Joint Office of Gas Transporters

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

Attendees			
Chris Shanley (Chair)	(CS)	Joint Office	Non-Voting
Helen Bennett (Secretary)	(HCu)	Joint Office	Non-Voting
Shipper User Representatives			
Kirsty Dudley*	(KD)	E.ON	Class A-Voting + Alternate
Alison Neild	(AN)	Gazprom	Class B-Voting
Lorna Lewin*	(LL)	Orsted	Class B Voting
Transporter Representatives			
Guv Dosanjh	(GD)	Cadent	DNO-Voting
Helen Chandler	(RP)	Northern Gas Networks	DNO-Voting Alternate
Teresa Thompson	(TT)	National Grid NTS	NTS Voting + Alternate
John Cooper*	(JB)	IGT Representative	IGT-Voting
Kevin Duddy*	(KDu)	IGT Representative	IGT-Voting
CDSP Change Management Representatives			
Emma Smith	(ESm)	Xoserve	Non-Voting
Paul Orsler	(PO)	Xoserve	Non-Voting
Observers/Presenters			
Andy Clasper	(AC)	Cadent	Non-Voting
Bali Bahia	(BB)	Xoserve	Non-Voting
Bret Court	(BC)	Xoserve	Non-Voting
Charlie Hayley	(CH)	Xoserve	Non-Voting
Claire Louise Roberts	(CLR)	ScottishPower	Non-Voting
David Newman	(DNe)	Xoserve	Non-Voting
Ellie Rogers	(ER)	Xoserve	Non-Voting
Emma Lyndon	(EL)	Xoserve	Non-Voting
Fiona Cottam	(FC)	Xoserve	Non-Voting
Gary Marsh	(GM)	Xoserve	Non-Voting
Jai Leresche	(JL)	Xoserve	Non-Voting
James Rigby	(JR)	Xoserve	Non-Voting
Jane Goodes	(JG)	Xoserve	Non-Voting
Julie Bretherton	(JB)	Xoserve	Non-Voting
Kate Mulvany	(KV)	Centrica	Non-Voting
Ian Leitch	(IL)	Xoserve	Non-Voting
Leanne Jackson	(LJ)	Xoserve	Non-Voting
Lisa Lindstedt*	(LL)	EDF Energy	Non-Voting
Megan Coventry*	(MC)	SSE	Non-Voting
Mudassar Riaz	(MRi)	Xoserve	Non-Voting
Pooja Patel	(PP)	Xoserve	Non-Voting
Rachel Taggart	(RT)	Xoserve	Non-Voting

Joint Office of Gas Transporters

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
Stephanie Clements*	(SC)	ScottishPower	Non-Voting
Tom Lineman	(TL)	Xoserve	Non-Voting
Tracey O'Connor	(TOC)	Xoserve	Non-Voting
Apologies			
Mark Jones			
Shaheeni Vekaria			
Richard Loukes			
Richard Pomroy			

Copies of all papers are available at: http://www.gasgovernance.co.uk/dsc-change/100719

1. **Introduction**

    1.1. **Apologies for absence**

    Mark Jones

    Richard Loukes

    Richard Pomroy

    Shaheeni Vekaria

    1.2. **Alternates**

    Kirsty Dudley for Mark Bellman

    Teresa Thompson for Richard Loukes

    Helen Chandler for Richard Pomroy

    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 + Alternate for Mark Jones	Shipper Class A	2 votes
Alison Neild	Shipper Class B	1 vote
Lorna Lewin	Shipper Class B	1 vote
Transporter Representatives		
Guv Dosanjh	DNO	1 vote
Helen Chandler - Alternate for Richard Pomroy	DNO	1 vote
Teresa Thompson + Alternate for Richard Loukes	NTS	2 votes
John Cooper	IGT	1 vote
Kevin Duddy	IGT	1 vote

    1.4. **Approval of Minutes (12 June 2019)**

    The minutes of the previous meeting were approved.

2. **New Change Proposals – Initial Review**

    2.1. **XRN4977 - Amendments to DSC Change Management Guidelines**

    Richard Johnson (RJ) advised the Committee that the Change Management Guidelines document has been amended. The amendments include:

    - the initial review stage;

- provision of solution options (where possible) along with costs/complexity/impact;
- The use of EQR to provide costs for individual change in addition to the EQR that is issued for a UK Link change release delivery for production of a BER.

RJ explained that one response has been received which was in support of the changes.

When asked, RJ advised that the publishing of change proposals moving from Joint Office to Xoserve still needs to be incorporated into the document.

The Committee agreed to defer voting to allow RJ to ensure the change proposal process is fully captured before it is presented to DSC Contract Management Committee for final sign off.

2.2. XRN4978 - Notification of Rolling AQ Value (following transfer of ownership between M5 and M)

Emma Smith (ESm) introduced this Change Proposal and explained that during the AQ notification file process, if there is a transfer of ownership in progress whose status changes to CO in the period following file generation and new AQ go live, the incoming User is not notified of the new AQ/SOQ value.

The next step for this Change Proposal is for DSC Change Management Committee to decide if this should go for initial review or straight in to solutioning.

ESm went on to explain that when change proposals are put forward for initial review, Xoserve have found that this stage in the process is not adding as much value as was initially expected and it loses a month in the process. The feedback and recommendation from DSG is that only in exceptional circumstances should anything be sent for initial review; it is far more beneficial to send change proposals straight to solutioning.

Shipper Users were asked to vote on whether this change should proceed to DSG and for Xoserve to initiate Capture. Approval to proceed was recorded as follows:

To note: Lorna Lewin was not available for this vote.

Voting Outcome:	XRN4978 - Notification of Rolling AQ Value (following transfer of ownership between M5 and M)	
Shipper Representative	**Voting Count**	**For/Against**
Kirsty Dudley + Alternate for Mark Jones	2	For
Alison Neild	1	For
Total	**3**	**For**

3. New Change Proposals - Post Initial Review

There were no Change Proposals for this agenda item as none were issued for initial review in the June Change Pack.

4. New Change Proposals - Post Solution Review

4.1. XRN4692 - CSEPs: IGT and GT File Formats (CIN Files)

RJ explained that the Xoserve and DSG preferred solution is option 1. Two responses have been received, both approving this solution.

This Change Proposal will be in scope for the June 2020 major release.

Guv Dosanjh (GD) asked if the DNO funding is correct and should there be funding from IGTs. Xoserve confirmed that the service area is CSEP and it has been agreed that a market share split should apply which would be by Supply Point count, 90% / 10%.

DNO and IGT members were then asked to vote on whether the intention to include this change in the scope of the June 2020 major release can be supported. Approval to proceed was recorded as follows:

Voting Outcome:	XRN4692 - CSEPs: IGT and GT File Formats (CIN Files)	
Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	DNO	For
Helen Chandler Alternate for Richard Pomroy	DNO	For
John Cooper	IGT	For
Kevin Duddy	IGT	For
Total	**4**	**For**

4.2. XRN4780 - (Part B) Inclusion of Meter Asset Provider Identity (MAP Id) in the UK Link system (CSS Consequential Change)

RT explained that this Change Proposal is linked to CSSC and that there is only one solution option for MAP Updates and Notifications. During the solution review Change Pack consultation period, five responses were received, three approvals, two others approved the implementation date but rejected the solution option.

KD asked if there can be any amendment to the solution to support the rejection comments and still implement as planned. It was confirmed that the concerns raised will go to DSG to consider additional solution options.

KD also commented that it appears the solution is not in a position where a vote can be made and suggested the approval is for the date, but the solution needs more work.

PO advised that Detailed Design is planned for December 2019 and the issues could be addressed at this stage He prefers not to hold up the scope for June 2020.

Shipper members were asked to vote on whether the intention to include this change in the scope of the June 2020 major release can be supported but further discussions are required on the solution at DSG. Approval to proceed was recorded as follows:

Voting Outcome:	XRN4780 - (Part B) Inclusion of Meter Asset Provider Identity (MAP Id) in the UK Link system (CSS Consequential Change)	
Shipper Representative	**Voting Count**	**For/Against**
Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Total	**4**	**For**

4.3. XRN4865 - Amendment to Treatment and Reporting of CYCL Reads

RT introduced the Change Proposal and advised that the change proposal was issued for post solution review, one response was received which was in support of implementing the change.

Shipper members were asked to vote on whether the intention to include this change in the scope of the June 2020 major release can be supported. Approval to proceed was recorded as follows:

Voting Outcome:	XRN4865 - Amendment to Treatment and Reporting of CYCL Reads	
Shipper Representative	**Voting Count**	**For/Against**
Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Total	**4**	**For**

4.4. XRN4930 - Requirement to inform shipper of meter link code change

Rachel Taggert (RT) introduced the Change Proposal and advised that the preferred solution is option 2 Re-instate notification of Meter Link Code changes via MRI File (K15 record).

Three responses have been received, two approvals and one rejection.

It was confirmed that the costing for this change would be within the range of £7k-£17k.

Paul Orsler advised that if the change proposal is not approved in terms of a solution option and a release for implementation, then it would need to be removed from the June 2020 release. The Xoserve recommendation is that it is useful to reinstate something that used to exist in the legacy system but reinstating the solution could mean that a lot of systems within the industry might not be able to support it.

CS summarised the discussions and asked to the Shipper members to vote on the implementation of solution option 2 and whether the intention to include this change in the scope of the June 2020 major release can be supported. Approval to proceed was recorded as follows:

Voting Outcome:	XRN4930 - Requirement to inform shipper of meter link code change	
Shipper Representative	**Voting Count**	**For/Against**
Kirsty Dudley	2	1 For; 1 Against
Alison Neild	1	For
Lorna Lewin	1	For
Total	**4**	**3 For; 1 Against**

4.5. XRN4932 - Improvements to the quality of the Conversion Factor values held on the Supply Point Register (Mod0681S)

RT advised that the solution options for this change proposal was sent in the recent change pack. There is only one solution. Three responses were received, two approvals and one rejection, the rejection approved the time to implement but rejects the solution option.

This change proposal is running alongside the Modification and therefore, this is just discussion at the moment until the Modification is approved.

Kate Mulvany (KM) asked for more detail to be provided in the solution.

It is likely this Change Proposal will be removed from the June 2020 implementation plan as Xoserve will not be able to provide the statutory 6 month notice period.

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

RT advised the Committee that the preferred solution is option 1 Amend PSR Need Codes/Descriptions with UK Link. Xoserve have received 7 responses which included two rejections. The two rejections have concerns around implementation. The Committee were advised that the planned implementation is in February 2020 but there may be a misalignment between gas, electricity and water.

Simon Harris (SH) advised there are discussions ongoing to see if the dates can be aligned.

KM said that, for electricity and gas the implementation has to be the same date in order to mitigate the risk to the most vulnerable customers and looks forward to seeing what comes out of the further review and added that the date is absolutely critical.

Kirsty Dudley (KD) said that Electricity has already been voted on and the approved date for release is 27 February 2020 and went on to say that engagement needs to be proactive and that the priority has to be a harmonised approach.

Xoserve agreed to look into concerns around timescales in the SPAA and later in the meeting confirmed that the implementation date was also expected to tbe February 2020.

Shipper, DNO and IGT members were then asked to vote on whether the intention to include this change in the scope of the February 2020 major release can be supported. 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 + Alternate for Mark Jones	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Total	**4**	**For**
Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	DNO	For
Helen Chandler Alternate for Richard Pomroy	DNO	For
John Cooper	IGT	For
Kevin Duddy	IGT	For
Total	**4**	**For**

4.7. XRN4850 - Notification of Customer Contact Details to Transporters – Update

The Committee were advised that solution options will be shared with customers in the next change pack.

PO advised that Xoserve are facing a challenge with the need to understand the contract requirements with an SMS provider.

4.8. XRN4871 - (Part B) Modification 0665 – Changes to Ratchet Regime – Update

PO advised the implementation for this Change Proposal is currently in scope for June 2020. Approval will be asked for at the August 2019 DSC Change Management Committee.

5. Xoserve DSC Implementation Plan

PO introduced the DSC Implementation Plan and explained that Change Proposal XRN4871 has been raised to deliver the system requirements for Modification 0665.

Due to the proposed timescales and the requirement to implement the changes by the start of the 2019 Ratchet period (October), the delivery of the change has been split in two. Part A is the minimum scope Xoserve must implement by 01 October 2019 in order to comply with Modification 0665 and Part B is the enduring solution proposed for June 2020 release.

Xoserve highlighted that 07 September is the revised implementation date for ratchets part A which is the earliest date that transfers can start.

Important Change Management Committee dates for 2020 including all Business Days and Supply Point Systems Business Days were included in the plan.

Shipper Users, Distribution Network Operators and IGTs approved the implementation plan noting that XRN4871 (Part A) Modification 0665 – Changes to Ratchet Regime has a revised Part A implementation date of 07 September 2019 and will need to be approved next month.

6. Approval of Change documents

6.1. Amended BER for XRN4665 – Creation of New End User Categories (EUC)

PO advised that the project costs did not include a significant proportion of risk margin that should have been included. The original cost estimate has now been exceeded by £40k as a result.

He went on to explain that the BER was not originally fit for purpose and apologised for the inconvenience. Xoserve have looked internally to make sure risk margins have been included in all other change proposals and have had assurance back that it has.

PO explained that the Stage Gate model for change assurance makes sure control and mitigation is in place and advised that when working on the EUC project, that was not applied in order to accelerate the change through the process. He agreed to share the Stage Gates.

Shipper members were asked to vote to approve the amended BER. Approval was recorded as follows:

Voting Outcome:	Amended BER for XRN4665 – Creation of New End User Categories (EUC)	
Shipper Representative	**Voting Count**	**For/Against**
Kirsty Dudley + Alternate for Mark Jones	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Total	**4**	**For**

6.2. BER for XRN4857 - Report Review

Charlie Hayley (CH) joined the meeting and explained the BER is to analyse the reporting landscape and look at opportunities to provide reporting in other ways. This BER is looking to reduce the number of reports sent out to customers.

KM added that this is the right time to be looking at this and that self-serve reporting is great, there is lots of appetite and support for this.

Shipper Users were asked to vote to approve the BER.

Approval was recorded as follows:

Voting Outcome:	BER for XRN4857 - Report Review	
Shipper Representative	**Voting Count**	**For/Against**
Kirsty Dudley	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Total	**4**	**For**

7. Release Approvals / Updates

7.1. June 2019 Release – Delivery Plan

Simon Burton (SB) joined the meeting and provided an update on the delivery plan. He advised that Xoserve are now a week and a half into PIS and have received just over half of the first usage already. Xoserve are monitoring the systems and PIS will remain in place until 26 July.

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

ESm advised this remains on target for the delivery date, the main risks are around the environment and resources and that all is on track.

She advised that Part B implementation is on track for 31 August, but 07 September is a contingency date.

7.3. Minor Release Drop 4 Project Update

Bali Bahia (BB) joined the meeting to advise all is on track for a go live of 27 July 2019.

7.4. Minor Release Drop 5 Scope, Timeline and BER (Related to XRN4954)

BB provided an update and advised that the 07 September is the revised implementation date for ratchets part A which is the earliest date that transfers can start.

Ellie Rogers confirmed a communication will be issued to shippers ahead of 07 September and that if any Shippers are impacted, they will start to get notifications from the start of August.

In detail, ER explained the representations received especially in relation to the invoicing options and the method for CDSP to calculate the SHQ for the Network Designated sites which will be reclassified by the CDSP.
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- Of the five representations received, three parties supported option 1 in terms of invoicing and one supported option 2. For the SHQ calculation, two parties specified different rates and two agreed that the SHQ should be derived by the relevant Transporter on a case by case basis.

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ER highlighted that the proposal was to go with the majority preference from the representations received within the detailed design phase which was Option 1 for invoicing and the relevant Transporter deriving the SHQ is a forced reclassification.

ESm explained the accelerated implementation date and that approval for implementation is being asked for at quite a late stage.

All members were asked to vote for approval for implementation of Option 1 for invoicing and the relevant Transporter deriving the SHQ in a forced reclassification situation, the BER and the revised implementation date of 07 September. Approval was recorded as follows:

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Voting Outcome:	Change Management Committee dates for 2020 including all Business Days and Supply Point Systems Business Days	
Shipper Representative	**Voting Count**	**For/Against**
Kirsty Dudley + Alternate for Mark Jones	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Total	**4**	**For**
Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	DNO	For
Helen Chandler Alternate for Richard Pomroy	DNO	For
Teresa Thompson + Alternate for Richard Loukes	NTS	For
John Cooper	IGT	For
Kevin Duddy	IGT	For
Total	**6**	**For**

7.5.   November 2019 Release - Delivery Plan

Tom Lineham (TL) joined the meeting to advise that activities for November 2019 Release are almost complete

TL advised there is one reporting element around XRN4621 which has been communicated, no objections have been received as of yet and that one shipper requested more time to impact assess the proposed recommendation.

The Build phase has commenced and is tracking to plan.

7.6.   XRN4914 - Retrospective Data Update Provisions - Project Update

Tracy O'Conner (TOC) joined the meeting to advise this change is still in capture phase and advised the Committee of the proof of concept dates.

TOC explained that she wants to broadcast internal thoughts to customers in order to aid the long-term enduring solutions.

This will be going to DSG on Monday 15 July.

It was agreed that the key for Xoserve is engagement in the proof of concept phase. There are 2 new requirements and 3 requirements need further discussions.

7.7.   R&N Update - Unallocated Changes and Discussion on Change Congestion – two-year view that will include scope of approval for the next Release

Ian Leitch (IL) joined the meeting to update the Committee on the up and coming change congestion and to share risks and demands that are going to be placed on members. He explained that, with the commencement of CSSC and Retro, 2020 is going to become quite congested.

He explained that the schedule of 2 Major and up to 3 Minor Releases a year was put in place to enable efficient delivery of customer change whilst protecting the stability of UKLink.

KD said that, with Retro being put in to the 2019/20 budget, the change congestion should have already been planned for and felt the budget had not been spend wisely.

IL advised that the purpose of today is to highlight that Change is going to consume a lot of band width. There is going to be a lot of change in a very condensed period of time and he is making sure the Committee is going forward with open eyes and know what Xoserve are doing.

IL showed the Committee the Release approach options and advised there are at least 34 changes in total, open on the UK Link Platform. 15 changes are in delivery. 19 changes are currently not allocated to a Release.

- For **Option 1**, there is a Major Release in June 20. Minor Releases will be scheduled according to demand and best fit
- For **Option 2**, the 5 changes that must be delivered via a Major Release are appended on the back of Nov 20 due to no June 20 Major Release. Multiple Minor Releases will deliver the other changes. All of the changes with BW impacts have been added to MiR 9 to allow the most time for approval from Xoserve Operations and customers.
- For **Option 3,** scope candidates will be taken from the June Release and appended to the November Release based on, risk profile, best fit and resource constraints.

CS advised that the concern the Committee had was not around delivery of June 2020 it was more around other changes that arrive after the scope is closed for the June 2020 Release.

KD suggested that whichever option is chosen, there are going to be issues and last minute hurdles.

IL explained that looking at the size of work for CSS and Retro alone, he has to look at the impact on customers and Xoserve.

IL advised that Xoserve recommends pursuing Option 1 – June 20 Major Release as this option presents the least risk to the UKLink service. CS indicated that the Committee were also of this opinion and reiterated the major concern was how to deliver additional customer change with retro and CSS.

IL explained that rather than trying to fix the immediate problem with Retro, Xoserve have taken it down the proof of concept approach and engaged with customers from the beginning.

It was agreed that a process needs to be put in to place that will deal with additional changes in a pragmatic approach. IL will put forward a process to be put in place and present at the next meeting.

New Action 0701: *R&N Update - Unallocated Changes and Discussion on Change Congestion – two-year view that will include scope of approval for the next Release* - IL will put forward a process to be put in place and present at the next meeting.

ESm advised that some of the UIG Modifications will get to the point where they may not be able to go into the June 2020 window.

ESm urged attendees to highlight to Xoserve any other changes that anyone knows about as soon as possible, as more insight into what might becoming will aid the process.

There followed discussion as to exactly what size of changes can be included into a major release. Xoserve were asked if it is known what the biggest release is that can be delivered. ESm advised that Releases 2 and 3 were large changes.

Comments were made that Xoserve have never delivered change on a large enough scale that presents the same complexity and volume of changes. The Change Program has never yet been that constrained, never yet had to prioritise change. CS commented that people need to get a flavour of what full looks like.

Helen Chandler (HCh) raised the concern that, the Change Program is not yet at the busy stage and there is already a backlog.

CS recapped that Xoserve need to develop a process that shows the capacity for each release and provides a priority rating for all new changes. This way changes could be allocated to a release and the risk could be managed appropriately. CS highlighted that gate closure was also a key factor and it is likely that the scope of releases will need to be agreed at set times even if they are not 'full', so that sufficient time is available for the design, testing phases, etc.

Discussion to continue to the next meeting.

7.8. Change Assurance Health Check

7.9. RT agreed to feedback that the Committee had asked that the change assurance health check team confirm that there are no other changes without a risk margin. **Data Office Changes**

Jane Goodes (JG) joined the meeting to give an update on the current Data Office Changes in Capture. A list of Data Office related changes was presented for information purposes and highlighted that XRN4946 is a new change proposal.

Alison Neild asked which Changes relate to PAC, it was confirmed that XRN4779, XRN4876 and XRN4795 all relate to PAC.

8. CSS Consequential Change Update

Emma Lyndon joined the meeting to advise that CSSC is on track and the build phase was started on 20 June

Xoserve have to provide weekly dashboards on the progress of risk areas to the overarching project. This is currently tracking an amber status because of areas of the detailed design phase in the program, but the Xoserve internal plane was tracking at green.

It was confirmed that the next Ofgem Design Forum is taking place on 15 July and that currently the project is moving at risk in its physical design.

The testing consequential phase will run in parallel with the CSS test phase. This will be a complete End to End testing activity that everybody including electricity will take part in. EL confirmed that Jo Galloway has re-joined Xoserve to lead on the testing activities.

EL provided an update on the two outstanding actions relating to CSSC:

Action 0601: This is progressing using the approved budget line for 2019/20. When requested that budget the Ofgem program plan had an implementation go live of 2020 this is now 2021.

EL confirmed this will be brought to DSC Change and DSC Contract Management meetings, the overview of CSSC funding graph will be updated on a monthly basis and will be included on the agendas as a regular item. **Closed.**

Action 0602: EL updated the Committee on the Ofgem Near Term Milestone Plan and advised that the sharing of the Program Plan, Roadshows and Delivery Group approvals are all included in the plan. **Closed.**

EL then went through the approval requests required of the Committee for agenda items 8.1; 8.2 and 8.3.

8.1. XRN4921 – IGT/GT Business Requirements Document

This was approved.

Voting Outcome:	XRN4921 – IGT/GT Business Requirements Document	
Shipper Representative	**Voting Count**	**For/Against**
Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	DNO	1 vote
Helen Chandler Alternate for Richard Pomroy	DNO	1 vote
John Cooper	IGT	1 vote
Kevin Duddy	IGT	1 vote
Total	**6**	**For**

8.2. XRN4920 – Gemini Business Requirements Document

This was approved.

Voting Outcome:	XRN4920 – Gemini Business Requirements Document	
Shipper Representative	**Voting Count**	**For/Against**
Teresa Thompson + Alternate	2	For
Total	**2**	**For**

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8.3. Confirmation of Change Pack Approach for CSSC

EL explained it is intended that the CSSC change packs will be issued separately from the BAU change packs.

To ensure the design solutions are delivered quickly and to allow appropriate time for Committee members to review and provide representation, there are the following options to consider:

Option 1: publish change packs in line with BAU schedule

Option 2: publish change packs in line with BAU schedule but giving CSS an increased response time for representations where required

Option 3: CSSC change packs published at fortnightly increments in between BAU packs

Each CSSC change pack will be titled as CSSC to ensure these are easily identifiable for customers as they are released.

KD said that she is comfortable they come out separately, at the same time as the regular change pack and is happy if they are issued on the same day but as a separate communication which would be Option 2.

It was asked if the mailbox for the CSSC communications are sent from can be different to the normal one.

New Action 0702: Xoserve to consider how the distribution lists will work for CSSC change packs.

All members were asked to approve the approach for the CSSC Change Pack in line with option 2. Approval was recorded as follows:

Voting Outcome:	Change Management Committee dates for 2020 including all Business Days and Supply Point Systems Business Days	
Shipper Representative	**Voting Count**	**For/Against**
Kirsty Dudley + Alternate for Mark Jones	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Total	**4**	**For**
Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	DNO	For
Helen Chandler Alternate for Richard Pomroy	DNO	For
Teresa Thompson + Alternate for Richard Loukes	NTS	For
John Cooper	IGT	For
Kevin Duddy	IGT	For
Total	**6**	**For**

9. XRN4695 UIG Taskforce Update

Leanne Jackson (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.

In providing an overview of the Taskforce funding, LJ acknowledged that the plan is to discuss the next steps on the Machine Learning with the Demand Estimation Sub-Committee (DESC).

Next Steps in terms of Analysis is as follows:

- Xoserve will endeavour to produce a Machine Leaning Video to highlight the benefits, considerations and implementation challenges of using Machine Learning algorithms to allocate NDM Energy.

- Xoserve are working with their Analytics Partner to complete:

- o Rerunning the Neural Network performance comparison against the existing NDM algorithm for more recent Gas Days for EUC 01 only (propose 01/06/2018 – 31/05/2019).
- o Develop improved estimation models for EUCs 2-8 to demonstrate whether the ML benefit can be seen across the whole market.
- o Explore using the models and findings developed to date to look at building a UIG predictive model.
- o Continue modelling work, focussing on reducing modelled volatility further.

Next Steps in terms of the Taskforce is as follows:

- To us the UIG Workgroup as the mechanism to share progress on all recommendations where options residing with Xoserve.
- Provide updates to the "Recommendation Tracker" in line with UNC UIG Work Group timescales.
- Continue analysis on existing investigation lines, identify any new investigation lines & publish investigation tracker updates as required.
- Publish any new findings/recommendations drawn from investigation lines which are currently "work in progress" when completed.
- Supporting Modification development to progress all live and draft modifications.
- Complete complex machine learning next steps with Analytics partner & share outputs with the Industry.

10. Amendment Invoice

No update was provided this month.

11. Horizon and Future Release Change Planning

11.1. Bubbling Under' Report

Gary Marsh GM provided an overview of the Bubbling Under Report advising that this is reviewed on a monthly basis and feeds into the Change Horizon Plan.

11.2. Gemini Horizon Planning

GM provided an overview of the NG Transmission Change Horizon schematic for information.

No questions were raised.

11.3. UK Link Changes plan on a page

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

12. Finance and General Change Budget Update

12.1. BP20 (Business Planning) – DSC Change Budget (verbal)

Mudassar Riaz (MR) advised that the Change Budget overall position is green and is forecasting at just over £500,000 spend.

Joint Office of Gas Transporters

13. Review of Outstanding Action(s)

Action 0503: Xoserve (RH) to produce a detailed strategic outline and timeline plan until June 2021.
Update: Covered in agenda item 7.7. **Closed.**

Action 0601: Xoserve to provide information on any changes to the CSS Budget.
Update: Covered in agenda item 8. **Closed**

Action 0603: Xoserve to provide an update on CSS re-planning dates.
Update: Covered in agenda item 8. **Closed**

14. Any Other Business

14.1.   Shipper MI (Shipper Pack / PARR) Update

David Newman (DN) provided an update and advised he is seeking approval for Drop 1 Scope and Approach.

In providing an overview of the approach DN explained that an agile approach to product development is being piloted. This is currently working to a 6 week sprint and by 31 July will be looking to drop the portfolio data at the end of the period. He added that the Timelines will not move, there may be a need to reduce the scope if problems are identified, but all is currently on track.

The next steps in terms of the Existing Shipper Pack and PARR Report alignment are as follows:

- Approval of the approach at Change Management - July 2019
- Approval from Change Management to align the reports – July 2019
- Align the run times to 12th of the month
- Topics which are in both reports will be aligned and pulled from one data source
- Include PARR topics into the existing Shipper Pack (consistency)
- Drop 2 scope to be confirmed once Drop 1 pilot has been delivered

ESm advised that this does put some delay into some of the change, the importance is to get the alignment right first. The changes to the PARR reporting will come a little later than PAC envisaged.

With regards to the Shipper self-serve elements, CS suggested it would it be sensible to provide something to PAC along the same lines. DN confirmed he was at PAC to present this set of slides and discussions on this matter continue.

All members were asked to vote to approve the Drop 1 Scope and Approach. Approval was captured as follows:

Voting Outcome:	Drop 1 Portfolio Data scope and Delivery Approach	
Shipper Representative	**Voting Count**	**For/Against**
Kirsty Dudley + Alternate for Mark Jones	2	For
Alison Neild	1	For
Lorna Lewin	1	For
Total	**4**	**For**
Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	DNO	For
Helen Chandler Alternate for Richard Pomroy	DNO	For
Teresa Thompson + Alternate for Richard Loukes	NTS	For
John Cooper	IGT	For
Kevin Duddy	IGT	For
Total	**6**	**For**

14.2. ESm advised that she is stepping away from attending Change Committee and it will be James Rigby going forward.

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 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 10 July 2019)

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
0503	08/05/19	7.6	Xoserve (RH) to produce a detailed strategic outline and timeline plan until June 2021.	Xoserve (RH)	**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)	**Closed**
0602	12/06/19	8.0	Xoserve (EL) to provide an update on CSS implementation dates following Ofgem re-planning activities.	Xoserve (EL)	**Closed**
0701	10/07/19	7.7	*R&N Update - Unallocated Changes and Discussion on Change Congestion – two-year view that will include scope of approval for the next Release* - IL will put forward a process to be put in place and present at the next meeting.	Xoserve (IL)	**Pending**
0702	10/07/19	8.3	Xoserve to consider how the distribution lists will work.	Xoserve (PO)	**Pending**