

## UNC DSC Contract Management Committee Minutes

Wednesday 19 June 2019

at Xoserve, Lansdowne Gate, 65 New Road, Solihull, B92 OED

<b>Attendees</b>			
Chris Shanley (Chair)	(CS)	Joint Office	Non-Voting
Helen Bennett (Secretary)	(HB)	Joint Office	Non-Voting
<b>Shipper User Representatives</b>			
Kate Mulvany	(KM)	Centrica/British Gas	Alternate for Oorlagh Chapman
Kirsty Dudley*	(KD)	E.ON	
Stephanie Clements*	(MB)	ScottishPower	Alternate for Mark Bellman
Lorna Lewin*	(LL)	Orsted	
Steve Mulinganie	(SM)	Gazprom Energy	
<b>Transporter Representatives</b>			
Helen Chandler	(HC)	Northern Gas Networks	
Sally Hardman*	(SH)	SGN	
Richard Loukes	(RL)	National Grid	
Teresa Thompson*	(TT)	National Grid	
John Cooper*	(JC)	IGT	Alternate for Victoria Parker
<b>CDSP Contract Management Representatives</b>			
Jayne M <sup>c</sup> Glone	(JM)	Xoserve	Non-Voting
Michele Downes	(MD)	Xoserve	Non-Voting
Alex Stuart	(AS)	UIG Program Manager, Xoserve	Non-Voting
Alison Jennings	(AJ)	Customer Lead, Xoserve	Non-Voting
Angela Clarke	(AC)	DSC Compliance, Xoserve	Non-Voting
David Addison	(DA)	Service Development, Xoserve	Non-Voting
David Turpin	(DT)	Customer Lead, Xoserve	Non-Voting
David Stowe	(DS)	Risk and Assurance, Xoserve	Non-Voting
Emma Smith	(ESm)	Customer Change, Xoserve	Non-Voting
Eve Bradley	(EB)	Assurance, Xoserve	Non-Voting
Fiona Cottam	(AS)	Analytical Services/UIG Taskforce, Xoserve	Non-Voting
Guv Dosanjh	(GD)	Cadent	Non-Voting
James Hallam-Jones	(JHJ)	Customer Consultancy/UIG Task Force, Xoserve	Non-Voting
Jane Goodes	(JG)	Customer Lifecycle, Xoserve	Non-Voting
Leanne Jackson	(LJ)	Customer Consultancy/UIG Task Force, Xoserve	Non-Voting
Mark Bellman	(MB)	ScottishPower	Non-Voting
Michelle Kearney	(MK)	Invoicing and Transmission, Xoserve	Non-Voting
Nick Stace	(NS)	Strategic Business Planning, Xoserve	Non-Voting
Paul Facer	(PF)	Communications, Xoserve	Non-Voting

Paul Roche*	(PR)	Gemserv Ltd	Non-Voting
Ranjit Patel	(RP)	Chief Customer Officer, Xoserve	Non-Voting
Richard Johnson	(RJ)	Customer Change, Xoserve	Non-Voting
Shiv Singh	(SS)	Cadent	Non-Voting
Sian Jones	(SJ)	Chief Executive Officer, Xoserve	Non-Voting
Simon Harris	(SH)	Customer Change, Xoserve	Non-Voting
Vinnie Bhanderi	(VB)	Information Security, Xoserve	Non-Voting

**1. Introduction**

Chris Shanley (CS) welcomed all to the meeting and explained that Sian Jones (SJ) would be attending the first part of the meeting to advise the Committee of an urgent AOB item. The detail for this item can be seen in agenda item 10.10.

**1.1. Apologies for absence**

Victoria Parker

**1.2. Alternates**

Stephanie Clements for Mark Bellman

Kate Mulvany for Oorlagh Chapman

John Cooper for Victoria Parker

**1.3 Confirm Voting rights**

Representative	Classification	Vote Count
<b>Shipper</b>		
Kate Mulvany (Alternate for Oorlagh Chapman)	Shipper Class A	1 vote
Kirsty Dudley	Shipper Class A	1 vote
Stephanie Clements (Alternate for Mark Bellman)	Shipper Class A	1 vote
Lorna Lewin	Shipper Class B	1 vote
Steve Mulinganie	Shipper Class B	2 votes
<b>Transporter</b>		
Sally Hardman	DNO	1 vote
Helen Chandler	DNO	1 vote
Richard Loukes	NTS	1 vote
Teresa Thompson	NTS	1 vote
John Cooper (+ Alternate for Victoria Parker)	IGT	2 votes

**1.4 Approval of Minutes (01 May 2019)**

The minutes from the last meeting were approved.

**2. Business Continuity Plan**

David Stowe (DS) provided a verbal update on the Business Continuity Plan which has now been circulated to the DSC Contract Management Committee members.

He asked that if anyone had any feedback or questions to contact him directly.

**3. Contract Assurance Audit**

Eve Bradley (EB) provided a verbal update on the Contract Assurance Audit which has now been circulated to the DSC Contract Management Committee members.

She asked that if anyone had any feedback or questions to contact her directly.

**4. Monthly Contract Management Report (KPIs)**

**4.1. Contract Metrics (including KPI Reports)**

Michele Downes (MD) talked through the summary provided. She paid particular attention to the information that is reported in the Contract Management Reporting section highlighting the 'Operational Requirements' piece of information and advised that Xoserve are currently investigating as to identify what information should be reported for this particular item.

MD highlighted that there were 12 P2 incidents raised in April 2019 with only one resulting in a KPI failure. For May 2019 there were 8 P2 incidents with no impact to KPIs.

Steve Mulinganie (SM) suggested that he would like to see actual delivery dates and tracking for the Invoicing issue on the Contract Metrics. He added that there are two very strong well defined commitments from Xoserve regarding this issue, the dates have been committed to but are reported on elsewhere, therefore, he would like to see them tracked on the summary report.

Kate Mulvany (KM) agreed with this approach and also suggested it would be good to track the number of shippers and/or meters affected.

Feedback was given from the Committee that the reporting is definitely going in the right direction.

Ranjit Patel (RP) highlighted that the team are making incremental reporting improvements but wonders if a review could be held, to see what Committee would like to see and get out of the DSC Contract Management Committee meetings.

A separate workshop will be arranged rather than tagging it to DSC Contract Management Committee.

## **4.2. Issue Management Update**

MD provided a brief overview of the *'Customer Issue Management CoMC Update for April & May 2019'* presentation during which she highlighted that in April, during the AQ calculation process, a system exception was created for approximately 9,000 Supply Meter Points. The exceptions were not processed prior to the AQ notification files, the AQs were processed effective 01 May 2019 and updated in UKLink and Gemini, and the customers have been notified.

MD highlighted the *'Top 5 Customer Issues'* slide and updated the Committee on the following:

### **Amendment Invoice Issues**

- Resolution to this issue continues to be significantly challenging:
  - The Taskforce continue to target prioritised system defects; monthly root cause analysis on invoices issued; Xoserve systems are being reviewed and monthly customer workshops are being held.

### **Find my Supplier**

- During internal validation of code testing an issue in the web service was identified that could potentially be abused by a malicious user.
  - The Find my Supplier service was immediately suspended, and checks were performed to identify any evidence of the service being hacked.
  - A fix was identified and tested to enhance the security of the web service, and a change was deployed

#### **4.2.1 Amendment Invoice Taskforce Update**

Phil Turner (PT) introduced the *Summary Resolution Plan* explaining there are two drivers for the resolution, clearing the backlog and getting to a point where the process is operating within the agreed SLA.

The Committee agreed that the two offline workshops held recently were beneficial and that good progress is being made.

## **4.3. KVI Performance**

### **4.3.1 April/May KVI Performance**

MD provided a brief walkthrough of the 'Key Value Indicators' summary for April 2019 during which there were no comments forthcoming from Committee Members. She explained that under the Relationship Manager KVI a new measure is being introduced from April 2019, starting to distrust.

Jane Goodes (JG) provided an update on the recent survey that went out to 450 industry contacts and achieved the 90% target, this is a significant improvement in trust for Change Management.

Concerns were raised around lessons learned regarding the EUC change program and that Xoserve need to focus on and learn from the experiences.

JG also advised that the way in which Xoserve ask for feedback is being looked at and that they might look to approach it differently, one suggestion is having an iPad with a feeling monitor. Or, Xoserve could set their own performance measures. KM agreed with this approach and added that the Industry rely on their own performance as a measure. A few self-reflecting measures would help.

An update from the May 2019 Summary was provided, the Committee had no questions.

#### **4.3.2 Analysis of KVI performance since 01 May 2018**

Consideration deferred until the July 2019 Committee meeting.

#### **4.4. UIG Update**

In providing a brief overview of the 'UIG Task Force Progress Report' presentation, Leanne Jackson (LJ) noted the following key items for consideration (by exception), as follows:

- *UIG Task Force: Dashboard slide* – Overall RAG status is Green. The Executive Summary provided w/c 03 June 2019 received positive feedback.
- *Plan on Page* – SM asked if the Taskforce should be closed. LJ advised that the Taskforce was created for a period of time and that Xoserve are currently assessing their options for the future of the Task Force, which could include closing down the Task Force in October 2019 and transitioning the work in progress into a BAU team. SM suggested that Xoserve prepare a white paper for future options for the Task Force, including keeping it running.
- *Overview of Task Force Funding slide* – LJ updated the Committee and said that the Task Force is currently scoping next steps and forecasting future spend.
- *Machine Learning Next Steps – Overview* – LJ provided an overview and advised that Xoserve have tested EUC01 for 12 LDZs which produced the suggestion that UIG Base Level could be reduced by up to 70% and Volatility by up to 30%.
  - LJ advised Xoserve now would like to run further tests with more up to date data to see if the model still comes out with the same 70% and 30%.
  - It was suggested that Xoserve need to better scope the Machine Learning aspect as there is not yet enough information available on the Xoserve proposals, costs/benefits and next steps.

#### **4.5. Information Security Arrangements**

Vinnie Bhanderi (VB) joined the meeting and provided a verbal update which focused on the following key points:

- Information Security Governance
- Education Training and Awareness
- Data Protection
- Security Monitoring

- Information Security Management System (ISMS)
- Unified Control Framework (UCF)
- Critical Business Application Review

## **5. Financial Information**

### **5.1. Cost Allocation Model and Methodology**

Nick Stace (NS) joined the meeting and provided a brief Finance update which covered all agenda items within this section of the Agenda. He advised that everything is on track.

There were no questions from the Committee.

### **5.2. CDSP Budget**

This item is covered under agenda item 5.1.

### **5.3. Annual Charging Statement**

This item is covered under agenda item 5.1.

### **5.4. Invoicing (covered under section 4.1)**

This item is covered under agenda item 4.1.

## **6. Disclosures**

### **6.1. Disclosure Request Report – Amending the DPM to facilitate APR service to Meter Asset Providers**

Simon Harris (SH) explained the report and provided a summary of the background to this report. He advised that the Contract Committee is requested to approve this document which is to amend the Data Permission Matrix to permit Meter Asset Providers access to UK Link data via an API service. This report is linked to XRN4841.

The proposed amendment to the Data Permission Matrix is:

- a. Addition of Meter Asset Provider (MAP) as a user type within the DPM (to align with UNC Modification 0684S & iGT UNC Modification122)
- b. Data items to be released to a Meter Asset Provider (MAP).

<b>Voting Outcome:</b>		<b>Disclosure Request Report – Amending the DPM to facilitate APR service to Meter Asset Providers</b>	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>	
Kate Mulvany - Alternate for Oorlagh Chapman	1	For	
Kirsty Dudley	1	For	
Stephanie Clement – Alternate for Mark Bellman	1	For	
Lorna Lewin	1	For	
Steve Mulinganie	2	For	
<b>Total</b>	<b>6</b>	<b>For</b>	
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>	
Helen Chandler	1	For	
Sally Hardman	1	For	
Richard Loukes	1	For	
Teresa Thompson	1	For	
John Cooper + Alternate for Victoria Parker	2	For	
<b>Total</b>	<b>6</b>	<b>For</b>	

The paper was approved by all DSC Contract Management Committee members.

**6.2. Disclosure Request Report - Extending additional data items to Suppliers and Shippers via API**

SH explained the report and provided a summary of the background to this report.

SH said the committee is requested to approve this request to amended the Data Permission Matrix and add additional data items for Suppliers & Shippers to access via API (to be in line with SPA response files). This report is linked to XRN4877.

The proposed amendments to the Data Permission Matrix are:

- a. The permission to provide additional data items via API services to Supplier & Shipper entities that are provided via SPA response files
- b. Amendment of data items currently available via API from Portfolio to Community view
- c. Addition of new data items to the data permissions matrix and the assignment of the appropriate user type
- d. Add Meter Serial Number data item for API access

Voting Outcome:		Disclosure Request Report - Extending additional data items to Suppliers and Shippers via API	
Shipper Representative	Voting Count	For/Against	
Kate Mulvany - Alternate for Oorlagh Chapman	1	For	
Kirsty Dudley	1	For	
Stephane Clements – Alternate for Mark Bellman	1	For	
Lorna Lewin	1	For	
Steve Mulinganie	2	For	
<b>Total</b>	<b>6</b>	<b>For</b>	
Transporter Representative	Voting Count	For/Against	
Helen Chandler	1	For	
Sally Hardman	1	For	
Richard Loukes	1	For	
Teresa Thompson	1	For	
John Cooper – Alternate for Victoria Parker	2	For	
<b>Total</b>	<b>6</b>	<b>For</b>	

The paper was approved by all DSC Contract Management Committee members.

## 7. Review of Outstanding Action(s)

**Action 0304:** Xoserve (MD) to investigate a new Amendment Invoice performance reporting measure.

**Update:** This will be included in Reporting going forward. **Closed**

**Action 0308:** Xoserve (MO) to report back on the circulation lists of the 'Not for Publication' documents.

**Update:** The update for this action is documented in AOB item 10.7. **Closed**

**Action 0309:** Xoserve (DT) to investigate if a new updated process for the 'Requesting of New Services' could be implemented ahead of the next cycle.

**Update:** It was agreed to defer the conclusion of this action. The next update is expected September 2019. **Carried Forward**

**Action 0501:** *Reference Amended AltHANCo Disclosure Request Report to include Meter Location Notes in the Xoserve to AltHANCo Dataset* – SGN (SH) and Xoserve (RJ) to examine the Xoserve / AltHANCo contractual arrangements to ensure that any potential data sensitivity concerns / risks are addressed.

**Update:** Richard Johnson (RJ) advised an extra DSC Contract Management meeting was held last week, ([www.gasgovernance.co.uk/dsc-contract/130619](http://www.gasgovernance.co.uk/dsc-contract/130619)), which approved the changes to this report. The revised report has been published.

Helen Chandler (HC) advised that, due to the amount of time this has taken and not everyone was in agreement, she felt uncomfortable that AltHANCo were on the call and would have rather them not be on the call. CS explained the meetings are an open forum, but some of the meeting could have been done offline and/or changes could be made to the rules, recognising this area was added after the rules were introduced.



The Committee had a lengthy discussion with regards to confidentiality and decided that maybe an amendment to the terms of reference and/or guidelines might be required as currently this Committee meeting is an open forum. Xoserve will take this feedback on board and consider for any future meetings. **Closed**

**Action 0502:** *Reference Disclosure Request Report – CoMC – Provision of Data via Birst* – Xoserve (JMC) to provide the associated supporting materials and information, post meeting for subsequent publication on the Joint Office web site.

**Update:** The Disclosure Request Report (DRR) was approved at last months meeting. Further information has been shared and a future road map is being developed. **Closed**

**Action 0503:** *Reference Disclosure Request Report – XRN4833* – Xoserve (SH) to provide an update on the status of both the delivery and funding for the Change Proposal.

**Update:** Update provided. **Closed**

**Action 0504:** *Reference the (draft) Operating Guidelines Document* – All parties to review and provide feedback for consideration at the next Committee meeting.

**Update:** SH had some questions from last months update. Based on the conversation regarding Action update 0501, JM will set out some new parameters. **Carried Forward**

**New Action 0601:** *Re: Reference the (draft) Operating Guidelines Document* - JM to update the guidelines and circulate to DSC Contract Management Committee members for further comments. (See also Action 0504).

## 8. Key Committee Updates

### 8.1. DSC Change Management Committee

ESm talked through the ‘*DSC Change Committee Update*’ presentation specifically focusing attention on a **DSC Governance Review** and provided a brief update of the status of the various XRN reference numbers.

ESm went on to examine the ‘*Summary key messages*’ slide. Some concerns were raised around BAU, Retro and CSSC delivery. DT asked, on behalf of SM, are the timescales for releases for Retro and CSSC delivery documented and only discussed at Change Committee, to which ESm confirmed this was correct.

### 8.2. PAC/PAFA

In providing the PAC/PAFA update, ESm made reference to the ‘*Performance Assurance Committee Meeting Summary – 09 May 2019*’ document (known more formally as the PAC Summary of Key Messages) as published on the Joint Office web site at: <https://www.gasgovernance.co.uk/pac/summarykeymessages>.

## 9. CSS Update (Verbal Update)

David Turpin (DT) provided a verbal update which focussed on the following key points:

- Detailed design phase has commenced, this is a circa six month period;
- Starting to finalise the physical design detail.
- Approval of the paper that was circulated to Committee members prior to this meeting is required, however, as this was not noted on the agenda, the paper may need to be reissued to the DSC Contract Managers for approval next month. After a discussion, a decision was made to provide the paper for information only as expenditure is currently on track.

The Chair (CS) suggested maybe a description of the budget monitoring and risks might be required for the DSC Contract Management Committee and only changes to this would require approval. He highlighted the UIG budget update as a good example.

## 10. Any Other Business

### 10.1. DSC Credit Committee Membership

CS provided the Committee with an update advising Shipper attendance is very low in the Credit Committee and urged Committee members to promote membership of the DSC Credit Committee as part of this year's UNC elections process.

### 10.2. UNC Elections Process

CS showed the Committee where there are vacancies for the Committees and asked Committee members to promote the up and coming UNC Elections process.

KM suggested possible ways of promoting the Committee membership.

From a Joint Office perspective every Committee should have all the required shippers and transporters on it. He explained the DSC Credit Committee could come to DSC Contract for a decision on its future if things did not improve.

### 10.3. Postal Invoices

Michelle Kearney (MK) joined the meeting to provide an update regarding Postal Invoices. She advised that customers are calling Xoserve asking why they are issuing postal invoices as well as email invoices. 37 responses had been received to a recent survey, suggesting the stoppage of postal invoices. This will save roughly 21 hours effort per month.

DSC Contract Management Committee supported the proposal that postal invoices should be stopped.

KM asked that everyone is written to, to advise that this service is stopping with effect from 01 August.

### 10.4. REC Update

David Addison, (DA) provided an update and advised a REC consultation commenced on Monday 17 June and that there is one aspect that is a concern, which is the data access schedule.

He advised that access to data will be refined by:

- Role for 'Market Participant Enquiry Service Users' – i.e. where there is a recognised MP Role Type e.g. Supplier / Transporter / MAM / MAP
- Individual justification for 'Other Enquiry Service Users'

Users will get certain access to certain data depending on the role/profile they are fulfilling.

Within the Data Access Schedule the process is led by the REC Code Manager.

- *Data Access Agreements* - there is a concern that, because gas and electricity processes are different. Pushing these processes together does not necessarily work. Any other non-REC parties will require Data Access Agreements.
- As Enquiry Service Provider it makes sense for CDSP to be the Data Enquiry Service Administrator who enters into the DAA with a third party.
  - Data Items will be made available in accordance with DAM/DPM but DAA will set out the terms for receiving Data Items and the purpose for which the Data Items are shared, as well as data protection provisions and audit rights which will be standard requirements for the DAA
  - As Service Provider CDSP should have the relationship with the party receiving Data to ensure control over the Data Items that are shared
  - Under one of the Future Contracting Models, Shippers could continue to access Data Items under the DSC rather than entering into a separate DAA.

DA went on to show the REC Contracting Model (pure REC Model) which is the way that Ofgem see the model and the REC/DSC Hybrid Contracting Model which is the alternative.

DA highlighted the advantages and disadvantages of using each particular model and urged Shippers in the consultation to make sure their voices are being heard. The closing date for responses is 09 September 2019.

DA confirmed that the Xoserve Response will be done as an Xoserve response, KD feels like it should come from Xoserve in their role of CDSP and could be referred to DSC Contract Management Committee for information.

Contact Dave Addison or Jayne McGlone for any questions or concerns.

### **10.5. MDD Market Participation Update**

DA briefly talked through the approach for approval of the *Market Domain Data Market Participant Identity Verification Approach Document* and asked Committee members to read the published document and pass any comments back to him directly. It was agreed that this will be discussed at the next meeting in July 2019.

Kirsty Dudley (KD) suggested the best approach would be to mirror and align to the current process as much as possible.

### **10.6. Change Proposal Meter Temperature Simulation**

Fiona Cottam (FC) presented the Committee with a draft change proposal highlighting the 3 procurement options discussed at the last meeting. She went on to explain that the AUGE have asked for a study of temperatures within the gas pipe.

This is in very early stages; the next steps will be to identify what procurement route should be taken.

When asked, FC confirmed this is data could be used in the AUGE weighting factors process.

SH asked for further information about how this relates to the correction factor and FC advised that the current correction factor includes meter temperature that has an assumed temperature of 12.2 degrees, but analysis conducted by the AUGE suggests that this figure may not be the same for all sites.

FC advised that this analysis would also feed into the Modification 0693 Workgroup discussions.

In conclusion it was confirmed that this comes to this Committee for the contracting options as opposed to an approval from the Committee for conducting the study.

### **10.7. Action 0308 update**

JM provided an explanation on the paper provided for the meeting, that aimed to clarify the confidentiality of material provided for this meeting and/or circulated to the committee.

KD advised that she would like an approval of the paper at next month's meeting as it is important to understand what can be shared or not.

JM encouraged the Committee to review the paper and provide feedback where necessary.

*Post meeting update:* The document has had minor changes made to it and a new version has been published on the meeting page here: <http://www.gasgovernance.co.uk/dsc-contract/190619>

### **10.8. PAC Security Incident Update**

Paul Rocke (PR) introduced the presentation provided for the meeting and updated the Committee on the recent security breach and the steps taken to avoid it happening again.

### **10.9. AltHANCo Disclosure Request**

See Action 0501 update agenda item 7.0.

### **10.10. Class 3 Migration**

Sian Jones joined the meeting to provide a verbal update on issues identified within the Class 3 Migration process.

#### **Background**

The AUGE weighting factors are used to allocate UIG across the customer base. Changes for 19/20 will give a commercial advantage to shippers in Class 3 from a UIG cost perspective.

The new version of UKLink, as part of Nexus, was built to handle 32million reads per day, which is enough to cover the initial move of the market to Smart metering in the future. It was intended that meters that are in Class 3 could be daily read or they would be batched prior to submission to Xoserve.

#### **Problem**

Xoserve now have indication that the forecast of movement of sites to Class 3 and if batches of reads are submitted on the same day this would be circa 100 million reads, which UKLink could not cope with.

Xoserve would need to invest many millions to increase the capacity of UKLink as a result.

KM highlighted that contracts have been sold to customers that they can have the setup of Class 3 and that there is real commercial consequence of not accepting the transfer of class 4 to class 3.

SJ clarified that the main problem is likely to be with Class 3 batch files and not the increase in Smart Meter daily reads.

#### **Options**

SJ suggested that to invest lots of time and resources to improve the technical batch process may not be the best option. This would prove difficult and would require the industry to behave perfectly at the same time and in unison.

When asked, SJ advised that it may be easier and cheaper to change what class 3 class 4 means in terms of UIG weightings. This could mean that some sites could be treated as Class 3 but remain in Class 4.

#### **Next Steps**

Xoserve are going to rapidly bring knowledgeable parties from each of Xoserves customer base to a Xoserve workshop to discuss options and timescales.

There is a strong likelihood an urgent Modification will be presented to the July 2019 UNC Panel, but pre-modification discussions could take place ahead of Panel.

Some Contract Committee members advised that they did not receive the communication that was issued on 18 June 2019. Xoserve will address this and update their Distribution Lists accordingly.

*Post meeting update: SJ informed UNC Panel members of the above issue at the meeting held 20 June 2019.*

### **10.11. SNED (Shipper Non-Executive Directors)**

Dave Turpin (DT) informed the Committee of the proposal to create some Terms of Reference (TOR) for the Shipper Non-Executive Directors Committee (SNED) to enable it to formally exist and suggests it is governed through the DSC Contract Management Committee in order to raise its profile and provide governance.

### **10.12. New Modification required**

DA advised there is a tidy up Modification required on disclosure of information, which he is hoping to put forward for a pre-modification discussion at the next Distribution Workgroup, which will be held on 27 June 2019.

## 11. Diary Planning

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

Committee Meetings will take place as follows:

Time/Date	Venue	Programme
10:30 Wednesday 17 July 2019	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.
10:30 Wednesday 14 August 2019	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.
10:30 Wednesday 18 September 2019	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.
10:30 Wednesday 16 October 2019	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.
10:30 Wednesday 20 November 2019	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.
10:30 Wednesday 18 December 2019	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.

### Action Table (as at 19 June 2019)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0304	20/03/19	4.2.1	Xoserve (MD) to investigate a new Amendment Invoice performance reporting measure.	Xoserve (MD)	<b>Closed</b>
0308	20/03/19	10.5	Xoserve (MO) to report back on the circulation lists of the 'Not for Publication' documents.	Xoserve (MD/JM)	<b>Closed</b>
0309	20/03/19	10.6	Xoserve (DT) to investigate if a new updated process for the 'Requesting of New Services' could be implemented ahead of the next cycle.	Xoserve (DT)	<b>Carried Forward</b>
0501	01/05/19	6.4	<i>Reference Amended AltHANCo Disclosure Request Report to include Meter Location Notes in the Xoserve to AltHANCo Dataset</i> – SGN (SH) and Xoserve (RJ) to examine the Xoserve / AltHANCo contractual	SGN (SH) & Xoserve (RJ)	<b>Closed</b>

			arrangements to ensure that any potential data sensitivity concerns / risks are addressed.		
0502	01/05/19	6.5	<i>Reference Disclosure Request Report – CoMC – Provision of Data via Birst</i> – Xoserve (JMC) to provide the associated supporting materials and information, post meeting for subsequent publication on the Joint Office web site.	Xoserve (JMC)	<b>Closed</b>
0503	01/05/19	6.5	<i>Reference Disclosure Request Report – XRN4833</i> – Xoserve (SH) to provide an update on the status of both the delivery and funding for the Change Proposal.	Xoserve (SH)	<b>Closed</b>
0504	01/05/19	7.	<i>Reference the (draft) Operating Guidelines Document</i> – All parties to review and provide feedback for consideration at the next Committee meeting.	All	<b>Carried Forward</b>
0601	19/06/19	7.	Re: <i>Reference the (draft) Operating Guidelines Document</i> - JM to update the guidelines and circulate to DSC Contract Management Committee members for further comments. (See also Action 0504).	Xoserve (JM)	<b>Pending</b>