

UNC DSC Change Management Committee Minutes
Wednesday 13 March 2019
at Lansdowne Gate, 65 New Road, Solihull B91 3DL

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office	Non-Voting
Karen Visgarda (Secretary)	(KV)	Joint Office	Non-Voting

Shipper User Representatives

John Welch	(JW)	npower	Class A-Voting
Alison Neild*	(AN)	Gazprom	Class B-Voting
Lorna Lewin*	(LL)	Orsted	Class B-Voting
Shaheeni Vekari*	(SV)	Plus Shipping Services	Class C-Voting

Transporter Representatives

Chris Warner	(CW)	Cadent	DNO-Voting
Richard Pomroy	(RP)	Northern Gas Networks	DNO-Voting
Richard Loukes	(RL)	National Grid	NTS-Voting
Kev Duddy*	(KD)	ESP	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
Andy Clasper	(AC)	Cadent	Non-Voting
David Addison	(DA)	Xoserve	Non-Voting
Ellie Rogers	(ER)	Xoserve	Non-Voting
Emma Lyndon	(EL)	Xoserve	Non-Voting
Fiona Cottam	(FC)	Xoserve	Non-Voting
Gary Marsh	(GM)	Xoserve	Non-Voting
Helen Chandler*	(HC)	Northern Gas Networks	Non-Voting
Jane Goodes	(JG)	Xoserve	Non-Voting
Jane Rocky	(JR)	Xoserve	Non-Voting
John Woodward	(JW)	Xoserve	Non-Voting
Kate Mulvany	(KM)	Centrica	Non-Voting
Lisa Lindstedt*	(LL)	EDF Energy	Non-Voting
Mark Jones	(MJ)	SSE	Non-Voting
Matthew Rider	(MR)	Xoserve	Non-Voting
Megan Coventry*	(MC)	SSE	Non-Voting
Mudassar Riaz*	(MR)	Xoserve	Non-Voting
Paul Orsler	(PO)	Xoserve	Non-Voting
Pooja Patel	(PP)	Xoserve	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

Simon Harris	(SH)	Xoserve	Non-Voting
Tara Ross	(TR)	Xoserve	Non-Voting
Tom Lineham	(TL)	Xoserve	Non-Voting

Apologies

James Rigby	(JR)	Npower	Class A Voting
Kirsty Dudley	(KD)	E.ON	Class A Voting
Katy Binch	(KB)	ESP	IGT Voting
John Cooper	(JC)	BU UK	IGT Voting
Teresa Thompson	(TT)	National Grid NTS	NTS Voting

Copies of all papers are available at: <http://www.gasgovernance.co.uk/dsc-change/130319>

1. Introduction**1.1. Apologies for absence**

Please refer to above table.

1.2. Alternates

John Welch for James Rigby and Kirsty Dudley

Kev Duddy for John Cooper and Katy Binch

Richard Loukes for Teresa Thompson

1.3. Confirm Voting rights

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

Representative	Classification	Vote Count
Shipper Representatives		
John Welch as Alternate for James Rigby and Kirsty Dudley	Shipper Class A	2 votes
Alison Neild	Shipper Class B	1 vote
Lorna Lewin	Shipper Class B	1 vote
Shaneeni Vekari	Shipper Class C	2 votes
Transporter Representatives		
Chris Warner	DNO	1 vote
Richard Pomroy	DNO	1 vote
Richard Loukes + Alternate for Teresa Thompson	NTS	2 votes
Kev Duddy as Alternate for Katy Binch and John Cooper	IGT	2 votes

1.4. Approval of Minutes (13 February 2019)

The minutes from 13 February 2019 were approved.

2. New Change Proposals – Initial Review**2.1. XRN4865 – Amendment to Treatment and Reporting of CVCL Reads**

This new Change Proposal is sponsored by Xoserve.

Emma Smith (ESm) explained that an issue has been identified with the estimated read created for the confirmation effective date (CED) for Product Class 3 and 4 meter points in the case where the asset is installed for a date prior to the confirmation effective date. The estimated read which is currently stored in the system as a CYCL read is reported to the Shippers in the MBR file. Below are the issues identified on this read:

1. The CYCL estimated read is being incorrectly treated as an actual read for any subsequent read validations, even though it is an estimate. Since the CYCL read which is an estimated read is being used for read validations, it is resulting in subsequent reads being incorrectly rejected if they are lower than the CYCL read.
2. The read type in the MBR file for the CYCL estimated read is being incorrectly reported as N (normal) instead of E (estimate).
3. The read reason code description in the MBR file format does not state that CYCL read can relate to a Back Billing estimated read for Confirmation effective date. Although it was agreed as a part of an industry workaround to send such estimated reads as CYCL reads in the MBR file, there was no change done to the file format description which is now not consistent with what is being reported in the file.

Once XRN4534 (Amendment to RGMA validations) is implemented as part of Future Release 3 Track 2B in March 2019, the instances of generation of such estimated CYCL reads will increase. Due to the consequential impact to read rejections and inconsistent reporting of reads in MBR file, this change needs to be implemented as soon as possible. Customers are aware of the issue and tickets have been raised regarding this.

Kate Mulvany (KM) said that she thought there was some confusion as to whether this should be treated as defect instead. ESm said she would discuss this directly with KM offline, as it had been fully discussed internally.

Shippers voted on whether this change should be approved and progress straight to DSG. The funding section of the Change Proposal indicated that this change could be funded by the Xoserve Improvement Budget.

Approval was unanimous as stated in the table below:

Voting Outcome:		
XRN4865 – Amendment to Treatment and Reporting of CVCL Reads		
Shipper Representative	Voting Count	For/Against
John Welch as Alternate for James Rigby and Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaneeni Vekari	2	For
Total	6	For

2.2. XRN4866 – Removal of validation on uncorrected read (UIG Recommendation)

This new Change Proposal is sponsored by Xoserve.

ESm explained that this XRN was in conjunction with change XRN4621 due for November 2019 release, and that Xoserve required the system UK Link to remove the validation on the uncorrected read to prevent it from being rejected on rejection code MRE00458 (New uncorrected reading is less than previous uncorrected reading).

Alison Neild (AN) wanted to know how did XRN4866 change in relation to XRN4621 - Suspension of the Validation between Meter Index and Unconverted Converter Index, ESm said she would provide feedback on the differences.

New Action 0301: Xoserve (ESm) to provide the differences between XRN4621 - Suspension of the Validation between Meter Index and Unconverted Converter Index and XRN4866 - Removal of validation on uncorrected read (UIG Recommendation)

ESm then said that this change would be funded within the Business as Usual (BAU) change process, as the reads are listed within Service Line 5 and is split between Shippers 33% and DNO's 67% funded, as in the cost to deliver the change. However, this did not include the cost in relation to delivering the change in terms of FTEs. EMS said that Xoserve were working with parties to introduce the concept regarding funding as to what goes through the DSC Change process, and having it split by parties who are allocated to the associated service line and those who benefit directly from the delivery. She said this concept would need to go through the Governance Group and the DSC Contract Management Committee in order to get formal approval.

Shippers voted on whether this change should be approved and progress to straight to DSG.

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

Voting Outcome:	XRN4866 – Removal of validation on uncorrected read (UIG Recommendation)	
Shipper Representative	Voting Count	For/Against
John Welch as Alternate for James Rigby and Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaneeni Vekari	2	For
Total	6	For

2.3. XRN4869 – DC Exit Programme

This new Change Proposal is sponsored by Xoserve.

Paul Orsler (PO) explained that is the change has been raised in order to manage the delivery of two separate projects under 1 programme named Data Centre (DC) Exit.

The details of two projects managed as part of the programme are as follows:

- Gemini Migration (Re-platform is a separate Change proposal funded by National Grid Transmission – CP4550)
- Data Centre Exit (Shared Components) Delivery – CR has been raised in parallel to this CP (4869). Reference number for the CR is 4870.

He said the purpose of the two projects is to migrate and host all components currently within Peterborough and Kettering Data centre to 'Platform as a Service' hosting solution. The reason these projects are being delivered separately is mainly due to the funding arrangements as the Gemini Re-platform project will be funded by NG Transmission and the remainder of the systems / components will be dealt via an internal change.

This change has been raised specifically in order to deliver the following deliverables at a programme level:

- Board Paper (in order to agree the funding arrangements for both projects)
- PAT Tool for the programme
- L1 Milestone plan
- Stage Gating approach for both project deliveries Change driver:
- In 2016 Xoserve undertook a review of its Data Centre Strategy and the strategic hosting options and the conclusion of this review was for Xoserve to move away from owning assets and instead to move to a managed service model. There is also a cost benefit associated with this model.

The current hosting contract with the existing supplier runs until June 2020 therefore the aim is to migrate all components by summer 2020 managed as part of two separate projects.

PO said this was just for information and no vote was needed, as this Change Proposal can be funded by the Xoserve BP19/20 Budget. He added that the programme of works would be communicated and might be further discussed at the Governance Review Group in due course and will that it would follow the normal formal process.

2.4. XRN4871 – Modification 0665 – Changes to Ratchet Regime

This new Change Proposal is sponsored by Gazprom.

David Addison (DA) explained that Modification 0665 - Changes to Ratchet Regime has been raised and it seeks to amend the current Class 2 Ratchet Charging Arrangement and it allows Transporters designate Supply Points (Network Designated) that should, in addition to mandatory Class 1 Supply Points, be subject to the existing Class 1 Ratchet Charging Arrangement.

He said he appreciated that presently the Modification had not yet been approved, and that it was going to be discussed at the March Panel, with the final approval sought from Ofgem by April 2019. He added that he knew he was asking the Change Managers to approve the change prior to the Modification approval, but he said that this would enable options to be investigated to elevate any impacts to the file formats, and that it might be able to be included in the October Release or as a separate Release in July.

He said that this Change Proposal has been raised to deliver the system requirements set out within this modification. Due to the proposed timescales and the requirement to implement the changes by 01 October 2019, the Change Proposal has been raised ahead of the Modification being officially approved.

He then overviewed the Modification requirements for the CDSP, as detailed below:

- Implementation of an amended Ratchet Charging Arrangement applicable for Daily Metered Supply Meter Points that are not Network Designated.
- The Revised Ratchet Charge for Class 2 sites is described in the Modification.
- A mechanism is required to flag in UK Link where a Network has designated a Supply Meter Point which should be subject to the existing Class 1 Ratchet Charge
- When a Supply Meter Point has been Network Designated the CDSP shall notify the registered Shipper, and the relevant Supply Point will as soon as reasonably practicable be required to be a Class 1 Supply Point
- If a Shipper does not reclassify the Supply Point as Class 1 within 20 Supply Point Systems Business Days of the notice of Designation, then the CDSP will reclassify the site as Class 1 after so notifying the relevant Shipper and providing not less than 20 Supply Point Systems Business Days' notice of the revised classification effective date unless the CDSP has been informed that the Supply Meter Point is unable to be Daily Read in accordance with current code requirements.

Richard Pomroy (RP) asked whether it would be clear that no separation would be evident for a Class 2 ratchet charge on the invoice. DA said the ratchet charges were to be merged on the invoice in one line, and for simplicity there was no intention to separate the lines out.

A short general discussion took place regarding the Service Lines and the funding split of these and ESm confirmed that the ratchet charges were included in Service Line 7, which were encompassed within the Charging Methodology.

RP said he thought the DNO's funded this area, but that Shippers had a vote, as these did have impacts on them aswell.

Shippers and DNO’s voted that this change should be approved.

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

Voting Outcome:		
XRN4871 – Modification 0665 – Changes to Ratchet Regime		
Shipper Representative	Voting Count	For/Against
John Welch as Alternate for James Rigby and Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaneeni Vekari	2	For
Total	6	For
DNO’s Representative	Voting Count	For/Against
Chris Warner	1	For
Richard Pomroy	1	For
Total	2	For

2.5. XRN4876 - Changes to PARR Reporting – providing further data to PAFA to aid analysis of performance reporting.

This new Change Proposal is sponsored by PAFA/PAC.

ESm explained that this Change Proposal was to provide additional data items to the PAFA to support reporting they produce for PAC. The additional data items will provide more context to the reporting to aid PAFA with analysis of the data.

All parties voted that this change should be approved.

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

Voting Outcome:		
XRN4876 – Changes to PARR Reporting – providing further data to PAFA to aid analysis of performance reporting.		
Shipper Representative	Voting Count	For/Against
John Welch as Alternate for James Rigby and Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaneeni Vekari	2	For
Total	6	For
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Richard Pomroy	1	For
Richard Loukes + Alternate for Teresa Thompson	2	For
Kev Duddy as Alternate for Katy Binch and John Cooper	2	For
Total	6	For

2.6. XRN4887 – Service Description Table

This new Change Proposal is sponsored by Xoserve.

Richard Johnson (RJ) said that 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. The changes proposed are classified as “cosmetic / housekeeping”.

He wanted to point out that no new service is being created, or an existing service amended or deleted by this Change Proposal, there is nothing to physically implement. The Change Management Committee is requested to vary the Service Change Procedures, such that an Evaluation Quotation Report and Business Evaluation Report are not required for this Change Proposal. These documents would add no value to the Change Proposal and would be an inefficient overhead for the CDSP and Change Management Committee. This request will be made as per Service Change Procedures para 4.1.3.

All parties voted that this could now proceed to consultation.

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

Voting Outcome:		
XRN4887 – Service Description Table		
Shipper Representative	Voting Count	For/Against
John Welch as Alternate for James Rigby and Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaneeni Vekari	2	For
Total	6	For
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Richard Pomroy	1	For
Richard Loukes + Alternate for Teresa Thompson	2	For
Kev Duddy as Alternate for Katy Binch and John Cooper	2	For
Total	6	For

2.7. XRN4888 - Removing duplicate address update validation for IGT Supply Meter Points via Contact Management Service (CMS)

This new Change Proposal is sponsored by BUUK.

Paul Orsler (PO) explained he was presenting this Change Proposal on behalf of John Cooper, BUUK an IGT. He said that JC had said that IGTs needed Xoserve to process address updates in order to reflect the most accurate and up to date information associated to address details held against IGT Supply Meter Points in UK Link systems.

The current duplicate address validation performed within Contact Management Service (CMS) was not designed with a full understanding of IGT address management processes, particularly those associated to the new housing development market. As such, CMS restricts IGTs in their ability to keep IGT Supply Meter Point address data up to date in line with changes that are made to plans on new housing developments.

IGTs are therefore seeking to remove the duplicate validations performed on address updates, in order to ensure address changes to IGT Supply Meter Points can be made within UK Link systems, as and when housing development plans are updated.

As part of this change enduring reports and management information (MI) will need to be developed and implemented. Reports will need to provide detail of the address amendments that have resulted in duplicate addresses being created in UK Link systems. Reports are proposed to be issued to IGTs, who in turn will be responsible to investigate and take the relevant course of action. Management Information should also be created to demonstrate whether improvements are

being made to Supply Meter Point address data quality, and to quantify whether further improvements can be made to the process.

No data migration or cleansing activities are required to be delivered as part of this change, with IGTs continuing to work closely with Xoserve operational teams to work around the limitations that exist with the current process.

Helen Chandler (HC) wanted to know what the impact would be on the address validation process, where there was a recurring number at the same address. PO said they would change the plot numbers overnight and if the file broke down, then the changes would be done manually. RP felt this solved one issue that impacted the IGT's and created another one in relation to duplicate addresses and Sally Hardman (SH) said it could impact the quality of the address data. PO said that the duplicate date validation issue would be removed.

All parties voted that this could proceed to Initial review.

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

Voting Outcome:		
XRN4888 – Removing duplicate address update validation for IGT Supply Meter Points via Contact Management Service (CMS)		
Shipper Representative	Voting Count	For/Against
John Welch as Alternate for Kirsty Dudley and James Rigby	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaneeni Vekari	2	For
Total	6	For
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Richard Pomroy	1	For
Richard Loukes + Alternate for Teresa Thompson	1	For
Kev Duddy as Alternate for Katy Binch and John Cooper	2	For
Total	6	For

3. New Change Proposals - Post Initial Review

3.1. XRN4850 – Notifications of Customer Contact Details to Transporters

Richard Johnson (RJ) explained that Xoserve issued this new Change Proposal out for a 10 working day initial review consultation, within the February Change Pack, to the industry: seven responses were received, five approvals and two deferrals.

Kev Duddy (KD) said that if the funding was going to change then he would take this back to the IGT's for discussion. RP said that he understood the IGT's had been told about this and that he was disappointed that this had now gone full circle, as he had wanted this to be implemented by June 2020. It was agreed that the IGT's would investigate the funding aspect and provide feedback at the April meeting for approval.

New Action 0302: IGT's to provide information on a funding proposal at the April meeting in readiness for approval.

All parties voted that this should proceed to DSG.

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

Voting Outcome:		
XRN4850 – Notifications of Customer Contact Details to Transporters		
Shipper Representative	Voting Count	For/Against

John Welch as Alternate for Kirsty Dudley and James Rigby	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaneeni Vekari	2	
Total	6	For
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Richard Pomroy	1	For
Richard Loukes + Alternate for Teresa Thompson	2	For
Kev Duddy as Alternate for Katy Binch and John Cooper	2	For
Total	6	For

3.2. XRN4851 – Moving Market Participant Ownership from SPAA to UNC/DSC

Richard Johnson (RJ) explained this was for information only and that Xoserve had issued this new Change Proposal out for a 20 working day initial review consultation, within the February Change Pack, to the industry: three approvals in principle have been received thus far.

ESm said the consultation period closes out on 15 March 2019 and that she knew some parties were intending to respond; therefore, this agenda item is for information purposes.

Bob Fletcher (BF) questioned the need for a Modification, if this could be achieved by a Change Proposal, and ESm said she would discuss this further with David Addison (DA) to explore if the Modification should be deferred.

New Action 0303: Xoserve (DA) to explore if the Modification in relation to *XRN4851 - Moving Market Participant Ownership from SPAA to UNC/DSC* should be deferred as this area could be addressed via a Change Proposal.

3.3. XRN4853 – Interim process to monitor and manually load rejection reads into UK Link where the read was rejected for reason code MRE00458 only (UIG Recommendation 3.1 option 5)

RJ explained that Xoserve issued this new Change Proposal out for a 10 working day initial review consultation, within the February Change Pack, to the industry: four responses were received, three approvals and one rejection.

John Welch (JW) said that the Shippers had a concern that they would not get a flow. ESm said this was correct that there would not be a flow, but there would be a notification that the read had been uploaded and that this process would be supported until final delivery. KM wanted to know if the reads could be extracted on a read by read basis and ESm said yes, that this would be possible.

Shippers voted and approved this should be progressed to delivery implementation subject to the consultation responses, and parties could opt out at a later date.

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

Voting Outcome:	XRN4853 – Interim process to monitor and manually load rejection reads into UK Link where the read was rejected for reason code MRE00458 only (UIG Recommendation 3.1 option 5)	
Shipper Representative	Voting Count	For/Against

John Welch as Alternate for James Rigby and Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaneeni Vekari	2	For
Total	6	For

3.4 XRN4860 – National Temporary UIG Monitoring

ESm said that Xoserve has issued this new Change Proposal out for a 20 working day initial review consultation, within the February Change Pack, to the industry: three responses have been received thus far, two approvals and one deferral.

ESm said that this Change Proposal and the BER was signed off by the DSC Contract Management Committee for the UIG Taskforce. Mark Jones (MJ) said that this was not part of the UIG Taskforce and as such this should not be included in that scope and he was going to submit a representation words to this affect and he understood the consultation period closed on 15 March 2019.

4. New Change Proposals - Post Solution Review

4.1. XRN4772 – Composite Weather Variables

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

She said there here is only one solution option and the responses in the Change Pack supported it. The solution option seeks to amend the existing means that data is loaded to UK Link systems to be used in the CWV calculation process.

Xoserve intends to include this change in the scope of the June 2020 release, and would like Change Management Committee to discuss whether this approach can be supported.

Shippers and DNO's voted on Option 1 June 2020 release and the funding approval.

Approval was unanimous for Option 1 June 2020 release and funding as stated in the table below:

Voting Outcome:	XRN4772 – Composite Weather Variables	
Shipper Representative	Voting Count	For/Against
John Welch as Alternate for James Rigby and Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaneeni Vekari	2	For
Total	6	For
DNO's Representative	Voting Count	For/Against
Chris Warner	1	For
Richard Pomroy	1	For
Total	2	For

4.2. XRN4686 – Smart Metering Reporting

RJ explained that the proposed solution is to produce this proposed SMART Metering report on a monthly basis as a snapshot as soon as reasonably practicable and published on Xoserve.com in secure area of UK link documentation in a new folder (proposed Folder 34)

Xoserve intends to implement this change as soon as the BER for delivery has been approved (agenda item 6.1)

A brief general discussion took place and all parties said they were not sure of the value of the reporting and it was suggested that this should be deferred for a month and be re-discussed at the DSG.

Shippers agreed that this should be deferred and sent back to the DSG for re-evaluation.

4.3. XRN4790 – Introduction of winter read/consumption reports and associated obligation (Modification 0652)

ESm explained there were 3 areas that needed approving in relation to this Change Proposal and these were as listed:

- Solution Option One (as providing data and set requirements are set out in Modification 0652) there is only one solution option with two delivery mechanisms):
- To go into delivery as per the original plan; Provide a selection of reports to the Registered User and add reporting to the Performance Assurance Report Register (PARR) schedule for the Performance Assurance Committee (PAC) to provide information around the submission of reads to generate a Winter Consumption Calculation. Where reads were not available, submission of Winter Consumption Correction, in order that a Supply Meter Point in EUC03-09 has a calculated or corrected Winter Consumption Value each year and is not assigned a default War Band.
- Approving of Shipper funding change, implement April 2019

Xoserve intends to implement this change in April 2019.

Shipper approval to proceed to in relation to all 3 areas, was unanimous as stated in the table below:

XRN4790 – Introduction of winter read/consumption reports and associated obligation (Modification 0652)		
Voting Outcome:		
Shipper Representative	Voting Count	For/Against
John Welch as Alternate for James Rigby and Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaneeni Vekari	2	For
Total	6	For

5. Xoserve DSC Implementation Plan

RJ presented the DSC Implementation Plan and overviewed the areas of interest he said there is one functional change for approval (XRN4806 - Additional data at National Level to support UIG Allocation validation).

RJ said in February, the Change Management Committee permitted Xoserve to provide the additional information at national level to support customers with the validation of UIG Allocation on a monthly basis for the previous calendar month.

RJ said as was agreed at the Change Management Committee in February, this Change was sent out in the February Change Pack to confirm an ad-hoc implementation within March 2019.

There are four outages to communicate, which are: EFT from 05:00 to 07:00 on 17th March

- IX from 20:00 on 18 March 2019 to 06:00 on 19 March 2019
- Gemini and Gemini Exit Disaster Recovery Tests from 03:15 to 07:30 on 13 April, and 03:00 to 07:30 on 14 April.

The documentation is viewed via the link:

<http://www.gasgovernance.co.uk/dsc-change/130319>

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

Voting Outcome:	Xoserve DSC Implementation Plan	
Shipper Representative	Voting Count	For/Against
John Welch +as Alternate for James Rigby and Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaneeni Vekari	2	For
Total	6	For
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Richard Pomroy	1	For
Richard Loukes + Alternate for Teresa Thompson	2	For
Kev Duddy as Alternate for Katy Binch and John Cooper	2	For
Total	6	For

6. Approval of Change documents

6.1. XRN4686 – Smart Metering Reporting (BER)

RJ said that the Business Evaluation Report (BER) for the above change is requiring approval, however he appreciated in line with discussions regarding XRN4686 – Smart Metering Reporting that he imagined this would be deferred.

Shippers were all in agreement that this Change Proposal should be deferred about the outcome of XRN4686.

6.2. XRN3667a – Formula Year AQ/SQQ to proposing Users via API (CCR)

RJ explained that approval was being sought in relation to the Change Completion Report (CCR) for XRN3777a.

All parties voted to the approval of this Change Proposal.

Approval of the (CCR) was unanimous as stated in the table below:

Voting Outcome:	XRN3667a - Formula Year AQ/SQQ to proposing Users via API (CCR)	
Shipper Representative	Voting Count	For/Against
John Welch as Alternate for James Rigby and Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaneeni Vekari	2	For
Total	6	For

6.3. XRN4542 - Changes to the Shipper Portfolio Summary Reports (CCR)

RJ explained that approval was being sought in relation to the Change Completion Report (CCR) for XRN4542.

All parties voted to the approval of this Change Proposal.

Approval of the (CCR) was unanimous as stated in the table below:

Voting Outcome: XRN4542 - Changes to the Shipper Portfolio Summary Reports (CCR)		
Shipper Representative	Voting Count	For/Against
John Welch as Alternate for James Rigby and Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaneeni Vekari	2	For
Total	6	For

6.4. XRN4790 – Introduction to winter read/consumption reports and associated obligation (Modification 0652) (BER)

RJ said approval was being sought of the Business Evaluation Report (BER) for the above Change Proposal.

Voting Outcome: XRN4790 - Introduction to winter read/consumption reports and associated obligation (Modification 0652) (BER)		
Shipper Representative	Voting Count	For/Against
John Welch as Alternate for James Rigby and Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaneeni Vekari	2	For
Total	4	For

(Shaheeni Vekari left the meeting via Teleconference)

7. Release Approvals / Updates

7.1 Release 3 Project Dashboard

Tom Lineham (TL) joined the meeting and provided a brief update, regarding Release 3 and stated all was on track and the overall status was green.

Linda Whitcroft (LW) proposed that if there was no substantial update and all specific projects had a green status would all parties be happy with just a very short verbal update from a member of the Xoserve team. All were in agreement with this suggestion.

7.2 February 2019 Releases – Delivery Plan

ESm said that everything was on track and that the February Releases included the following:

- Release 3 Track 2 – successfully implemented on 01/02 February 2019
- Minor Release Drop – successfully implemented on 16 February 2019
- February Documentation Release – successfully implemented on 01 March 2019
- XRN4534 (Amendment to RGMA Rules for MTR Install Date) – successfully implemented on 01 March 2019

7.3 June 2019 Release– Delivery Plan

Matthew Rider (MR) and Tara Ross (TR) joined the meeting and provided a high-level update in relation to the June Release and said all was on track and had a green status. MR said that discussions were still taking place between Xoserve and the vendor, however he stated this would not have an external impact to Industry parties.

MR said the present risks are as listed:

- Weekly monitoring of SME resources supporting multiple demands (e.g. BAU defects, AML/ASP etc) and all requirements are able to be met
- Environments– There is a risk that multiple projects are running in parallel (EUC, June 2019 & GB Charging) a detailed assessment of co-existence in pre-production is in progress

RP asked if MR thought the risks in connection to EUC, June 2019 and GB Charging had increased since the release work had been initially commenced. TR said that following a meeting prior the Change Management Committee, she could now confirm that this risk had drastically reduced, and MR confirmed an impact assessment had also conducted and no impacts were found.

7.4 XRN4665 – Creation of New End User Categories – Delivery Plan

MR confirmed that there would no impacts to the EUC release in respect of GB Charging. He listed the risks as below:

- Environments– There is a risk that multiple projects are running in parallel (EUC, June 2019 & GB Charging). A detailed assessment of co-existence in Pre-production (to support PT, RT & IDRs) is currently in progress with relevant project teams
- Risk that SME resources are supporting multiple demands (e.g. BAU defects, Future Releases etc.)

7.5 Minor Release Drop 4 (Scope and Delivery Plan

Richard Hadfield (RH) joined the meeting and provided an overview of Minor Release Drop 4 as detailed below:

- Xoserve propose to schedule a Minor UK Link Release for July 2019
- Potential Scope Items:
 - XRN4777 – Acceptance of Contact Details – awaiting Change Management Committee decision on solution option
 - XRN4780 - Inclusion of Meter Asset ID Provider Identity (MAPID) in UKLink – in Capture
 - XRN4803 – Removal of Validation for AQ Correction Reason 4 – Resource constraints may remove this from scope.
- Note:
 - Modification 0665 – Introduction of Suitable Classification of Ratchetable Supply Points and ensuring accurate capacity allocations.

A brief general discussion took place surrounding Modification 0665 - Changes to Ratchet Arrangements, and ESm said that these changes might not meet the July Release, and a workaround was being investigated.

RH then overviewed the potential Timeline Plan of the changes and the inflight projects.

7.6 November 2019 Release – Delivery Plan

RH overviewed the November 2019 Release status as detailed below:

4725 - New Read Reason Type for LIS Estimate Readings

4621 – Suspension of Validation between Meter Index and Unconverted Index

4679 - Requiring a Meter Read following a change of Local Distribution Zone or Exit Zone

4621 is the only scope item that may require Market Trials.

He said that a decision was required from all parties in relation to Market Trials as detailed below in section 7.6.1.

7.6.1 Market Trials for November 2019 – approval of approach (do we do MT or not)

TL proposed that in order to reduce the cost, Xoserve were wanting to discuss the removal of the proposed Market Trials from scope and, where acceptable, manually test over the IX. He added that the *XRN4621 - Suspension of Validation between Meter Index and Unconverted Index*, was the only one in scope for Market Trials at this time.

All parties were in agreement with this proposal, and RH said he would be providing a planned approach document with the specific recommendations and test evidence.

All parties voted approval that this could proceed to DSG.

Voting Outcome:	November Release 2019 – Market Trials	
Shipper Representative	Voting Count	For/Against
John Welch as Alternate for James Rigby and Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaneeni Vekari	Not Present	
Total	6	For
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Richard Pomroy	1	For
Richard Loukes + Alternate for Teresa Thompson	2	For
Kev Duddy as Alternate for Katy Binch and John Cooper	2	For
Total	6	For

7.7 Change Assurance Update – June 2019 and EUC

Jane Rocky (JR) joined the meeting and provided a Change Assurance Update in relation to the UK Link Releases as detailed below:

- Two UK Link related health checks were carried out in January 2019
- The projects are June2019 Release and EUC Release
- The summary reports and findings closure schematics can be viewed via the link: <http://www.gasgovernance.co.uk/dsc-change/130319>

JR explained that the project teams had successfully closed out the majority of the findings for these two projects and the remaining findings were actively being moved to closure. She said all the remaining findings were targeted for closure before the end of March 2019 and the in relation to the current position of the findings closure, both projects were better placed to effectively deliver the required outcomes. She added that further health checks are recommended later in the lifecycle

8. CSS Consequential Change Update

Emma Lyndon (EL) joined the meeting and explained that the industry CSS Consequential Change workgroups had concluded on the 07 March 2019. She said the workgroups had been well attended and informative and thanked everyone for their support during the input phase. She added that the outputs of the high level design had been published and could be found on Xoserve.com under DSG extraordinary meetings and the meeting date of the 07 March 2019 which included: External BRD's, Updated heat map, To Be Process flows and the Solution option slides with selected option hi-lighted and the high level design artefacts were now being progressed into detailed design.

EL explained that the detailed design would commence in early April and would run for five months, April through to the end of August and the Industry engagement approach will be monitoring the high-level design aspect, with a series of CSS extraordinary DSG meetings being arranged for detailed design discussions. She said there would be nine workgroups, two per month commencing at the end of April until the end of August 2019. EL overviewed the Xoserve CSS Consequential Programme Plan on two schematics that can viewed via the link: <http://www.gasgovernance.co.uk/dsc-change/130319>

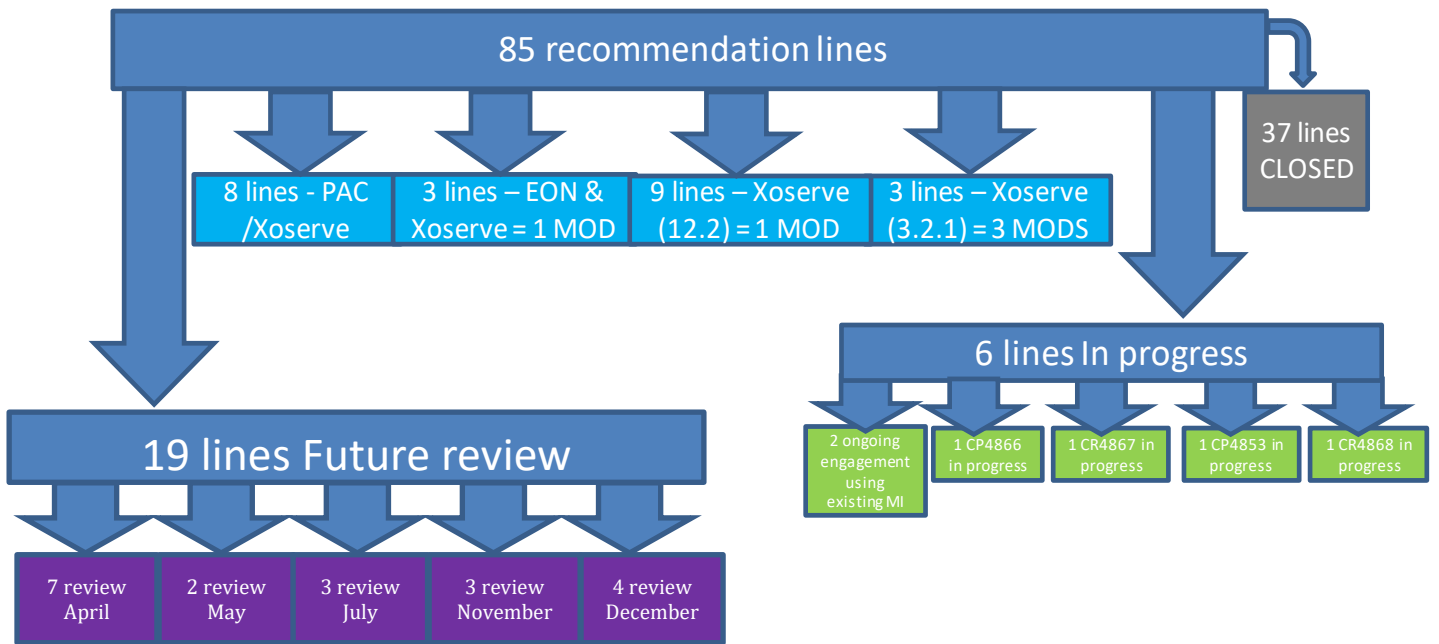
EL explained that the BER had to be approved via by the DSC Change Management Committee and that this had already been discussed within the Workgroup *0630R - Review of the consequential changes required in UNC as a result of the Ofgem Switching Programme*.

Chris Warner (CW) said the Legal Text for the UNC in respect of Switching Programme 2021 was going to be presented to Ofgem on 25 March 2019 and these would then be further discussed and sensed checked at a Workgroup 0630R meeting planned for 16 April 2019. He strongly advised all Industry parties to study this Legal Text as it was complex. CW said that a new Modification would have to be raised to cover all the codes in relation to CSS changes although this would be managed by Ofgem as part of the Significant Code Review process. consideration by the DSC Change Management Committee would be required although as with the Modification process this would have very limited scope to change any details established by the SCR.

9. XRN4695 UIG Taskforce Update

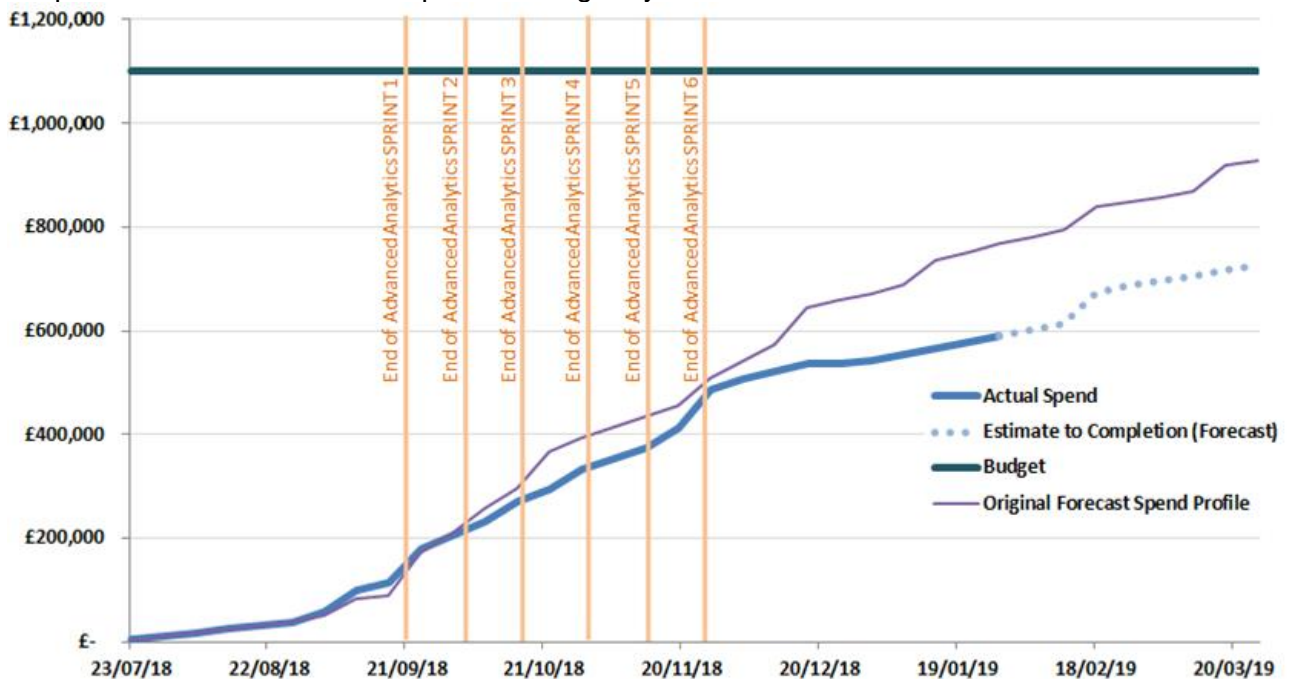
Alex Stuart (AS) and Leanne Jackson (LJ) joined the meeting and explained the UIG Task Force work was presently green on the RAG Status.

LJ then overviewed the recommendations that were presently being discussed these are summarised as below:



LJ said that all future reviews include non task force related changes that are pending, defects with planned resolution dates, other options which may be considered if engagement/PAC reporting does not deliver results. (PAC can look to deliver these when PAC reporting is updated).

AS provided an overview of the present budgetary status as set out in the schematic below:



AS overviewed the next steps as detailed below:

- Use the UIG working group as the mechanism to share progress on all recommendations where options residing with Xoserve.
- Provide updates to the “Recommendation Tracker” in line with UIG Workgroup 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” when completed.
- Continue the customer engagement, progress the CPs & CRs raised to support the recommendation options agreed at 28th January UIG-Recommendation session.
- Drafting Modifications to progress agreed recommendation options.

- Lead the creation of new PAC reports as per the agreed recommendation options.

AS explained that the UIG Taskforce had been approached by an external party in relation to undertaking an assurance of findings exercise regarding the analysis to date and he wanted to know if there was an appetite from the Change Managers for this to be undertaken. A brief general discussion took place and it was agreed that all the DSC Change Management Committee members should provide feedback with their views regarding this proposal.

New Action 0304: All DSC Change Management Committee Members to supply feedback regarding undertaking an external assurance exercise.

LJ and AS both said that the timing was not ideal, especially as the UIG Taskforce were now starting to implement changes and AS added that Ofgem were aware of the deliverables to date and the pace of progress.

10. Amendment Invoice - Verbal Update

AS provided a verbal feedback and said that this issue was presently not resolved, but that in January there had been a £14m credit in relation to mis matches and that the on-going route cause analysis was still taking place, together with one to one Shipper visits. Sally Hardman (SH) asked when this was finally going to be resolved and AS said that at this stage, they still did not have a confirmed date or timeline.

(Lorna Lewin left the meeting via Teleconference).

11. Horizon and Future Release Change Planning

11.1. Bubbling Under' Report

Ellie Rogers (ER) joined the meeting and provided an update on the Bubbling Under Report, and overviewed the following areas:

Modification 0647 – Opening Class 1 reads to Competition

An initial ROM response was provided which is currently being re-evaluated to understand if the approximate transition delivery estimate can be reduced. The proposer is currently considering the possibility of reducing or removing the transition period which would alter the CDSP estimated delivery. A Change Proposal will be required with the CDSP once the development of the Modification is completed.

Modification 0651 – Changes to the Retrospective Data Update provisions

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

Modification 0665 - Changes to Ratchet Arrangements

Modification has been issued to industry consultation closing on 14 March 2019. The Final Modification Report is due to be discussed at the March Panel. An Ofgem decision is anticipated by the end of April. A Change Proposal (XRN4871) has been raised to progress the work required. June 2019 release scope has been agreed therefore as part of the change process it is being investigated whether a minor release can be utilised. It is not intended to make any changes to existing file formats as part of the solution.

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 codes (notably the EU Tariff Code). There are currently 9 alternatives. Modifications look to address the issues highlighted in the Ofgem rejection letter for Modification 0621 and associated alternatives. Impacts need to be assessed. Urgent status has been granted by Ofgem. Some alternatives have an October 2020 implementation date. Ofgem have been requested to extend the timeline for final Workgroup Report until April.

Modification 0680 - UNC Changes as a Consequence of 'no deal' United Kingdom Exit from the European Union

A number of minor changes to the UNC would be required as a consequence of UK withdrawal from the EU under a no deal scenario which becomes effective from 23:00 on 29 March 2019. In principle, these changes modify existing references to EU regulations with reference to UK amendment regulations and where appropriate remove references to EU entities. No impacts on central systems, proposed removed from Bubbling Under.

11.2. Gemini Horizon Planning

Gary Marsh (GM) joined the meeting and overviewed the NG Transmission Change Horizon Milestone schematic and said all areas were presently on track. He said that the Gemini Horizon Planning Project now had 2 more project managers and a new manager. The overall Timeline schematic can be viewed via the link: <http://www.gasgovernance.co.uk/dsc-change/130319>

Richard Pomroy (RP) questioned the delivery timeline of 42 weeks in respect of *Modification 0671 - New Capacity Exchange process at NTS exit points for capacity below baseline* as he said that he appreciated that Xoserve were very busy, but he wanted to know if it could be delivered by 2020. GM said this was presently being investigated

11.3. UK Link Changes plan on a page

ESm presented the Plan on a Page schematic and RP questioned if the sign off dates were correct. ESm said she would re-look at these.

New Action 0305: Xoserve (ESm) to re clarify the time plan and sign off dates for the UK Link changes

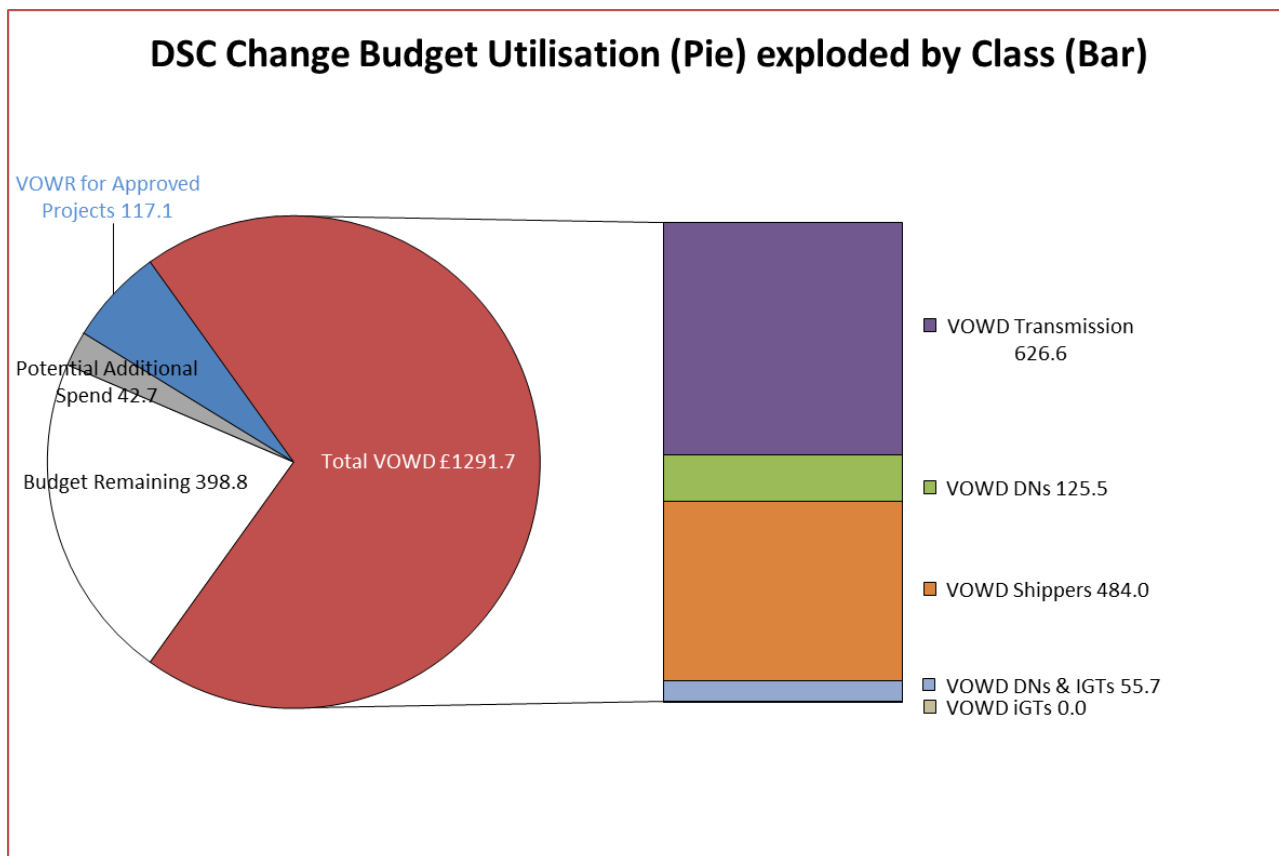
11.4. Prioritisation of Data Office Changes (new standing agenda item)

ESm said that this would be a regular agenda item moving forward as there were lots of changes from the Data Office and Jane Goodes (JG) joined the meeting and provided a brief overview of the current activities and confirmed that Data Office was presently working on 15 internal changes and 8 ASRs.

RP wanted to know how the data prioritisation could take place and ESm said the data scores could be added into these and she said she would provide more detail on this topic.

12. Finance and General Change Budget Update

Mudassar Riaz (MR) joined the meeting via teleconference, and provided an overview of the Finance and General budget status, as detailed below:



RP said he was disappointed as the action from last month had not been addressed as per below and he said that he also wanted the overall budget columns adjusted in relation not the DNOs and IGT's, MR said he would amend the columns accordingly.

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.

New Action 0305: Xoserve (MR) to allocate the DNO and IGT costs in the respective columns to clearly show the split.

13. Review of Outstanding Action(s)

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

Update Emma Smith (ESm) said that this had now been completed and so the action could 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 that the HSE reports were now being produced and sent out and that another report was presently being sensed checked this week and so the action could now be closed. **Closed.**

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

Update: ESm said this action should be carried forward. **Carried forward.**

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.

Update: LW said this action could now be closed as the customers had been communicated with in relation to which files were causing issues. **Closed.**

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.

Update: MR said that this action should be carried forward and would be addressed in the April meeting. **Carried forward.**

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.

Update: ESm requested that this action be carried forward. **Carried forward.**

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 and he presented the three month timeline as detailed below:

March

- Migration approach to be perfected and tested at another site.
- Initial line installations to continue across all phases
- Router installations to take place at some phase one sites
- Prepare April migrations
- Continue to engage customers with Disaster Recovery equipment about testing approach
- Continue to engage relevant customers requesting additional IP range / addresses for IX End User equipment

April

- Rollout begins with Phase One
- Relevant sites contacted to have servers installed
- Prepare May migrations
- Phone line installations to continue

May

- Rollout continues for line, router and server installations
- Customers contacted to have servers installed
- Prepare June migrations
- Phone line installations to continue
- Be assured that you will be contacted by Gamma before either your Network survey or phone line installation takes place (dependant on the complexity and IX option required).

14.2. Published Change Proposals – moving from the Joint Office website as a reference to Xoserve.com (verbal update)

Richard Johnson (RJ) explained that from 01 April 2019 all Change Proposals would be published at Xoserve.com and no longer on the Joint Office Website. He explained there would be a link from the Joint Office website to the specific Change Proposal webpage at Xoserve.com. BF said that the UNC and DSC/CDSP procedures should be checked in this regard, as there may be a need for these to be updated regarding references to publications.

14.3. DSC Change Management Governance Group (verbal update)

ESm said that the invitation had now been extended regarding this Governance Group.

14.4. XRN4795 – Amendment to PARR Reports

ESm confirmed that the PAFA and PAC would be using their own budget in relation to delivering the changes specific to XRN4795.

14.5. Change Pack Process on Xoserve.com (verbal update)

RJ explained that the Change Pack was moving forwards on the design delivery and should be read in May 2019 and moving forward there would also be a different format of email, with links to pertinent areas via Xoserve.com.

14.6. Strategy on the future of MIS

Simon Harris joined the meeting and provided an overview of the Strategy on the future of MIS and explained some of the background. He said that the MIS originates from Ofgem's desire for industry to design its own non-transactional interfaces for retail energy data. SHa said that she was under the impression that the reference to retail energy data needed to be amended, and SH agreed to address this.

New Action 0306: Xoserve (SH) to amend the reference to 'retail energy data' contained in the Strategy on the future of MIS presentation.

SH said the Gemserv and Xoserve were collaborating on the cross-fuel data products and that MIS to date had focussed on identifying, prioritising and delivering use cases for specific data products or process enhancements and discussions with MRASCo stakeholders and Xoserve over last few months had been taking place to decide what focus should be in next year. He said the broad consensus was that delivering current use cases had taught Xoserve things that inform the strategic position for MIS and that there were initiatives being driven by Ofgem which beg questions the MIS should play a role in answering – MIData, Energy Data Taskforce, the consultation on code administration.

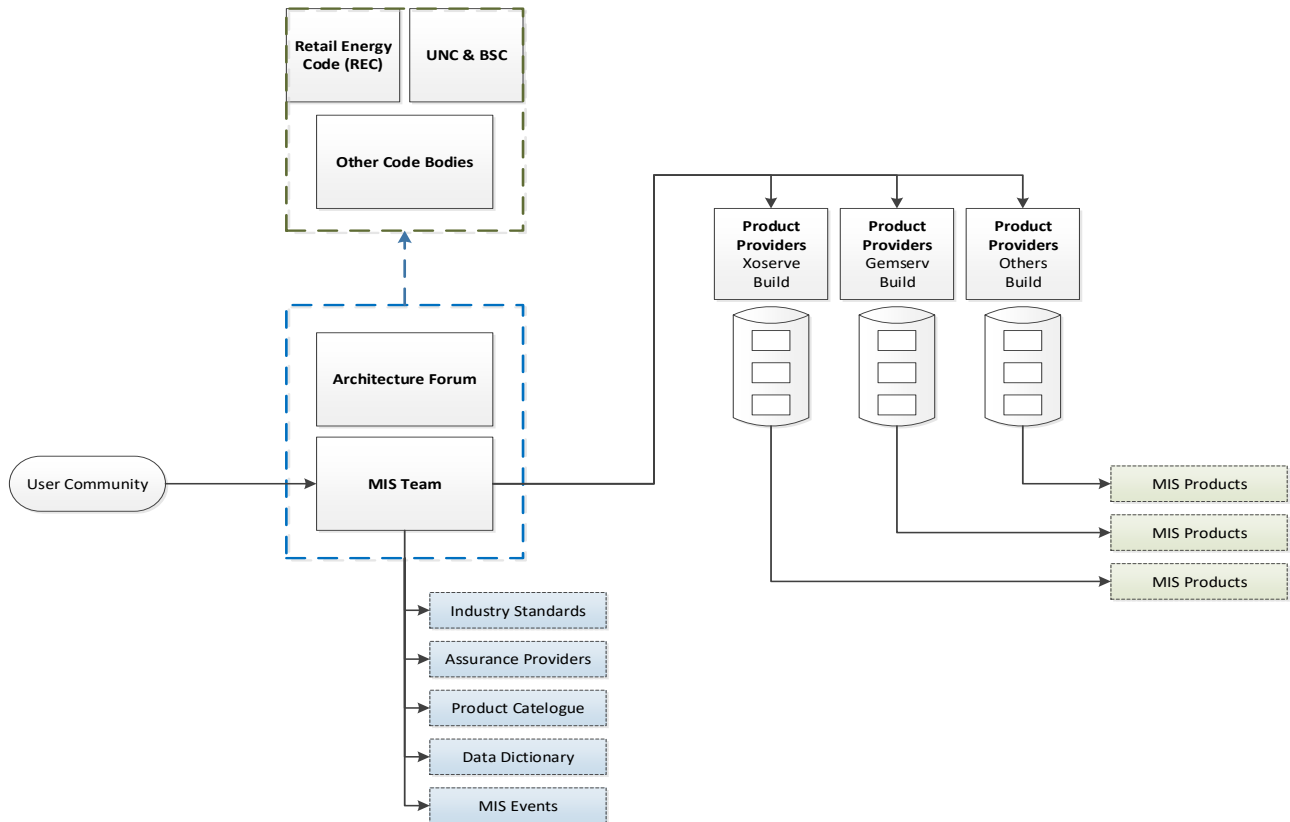
The presentation in full can be viewed via the link: <http://www.gasgovernance.co.uk/dsc-change/130319>

SH then overviewed what had been learnt as detailed below:

- Value in the current use cases, but they are enhancements to as-is, which are increasingly seen as BAU delivery
- Delivering use cases and exploring industry data landscape has highlighted more systemic issues with data access
- Data is fragmented, governance is complex and no common data sharing standards exist to mitigate the problems
- Ofgem recognise this, as evidenced in recent data initiatives focussed on rationalising retail energy data and ref
- There is a gap in terms of pan-industry data governance, including consistent standards and practices around data sharing in industry

SH explained that in trying to strike a balance at the moment, there was no consistent set of standards or design authority to ensure that data offerings were consistent and that the users of energy data also needed choice, with their needs being diverse, the domain is large and complex, and competition between data providers will benefit users and ultimately the consumer, with balance being particularly critical given Ofgem's ambitions around enabling competition

SH then overviewed the future role model of a cross-fuel, industry-wide governance framework for data products as detailed below:



SH explained from an Architecture Forum perspective the following were pertinent:

- The design authority for data products across the industry
- Defines and maintains, in consultation with industry, the standards and the data dictionary
- Approves designs for new MIS-compliant products or for changes to current products
- Passes pre-vetted designs to specific codes or code bodies to implement, if that is

SJ then overviewed the MIS Team approach and the predetermined Industry Standards as below:

MIS Team

- The vehicle for managing the overall Market Intelligence Service
- Acts as an interface between potential MIS users and MIS-compliant data products
- Manages assurance providers, the product catalogue and MIS events
- Sits outside of current codes, which are all focussed on specific parts of operational energy processes
- Thereby provides pan-code hub for solving problems with non-transactional data products
- Interfaces with the codes in so far as needed to provide MIS-compliant products

Industry standards

- A set of MIS standards would define to what we are expecting data products under the MIS to conform
- Standards establish shared expectations for the way in which MIS data products will be designed and made available to users
- They ensure consistency across the suite of products governed under the MIS
- It would be composed of a number of individual standards, for example:
 - Data standards
 - Security standards
 - API standards
- The standards could be adopted more widely as well – useful in wider industry contexts to define expectations for other data governance, e.g. address “battle of forms” being discussed for REL design and MIData

SH provided an overview of the MIS Events and approach, as below:

- Key part of engaging with MIS stakeholders, identifying opportunities and keeping MIS relevant
- Engagement forum with MIS Users to showcase new additions to identify improvement opportunities for the MIS
- Regular opportunity to identify new demand-led data products
- Also provides a forum to showcase innovation, get feedback and build relationships inside the user community

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
10:15 Wednesday 10 April 2019	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.

Action Table (as at 13 March 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)	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)	Closed
0201	13/02/19	10.	Xoserve (AS) to investigate what the issues are with loading Class 3 Reads.	Xoserve (AS)	Carried forward
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)	Closed
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)	Carried forward
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)	Carried forward
0301	13/03/19	2.2	Xoserve (ESm) to provide the differences between XRN4621 - Suspension of the Validation between Meter Index and Unconverted Converter Index and XRN4866 - Removal of validation on uncorrected read (UIG Recommendation)	Xoserve (ESm)	Pending

0302	13/0319	3.1	IGT's to provide information on a funding proposal at the April meeting in readiness for approval.	IGTs	Pending
0303	13/0319	3.2	Xoserve (DA) to explore if the Modification in relation to <i>XRN4851 - Moving Market Participant Ownership from SPAA to UNC/DSC</i> should be deferred as this area could be addressed via a Change Proposal.	Xoserve (DA)	Pending
0304	13/0319	9.0	All DSC Change Management Committee Members to supply feedback regarding undertaking an external assurance exercise	ALL DSC ChgMgt	Pending
0305	13/0319	12.0	Xoserve (MR) to allocate the DNO and IGT costs in the respective columns to clearly show the split.	Xoserve (MR)	Pending
0306	13/0319	14.6	Xoserve (SH) to amend the reference to 'retail energy data' contained in the Strategy on the future of MIS presentation.	Xoserve (SH)	Pending