lorna Lewin	Shipper Class B	1 vote
Transporter Representatives		
Chris Warner	DNO	1 vote
Richard Pomroy	DNO	1 vote
Teresa Thompson	NTS	1 vote
Richard Loukes	NTS	1 vote
John Cooper + Alternate for Katy Binch	iGT	2 votes

1.4. Approval of Minutes (09 January 2019)

The minutes from 09 January 2019 were approved.

2. New Change Proposals – Initial Review

2.1. XRN4824 - National Grid Transmission Daily Gemini Report

This new Change Proposal is sponsored by National Grid Transmission.

Richard Loukes (RL) said the purpose of the Change Proposal is to provide access to the SAP BW portal and develop a report that will allow the Meter Assurance team to extract Gemini data on a daily basis – specifically the Measurements > NTS Energy screen.

National Grid Transmission voted on whether this change should be approved.

Approval was unanimous as stated in the table below:

Voting Outcome:	XRN4824 - National Grid Transmission Daily Gemini Report	
Shipper Representative	Voting Count	For/Against
Richard Loukes	1	For
Teresa Thompson	1	For
Total	2	For

2.2. XRN4850 - Notifications of Customer contact details to Transporters

This new Change Proposal is sponsored by Wales and West Utilities.

Richard Pomroy (RP) explained that this change has two elements and ultimately aims to improve communications with end consumers during planned and unplanned gas supply disruptions.

The first element involves the implementation of a process by which customer contact details will be provided to the CDSP by Suppliers. The process will be developed by a SPAA working group set up to progress SPAA [SCP 443 – Notification of customer contact telephone numbers to Transporters](#).

The process of getting the customer contact details could involve Shippers and be via the IX within a UK Link file format(s). Please note other solutions are also possible.

The second element of the change involves the provision of a web portal to allow GDNs and IGTs to send messages to selected customers.

Richard Pomroy (RP) explained that I&C Shippers did not have to sign on to the SPAA code and therefore any compliance with the change proposal would be on a voluntary basis.

He added that regarding this data it would be domestic and commercial data and the Workgroup agreed this approach to communicating with affected customers would be a marked improvement to the current situation where very limited customer information is available to Transporters.

Approval to proceed to consultation was unanimous as stated in the table below:

XRN4850 – Notifications of Customer contact details to Transporters		
Voting Outcome:		
Shipper Representative	Voting Count	For/Against
James Rigby + Alternate for Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Total	4	For
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Richard Pomroy	1	For
John Cooper +Alternate for Katy Binch	2	For
Total	4	For

2.3. XRN4851 - Moving Market Participant Ownership from SPAAA to UNC/DSC

This new Change Proposal is sponsored by EON.

Emma Smith (ESm) said that this proposal was being sponsored by Kirsty Dudley (KD) who was not present at the meeting and therefore she would represent her at this meeting.

This proposal is to be part of a suite of changes which are also being raised in the SPAA, UNC and IGT UNC – the changes are yet to be formally accepted into the change process, Mod/SCP numbers will be added to this change once formally known.

As part of the Ofgem Switching Programme there is intent to move the activities relating to creation and management of Market Participants within Market Domain Data (MDD) from the Supply Point Administrative Agreement (SPAA) into the Uniform Network Code (UNC). The intent will be for the UNC to direct the activities to be conducted by the DSC agreement.

The primary aim of this XRN is to ‘lift and shift’ the current MDD Market Participant process from SPAA into the DSC. It may require formatting changes of the current SPAA table to align it to UK Link standard (to be outlined as part of the Capture phase). The intent is not to redevelop or align to electricity at this stage.

This XRN is to deliver the necessary enabling changes to move Market Participant management (creation, name changes, deletions etc.) into the DSC. This process will be subject to a guidance document.

The change process to manage these MDD changes will also be developed as part of these changes. David Addison (DA) explained that Kirsty Dudley (KD) was raising the new Modification in relation to the DSC Service Line Change and that that this would be assessed with the DSC Contract Management Committee. He said that the UNC SPAA Guidance document would also be assessed by the DSC Contract Managers as this Committee was involved in the disclosure of information process. DA explained moving forward, there was a requirement for the DSC Sub-Committee (or Sub-Committee) to meet on the same as the Electricity equivalent to ensure a cohesive approach.

This Change Proposal is linked to point 14.6 MDD update.

The target date is currently Feb 2020 to ensure it is implemented and working smoothly in time for integration testing.

It is important that changes in SPAA, UNC, UK Link and the IGT UNC all deliver at the same time or in an order which doesn't cause process disruption.

Approval to progress the change was unanimous as stated in the table below:

Voting Outcome:			XRN4851 – Moving Market Participant Ownership from SPAAA to UNC/DS		
Shipper Representative		Voting Count	For/Against		
James Rigby + Alternate for Kirsty Dudley		2	For		
Alison Neild		1	For		
Lorna Lewin		1	For		
Total		4	For		
Transporter Representative		Voting Count	For/Against		
Chris Warner		1	For		
Richard Pomroy		1	For		
Richard Loukes		1	For		
Teresa Thompson		1	For		
John Cooper +Alternate for Katy Binch		2	For		
Total		6	For		

2.4. XRN4852 - Amendments to the DSC Change Management Procedure

This new Change Proposal is sponsored by EON.

The current live Change Managements procedures in the Data Services Contract contract do not align to the change process implemented following an end to end review and therefore require updating.

Emma Smith (ESm) explained that the Change Management procedures needed to be reviewed and amended and that Kirsty Dudley (KD) would be sponsoring this new Modification. She said that the first draft of the rule changes would be available the meeting on 13 March 2019.

Approval to progress the change was unanimous as stated in the table below:

Voting Outcome:			XRN4852 – Amendments to DSC Change Management Procedure		
Shipper Representative		Voting Count	For/Against		
James Rigby + Alternate for Kirsty Dudley		2	For		
Alison Neild		1	For		
Lorna Lewin		1	For		
Total		4	For		
Transporter Representative		Voting Count	For/Against		

Chris Warner	1	For
Richard Pomroy	1	For
Richard Loukes	1	For
Teresa Thompson	1	For
John Cooper +Alternate for Katy Binch	2	For
Total	6	For

2.5. XRN4853 - UIG – Recommendations 3.1 Option

This new Change Proposal is sponsored by Xoserve.

ESm explained that this Change Proposal asks for the CDSP to monitor rejections for rejection code MRE00458. CDSP will manually load the read to UK Link if the read has passed all other validations. Subsequent reads will load normally if they pass validation checks. This would need to be an interim process which will be required to be implemented as soon as possible and should cease once XRN4621 has been implemented (Nov 2019) and the scope of the change is amended to allow 1 suspension of the Validation between Meter Index and Unconverted Converter Index to remove validation on uncorrected reads.

ESm explained that the UIG Task Force Workshop Meeting had been a useful and informative session. Lorna Lewin (LL) suggested that the title of the XRN needed to be changed to make it clear that it was in relation to monitoring of rejection code MRE00458 and manual read replacements. Linda Whitcroft (LW) said that she would have the wording updated as suggested.

Approval to progress the change was unanimous as stated in the table below:

Voting Outcome: XRN4853 – UIG – Recommendations 3.1 Option		
Shipper Representative	Voting Count	For/Against
James Rigby + Alternate for Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Total	4	For
DNO's Representative	Voting Count	For/Against
Chris Warner	1	For
Richard Pomroy	1	For
Total	2	For

2.6. XRN4854 - Transfer of NDM Sampling Obligations from Distribution Network Operators to the CDSP*

This new Change Proposal is sponsored by Cadent.

Chris Warner (CW) explained that the NDM Sampling UNC obligations, was currently incumbent on Transporters (as per UNC TPD Section H1.6) but it was proposed they transferred to the CDSP.

The CDSP has an intimate knowledge and extensive experience of the NDM demand estimation process and have a close relationship with Shippers with respect to this. They are therefore best placed to improve sampling rates and coverage across classes through assuming responsibility for the installation and maintenance of sampling equipment.

ESm explained that the appropriate analysis on the costs would be undertaken and that a Code change would also be required. ESm said that once the costs had been produced, the Shippers and the DNO's would need to decide how to proceed

Approval for the change to progress was unanimous as stated in the table below:

Voting Outcome: XRN4854 –Transfer of NDM Sampling Obligations from Distribution Network Operators to the CDSP*		
Shipper Representative	Voting Count	For/Against

James Rigby + Alternate for Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Total	4	For
DNO's Representative	Voting Count	For/Against
Chris Warner	1	For
Richard Pomroy	1	For
Total	2	For

2.7. XRN4858 - Amendments to DSC Service Description Table

This new Change Proposal is sponsored by Xoserve.

Richard Johnson (RJ) said the Service Description Table has been reviewed against the relevant UNC sections and some code reference updates and Service Line updates are required. Customers have requested changes to, or additional Service Lines as part of ongoing development work. In addition, for consistency the UNC reference structure has been standardised, these changes are shown as tracked changes. The changes proposed are classified as “cosmetic / housekeeping”.

Note: no new service is being created, amended or deleted by this Change Proposal. This request will be made as per Service Change Procedures para 4.1.3.

Approval of the change was unanimous as stated in the table below:

Voting Outcome:	XRN4858–Amendments to DSC Service Description Table	
Shipper Representative	Voting Count	For/Against
James Rigby + Alternate for Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Total	4	For
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Richard Pomroy	1	For
Richard Loukes	1	For
Teresa Thompson	1	For
John Cooper +Alternate for Katy Binch	2	For
Total	6	For

2.8. XRN4859 - Increasing MAM Access to CDSP Data to Mitigate Reduced MAM Appointment Timescale

This new Change Proposal is sponsored by Xoserve.

Richard Johnson (RJ) explained the proposal was in relation to a SPAA Request for Information about Meter Asset Manager, Asset Appointment Timescales and it closed out for responses on 29 January 2019.

The purpose of the RFI was to garner industry views on a set of solution options to mitigate de-appointment and appointment of MAM issues, which will be accentuated as a result of Faster Switching.

There may be a gap between the Supplier registering the supply point and the new MAM taking responsibility for the meter. Should an issue with the meter arise during this period, it is not clear who would have responsibility for resolution.

Faster switching will decrease the notice period during which MAMs can send an ORDET file (a RGMA flow) to request the necessary metering details, to register the site, from the incumbent MAM (who would send an ONDET file in response); therefore, it may not be possible for a new MAM to be appointed in sufficient time in correlation with the new Supplier.

The problem statement associated with this change is therefore MAMs require metering data to be more accessible in order to conduct their switching process; this is mitigated by Solution Option 3 within the SPAA RFI (Centralised Meter Data).

The CDSP would need to increase the range of data items MAM can access (perhaps to reflect the ONDET file which is passed from the old MAM to the new MAM).

Richard Johnson (RJ) explained that this proposal had been presented to MAMCOP and the MAMs in attendance were initially not in support of the idea but have since indicated support.

Chris Shanley (CS) asked if the funding split should be amended to be MAMs and ESm said that as these parties were covered by a 3rd party agreement, which was unusual, then the funding aspect needed altering. CS said that a revised Change Proposal would need to be submitted.

Richard Pomroy (RP) wanted to know if this would apply to the iGT Meter Points and ESm said she would have to investigate this matter but believed so. RP also enquired if this would give the MAMs access to all Meter Points. ESm said that the MAMs would only be given access to those Meter Points that they were appointed for. CS said that this would be regulated via the Data Provisions Matrix and would need to be further discussed within the Contract Management Committee. ESm confirmed that the MAMs access would continue to be heavily restricted and Linda Whitcroft (LW) reiterated that prior to anything going 'live' that this whole process would be discussed, and the issues flagged and then resolved. RP said despite these assurances, he still was very concerned about this proposal and that in-depth discussions were needed in relation to the procedures.

No votes were cast in respect of XRN4859, due to further information and clarifications being required.

2.9. XRN4860 - National Temporary UiG Monitoring

This new Change Proposal is sponsored by Npower.

James Rigby (JR) explained that since the Nexus Implementation there has been a significant cumulative delta between energy that is referred to as 'permanent' UiG, and the energy referred to as 'temporary' UiG. Temporary UiG (thought to be caused by a mixture of profiling and data inaccuracies / inefficient data performance issues) is energy that is originally allocated to shippers based on their expected share of throughput in any given Local Distribution Zone and their customer portfolio mix, as per annual weighting factors set by the Allocation of Unidentified Gas Expert (AGUE). Temporary UiG is adjusted (down or up from initial allocation) as a result of meter point reconciliation across the market.

It is understood that temporary UiG volume will, over time, crystallise into permanent UiG, when any given consumption month moves beyond its respective reconciliation close-out (D + 12 months in the case of UiG reconciliation and Line In The Sand for MPRN reconciliation).

JR explained that there is currently no independent view as to when levels of temporary UiG will reach permanency. He said the Change Proposal seeks to procure a budget (ideally from existing / remaining UiG Task Force funds) for CDSP subject matter experts to analyse the available industry data to provide a central national 'forecast' for UiG reconciliation. This should initially focus on the trends (allocation / reconciliation) to date, to report how the national cumulative level of temporary UiG (for each consumption month / LDZ level) will change over the coming [18 months], with the output being reported both as a % (of national throughput) and KWh value.

JR said this initial analysis should work on the basis of as-is industry patterns, including Shipper read performance and be 'updatable' on a monthly basis as these conditions change.

A lengthy general discussion took place on the funding of this proposal and both ESm, LW and Alex Stuart (AS) explained that the budget for the UIG Task Force present investigations was already allocated up until the end of March 2019, however he would make enquiries if any of the pre-allocated budget was likely to be available for such analysis. JR said that that this work would assist the Shippers in pricing decisions moving forward, especially in relation to the ALPs and DAFs and the reconciliation process.

RP said there was still a context and wording issue regarding temporary and permanent UIG in the UNC in relation to the correct definition and this needed to be addressed. CS said that although the AUGEs were focusing on the permanent UIG issues but had working level definitions for initial and final UIG that could help understanding. LW said for clarity that there were two distinct areas; allocation of UIG and reconciliation of UIG. JR and LW agreed to work together on this area.

Approval to progress the change was unanimous as stated in the table below:

Voting Outcome:	XRN4860 – National Temporary UIG Monitoring	
Shipper Representative	Voting Count	For/Against
James Rigby + Alternate for Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Total	4	For

3. New Change Proposals - Post Initial Review

3.1. No Change Proposals have been out for an initial review consultation, within the Change Pack process, since the last Change Management Committee.

4. New Change Proposals - Post Solution Review

4.1. XRN4777 – Acceptance of Contact Details Updated

ESm explained following the completion of the solution review Change Pack, the Change Management Committee will be asked to vote for a solution option and a release for implementation.

Option 2 is preferred by DSG and Xoserve, and during the Change Pack process three responses stated Option 2 as their preferred solution option.

The description of Option 2 is as follows:

Validate the EFFECTIVE DATE with the RECEIVED DATE

Approval was unanimous for option 2 and for it to be implemented as part of a minor release as stated in the table below:

Voting Outcome:	XRN4777 – Acceptance of Contact Details Updated	
Shipper Representative	Voting Count	For/Against
James Rigby + Alternate for Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Total	4	For

4.2. XRN44044 - Extension of Must-Read Process to include Annual Read Sites (withdrawn)

ESm said this Change has been withdrawn by the Proposer.

4.3. XRN4753 - CMS Increase Information Provided in .QCL Response File (withdrawn)

ESm said this Change has been withdrawn by the Proposer.

4.4. XRN4806 - Additional data at National Level to support UIG Allocation validation

ESm said the Change Management Committee will be asked to vote for the reports associated with this change to proceed to implementation. Xoserve intends to distribute a Design Change Pack, for this change, in February – pending Change Management Committee support. Details of this change can also be found in the implementation plan (section 5).

Approval to proceed to implementation was unanimous as stated in the table below:

Voting Outcome:	XRN4806 – Additional data at National Level to support UIG Allocation validation	
Shipper Representative	Voting Count	For/Against
James Rigby + Alternate for Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Total	4	For

5. Xoserve DSC Implementation Plan

RJ introduced the DSC Implementation Plan and explained there are three outages to communicate to Change Management Committee. He said two of the outages are associated with Gemini and the Gemini Exit Disaster Recovery Test (13 and 14 April 2019). There is also an outage associated with the Service Desk Plus system; this outage is scheduled for 02 to 03 March 2019.

He said he was seeking approval of the revised Design Change Pack for XRN4770 NDM Sample Data, he added that a revised version of the Change Pack was issued in January to address the proposed file format amendments. He said Xoserve had received two responses, one supported the change, and the other raised some questions which we have addressed within the Xoserve response.

JR said that he knew Kirsty Dudley (KD) supported the formatting change, but not the removal of the Market Sector Code, as she said this was required to ensure accurate data and modelling purposes. ESm said she should would re-issue and re-word the document stating that the Market Sector flag would remain in the file format.

Approval of the implementation plan was unanimous as stated in the table below:

Voting Outcome:	Xoserve DSC Implementation Plan / XRN4770 – NDM Sample Data	
Shipper Representative	Voting Count	For/Against
James Rigby + Alternate for Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Total	4	For
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Richard Pomroy	1	For
Richard Loukes	1	For
Teresa Thompson	1	For
John Cooper +Alternate for Katy Binch	2	For
Total	6	For

6. Approval of Change documents

6.1. XRN4828 – November 2019 Release (EQR)*

ESm presented the EQR associated with the November 2019 Release and said that no more funds were required to support this, so approval was being sought.

Approval was unanimous as stated in the table below:

Voting Outcome:	XRN4828 – November 2019 Release (EQR)*	
Shipper Representative	Voting Count	For/Against
James Rigby + Alternate for Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Total	4	For
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Richard Pomroy	1	For
Richard Loukes	1	For
Teresa Thompson	1	For
John Cooper +Alternate for Katy Binch	2	For
Total	6	For

7. Release Approvals / Updates

7.1. Release 3 Project Dashboard

7.1.1 Release 3 Project Dashboards and Plan Update (Track 2)

Tom Lineham (TL) introduce the Release 3 - Track 2 Project Dashboards Plan update on the schematics as detailed below:

Track 1 (13 Changes)

- Post Implementation Support (PIS) completed

Track 2 (XRN 4454 – Cadent)

- All Test Phases completed with no open defects
- Cutover completed
- PIS commenced from 4th February and due to run until 8th March

Issue against XRN 4534

- Confirmed in January Change management Committee that 01 February 2019 was not a viable option with contingency date of 01 March 2019 agreed for deployment
- Risk that additional production defects detected in testing phases would push cutover beyond March

Next step

- Provide progress update to Change Management Committee on 13 February 2019 on readiness for 01 March 2019
- Additional resource support to deliver XRN4454 in place and currently no other resource issues are open.
- Additional resource support to deliver XRN4454 in place and currently no other resource issues are open.

7.1.2 XRN4534 – RGMA Validation Deployment Position Update*

TL also provided an update regarding the XRN4534 – RGMA Validation Deployment Position as overviewed below:

- Acceptance Testing completed
- Regression Testing has commenced and is due to complete by 15 February 2019, with 1 week contingency for any required re-test and assurance

- Resources in place to support conclusion of RT
- On Track to implement on 01 March 2019
- The only risk against implementing this change on the 01 March 2019 is that if Xoserve find further significant defects in the Regression Testing and which cannot be resolved prior to the deployment, though the probability if this arising is low.

7.2 February 2019 Releases – Delivery Plan

Richard Hadfield (RH) joined the meeting and provided an update of delivery plan of the February 2019 Releases, as overviewed below:

- Testing – All testing activities due to complete by Friday 08 February 2019
- Implementation – Implementation preparation due to start week commencing 11 February 2019 with planned on track implementation date of Saturday 16 February 2019.
- No current risks or issues around Minor Release Feb-2019.
- All costs covered in the approved BER (approved at Change Management Committee on 09 January 2018.)
- Weekly monitoring of SME resources supporting multiple demands (e.g. BAU defects, Future Releases etc) is ongoing
- Minor Release Key Milestone Dates:
- 16 February 2019 - Implementation
- Document Release Key Milestone Dates:
- 01 March 2019 – Implementation

7.3 Release November 2019 – Delivery Plan

RH also provided a high-level update in relation to Release November 2019 Delivery Plan as detailed below:

- RFQ (request for quote): Aiming for contract approval by no later than 15 March 2019
- Plan: Planning for the Design Phase starts. At the end of Detailed Design, the proposed November 2019 implementation date will seek approval by the Change Management Committee
- Funding: The Project team are on-track to provide the EQR to seek Change Management Committee approval at the 13 February 2019 meeting
- Risk: There is a risk that the November 2019 Release may be impacted by Pre-Production environment congestion due to multiple deliveries running in parallel
- Risk: There is a risk that due to multiple UKLink deliveries running in parallel there may be limited access to resources.
- High-level, estimated, costs for each change were provided within the completed HLSOs.
- The EQR is on track to seek approval by Change Management Committee at the meeting on 13th February 2019.
- Weekly monitoring of Xoserve SME resources supporting multiple demands (e.g. BAU defects, Future Releases etc) is ongoing
- Full project mobilisation to commence on appointment of preferred supplier.

Key Milestone Dates:

- Receive supplier responses – 13 February 2019
- Shortlist preferred supplier – 18 February 2019
- Supplier contract approval – 15 March 2019
- Approve and issue EQR – 04 February 2019
- Gain business Case approval at IRC – 27 February 2019
- PID approval 18 March 2019
- Detailed Delivery Plan approved – 22 March 2019
- Design Change Packs Submitted to Industry – 08 May 2019
- Test Plan approval – 05 April 2019
- BER Approval – 14 June 2019

7.4 and 7.5 June 2019 Release – Delivery Plan*

Lee Chambers (LC) joined the meeting and provided an update on the June 2019 Release, saying that all was on track and the slight risk was on SME resources, but this was not an issue at the present time.

The overview is as detailed below:

XRN4665 – Creation of New End User Categories – Delivery Plan

- Design: Design workshops are now completed and documentation is in final approval, The Change Pack was approved at an extraordinary Change Management Committee on the 21 January 2019
- Plan: Tracking to plan, detailed testing phases are being planned at the low- level detail
- Funding: The BER was approved at Change Management Committee on 09 January 2019.
- Environments– There is a risk that due to multiple projects running in parallel in the same track (EUC & GB Charging) a detailed assessment of co-existence is in progress
- Review of risk to complete all testing phases to meet the full scope is in progress
- Weekly monitoring of SME resources supporting multiple demands (e.g. BAU defects, Future Releases etc) is ongoing
- Project delivery costs are tracking to approved budgets
- Weekly monitoring of SME resources supporting multiple demands (e.g. BAU defects, Future Releases) is on going

Key Milestone Dates:

- Traceability of Detailed Design to Requirements to be completed
- Detailed planning of overall Testing Phase and component aspects in progress

Agreement of EUC Release Part A & B Implementation Dates to be agreed with Change Management Committee.

XRN4732 – June 19 Release – Status Update

LC said all was on track and that the confirmed implementation date would be made known in March, and that the Regression Testing may take a little longer than stated.

Agreement of June 19 Implementation Date is to be agreed with Change Management Committee.

7.6 Potential Minor Release Drop 4 (July 2019 Scope)

ESm provided a high-level overview of the Minor Release Drop 4 and the Potential Scope Items were:

- XRN4777 - Acceptance of Contact Details Updates (currently awaiting Change management Committee solution approval)
- XRN4803 - Removal of validation for AQ Correction Reason 4 (currently progressing through Capture)
- Modification 0655 – Introduction of suitable classification of Ratchetable Supply Points & Ensuring Accurate Capacity Allocations (SOQ) (currently going through requirements gathering)
- Potential Xoserve internal Business Improvement changes (TBC)

ESm explained that a decision from Ofgem was required regarding Modification 0665 in relation to Ratchet charging and that if this was approved in time, then this could still be included within this Release or the October Release.

Both Chris Warner (CW) and Mark Jones (MJ) proposed that due to the required timeline, that Xoserve should put this in writing to Ofgem the required approval by dates, in order to expediate this matter. RH agreed to supply the wording for this communication that the Joint Office could then forward to Ofgem.

7.7 Change Assurance Update

ESm presented the schematic detailing the *UK Link Release 3, Cadent Changes, Pre Go-Live Assurance Summary Dashboard* and asked the Committee to study this following the meeting to then provide any specific feedback directly to Emma Smith. Emma.Smith@xoserve.com

8. CSS Consequential Change Update*

Emma Lyndon (EL) joined the meeting to give an update on the CSS Consequential Change.

She explained that the consequential workgroups are continuing and that to date, Xoserve have held six meetings and that two further meetings will be taking place on 19 February and 07 March 2019. She added that it was envisaged that the March meeting will be the last and will re-cap all the business rules and high level design options that have been approved to date.

She then explained, following the completion of the workgroup a number of artefacts will be created to provide Xoserve’s customers with information to take back to their own organisations to allow them to identify the consequential changes to their own internal processes and systems. These artefacts include:

- External BRD’s
- Updated heat map
- To Be Process flows
- Solution option slides with selected option hi-lighted

All of these artefacts will be created during March/early April and published on a dedicated CSSC web page.

EL said that the consequential workshops have covered the following topics, as are listed in the table below, with Category 4 data items to be covered at the next meeting on the 19 February.

Category 1	Category 2	Category 3	Category 4
Change of Shipper	SPA Updates	Master data	Reporting
Nomination	RGMA	Stakeholder	File Formats
Settlement data	Meter sector code	Data enquiry	Transition
Supplier switching	Meter point creation	Address data	
	Meter point status	Meter Reads	
	Gemini		

EL wanted to express her thanks to everyone for their help and support during the high level design phase and to say this would continue to be appreciated and valued moving through to the detailed design phase next. EL confirmed she had no update with regards to the Xoserve CSS bid work.

9. XRN4695 UIG Taskforce Update

9.1. Recommendations:

Alex Stuart (AS) joined the meeting and explained the UIG Task Force work was presently green on the RAG Status and that the UIG Task Force Recommendations Workshop meeting on 28 January 2019 had been worthwhile.

He then overviewed the recommendations that were discussed pre/during and post the UIG Task Force Workshop day and these are summarised as below:

- 13 findings = 85 recommendations/options
 - 6 PAFA / Xoserve
 - 3 Modifications - E.ON with support from PAFA/Xoserve
 - 41 Propose Close – no support
 - 13 require UIG progress

- 22 of the recommendations/options are for Xoserve action
 - 6 pause review April – July
 - 2 CPs raised
 - 2 CRs raised
 - 2 options completed
 - 1 defect
 - 4 Customer Engagement actions
 - 5 with UIG WG

AS explained that from the budgetary perspective to date, the amount of overall spend was under the £600k figure.

He then gave an overview of the next steps, as detailed below:

- The Taskforce will continue to use the UIG working group as the mechanism to share progress on all recommendations.
- Provide updates to the newly produced “Recommendations Tracker” in line with UIG Working Group timescales.
- Continue analysis on investigation lines & publish investigation tracker updates bi-weekly.
- Publish any new findings/recommendations drawn from investigation lines which are currently “work in progress”.
- Continue the customer engagement, development of CPs, development of CRs to support the recommendation options agreed at 28 January 2019 UIG Recommendation session.
- Offer support/guidance to develop MODs.
- Support the creation of new PAC reports.
- Consider any investigation lines which are not currently being analysed where requested by our customers.

10. Amendment Invoice - Verbal Update

AS provided a verbal update of the Amendment Invoice and he said there had been a dramatic reduction in issues relating to this area, however in December (in relation to the production of the November invoice) significant further issues had been identified. He explained as a result of these issues, additional resources had been allocated to help with the route cause analysis and a fixed plan would be available by close of play on Friday 15 February 2019. He said 7 defects related to reconciliation had been identified and 3 actions relating to these were to be resolved by 26 February 2019 in time for the next invoice run.

MJ said there had been issues loading Class 3 Reads and there had not been any communication from Xoserve regarding this matter, which he found very concerning. AS said he would investigate this area.

New Action 0201: Xoserve (AS) to investigate what the issues are with loading Class 3 Reads.

LW said that if the defects were caused by data issues this was not an easy area to resolve and there had been a workshop during 2018 to discuss this and she said perhaps a similar workshop once again required regarding this matter.

New Action 0202: Xoserve (LW) to communicate to the Industry regarding data file issues, requesting feedback as to which fields are causing issues and whether a workshop would be beneficial.

Both LW and AS said they welcomed feedback and were more than happy to visit teams externally to provide guidance and clarity. JR said that would be useful as Xoserve could experience the issues first hand.

11. Horizon and Future Release Change Planning

11.1. Bubbling Under' Report

ESm provided an update on the Bubbling Under Report, and overviewed the following areas:

Modification 0647 – Opening Class 1 reads to Competition

A ROM response has been provided which has a total cost ranging from £375k - £630k with an estimated delivery of approximately 50 weeks. The cost of the transition is around 2/3rds of the total. Ways to reduce this cost and estimated delivery are being considered. This could involve reducing the transitional period. Discussions to continue at the February DWG Workgroup.

Modification 0651 – Changes to the Retrospective Data Update provisions

Currently awaiting Ofgem decision which was expected at the end of January 2019. Xoserve have scheduled work to commence in May 2019 with expected delivery for June 2020 release.

Modification 0665 - Changes to Ratchet Arrangements

A ROM had been requested and the response will be discussed at an extraordinary DWG on 08 February 2019. At the January DWG it was highlighted that the estimated build and delivery time is approximately 30 weeks. Due to the expectation to deliver before Winter 2019, a Change Proposal will need to be raised to progress the work. June 2019 release scope has been agreed, whether a minor release can be utilised is being considered but this change is not a likely candidate. FMR had been extended and is expected in February 2019.

Modification 0678 & 0678A - Amendments to Gas Transmission Charging Regime

Modification proposal is to amend the Gas Transmission Charging regime in order to better meet the relevant charging objectives and customer/stakeholder provided objectives for Gas Transmission Transportation charges and to deliver compliance with relevant EU code (notably the EU Tariff Code) The alternate proposes the implementation of Postage Stamp charging methodology. Modifications look to address the issues highlighted in the Ofgem rejection letter for Modification 0621 and the alternatives. Impacts need to be assessed. Urgent status has been granted by Ofgem.

11.2. Gemini Horizon Planning

Hannah Ready (HR) joined the meeting and overviewed the NG Transmission Change Horizon Milestone schematic and said all areas were presently on track.

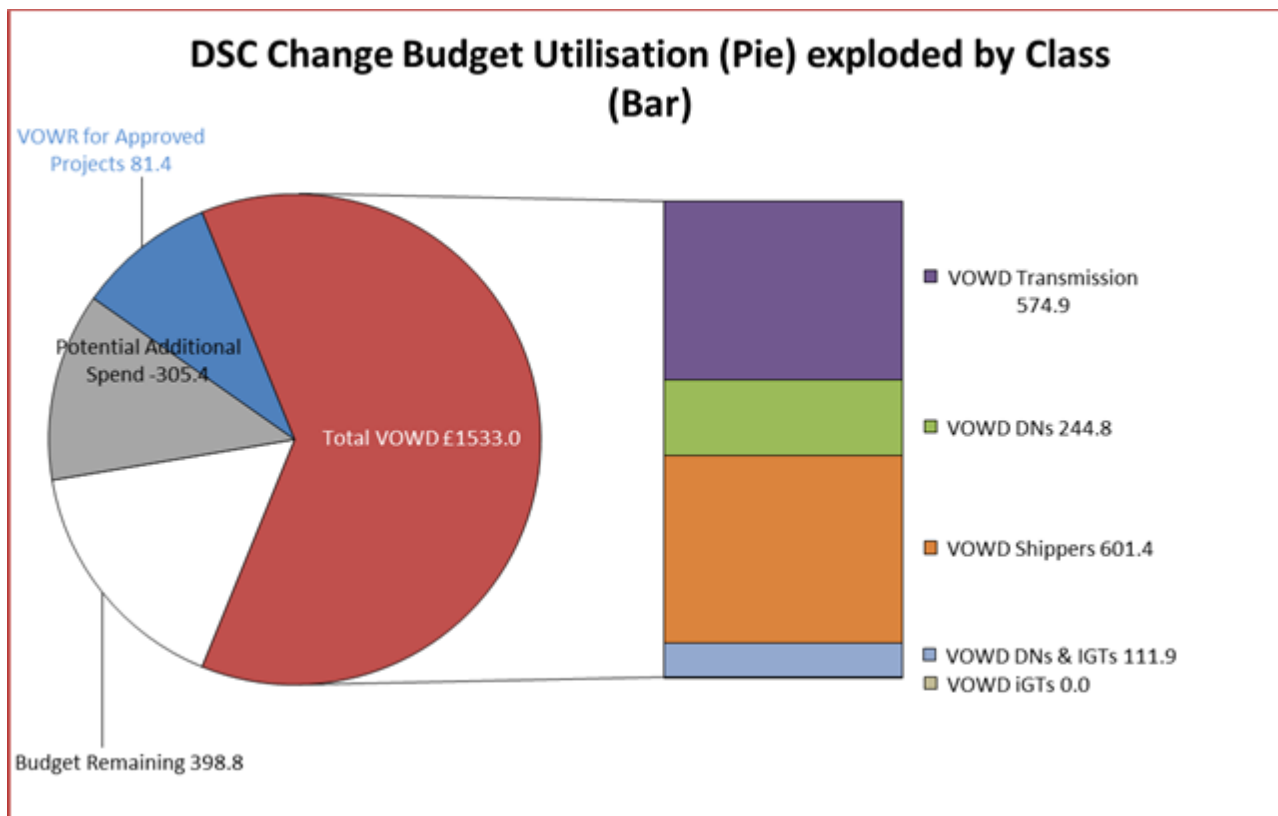
UK Link Changes plan on a page

RH provided an overview of the current status drawing attention to the specific schematics detailing the delivery timeline plan and the R&N allocation change plan. He said all areas were presently on track with a RAG status of green.

12. Finance and General Change Budget Update

Jitendra Jevan (JJ) joined the meeting and provided an overview of the Finance and General budget status and said that presently the RAG status was red for the current year total verses budget, but that the overall status was a green RAG Status.

He explained that the extra expenditure was linked to the AQ issues resolution work. He then provided an explanation of the DSC Change Budget as detailed in the graph below:



RP suggested that it would be very useful if the overall funding could be split by funding by each constituency, as this would show the variances against the budget. JJ agreed to investigate this and provide a revised document at the next meeting.

New Action 0203: Xoserve (JJ) to produce documentation to show the split of funding by each constituency to show the variance against the budget and what the projection looks like for next year 2020.

13. Review of Outstanding Action(s)

1101: CDSP to review how data changes are prioritised with customers

Update Linda Whitcroft (LW) said that this was still being produced but would be available for the next meeting and so the action should be carried forward. **Carried forward.**

1103: CDSP to consider the visibility of defect changes.

Update: Linda Whitcroft (LW) said that defects should not have an impact on the customer's but these are going to be raised as external Change Proposals to provide transparency. She agreed that this item could now be closed. **Closed.**

0101: CDSP to provide an update at the March DSC Change Management Committee meeting on the creation of the quarterly report.

Update: ESm said this was to be carried forward, as the update was due to March. **Carried forward.**

0102: CDSP to provide the Committee with their level of confidence for a 01 March implementation for XRN4534 once an internal assessment had been completed

Update: ESm said that this action could now be closed as this matter had been discussed under section 7.1.2. **Closed.**

14. Any Other Business

14.1. IX Update

John Woodward (JW) joined the meeting to provide an update on the IX Refresh and he stated all was green on the RAG status.

The Milestones that have been achieved are:

- Progressing security testing over the last month, culminating in the successful completion of penetration testing.
- Exploring how Xoserve can accelerate the rollout to preserve their overall project timelines, with the vast majority completed by July 2019.
- Initial rollout of lines has begun in preparation for the router and server installs and these are progressing well.
- New lines installations – if not already completed - calendar appointment from Gamma; given two weeks notice of the appointment and there is flexibility to amend this to suit your needs.
- February reach major milestones with Proof of Concept testing and the completion of the pilot site; marking the beginning of the service transition to the new IX platform alongside our continued line installation activities.

14.2. XRN4790 – Introduction of Winter Reads/Consumption Reports (Mod 0652): Annual Winter Consumption Calculation Issue

ESm provided an overview to the Winter Consumption Calculation and explained this requires actual reads between 01 November – 31 December and 01 March – 30 April each year. She said this process is due to take place in mid-May each year but a User then has up to 25 Supply Point Business Days to submit a Class 4 read (UNC M5.9.4 – in the context of 50% of reads due by 10th Supply Point Business days and 100% of reads due to be submitted by 25th Supply Business Day.

ESm then explained that in relation the above process, the following criteria would apply:

- Valid UNC Actual Reads submitted with a read date on/before 30 April submitted after the Winter Consumption Job has commenced will not be considered
- User's will be notified that a new value has not calculated (T50/T51 files)

ESm explained the next steps and recommendations and said there was insufficient time to fully assess impacts of moving the Job to Mid June each year (Xoserve or its customers) and that Xoserve could produce reporting for those reads submitted with a read date in April 2019 (that are in EUC03-08) but submitted after Winter Consumption Calculation job has commenced. She added that a new Change Proposal would need to be assessed and made for 2020.

A brief general discussion then took place and it was suggested by Alison Neild (AN) that perhaps Xoserve could look at the last two years of read data to assess the size of the issue. ESm agreed to investigate this area in more depth.

New Action 0204: Xoserve (ESm) to investigate the output from the last two years read submissions to understand the scale of meter points affected by the timing of the Winter Consumption job.

14.3. Update on XRN4634 – Data Catalogue

David Addison (DA) dialled into the meeting and explained that more assessment was still needed with regards to the Data Catalogue & the data items themselves, and that a draft Data Catalogue would be published in due course, but he was not able to give an exact date at this moment in time.

14.4. Using new Xoserve website for the management and distribution of Change Packs

RJ explained that Xoserve are currently considering a new approach to the management and distribution of Change Packs; instead of using email, they could use the new Xoserve.com. with a dedicated Change Pack area. This approach would all allow users to submit responses in an online format. Both JR and AN said this seemed like a sensible approach and LW said that Xoserve were presently still developing the baseline user version and that a more confirmed approach would be ready for discussion at the next meeting in March.

14.5. Published Change Proposals – moving from the Joint Office website as a reference to Xoserve.com

RH explained the new Xoserve.com has a section for the publication of Change Proposals and he said Xoserve were in the process of investigating managing all the Change Proposals in house, instead of having these published on the Joint Office Website.

Chris Shanley (CS) said that presently there were specific processes and rules that the Joint Office adhered to with regards to the Change Proposal publications and communications, and that XRN4852 - Amendments to the DSC Change Management Procedure, should be used to transfer these to Xoserve.

He agreed that it would make sense for Xoserve to own the overall Change Proposal process. RH and CS both said that there would be clear signposting on the Joint Office website and links to the new Xoserve.com Change Proposal dedicated area.

RJ said he would investigate this process in more depth and would then provide feedback with a suggested timeline for this process to be transferred from the Joint Office to Xoserve.

14.6. MDD Update

DA provided an overview to the *Market Participant Identity Process – migration to UNC* presentation. He explained that Kirsty Dudley was raising the new Modification in relation to this DSC Service Line change area and this would be discussed within the DSC Contract Management Committee, , as the DSC Contract Management Committee were involved with the disclosure of information process. He said that moving forward there would be a requirement for a DSC Contract Sub-Committee to meet on the same day as the electricity equivalent.

This area is linked to point 2.3 XRN4850 – Moving Market Participant Ownership from SPAA to INC/DS update.

14.7. KVI Change Management Survey Results

Alison Cross (AC) joined the meeting and provided an overview of the KVI Change management Survey results as summarised below:

- 3 Surveys completed for year 2018/2019 - July, October and January.
- Issued to approx. 450 Industry contacts
- KVI achieved against the target of 90% rated as 'Always' or 'Usually':
 - July 82.2%
 - October 67.8%
 - January 86.7%
 - Overall score for the year 76.1%

She provided an overview of the overall results from the individual question responses from October 2018 and January 2019 and said there was an overall improvement.

AC said that a further pack would be available for the meeting in March for discussion.

14.8 XRN4866 - UIG Recommendation – removal of validation on uncorrected read

ESm said she wanted to apologise as there had been an error on their part in relation to XRN4866, which is the enduring solution to XRN4521, as this Change Proposal had missed the required deadline due to an internal communications mix up. XRN4866 was also from the UIG area and she wanted for this change to be included in the overall scope for the November 2019 Release. She explained this new Change Proposal would be formally discussed at the meeting on 13 March 2019 and hoped it would get the Committee's support at that point.

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 13 March 2019	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.

10:15 Wednesday 10 April 2019	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.
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Action Table (as at 13 February 2019)					
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
1103	06/11/18	7.3	CDSP to consider the visibility of defect changes.	CDSP (ESm)	Closed
0101	09/01/19	6.2	CDSP to provide an update at the March DSC Change Management Committee meeting on the creation of the quarterly report.	CDSP (ESm)	Carried forward
0102	09/01/19	7.1.2	CDSP to provide the Committee with their level of confidence for a 01 March implementation for XRN4534 once an internal assessment had been completed	CDSP (ESm)	Closed
0201	13/02/19	10.	Xoserve (AS) to investigate what the issues are with loading Class 3 Reads.	Xoserve (AS)	Pending
0202	13/02/19	10.	Xoserve (LW) to communicate to the Industry regarding data file issues, requesting feedback as to which fields are causing issues and whether a workshop would be beneficial.	Xoserve (LW)	Pending
0203	13/02/19	12.	Xoserve (JJ) to produce documentation to show the split of funding by each constituency to show the variance against the budget and what the projection looks like for next year 2020.	Xoserve (JJ)	Pending
0204	13/02/19	14.2	Xoserve (ESm) to investigate the output from the last two years read submissions to understand the scale of meter points affected by the timing of the Winter Consumption job.	Xoserve (ESm)	Pending