

UNC DSC Change Management Committee Minutes
Wednesday 12 June 2019
at Lansdowne Gate, 65 New Road, Solihull B91 3DL

Attendees			
Chris Shanley (Chair)	(CS)	Joint Office	Non-Voting
Helen Cuin (Secretary)	(HCu)	Joint Office	Non-Voting
Shipper User Representatives			
Kirsty Dudley	(KD)	E.ON	Class A-Voting
Alison Neild	(AN)	Gazprom	Class B-Voting
Lorna Lewin	(LL)	Orsted	Class B Voting
Shaheeni Vekaria*	(SV)	Plus Shipping Services	Class C Voting
Transporter Representatives			
Guv Dosanjh	(GD)	Cadent	DNO-Voting
Richard Pomroy	(RP)	Northern Gas Networks	DNO-Voting
Richard Loukes	(GD)	National Grid NTS	NTS-Voting
Teresa Thompson	(TT)	National Grid NTS	NTS Voting
John Cooper*	(CB)	IGT Representative	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
Andy Simpson	(ASi)	Xoserve	Non-Voting
Bali Bahia	(BB)	Xoserve	Non-Voting
Claire Louise Roberts*	(CLR)	ScottishPower	Non-Voting
David Newman	(DNe)	Xoserve	Non-Voting
Emma Lyndon	(EL)	Xoserve	Non-Voting
Fiona Cottam	(FC)	Xoserve	Non-Voting
Helen Chandler*	(HC)	Northern Gas Networks	Non-Voting
Jane Goodes	(JG)	Xoserve	Non-Voting
James Hallum-Jones	(JHJ)	Xoserve	Non-Voting
Kate Mulvany	(KV)	Centrica	Non-Voting
Leanne Jackson	(LJ)	Xoserve	Non-Voting
Lisa Lindstedt*	(LL)	EDF Energy	Non-Voting
Mark Jones*	(MJ)	Xoserve	Non-Voting
Matthew Rider	(MR)	Xoserve	Non-Voting
Megan Coventry*	(MC)	SSE	Non-Voting
Megan Troth	(MT)	Xoserve	Non-Voting
Michael Payley	(MP)	Xoserve	Non-Voting
Michael Lane	(ML)	E.ON	Non-Voting
Mudassar Riaz	(MRi)	Xoserve	Non-Voting
Paul Orsler	(PO)	Xoserve	Non-Voting

Rachel Taggart	(RT)	Xoserve	Non-Voting
Richard Hadfield	(RH)	Xoserve	Non-Voting
Richard Johnson	(RJ)	Xoserve	Non-Voting
Sally Hardman*	(SH)	Scotia Gas Networks	Non-Voting
Simon Burton	(SB)	Xoserve	Non-Voting
Simon Harris	(SHa)	Xoserve	Non-Voting
Tom Lineman	(TL)	Xoserve	Non-Voting
Tracey O'Connor	(TOC)	Xoserve	Non-Voting
Apologies			
Kevin Duddy	(KD)	IGT Representative	IGT-Voting

Copies of all papers are available at: <http://www.gasgovernance.co.uk/dsc-change/120619>

1. Introduction

1.1. Apologies for absence

Kevin Duddy.

1.2. Alternates

John Cooper for Kevin Duddy.

1.3. Confirm Voting rights

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

Representative	Classification	Vote Count
Shipper Representatives		
Kirsty Dudley	Shipper Class A	2 votes
Alison Neild	Shipper Class B	1 vote
Lorna Lewin	Shipper Class B	1 vote
Shaheeni Vekaria	Shipper Class C	2 votes
Transporter Representatives		
Guv Dosanjh	DNO	1 vote
Richard Pomroy	DNO	1 vote
Richard Loukes	NTS	1 vote
Teresa Thompson	NTS	1 vote
John Cooper (+ Alternate for Kevin Duddy)	IGT	2 votes

1.4. Approval of Minutes (08 May 2019)

The minutes of the previous meeting were approved.

2. New Change Proposals – Initial Review

2.1. XRN4894 – Shipperless and Unregistered Pre-Payment SPs Reconciliation

ESm confirmed that discussions have taken place with SGN about the sponsorship of this change (see Action 0501). SH agreed to withdraw the Change Proposal, whilst awaiting progress with SPAA. A new Change Proposal will be raised in due course.

2.2. XRN4941 – Auto Updates to meter read frequency (MOD0692)

PO confirmed that this new Change Proposal is sponsored by Total Gas & Power. The purpose of this Change Proposal is to allow a default for the meter read frequency for sites with a threshold above a certain frequency.

SHa explained that the XRN requirements may change under the development of Modification 0692. However, Xoserve wish to continue work in parallel to the Modification’s assessment. CS suggested development of any solutions may wish to be placed on hold as 6 months has been given for development of the Modification and discussions have been had already about potentially splitting the Modification. PO clarified that high-level solution options are being considered, to prepare for the delivery of the solution.

KD asked if there was only one way to deliver the solution. SHa believed that there is only one delivery solution however some consideration may be required with how its delivered. It was suggested this needed to be followed up within the Unidentified Gas (UIG) Workgroups and DSG. It was requested that PO attends the UIG workgroup to feed into the process.

The committee considered whether this Change Proposal should proceed to DSG or placed on hold until next month. CS suggested the Change Proposal could be approved to refer to DSG to provide an official consideration of the feasibility and costs of solutions under consideration.

RP wished to note that there may be indirect impacts to be considered for the Must-Read process. SHa confirmed that the potential impacts are being considered and Must Reads is included within these. ESm also noted the need for a data cleansing exercise.

Shipper Users voted that this Change Proposal should proceed to DSG for input on potential solutions. Approval to proceed was recorded as follows:

Voting Outcome:		
XRN4941 – Auto Updates to meter read frequency (MOD0692)		
Shipper Representative	Voting Count	For/Against
Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaheeni Vekaria	2	For
Total	6	For

2.3. XRN4946 – Reporting on Installed Meters with Conversion Capability

MT confirmed this Change Proposal is sponsored by SSE. A SPAA Change Proposal (SCP 459) has been raised to identify meters with conversion capability on the MDD Meter Product table.

The implementation date was proposed as June 2019 however this has been pushed back until November 2019. This was to ensure parties have enough time to implement the new structure of the meter table. MT clarified that the interim solution is now being considered as an enduring solution.

KD enquired if this been discussed at DSG, and whether this would be an adhoc report or amalgamated into the Shipper Reports. The cost implications were briefly considered if it was an option for this to be amalgamated into the Shipper Packs.

PO confirmed that work is being undertaken on the Shipper Packs and if it is an option to amalgamate this into the Shipper Packs, this change would be 100% Shipper funded. KD enquired if the report should be provided to everybody or on a Shipper requested basis. KD suggested this needs further consideration.

It was agreed there were a number of elements that needed further discussion.

SV suggested the change would be beneficial as an enduring solution but parties need more information to understand the benefits.

Shipper Users voted that this Change Proposal should proceed to DSG. Approval to proceed was recorded as follows:

Voting Outcome:		XRN4946 – Reporting on Installed Meters with Conversion Capability	
Shipper Representative	Voting Count	For/Against	
Kirsty Dudley	2	For	
Alison Neild	1	For	
Lorna Lewin	1	For	
Shaheeni Vekaria	2	For	
Total	6	For	

2.4. XRN4955 - Amendment of MDD PSR Needs Codes and Needs Code Descriptions

RP confirmed this new Change Proposal is sponsored by Wales and West Utilities. This change has been raised to implement SPAA CP 471 Amendment of MDD PSR Needs Codes and Needs Code Descriptions which will amend the MDD to align the energy PSR Needs Codes and Needs Codes Descriptions with those used in Water.

RP reported that the corresponding electricity change will be implemented in April 2020 and ideally this change should be made on the same date. It was noted however that there is no April release so February 2020 would be the preferred date. The release after this (June) would not be desirable. KD expressed a preference for simultaneous delivery for Gas and Electricity explaining that a phased delivery would create an administrative burden. She encouraged an adhoc delivery.

SH explained as this change involves file format changes it would normally be undertaken under a major release. The committee considered the alignment of the change and the required six-month notification period. KD emphasised that ultimately this needs to align with SPAA.

KD enquired about the funding and if there should be a funding split. ESm confirmed that Xoserve will look at previous PSR funding, however at the moment this change has been assigned to service area 1. It was agreed to consider who are the beneficiaries. A Change Pack will be live for this change on Friday 14 June.

Shipper Users, Distribution Network Operators and IGTs voted that this Change Proposal should proceed to DSG for further discussion. Approval to proceed was recorded as follows:

Voting Outcome:		XRN4955 - Amendment of MDD PSR Needs Codes and Needs Code Descriptions	
Shipper Representative	Voting Count	For/Against	
Kirsty Dudley	2	For	
Alison Neild	1	For	
Lorna Lewin	1	For	
Shaheeni Vekaria	2	For	
Total	6	For	
Transporter Representative	Voting Count	For/Against	
Guv Dosanjh	1	For	
Richard Pomroy	1	For	
John Cooper (+ Alternate for Kev Duddy)	2	For	
Total	4	For	

3. New Change Proposals - Post Initial Review

None to review.

4. New Change Proposals - Post Solution Review

4.1. XRN4713 - Actual read following estimated transfer read calculating AQ of 1 (linked to XRN4690)

RT confirmed following the solution review within the Change Pack, Xoserve had received 5 responses. There was 1 solution option. 4 responses supported the solution option and 1 response requested a deferral.

The solution option is a non-systemised solution where any affected MPRNs are notified to the Shipper for appropriate action. The committee considered the solution for the reporting where AQs have been calculated for more than 1.

Shipper Users voted that this Change Proposal should proceed to delivery and for the enduring solution to be developed. Approval to proceed was recorded as follows:

Voting Outcome:		
XRN4713 - Actual read following estimated transfer read calculating AQ of 1 (linked to XRN4690)		
Shipper Representative	Voting Count	For/Against
Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaheeni Vekaria	2	For
Total	6	For

4.2. XRN4871 - Modification 0665 - Changes to Ratchet Regime (part A)

RT confirmed Part A had been communicated within a Change Pack, for implementation before 01 October 2019 as part of Minor Release Drop 5. The target indicative date was 17 August 2019. There was 1 solution option and 5 responses supported this.

TT enquired about the Service Line to change and if NTS were out of scope. This was confirmed as the case.

Shipper Users, Distribution Network Operators and IGTs voted on the solution option and Xoserve's intention to include this change in the scope of Minor Release Drop 5. Approval to proceed was recorded as follows:

Voting Outcome:		
XRN4871 - Modification 0665 - Changes to Ratchet Regime (part A)		
Shipper Representative	Voting Count	For/Against
Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaheeni Vekaria	2	For
Total	6	For
Transporter Representative	Voting Count	For/Against
Guv Dosanjh	1	For
Richard Pomroy	1	For
John Cooper (+ Alternate for Kev Duddy)	2	For
Total	4	For

5. Xoserve DSC Implementation Plan

RT presented June's change implementation plan.

Positive feedback was provided on the digitised option of the provision of online Change Pack responses. PO clarified that the option for online responses does not prevent parties providing responses via email. RT highlighted that there is a training video for visualisation of the steps involved. The link to the training video will be provided in the next communication.

RT went on to confirm the approval of two design documentation changes:

- Administrative change required to the UMR File Hierarchy to correct the 'Direction of file' travel (Shipper to CDSP)
- 2020 Release Implementation Dates.

RT also reported three outages:

- CMS Application DR Outage on 6th and 7th July
- UK Link Portal and CMS on 16th and 17th August
- UK link Portal on 17th and 18th August

KD enquired about a Gemini outage that had been removed and how Xoserve communicate outages that have been moved or re-scheduled and the timing of publishing the Implementation Plan. RT agreed to take this away and consider further.

Unanimous approval was provided for the implementation plan.

6. Approval of Change documents

6.1. BER for XRN4706 GCS Fusion Testing Support (NTS)

ESm presented the Business Evaluation Report (BER) and asked for approval.

It was noted that the Implementation date had been moved to November and it would require additional funding.

National Grid NTS voted that this BER should proceed. Approval to proceed was recorded as follows:

Voting Outcome:	BER for XRN4706 GCS Fusion Testing Support (NTS)	
Transporter Representative	Voting Count	For/Against
Richard Loukes	1	For
Teresa Thompson	1	For
Total	2	For

6.2. CCR for XRN4833 Birst Delivery – Data Discovery

RT presented the Change Completion Report (CCR) and asked for approval.

Shipper Users voted that this CCR can be closed. Approval was recorded as follows:

Voting Outcome:	CCR for XRN4833 Birst Delivery – Data Discovery	
Shipper Representative	Voting Count	For/Against
Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaheeni Vekaria	2	For
Total	6	For

6.3. BER for XRN4866 – UIG Recommendation – Nov 19 Implementation

TL presented the Business Evaluation Report (BER) and asked for approval.

Shipper Users voted that this should proceed. Approval to proceed was recorded as follows:

Voting Outcome:		BER for XRN4866 – UIG Recommendation – Nov 19 Implementation	
Shipper Representative	Voting Count	For/Against	
Kirsty Dudley	2	For	
Alison Neild	1	For	
Lorna Lewin	1	For	
Shaneeni Vekari	2	For	
Total	6	For	

7. Release Approvals / Updates

7.1. June 2019 Release – Delivery Plan

SB provided the latest position of the June 2019 delivery plan.

XRN4732’s RAG Status was Green and on track with the schedule. There was one query raised by a Shipper about implementation. It was suggested that PSR data cleansing may increase file flows. Xoserve therefore asked parties to advise on their plans for data cleansing to allow planning for the expected volumes. This will form part of a Change Pack to ensure all parties are aware of this request.

7.2. XRN4665 – Creation of New End User Categories – Delivery Plan

MR provided the latest position of the EUC Release. The RAG Status was Green and on track with schedule for a two-part implementation. MR confirmed a Communication has been issued. KM suggested a further communication is issued to confirm availability of the New End User Categories.

7.3. Minor Release Drop 4 (Scope and Delivery Plan)

BB provided a brief overview of the Minor Release Drop 4, the scope, and the implementation timeline. No approval was sought, this was for information only.

7.4. Minor Release Drop 5

RH presented the scope of Minor Release Drop 5. The scope included:

- XRN4871 (A) - Modification 0665 - Changes to Ratchet Regime
- XRN4896 - Failure to Supply Gas System and Template Amendment

No approval was no longer required for Release Drop 5 at today’s meeting.

KD enquired about any potential slippage and the dependency of changes due to the number of deliverables. RH confirmed there is some room for flexibility.

RT confirmed a detailed design pack will be provided for XRN4871.

RH reported that further work is required on the solution and will require scope approval, it was anticipated approval would be sought in July. The possibility of an extra-ordinary Change Management meeting to seek approval was discussed.

KD expressed concern about approving the scope of the change and the BER at the same meeting. The committee discussed the management of approving Release Drop 5 and agreed to approve next month but accepted it was not ideal.

7.5. November 2019 Release - Delivery Plan

TL presented the latest position of the November 2019 Release. This was presented for information purposes. The slides included the implementation timelines for the release.

7.6. Discussion on Change Congestion

ESm provided an update regarding Xoserve's capacity to deliver change over the next two years. She explained the structure, environment and resources were put in place by Xoserve for two major releases a year. It was also reported that CSS considerations are well under way, with retro also on schedule. Xoserve are expecting high demand over the next 18-24 months as a result. There are some unknowns, however options are being considered to maximise delivery and keep risks reduced. RH summarised what the options are to progress customer change during the period. This will be presented in more detail next month.

RH explained the options of scaling up and changing the ways of working, for example is there feasibility for more minor releases, or delivering some changes at the same time as larger changes where they align or reducing market trials. It was emphasised that Xoserve want to best meet change and maintain service.

KD expressed concern about split delivery and co-ordinating changes. Delivery of certain projects need to be aligned with consideration of current energy industry release dates across multiple codes. KD stressed that these projects should not have been a surprise to Xoserve, as the industry has been fully aware of the extent of industry change. KD and KM expressed disappointment that more material had not been provided on this topic and reiterated that parties need more engagement and to collectively consider options and priorities. KD stressed that Xoserve know that solution delivery is required in this period. ESm reassured parties that Xoserve are aware of the need to consider engagement, expectations, drop dead date decisions, and tactical solutions.

RP enquired about the June 2021 release for CSS, in light of the latest newsletter, which suggested pressure on delivery. He questioned if there is risk that June 2021 will be pushed back. ESm confirmed that at this point in time the delivery timeline for CSS is still June 2021 and Xoserve are working towards this.

7.7. June 2020 Release

RH provided the latest position for the Proposed June 2020 UK Link Major Release Scope / Governance Timeline and asked parties for feedback on any high priority or low priority items.

RP highlighted that Modification 0647 – Opening Class 1 reads to Competition is likely to be withdrawn next week dependent on the follow up actions being agreed.

KD suggested each change that has been raised needs to be indicatively assigned to major/minor release as early as possible.

It was acknowledged that a number of changes are with DSG and some are awaiting Change Packs to be issued. RH believed there were some candidates for moving, this may be clearer next month.

RP enquired if there was potential for a late major release for Business as Usual (BAU) changes. RP wanted to understand the drop-dead decision date and if there was a potential change freeze for 18 months.

ESm confirmed Xoserve are looking at amalgamating changes to assess the issues that need to be faced. KD expressed concern with change freezes to accommodate CSS and closing the door to normal system changes. KD was concerned about the mixed messages from Xoserve for the need to freeze change but offer options.

ESm explained the need to understand the options with a full picture of what needs progressing.

KD noted the 6-month lead time for June 2020 release. It was recognised that CSS was around the corner, but it was challenged that if something needs delivery, it needs delivery. ESm clarified the ability to offer minor release contracts in line with the major release dates. ESm explained that system risk needs to be considered for BAU systems. Early indication will assist with planning, such as considering minor releases delivered in line with major releases.

It was agreed that further consideration was required to understand what is in scope for June 2020. CS noted that as shown only 2 of the 14 were definitely included. It was noted that a number of XRN's had been published for information. PO confirmed that the High-Level solution options for a number of the changes will be released on Friday for industry review.

7.7.1. R&N Update – Unallocated Changes

RH provided the 2019/20 UK Link Delivery Timeline and a list of the currently unallocated and allocated UK Link related changes.

MJ enquired about XRN4376. PO noted that some changes are being worked on at risk for example this change that relates to Modification 0678. It was noted that none of the 0678 Modifications were recommended for implementation by the UNC Panel.

The committee considered the unallocated and indicative R&N Release.

KD enquired about the prioritisation percentage scoring. It was clarified this is ratified at DSG. It was questioned what value this provided. It was agreed to take this out of the spreadsheet and use something simple i.e. high, medium and low.

CS encouraged parties to share any potential changes that they may be seeking to raise in the forthcoming months. Further consideration of the unallocated changes would be made next month.

7.8. November 2020 Release - XRN4914 Retrospective Updates

TOC provided a presentation on the planning and capture assumptions about the Retrospective Updates Project. She explained that a change had been made for a Proof of Concept (PoC) to be included and Xoserve are looking to understanding these requirements, the data quality issues that would from part of the data cleansing phase and timelines for these aspects.

Some risks and issues have been identified and Xoserve are slightly behind on the original plan. The cost of delivery is not yet known, resource requirements are being identified and the engagement approach with customers is also being defined. The current Planning Assumptions were provided. The high-level solution options hope to be provided next month.

PO highlighted the need for Market Trails and testing and suggested there will need to be an action for Shippers to provide feedback on how long these activities will need to be. KD stressed that Shippers need more data to provide an informed view. She suggested Xoserve provide more information of what the plans are for Proof of Concept, data cleansing exercise and what is required from parties in these stages.

KD expressed concern about the level of detail provided and suggested a comprehensive plan with key dates was needed. It was confirmed that Xoserve plan to utilise the DSG to its fullest and provide the Change Management committee with regular updates.

TOC provided the key points for retro and acknowledged the need to flash out the requirements and engage better with customers. When asked if BRDs would be used, PO reported that capture documents will be utilised to help structure the activity and capture the requirements, to ensure it is clear for developers.

Further consideration is required next month.

7.9. Change Assurance Health Check for (June 2019, EUC and CSSC)

RT confirmed that the papers provided were for information purposes only.

7.10. Data Office Changes

JG provided an update on the current Data Office change pipeline. A list of Data Office related changes was presented for information purposes. JG explained the rational for referring to the December delivery date, until these items come out of capture December is an indicative date.

8. CSS Consequential Change Update

RJ provided an update on the latest position of the Switching Programme. Xoserve are now in a detailed design phase. RJ provided a meeting schedule with topics. He also highlighted the need to approve the release of the CSS Change Packs. These can be issued separately from the BAU Change Packs. KD expressed that the committee had no pre-notification of this approval item and suggested parties would need some more time to consider.

KD enquired about the costing options and the budget for CSS, she wished to have clarity on what the budget is, what the spend pot is, and what additional funding may be needed approval. CS highlighted the UIG taskforce funding update as a good example in this regard.

The committee also wished to understand any potential delays for CSS and how this may feed into the Change Management Committee. Early insight was requested given the amount of change being progressed.

MP believed there will be some slippage with CSS. Ofgem are currently considering the re-planning and new milestone dates. An update was expected in due course.

New Action 0601: Xoserve (EL) to provide information on the CSS Budget, spend to date and any potential requests for extra funding.

New Action 0602: Xoserve (EL) to provide an update on CSS implementation dates following Ofgem re-planning activities.

9. XRN4695 UIG Taskforce Update

LJ provided an update on the UIG Taskforce for information purposes. This included the Plan on a Page (POAP), Taskforce Funding, and the Next Steps.

KD enquired about the Machine Learning analysis and asked whether this should be included within BAU, rather than an extension of the UIG Taskforce. She expressed concern about the UIG Taskforce going beyond September and concern about the structuring of UIG related activities within Xoserve.

LJ provided an overview of the task force funding. LJ acknowledged that the plan is to discuss the next steps on the Machine Learning with the Demand Estimation Sub-Committee (DESC).

LJ confirmed that Xoserve will be hosting a Machine Learning Discovery Day to better understand the use of algorithms to allocate NDM energy, using production data.

KD wished to better understand the benefits of the Machine Learning to Shippers before any decisions are made to draw down on the UIG budget for next year. FC explained the use of ALPs and DAFs in the current processes and how machine learning can help understand the use of the NDM algorithms.

KM challenged how this new information is going to stimulate change. CS noted that it was unclear what benefits the current inflight UIG mods would deliver and whether any further work was necessary at this stage to meet the agreed UIG targets. He also suggested that the current workload of DESC was high and there was a need to allow the committee to concentrate on the aspects they are currently reviewing, such as model optimisation, Seasonal Normal Review and adding additional weather variables. It was suggested that a parallel review maybe a better option rather than pushing full consideration to DESC but getting the initial views of DESC may be appropriate.

KD wished to understand if there would be a formal change proposal to cover this work and whether the appropriate consideration time would be provided to make an informed decision.

KM suggested that the industry needs to understand the potential benefits, the options costs and the changes required to the current regime. It was challenged that if this exercise is only going to highlight what is already known, what would the actual benefit be. JHJ explained the benefits of Machine Learning in terms of reducing the Base Level UIG by up to 70% and Volatility by up to 30%.

10. Amendment Invoice

AS provided an update regarding the Amendment Invoice issues. He confirmed that the two recent workshops had received positive feedback. AS reported a decrease in mismatches, Exceptions, Exclusions and defects to levels very close to agreed service level agreements.

11. Horizon and Future Release Change Planning

11.1. Bubbling Under' Report

ESm confirmed that the Bubbling Under Report had been published for information and that it would be considered next month.

11.2. Gemini Horizon Planning

ASi provided an overview of the Plan on a Page (POAP) Gemini Horizon Planning schematic. He provided an update on the current four changes. No questions were raised.

11.3. UK Link Changes plan on a page

ESm said an overview of the UK Link Changes Plan on a Page (POAP) schematic had been provided for information.

12. Finance and General Change Budget Update

MRi provided a high-level summary of the Finance and General budget status.

13. Review of Outstanding Action(s)

Action 0501: Xoserve (PO) to discuss with Sally Hardman (SH) and other parties about the need for sponsorship. PO to discuss with SPAA once a sponsor is in place.

Update: See update above for Item 2.1. Awaiting progress with progress with SPAA. New Change Proposal to be raised in due course. **Closed.**

Action 0502: Xoserve (ESm) to discuss within the DSC Governance Workgroup the most appropriate communication mediums for Release and Delivery Plan status updates.

Update: ESm confirmed discussions have taken place and updates will be provided to Change Management Committee. The full output will be provided after the DSC Governance meetings have fully considered the matter. **Closed.**

Action 0503: Xoserve (RH) to produce a detailed strategic outline and timeline plan until June 2021.

Update: See item 7.6. **Carried Forward.**

Action 0504: Xoserve (RT) to supply the DSG Schedule for future meetings.

Update: See item 14.2. Slide 3 of the presentation provided a full list of future meetings. The next three meetings are on: 17 June, 01 July and 15 July. **Closed.**

Action 0505: Xoserve (JG) to add into the Data Office Related Changes documentation a delivery status or target date, to provide clarity.

Update: See item 7.10. **Closed.**

14. Any Other Business

14.1. IX Refresh Update

Deferred.

14.2. DSG Attendance

PO provided a graph illustrating the attendance levels for the DSG meetings. He challenged if there was enough representation from the industry, and the assumption there is appropriate expertise for considering change proposals referred from the Change Management Committee. KD believed there may be some options to consider and if this format is working.

The Change Management Committee considered the value being added and the DSG having the right resources, the right meeting frequency and alignment of meetings with CSS workshops.

PO confirmed the attendance statistics will be shared with the DSG. KD suggested that the DSG also consider how best to optimise meetings, including the points discussed at this committee.

14.3. Revised Change Proposal Template v6.2 for approval

RJ provided a presentation to outline the changes to the proposal template.

RP enquired about this speeding up the process. ESm explained the normal consultation period is 10-days and that 15 days allows flexibility to deal with Bank Holidays and still meet the next Change Management Committee.

KD enquired about the use of multiple templates and if all current Change Proposals should move to the new template. Xoserve agreed to consider transferring existing proposals onto the newer template depending on the stage they were at.

The revised template will be published in a central location (<http://www.gasgovernance.co.uk/DSC-Documents>)

The committee unanimously approved the changes to the Change Proposal Template as follows:

Voting Outcome:		Revised Change Proposal Template V6.2	
Shipper Representative	Voting Count	For/Against	
Kirsty Dudley	2	For	
Alison Neild	1	For	
Lorna Lewin	1	For	
Shaheeni Vekaria	2	For	
Total	6	For	
Transporter Representative	Voting Count	For/Against	
Guv Dosanjh	1	For	
Richard Pomroy	1	For	
Richard Loukes	1	For	
Teresa Thompson	1	For	
John Cooper (+ Alternate for Kev Duddy)	2	For	
Total	6	For	

14.4. DSC Request for Data Process

JD provided the change request options for data change proposals. The recommendation from DSG was to approve Option 3. JG clarified what the definition of a Request for Data was and how it would be assessed.

JG explained that the minimum Governance route was not deemed appropriate and that Option 3, Medium Governance was the preferred route. This would enable fast-track governance for simple requests for data.

RP enquired about the practical application of the approach. JD explained that processes will run in parallel, if the change does not impact parties externally, the fast-track route would be used, if there is an external impact the normal route would be followed. The use of terminology was briefly considered and providing enough transparency to identify data changes clearly such as using a different reference for easy identification.

KM expressed that the rules need to be clear, that access to data is readily available, and that it is clear there is no external impact.

Xoserve agreed to take on board on the comments for transparency. PO explained that changes will be provided within an Initial Change Pack before applying the new governance route.

RP agreed to approve on the caveat there would be clarification provided on the process and terminology.

The committee approved Option 3 as follows:

Voting Outcome:		DSC Request for Data Process	
Shipper Representative	Voting Count	For/Against	
Kirsty Dudley	2	For	
Lorna Lewin	1	For	
Shaheeni Vekaria	2	For	
Total	6	For	
Transporter Representative	Voting Count	For/Against	
Guv Dosanjh	1	For	
Richard Pomroy	1	For	
Richard Loukes	1	For	
Teresa Thompson	1	For	
John Cooper (+ Alternate for Kev Duddy)	2	For	

Total	6	For
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14.5. KVI Survey Results

JG provided an overview of the latest KVI results for information from April. Improvements have been seen for each area measured. A summary of the key feedback was provided.

14.6. XRN4789 – Shipper Pack Analysis Update

DNe provided the latest position of the Shipper Pack Analysis change, providing the analysis output and journey taken. He summarised the benefits of this for the customer and the benefits of enabling customers to self-serve.

The next steps involved working on three elements. These were the Delivery Approach, Visibility for Timelines/costs, and Mobilise Delivery.

DNe explained the iterative delivery model with regular drops providing early benefits for customers and establishing a BETA Team to get early visibility of the dashboard to aid development.

KD provided feedback on the approach for Xoserve to consider and requested that further information is shared on each phase.

A further update is expected next month.

14.7. Mid-Year Vacancy

Chris Shanley (CS) provided a brief update on the mid-year vacancy for Shipper Class A and that Mark Jones had been nominated for the position. The window for providing further nominations will close on 14 June 2019.

15. Diary Planning

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

Meetings will take place as follows:

Time/Date	Venue	Programme
10:30 Wednesday 10 July 2019	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.
10:30 Wednesday 07 August 2019	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.
10:30 Wednesday 11 September 2019	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.

Action Table (as at 12 June 2019)

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
0501	08/05/19	2.1	Xoserve (PO) to discuss with Sally Hardman (SH) and other parties about the need for sponsorship. PO to discuss with SPAA once a sponsor is in place.	Xoserve (PO)	Closed
0502	08/05/19	7.1	Xoserve (ESm) to discuss within the DSC Governance Workgroup the most appropriate communication mediums for Release and Delivery Plan status updates.	Xoserve (ESm)	Closed
0503	08/05/19	7.6	Xoserve (RH) to produce a detailed strategic outline and timeline plan until June 2021.	Xoserve (RH)	Carried Forward
0504	08/05/19	7.8	Xoserve (RT) to supply the DSG Schedule for future meetings.	Xoserve (RT)	Closed

0505	08/05/19	7.9	Xoserve (JG) to add into the Data Office Related Changes documentation a delivery status or target date, to provide clarity.	Xoserve (JG)	Closed
0601	12/06/19	8.0	Xoserve (EL) to provide information on the CSS Budget, spend to date and any potential requests for extra funding.	Xoserve (EL)	Pending
0602	12/06/19	8.0	Xoserve (EL) to provide an update on CSS implementation dates following Ofgem re-planning activities.	Xoserve (EL)	Pending