

UNC DSC Change Management Committee Minutes
Wednesday 10 April 2019
at Lansdowne Gate, 65 New Road, Solihull B91 3DL

Attendees

| | | | |
|-----------------------------|------|--------------|------------|
| Chris Shanley (Chair) | (CS) | Joint Office | Non-Voting |
| Mike Berrisford (Secretary) | (MB) | Joint Office | Non-Voting |

Shipper User Representatives

| | | | |
|------------------|------|------------------------|----------------|
| James Rigby | (JR) | npower | Class A-Voting |
| Kirsty Dudley* | (KD) | E.ON | Class A-Voting |
| Alison Neild* | (AN) | Gazprom | Class B-Voting |
| Lorna Lewin* | (LL) | Orsted | Class B-Voting |
| Shaheeni Vekari* | (SV) | Plus Shipping Services | Class C-Voting |

Transporter Representatives

| | | | |
|----------------|------|-----------------------|------------|
| Guv Dosanjh | (GD) | Cadent | DNO-Voting |
| Richard Pomroy | (RP) | Northern Gas Networks | DNO-Voting |
| Gareth Davies | (GD) | National Grid NTS | NTS-Voting |
| Chris Barker* | (CB) | IGT Representative | IGT-Voting |
| Kev Duddy* | (KD) | ESP | IGT-Voting |

CDSP Change Management Representatives

| | | | |
|------------|-------|---------|------------|
| Emma Smith | (ESm) | Xoserve | Non-Voting |
|------------|-------|---------|------------|

Observers/Presenters

| | | | |
|---------------------|------|---------------------|------------|
| Alex Stuart | (AS) | Xoserve | Non-Voting |
| Andy Clasper | (AC) | Cadent | Non-Voting |
| Catherine Robinson* | (CR) | CNG | Non-Voting |
| Chris Warner | (CW) | Cadent | Non-Voting |
| Fiona Cottam | (FC) | Xoserve | Non-Voting |
| Helen Chandler | (HC) | Scotia Gas Networks | Non-Voting |
| Hannah Reddy | (HR) | Xoserve | Non-Voting |
| Jane Goodes | (JG) | Xoserve | Non-Voting |
| Kate Mulvany | (KM) | Centrica | Non-Voting |
| Leanne Jackson | (LJ) | Xoserve | Non-Voting |
| Lisa Lindstedt* | (LL) | EDF Energy | Non-Voting |
| Mark Jones | (MJ) | SSE | Non-Voting |
| Matthew Rider | (MR) | Xoserve | Non-Voting |
| Michael Payley | (MP) | Xoserve | Non-Voting |
| Mudassar Riaz | (MR) | Xoserve | Non-Voting |
| Paul Orsler | (PO) | Xoserve | Non-Voting |
| Richard Hadfield | (RA) | Xoserve | Non-Voting |
| Richard Johnson | (RJ) | Xoserve | Non-Voting |

| | | | |
|---------------|------|-----------------------|------------|
| Sally Hardman | (SH) | Scotia Gas Networks | Non-Voting |
| Shanna Barr* | (SB) | Northern Gas Networks | Non-Voting |
| Simon Harris | (SH) | Xoserve | Non-Voting |
| Tara Ross | (TR) | Xoserve | Non-Voting |
| Tom Lineham | (TL) | Xoserve | Non-Voting |

Apologies

| | | | |
|-----------------|------|-------------------|------------|
| Katy Binch | (KB) | ESP | IGT Voting |
| John Cooper | (JC) | BU UK | IGT Voting |
| Megan Coventry | (MC) | SSE | Non-Voting |
| Richard Loukes | (RL) | National Grid NTS | NTS Voting |
| Teresa Thompson | (TT) | National Grid NTS | NTS Voting |

Copies of all papers are available at: <https://www.gasgovernance.co.uk/dsc-change/100419>

1. Introduction

1.1. Apologies for absence

Please refer to above table.

1.2. Alternates

Chris Barker for John Cooper

Gareth Davies for Richard Loukes and Teresa Thompson

Kevin Duddy for Katy Binch

1.3. DSC Change Management Committee Membership - Update

CS advised everyone present that Guv Dosanjh had now replaced Chris Warner as the Cadent voting DNO representative.

CS advised everyone present that James Rigby and his Alternate John Welch were leaving npower and he had retired from the Committee as of the 12 April.

He then thanked Chris Warner and James Rigby for all their support over the years.

CS then went on to point out that, as a consequence of there no longer being a npower representative (inc. an Alternate) on the Committee going forwards, Kirsty Dudley would now carry two (2) Shipper Class A votes on the Committee (i.e. inherit the npower vote from now on). He explained that if another Shipper Class A was interested in taking up the vacancy, they should contact the Joint Office and they would run a mid-year elections process.

A brief discussion was undertaken by the Committee around whether there would be any value in the Joint Office advertising the vacancy and just running a mid-year elections process, during which CS explained that the matter of UNC Elections is already on the 18 April 2019 UNCC agenda for consideration and that he personally does not have any concerns about the Committee membership status at this time – in short, the industry is getting close to the ‘natural’ re-election exercise anyway.

KD pointed out that as she does not currently have a nominated alternate, quoracy at future meetings could be any issue until this is addressed. CS encouraged all members to let the Joint Office now their Alternate if they had not done so already.

1.4. Confirm Voting rights

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

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

1.5. Approval of Minutes (13 March 2019)

The minutes of the previous meeting were approved.

2. New Change Proposals – Initial Review

2.1. XRN4894 – Shipperless and Unregistered Pre-Payment Supply Points Reconciliation

This new Change Proposal is sponsored by Scotia Gas Networks. The Change Proposal was introduced by ESm and following a brief discussion concerns were voiced around the potential interaction with SPAA and whether it is appropriate for Siemens to share Supplier data with the CDSP. Questions were also raised around what form the potential Siemens funding requirements might take and data protection concerns relating to the Supplier contract aspects. It was then agreed to defer further consideration of this item until such a time as Xoserve (PO) and SGN (SH) have had an opportunity to discuss the concerns raised with SPAA representatives and obtain a better understanding of the potential SPAA requirements and impacts.

New Action 0401: Reference XRN4894 – Shipperless and Unregistered Pre-Payment Supply Points Reconciliation - Xoserve (PO) and SGN (SH) to discuss the concerns raised with SPAA representatives and obtain a better understanding of the potential SPAA requirements and impacts.

2.2. XRN4914 – Mod 0651 Retrospective Data Update Provisions

This new Change Proposal is sponsored by Cadent.

PO provided a brief overview of the Change Proposal during which he confirmed that this does not include any RAASP aspects and it was also noted that it impacts upon NG Transmission as well as the other parties, as highlighted.

In pointing out that this is a critical piece of work, especially bearing in mind the forthcoming Significant Code Review (SCR), CW also suggested that care would be needed in order to monitor and manage adjustment invoices going forwards.

In respect of the Data Cleansing Exercise, it was noted that this Change Proposal would follow a similar set of principles as established for UNC Modification 0431.

Focusing attention on bullet points 7, 8 and 9, PO advised that Xoserve would be closely monitoring these aspects and anticipate further discussions within both the Performance Assurance Committee (PAC) and ‘other’ suitable forums – it was agreed that further engagement and involvement with the PAC would be beneficial especially in ensuring that Shippers are involved in any data cleansing exercises. CW pointed out that UNC Modification 0651 (effective 05:00 on 14 March 2019) imposes an obligation on Shippers to participate in any data cleansing exercises going forwards.

When asked whether there are any potential Schedule 22 aspects (i.e. SPAA reporting), PO responded by indicating that Xoserve would be undertaking some MAM (data quality) assessments in due course.

New Action 0402: Reference XRN4914 – Mod 0651 Retrospective Data Update Provisions – Xoserve (PO) to raise the item for PAC consideration and also look to provide future progress updates to the DSC Change Management Committee and DSG (ensuring it is added to the agendas where appropriate).

All parties voted that this Change Proposal should proceed to the DSG (and PAC).

Approval to proceed to the DSG (and PAC) was unanimous as stated in the table below:

| Voting Outcome: | XRN4914 – Mod 0651 Retrospective Data Update Provisions | |
|------------------------|---|-------------|
| Shipper Representative | Voting Count | For/Against |
| James Rigby | 1 | For |
| Kirsty Dudley | 1 | For |
| Alison Neild | 1 | For |

| | | |
|-----------------------------------|---------------------|--------------------|
| Lorna Lewin | 1 | For |
| Shaneeni Vekari | 2 | For |
| Total | 6 | For |
| Transporter Representative | Voting Count | For/Against |
| Guv Dosanjh | 1 | For |
| Richard Pomroy | 1 | For |
| Gareth Davies | 2 | For |
| Chris Barker | 1 | For |
| Kev Duddy | 1 | For |
| Total | 6 | For |

3. New Change Proposals - Post Initial Review

3.1. XRN4850 – Notifications of Customer Contact Details to Transporters

When RJ provided a brief overview of the Change Proposal, ESm pointed out that the alternative solution options would be assessed going forwards.

When asked whether the Change Proposal is possibly progressing through the process too quickly, ESm responded by highlighting the fact that as we have stopped at the end of the capture phase and implementation is scheduled for June 2020, delaying a decision on this change for another month would cause time constraint related issues down the line.

It was noted that a 'light touch' approach would be requested at the forthcoming DSG meeting, especially when considering that not all SPAA parties are comfortable with the proposed change (i.e. SPAA I&C parties may not realise any benefit).

It was acknowledged that the Change Proposal solution should be amended to record that some SPAA Shippers would not be required to provide data (i.e. similar in nature to the previous PSR data requirements).

It was also noted that some Wales & West Utilities customers have voiced concerns around the associated communications. It was noted that whilst this might not be the ultimate (perfect) solution, it is better than the current provisions.

Shippers, DNOs and IGTs voted for the funding DNO/IGT split (based on MPRN and Market Share) and thereafter that this Change Proposal 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 |
| James Rigby | 1 | For |
| Kirsty Dudley | 1 | For |
| Alison Neild | 1 | For |
| Lorna Lewin | 1 | For |
| Shaneeni Vekari | 2 | For |
| Total | 6 | For |
| Transporter Representative | Voting Count | For/Against |
| Guv Dosanjh | 1 | For |
| Richard Pomroy | 1 | For |
| Chris Barker | 1 | For |
| Kev Duddy | 1 | For |
| Total | 4 | For |

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

When RJ introduced this Change Proposal, KD advised that the SPAA would be voting on the proposals at next months meeting and therefore suggested that the Committee should adopt a pragmatic approach towards this Change Proposal – a point recognised by those in attendance.

All parties voted that this Change Proposal should proceed to DSG (based on 100% Shipper funding).

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

| Voting Outcome: | | | XRN4851 – Moving Market Participation Ownership from SPAA to UNC/DSC | | |
|-----------------------------------|--|---------------------|---|--|--|
| Shipper Representative | | Voting Count | For/Against | | |
| James Rigby | | 1 | For | | |
| Kirsty Dudley | | 1 | For | | |
| Alison Neild | | 1 | For | | |
| Lorna Lewin | | 1 | For | | |
| Shaneeni Vekari | | 2 | For | | |
| Total | | 6 | For | | |
| Transporter Representative | | Voting Count | For/Against | | |
| Guv Dosanjh | | 1 | For | | |
| Richard Pomroy | | 1 | For | | |
| Gareth Davies | | 2 | For | | |
| Chris Barker | | 1 | For | | |
| Kev Duddy | | 1 | For | | |
| Total | | 6 | For | | |

3.3. XRN4860 – National Temporary UIG Monitoring

JR opened discussions on the Change Proposal by explaining that whilst he is not too concerned about the funding aspects, he does believe that the change would benefit from further consideration within the UIG Workgroup, at which point some parties also suggested that DESC might also be a suitable forum within which to discuss matters.

Shippers voted that this Change Proposal should be referred to the UIG Workgroup and DESC for further development.

Approval of 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 | | 1 | For | | |
| Kirsty Dudley | | 1 | For | | |
| Alison Neild | | 1 | For | | |
| Lorna Lewin | | 1 | For | | |
| Shaneeni Vekari | | 2 | For | | |
| Total | | 6 | For | | |

3.4. XRN4876 – Changes to PARR Reporting – provide further analysis of performance reporting

When ESm explained that the PAC budget (circa £75k) would be used to fund this Change Proposal, was already in place and suitably 'ring fenced', the Committee Members acknowledged that no formal vote would be required.

3.5. XRN4888 – Removing duplicate address update validation for IGT Supply Meter Points via Contract Management Service (CMS)

Introducing the Change Proposal, PO outlined that the solution had been the subject of a review during the capture phase and as a consequence it is suggested that the Change Proposal should be referred to the DSG for further consideration (relating to concerns raised and solution aspects that need refinement).

When PO went on to confirm that Xoserve are unable to clarify the solution ‘split’ at this point (i.e. address updates for the IGTs etc.), HC provided a high-level explanation on how CMS loading aspects (i.e. potentially removing validation) might provide an alternative option, as the general consensus is that this is potentially a system based issue that might invoke duplication issues – in short, Scotia Gas Networks do not believe that a ‘one solution fits all’ approach is viable.

PO pointed out that Xoserve has undertaken some initial analysis and are engaging with the IGTs in order to better examine the address update issue.

Shippers, DNOs and IGTs voted that this Change Proposal should proceed to DSG for assessment of consultation responses and development of the further requirements going forwards.

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 Contract Management Service (CMS) | |
|-----------------------------------|---------------------|---|--|
| Shipper Representative | Voting Count | For/Against | |
| James Rigby | 1 | For | |
| Kirsty Dudley | 1 | For | |
| Alison Neild | 1 | For | |
| Lorna Lewin | 1 | For | |
| Shaneeni Vekari | 2 | For | |
| Total | 6 | For | |
| Transporter Representative | Voting Count | For/Against | |
| Guv Dosanjh | 1 | For | |
| Richard Pomroy | 1 | For | |
| Chris Barker | 1 | For | |
| Kev Duddy | 1 | For | |
| Total | 4 | For | |

4. New Change Proposals - Post Solution Review

4.1. XRN4686 – Smart Metering Report

When RJ advised that the DSG had recommended rejection of this Change Proposal, CS pointed out that in that case, no formal approval would be required at this meeting.

4.2. XRN4691 – IGT and GT File Formats (CGI Files)

In providing a brief overview of the Change Proposal, RP explained that it relates to a data cleansing exercise involving the IGTs and that work remains ongoing. RP went onto propose putting the other two (2) related Change Proposals ‘on hold’ (pending further data cleansing) whilst this one continues to be progressed.

DNOs and IGTs voted on the proposed funding split (based on MPRNs) and for the change to be included in the June 2020 release.

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

| Voting Outcome: | XRN4691 – IGT and GT File Formats (CGI Files) | |
|-----------------------------------|--|--------------------|
| Transporter Representative | Voting Count | For/Against |
| Guv Dosanjh | 1 | For |
| Richard Pomroy | 1 | For |
| Chris Barker | 1 | For |
| Kev Duddy | 1 | For |
| Total | 4 | For |

4.3. XRN4692 – IGT and GT File Formats (CIN Files)

RP opened consideration of this Change Proposal by pointing out that he would like to propose some subtle amendments, namely relating to notification from Xoserve for 'nil' responses and to obtaining a better process identifying any discrepancies in the submitted files.

When asked, RP indicated that he would prefer the Change Proposal to be returned to the DSG for re-assessment, and confirmed that he also continues to believe that a June 2020 delivery (implementation) is feasible – ESm advised that all preliminary work had been completed and it simply needs re-approval of the 'tweaked' solution.

DNOs and IGTs voted that this Change Proposal should be returned to the DSG for a quick re-assessment due to concerns raised.

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

| Voting Outcome: | XRN4692 – IGT and GT File Formats (CIN Files) | |
|-----------------------------------|--|--------------------|
| Transporter Representative | Voting Count | For/Against |
| Guv Dosanjh | 1 | For |
| Richard Pomroy | 1 | For |
| Chris Barker | 1 | For |
| Kev Duddy | 1 | For |
| Total | 4 | For |

5. Xoserve DSC Implementation Plan

RJ provided a brief overview of the plan at which point CS observed that in the absence of any adverse comments from Committee Members, the Implementation Plan is deemed to be approved.

The documentation is viewed via the link: <http://www.gasgovernance.co.uk/dsc-change/100419>

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 |
| James Rigby | 1 | For |
| Kirsty Dudley | 1 | For |
| Alison Neild | 1 | For |
| Lorna Lewin | 1 | For |
| Shaneeni Vekari | 2 | For |
| Total | 6 | For |
| Transporter Representative | Voting Count | For/Against |
| Guv Dosanjh | 1 | For |

| | | |
|----------------|----------|------------|
| Richard Pomroy | 1 | For |
| Gareth Davies | 2 | For |
| Chris Barker | 1 | For |
| Kev Duddy | 1 | For |
| Total | 6 | For |

6. Approval of Change documents

6.1. BER for XRN4550 – Gemini Replatforming

When asked for a view on the potential outage dates, HR explained that Xoserve are currently investigating the potential wider industry planning date aspects and would be looking to provide more information in due course.

The NTS representative voted to approve the Business Evaluation Report (BER).

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

| Voting Outcome: | | BER for XRN4550 – Gemini Replatforming | |
|-----------------------------------|---------------------|---|--|
| Transporter Representative | Voting Count | For/Against | |
| Gareth Davies | 2 | For | |
| Total | 2 | For | |

6.2. CCR for XRN4572 – Release 3*

When TL provided a brief overview of the Change Completion Report (CCR) there were no adverse comments provided by those in attendance.

All parties voted to approve the Change Completion Report (CCR).

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

| Voting Outcome: | | CCR for XRN4572 – Release 3* | |
|-----------------------------------|---------------------|-------------------------------------|--|
| Shipper Representative | Voting Count | For/Against | |
| James Rigby | 1 | For | |
| Kirsty Dudley | 1 | For | |
| Alison Neild | 1 | For | |
| Lorna Lewin | 1 | For | |
| Shaneeni Vekari | 2 | For | |
| Total | 6 | For | |
| Transporter Representative | Voting Count | For/Against | |
| Guv Dosanjh | 1 | For | |
| Richard Pomroy | 1 | For | |
| Gareth Davies | 2 | For | |
| Chris Barker | 1 | For | |
| Kev Duddy | 1 | For | |
| Total | 6 | For | |

6.3. BER for XRN4653 – iConversion Phase One

In introducing this Business Evaluation Report (BER) RJ pointed out that the associated timescales had now been updated within the document – there were no adverse comments put forward by those parties in attendance.

The NTS representative voted to approve the Business Evaluation Report (BER).

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

| Voting Outcome: | BER for XRN4653 – iConversion Phase One | |
|-----------------------------------|--|--------------------|
| Transporter Representative | Voting Count | For/Against |
| Gareth Davies | 2 | For |
| Total | 2 | For |

6.4. Amended BER for XRN4665 – Creation of New End User Categories

ESm provided a brief background to this amended Business Evaluation Report pointing out the £20k increase in costs for XRN4655 and a corresponding (£20k) reduction in the costs for XRN4732. ESm also confirmed that there would be no Gemini consequential change (or associated) costs involved.

It was requested that the BER should be amended to update the references to the Gemini impact assessments.

New Action 0403: Reference BER for XRN4665 – Creation of New End User Categories - Xoserve (ESm) to update the BER to update the references to the Gemini impact assessments to reflect that they had been undertaken with impacts identified.

Shippers voted to approve the Business Evaluation Report (BER), subject to the requested amendments.

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

| Voting Outcome: | Amended BER for XRN4665 – Creation of New End User Categories | |
|-------------------------------|--|--------------------|
| Shipper Representative | Voting Count | For/Against |
| James Rigby | 1 | For |
| Kirsty Dudley | 1 | For |
| Alison Neild | 1 | For |
| Lorna Lewin | 1 | For |
| Shaneeni Vekari | 2 | For |
| Total | 6 | For |

6.5. BER for XRN4686 – Smart Metering Report

It was noted that this Change Proposal had been the subject of a (DSG) recommendation to reject earlier in the meeting therefore no formal vote on the Business Evaluation Report (BER) is now required.

6.6. Amended BER for XRN4706 – National Grid Test Support and Consultancy

Consideration deferred.

6.7. Amended BER for XRN4732 – June 2019 Release

As the two items are linked, please refer to item 6.4 above for more details.

6.8. CCR for XTN4802 – Minor Release Drop 3

MR provided a brief overview of the Change Completion Report (CCR) during which there were no adverse comments forthcoming from those parties present.

Shippers voted to approve the Change Completion Report (CCR).

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

| Voting Outcome: | | CCR for XTN4802 – Minor Release Drop 3 | |
|-------------------------------|---------------------|---|--|
| Shipper Representative | Voting Count | For/Against | |
| James Rigby | 1 | For | |
| Kirsty Dudley | 1 | For | |
| Alison Neild | 1 | For | |
| Lorna Lewin | 1 | For | |
| Shaneeni Vekari | 2 | For | |
| Total | 6 | For | |

6.9. BER for XRN4828 – November 2019 BER*

In providing an overview of this Business Evaluation Report (BER), RH explained that it has been completed on the assumption that there are no Market Testing elements involved (i.e. not in scope).

Shippers and DNOs voted to approve the Business Evaluation Report (BER), subject to the requested amendments.

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

| Voting Outcome: | | BER for XRN4828 – November 2019 BER* | |
|-----------------------------------|---------------------|---|--|
| Shipper Representative | Voting Count | For/Against | |
| James Rigby | 1 | For | |
| Kirsty Dudley | 1 | For | |
| Alison Neild | 1 | For | |
| Lorna Lewin | 1 | For | |
| Shaneeni Vekari | 2 | For | |
| Total | 6 | For | |
| Transporter Representative | Voting Count | For/Against | |
| Guv Dosanjh | 1 | For | |
| Richard Pomroy | 1 | For | |
| Total | 2 | For | |

7. Release Approvals / Updates

7.1 Release 3 Project Dashboard

TL provided a brief overview of the 'XRN4572 UK Link Release 3' presentation during which there were no adverse comments forthcoming from those parties in attendance.

7.2 June 2019 Release – Delivery Plan

MR provided a brief overview of the 'XRN4732 – June 19 Release – Status Update' presentation during which ESm pointed out that the 'Resources' status had now changed to green from the previous amber - there were no adverse comments forthcoming from those parties in attendance.

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

MR provided a brief overview of the 'XRN4665 – Creation of New End User Categories – Delivery Plan' presentation during which ESm pointed out that Xoserve are undertaking internal discussions around the PIS aspects which might extend out until January 2020 - there were no adverse comments forthcoming from those parties in attendance.

7.4 Minor Release Drop 4 (Scope and Delivery Plan)

RH opened discussions by focusing on the 'Potential Scope Items', as follows:

- XRN4777 – Acceptance of Contact Details Updates;
- XRN4795 – Amendments to the PARR (520a) reporting – REDUCED SCOPE;
- XRN4780 – Inclusion of Meter Asset Provider Identity (MAP id) in the UK Link system (CSS Consequential Change) – REDUCED SCOPE.

It was noted that this Change Proposal relates to re-assessed delivery aspects and the adoption of a minimal requirements based approach. ESm suggested that this Change Proposal might be split into parts (a) and (b) in order to differentiate the June 2020 delivery for part (b).

CS suggested that it is a good principle to look to identify partial versus full delivery elements going forwards.

- XRN4803 – Removal of validation for AQ Correction Reason 4;
- XRN4871 – Modification 0665 – Changes to Ratchet Regime – Investigation only;

ESm once again suggested that this Change Proposal (which might involve potential impacts that could come to light during further investigations) might be split into parts (a) and (b).

When asked how the Distribution Workgroup discussions on UNC Modification 0665 are being progressed, ESm explained that Xoserve is currently investigating what system functionality changes might be required in order to facilitate delivery of any associated 'workaround' elements (from 01 October 2019 onwards) – ESm advised that the Change Proposal has been included in order to enable Xoserve to keep track of matters (i.e. a placeholder).

When asked, ESm confirmed that currently the February 2020 delivery is restricted to documentational and minor (system) changes, whereas the June 2020 delivery involves larger system changes.

When RP questioned what would be expected to happen in the event that SPAA 443 'missed' the June 2020 delivery slot (mindful that the November 2020 delivery option is no longer available), ESm responded by explaining that as it currently stands, retrospective related changes are expected to take up the whole of the November 2020 release space and as a consequence, the February 2021 release is now expected to be a major change delivery – several parties voiced their concerns that this had not been made clear sooner in the process especially when in their view, retrospective changes should not be delivered at the expense of 'other' delivery items.

ESm went on to advise that a more detailed discussion on these matters is expected once Xoserve have been able to undertake a more detailed consideration of the retrospective delivery requirements – any ‘industry’ feedback relating to the planning and timing aspects would be welcomed.

ESm then pointed out that she would contact KD (offline) after the meeting to discuss the various timing aspects related to raising Change Proposals associated with ‘in-flight’ UNC Modifications (i.e. investigating raising Change Proposals prior to formal modification approval in order to look to reduce delays).

New Action 0404: Reference XRN4871 – Modification 0665 – Changes to Ratchet Regime – Investigation only – Xoserve (ESm) to look to provide a more detailed update at the next Change Management Committee meeting (inc. assessment of retrospective and other proposed changes such as overall strategic planning; what is on Xoserve’s radar; options for Change Management approval for what is in delivery – challenges and potential solutions, and potential DSC Contract Management impacts.

7.5 November 2019 Release – Delivery Plan

TL provided a brief overview of the ‘XRN4828 – Nov 19 Release – Status Update’ presentation during which there were no adverse comments forthcoming from those parties in attendance.

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

TL provided a brief overview of the ‘Alternative Options to MT Presented at DSG’ presentation during which there were no adverse comments forthcoming from those parties in attendance.

7.6 R&N Update – Unallocated Changes

RH provided a brief update on the presentation during which she confirmed that ‘R&N’ relates to Retail & Networks and that the June 2020 delivery would be added to the document for consideration at the next meeting.

In considering the ‘Change Index – R&N Allocated Change’ slide, it was noted that the ‘Proposed R&N Release’ column seeks to provide an indicative view that hopefully helps Change Managers to provide their views, and especially what additional items might need to be added to the list.

It was noted that the new UNC Modifications due to be considered at the 18 April 2019 Panel meeting may also have an impact on the listing.

8. CSS Consequential Change Update

MP provided a brief overview of the ‘DSC ChMC CSS Consequential Update’ presentation (not published on the Joint Office web site meeting page) during which it was noted that the workshop plan dates are subject to change and the ‘switching’ elements commence circa July. At this point it was pointed out that there is a potential clash of industry meeting dates which MP agreed to consider.

Referring to specifically to the ‘Business Requirements Document – Ofgem Switching Programme – Shipper Consequential Change Requirements Overview’ document, MP explained that the information contained therein is at a high level.

MP then went on to explain that the three (3) BRDs are ‘tailored’ to their specific expected audiences and that it is not his intention to undertake a line-by-line review of each document at this meeting, although he would like to approve the ‘baseline’ aspects prior to moving forwards.

A detailed discussion then followed during which several key concerns / points of interest were raised, as follows:

- How would future changes to the three (3) BRDs be governed going forwards on the grounds that a BRD is not a document subjected to formal approval mechanisms;
- The '*GT/IGT Consequential Change Requirements Overview*' (BRD) document would be discussed at the 12 April 2019 GT meeting – as a consequence of this fact some parties indicated that they would be uncomfortable to approve the BRD at today's meeting;
- Recognising that the DSG is probably not a suitable forum within which to seek approval of BRDs and their subsequent amendments, parties are requested to provide views after the meeting;
- One possible option focused on developing (morphing) the BRDs into XRN Change Proposals in order to be able to undertake initial and subsequent approvals of future changes – ESm supported the suggested approach on the grounds that it allows for suitable version controlling and governance mechanism to be followed;
- It was noted that in deferring approval today the risk is not setting an approved baseline that parties can sign on to, and
- Building on the BRD to Change Proposal based approach, it was agreed that appending the XRN Change Proposals to their respective BRDs and then sending these out for consultation in a future Change Pack would be preferable – this could then be followed up with a formal approval of the BRDs at the next DSC Change Management Committee meeting in May 2019.

Concluding the discussions, ESm pointed out that the 'work at risk' elements would continue in the meantime.

Approval deferred by agreement.

9. **UIG Taskforce Update**

LJ provided a brief overview of the '*UIG Task Force Progress Report*' presentation during which attention focused on the '*Plan on Page*' slide with LJ advising that the UIG investigations guide had been published previously and would require maintaining on an ongoing basis.

Considering the '*Recommendations – where we are*' slide, LJ advised that this had been updated following a meeting earlier in the week.

LJ advised that he would also update the '*Overview of Task Force Funding*' slide to include September 2019.

In quickly reviewing the '*Task Force Next Steps*' slide, CS pointed out the two (2) new UNC Modifications (0690 and 0691) raised for consideration at the 18 April 2019 Panel meeting.

When asked, LJ agreed to update the plan to include a timeline up to the end of September 2019.

10. **Amendment Invoice - Verbal Update**

Consideration deferred.

11. **Horizon and Future Release Change Planning**

11.1. **'Bubbling Under' Report**

Consideration deferred.

11.2. **Gemini Horizon Planning**

Consideration deferred.

11.3. **UK Link Changes plan on a page**

Consideration deferred.

11.4. **Data Office Changes**

In providing a brief overview of the 'Data Office POAP' presentation, JG explained that there are expected to be some subtle changes to the information provided within the table on the second slide over the coming month.

During consideration the 'Data Office changes in Capture' slide, it was suggested that adding a 'key items / decision required' (i.e. Red, Amber and Green (RAG)) page might prove beneficial – a point acknowledged by JG.

When parties were asked to provide views on the ranking, and / or any additional items they would like to see added to the table, RP questioned whether a Change Proposal would be required from a CR4859 perspective. Responding, JG suggested that this very much depends upon whether there are any potential data matrix elements involved.

When JG confirmed that the intention is to provide a monthly update, it was suggested that this should become a 'standing item' under Section 7 of the agenda going forwards.

12. Finance and General Change Budget Update

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

- It was suggested that it would be preferable to display the information for the financial year 2018/19;
- When concerns were voiced over the potential accuracy of the information provided in the 'Q3 Forecast' table, especially relating to the DN reconciliation of charges aspects a new action was assigned to Xoserve to double check what the provided figures actually mean and to confirm whether charges would be adjusted for the Q4 final (2018/19 year end outturn) figures.
- Xoserve were also requested to provide a view on the 2019/20 budget forecast and what they (Xoserve) expect to spend out of the budget based on what is known now (i.e. base the response on the first page of the presentation and enhance the detail behind the information, including addition of a list of supporting assumptions.

New Action 0405: Reference the Financial and Change Budget Q3 Forecast – Xoserve (MR) to double check what the provided figures actually mean and to confirm whether charges would be adjusted for the Q4 final (2018/19 year end outturn) figures.

13. Review of Outstanding Action(s)

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

Update: When RJ explained that work with SSE remains ongoing, MJ provided a brief outline of SSE's concerns. **Carried Forward**

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: It was agreed that this action had been completed and could now be closed. **Closed**

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 explained that work remains ongoing and requested that this action be carried forward. **Carried Forward**

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)

Update: In referring to the points raised by Alison Neild previously. ESm explained that having discussed the matter with AN outside of the meeting, the action could now be closed. **Closed**

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

Update: It was agreed that this action had been completed and could now be closed. **Closed**

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.

Update: It was agreed that this action had been completed and could now be closed. **Closed**

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

Update: When ESm explained that to date no responses had been received in relation to this action which relates to UIG output checking, parties were asked to provide views by the end of April. It was noted that should no responses be forthcoming, the assumption would be that there is no appetite to undertake an external assurance exercise. **Carried Forward**

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

Update: It was agreed that as this matter would be discussed elsewhere in the meeting, this action could now be closed. **Closed**

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

Update: It was agreed that as this matter would be discussed elsewhere in the meeting, this action could now be closed. **Closed**

14. Any Other Business

14.1. Q&A with Xoserve CEO (to be covered at the start of the meeting)

A quick questions and answers exercise involving the Xoserve CEO was undertaken prior to the commencement of the Change Management Committee Meeting.

14.2. IX Update*

RJ provided a brief overview of the 'Xoserve IX Refresh' presentation during which he confirmed that in a forthcoming iteration of the presentation parties would be added to the 'High level mitigation plan – Current & future view' timetable.

14.3. KVI Change Management Survey

In pointing out that the 'KVI Change Management Survey January 2019 – Update You Said – We did' presentation was provided on a 'for information only basis', RJ requested that should parties have any feedback on this matter they should contact Xoserve direct.

14.4. Terms of Reference for DSC Governance Review Group

ESm provided a brief overview of both the change marked and clean versions of the 'Data Services Contract Governance Review Group' document and explained the rationale behind the proposed amendments.

ESm pointed out from a governance perspective, that any future updates to the document would require the approval of the DSC Change Management Committee.

When asked to approve the amended 'Data Services Contract Governance Review Group' document, there were no adverse comments forthcoming.

Approval of the 'Data Services Contract Governance Review Group' document was unanimous as stated in the table below:

| Voting Outcome: | Terms of Reference for DSC Governance Review Group | |
|-----------------------------------|---|--------------------|
| Shipper Representative | Voting Count | For/Against |
| James Rigby | 1 | For |
| Kirsty Dudley | 1 | For |
| Alison Neild | 1 | For |
| Lorna Lewin | 1 | For |
| Shaneeni Vekari | 2 | For |
| Total | 6 | For |
| Transporter Representative | Voting Count | For/Against |
| Guv Dosanjh | 1 | For |
| Richard Pomroy | 1 | For |
| Gareth Davies | 2 | For |
| Chris Barker | 1 | For |
| Kev Duddy | 1 | For |
| Total | 6 | For |

14.5. MIS Overview

SH provided a brief overview of the *'Market Intelligence Service (MIS) Overview'* presentation during which attention initially focused on the *'Services Delivered'* slide.

When asked, SH explained that in this context 'Twin Fuel' refers to the need to sign up to two (2) separate contracts and two (2) APIs.

SH explained that as far as the 'Supplier Portal' portal was concerned, progress is going well and performance is being monitored on an ongoing basis.

SH then went on to point out that as far as the 'Gas M-Number Download Service' was concerned, this is intended to replace the previous DVD (USB) provisions which are being slowly phased out. When asked, SH confirmed that the access to the information is controlled through the underlying Huddle system security provisions. During a very brief discussion around whether there are any concerns with the potential (personal) data content and associated security aspects, it was concluded that there is not a major issue as any personal data is only held at a very high level of detail.

Moving on to consider the *'Market Intelligence Service (MIS) Roadmap'* SH explained that in terms of Phase 2 of item line 06, work had commenced on 09 April 2019.

As far as *'UKRPA Access to Gas data'* item 59 was concerned, a Change Proposal would be raised in due course, subject to assessment of the associated requests and origins (i.e. Crime Stoppers etc.).

SH went on to explain that items 47 and 56 relate to the electricity market only.

Concluding discussions, SH suggested that should anyone wish to be involved in the project they should contact Xoserve direct via the Box account.

14.6. C Warner Retirement

In noting Chris Warner's impending Cadent retirement, CS thanked Chris for all his help and support to the DSC Change Management Committee over recent years.

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

Action Table (as at 10 April 2019)

| Action Ref | Meeting Date | Min Ref | Action | Owner | Status Update |
|------------|--------------|---------|--|--------------|-----------------------------------|
| 0201 | 13/02/19 | 10. | Xoserve (AS) to investigate what the issues are with loading Class 3 Reads. | Xoserve (AS) | Carried Forward |
| 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) | Update provided. Closed |

| | | | | | |
|------|----------|------|--|-------------------------|-----------------------------------|
| 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) | Update provided. Closed |
| 0302 | 13/03/19 | 3.1 | IGT's to provide information on a funding proposal at the April meeting in readiness for approval. | IGTs | Update provided. Closed |
| 0303 | 13/03/19 | 3.2 | 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. | Xoserve (DA) | Update provided. Closed |
| 0304 | 13/03/19 | 9.0 | All DSC Change Management Committee Members to supply feedback regarding undertaking an external assurance exercise | ALL DSC ChgMgt | Carried Forward |
| 0305 | 13/03/19 | 12.0 | Xoserve (MR) to allocate the DNO and IGT costs in the respective columns to clearly show the split. | Xoserve (MR) | Update provided. Closed |
| 0306 | 13/03/19 | 14.6 | Xoserve (SH) to amend the reference to 'retail energy data' contained in the Strategy on the future of MIS presentation. | Xoserve (SH) | Update provided. Closed |
| 0401 | 10/04/19 | 2.1 | <i>Reference XRN4894 – Shipperless and Unregistered Pre-Payment Supply Points Reconciliation</i> - Xoserve (PO) and SGN (SH) to discuss the concerns raised with SPAA representatives and obtain a better understanding of the potential SPAA requirements and impacts. | Xoserve (PO) & SGN (SH) | Pending |
| 0402 | 10/04/19 | 2.2 | <i>Reference XRN4914 – Mod 0651 Retrospective Data Update Provisions</i> – Xoserve (PO) to raise the item for PAC consideration and also look to provide future progress updates to the DSC Change Management Committee and DSG (ensuring it is added to the agendas where appropriate). | Xoserve (PO) | Pending |
| 0403 | 10/04/19 | 6.4 | <i>Reference BER for XRN4665 – Creation of New End User Categories</i> - Xoserve (ESm) to update the BER to update the references to the Gemini impact assessments to reflect that | Xoserve (ESm) | Pending |

| | | | | | |
|------|----------|-----|--|---------------|----------------|
| | | | they had been undertaken with impacts identified. | | |
| 0404 | 10/04/19 | 7.4 | <i>Reference XRN4871 – Modification 0665 – Changes to Ratchet Regime – Investigation only</i> – Xoserve (ESm) to look to provide a more detailed update at the next Change Management Committee meeting (inc. assessment of retrospective and other proposed changes such as overall strategic planning; what is on Xoserve’s radar; options for Change Management approval for what is in delivery – challenges and potential solutions, and potential DSC Contract Management impacts. | Xoserve (ESm) | Pending |
| 0405 | 10/04/19 | 12. | <i>Reference the Financial and Change Budget Q3 Forecast</i> – Xoserve (MR) to double check what the provided figures actually mean and to confirm whether charges would be adjusted for the Q4 final (2018/19 year end outturn) figures. | Xoserve (MR) | Pending |