

UNC DSC Change Management Committee Minutes
Wednesday 09 October 2019
at Lansdowne Gate, 65 New Road, Solihull B91 3DL

Attendees			
Bob Fletcher (Chair)	(CS)	Joint Office	Non-Voting
Helen Bennett (Secretary)	(HB)	Joint Office	Non-Voting
Maitrayee Bhowmick-Jewkes	(MBJ)	Joint Office	Non-Voting
Shipper User Representatives			
Stephanie Clements*	(SC)	Scottish Power	Class A-Voting
Mark Jones	(MJ)	SSE	Class A-Voting
Lorna Lewin*	(LL)	Orsted	Class B Voting
Alison Neild	(AN)	Gazprom	Class C Voting
Transporter Representatives			
Guv Dosanjh	(GD)	Cadent	DNO-Voting
Richard Pomroy	(RP)	Wales and West Utilities	DNO-Voting
Richard Loukes	(RL)	National Grid NTS	NTS Voting + Alternate
John Cooper*	(JC)	IGT Representative	IGT-Voting
Kevin Duddy*	(KDu)	IGT Representative	IGT-Voting
CDSP Change Management Representatives			
Emma Smith	(ESm)	Xoserve	Non-Voting
James Rigby	(JR)	Xoserve	Non-Voting
Paul Orsler	(PO)	Xoserve	Non-Voting
Observers/Presenters			
Alexander Mann	(AM)	Gazprom	Observer
Andrew Wallace*	(AW)	Ofgem	Observer
Andy Clasper	(AC)	Cadent	Observer
Bali Bahia	(BB)	Xoserve	CDSP
Charlie Haley	(CH)	Xoserve	CDSP
Claire Louise Roberts*	(CLR)	ScottishPower	Observer
David Addison	(DA)	Xoserve	CDSP
David Newman	(DN)	Xoserve	CDSP
Fiona Cottam	(FC)	Xoserve	UIG Taskforce
Helen Chandler	(HC)	Wales and West Utilities	Observer
Jane Goodes	(JG)	Xoserve	Customer Change
John Wiggins	(JW)	Ofgem	Observer
Kirsty Dudley*	(KD)	E.ON	Observer
Kully Sian	(KS)	Xoserve	CDSP
Leanne Jackson	(LJ)	Xoserve	UIG Taskforce
Manisha Bhardwaj	(MB)	Xoserve	CDSP
Oorlagh Chapman*	(OC)	British Gas	Observer
Rachel Taggart	(RT)	Xoserve	CDSP
Rachel Whitfield	(RW)	Xoserve	CDSP
Richard Hadfield	(RH)	Xoserve	Change and Development Platform Manager (R&N)

Sarah Jones	(SJ)	Ofgem	Observer
Surfaraz Tambe	(ST)	Xoserve	CDSP
Tom Lineham	(TL)	Xoserve	CDSP
Apologies			

Copies of all papers are available at: www.gasgovernance.co.uk/dsc-change/091019

1. Introduction

1.1. Apologies for absence

See table above.

1.2. Alternates

Richard Loukes for Teresa Thompson

1.3. Confirm Voting rights

Representative	Classification	Vote Count
Shipper Representatives		
Stephanie Clements	Shipper Class A	1 votes
Mark Jones	Shipper Class A	1 vote
Lorna Lewin*	Shipper Class B	2 votes
Alison Neild	Shipper Class C	2 votes
Transporter Representatives		
Guv Dosanjh	DNO	1 vote
Richard Pomroy	DNO	1 vote
Richard Loukes + Alternate	NTS	2 votes
John Cooper	IGT	1 vote
Kevin Duddy	IGT	1 vote

1.4. Approval of Minutes (11 September 2019)

The minutes from the meeting held on 11 September 2019 were approved.

1.5. Approval of Outstanding Actions

Action 0801: PO (Xoserve) to write out to customers to confirm if they want to remain on the CSS distribution list as well as being on the UKL distribution list

Update: Paul Orsler (PO) advised that a decision was made not to issue any communication regarding distribution lists as currently many other communications are being issued with regards to Modification 0700, CSS etc. It is agreed that this will now be taken forward and CDSP will write out to customers to confirm if they want to remain on the CSS distribution list as well as being on the UKL distribution list – if no response is received, they will be retained on both distribution lists. It was suggested that there could be some instruction placed on the Xoserve website as to how a User can be added to a distribution list. PO will consider this. **Closed**

Action 0802: XRN4857 – Report Review Update Xoserve (CH) to update proposal to clarify what is provided under BAU and what does the added value options provide above this, and the extra resource costs involved.

Update: This action was discussed as part of agenda item 7.9.4. **Closed**

Action 0803: XRN4857 – Report Review Update. Xoserve (CH) to circulate the KPMG recommendations to the Committee

Update: This action was discussed as part of agenda item 7.9.4. **Closed**

2. New Change Proposals – Initial Review

2.1. XRN4627 CSS Consequential Central Switching Services

James Rigby (JR) presented a description of Change Proposal XRN4627, advising the Committee that this is being introduced for information purposes only.

He explained there will be many other change proposals raised that will sit underneath this Change Proposal, using a Parent/Child relationship, with this Change Proposal being the Parent.

KD raised a concern with using a Parent/Child relationship between change proposals and suggested, to avoid confusion and to enhance traceability, they need to be independently numbered but also cross referenced to each other.

Rachel Taggart offered to review this concern and update the Committee accordingly.

2.2. XRN5027 - UK Link Data Cleanse of Conversion Factor in line with MOD0681S

James Rigby (JR) presented a description of Change Proposal XRN5027 advising the Committee that this relates to *Modification 0681S - Improvements to the quality of the Conversion Factor values held on the Supply Point Register* and proposes to provide the CDSP with the authority to update the Conversion Factor within the Supply Point Register in the following circumstances:

- a) where the AQ of a Supply Meter Point falls to 732,000 kWh or lower. The Conversion Factor should be updated to the default standard value of 1.02264, as specified in the Gas (Calculation of Thermal Energy) Regulations, with effect from the effective date of the new AQ.
- b) where the AQ of a Supply Meter Point increases above 732,000 kWh, the Conversion Factor should be set to the last site specific factor held on the Supply Point Register (if one is available) with effect from the effective date of the new AQ.

In line with the Modification, the CDSP will now conduct the required data cleanse activity on the Supply Point Register (UK Link) in accordance to rules a) and b) above.

As this Change Proposal is to be 100% Shipper funded, Shipper Members were asked to vote as to whether this Change Proposal should proceed to DSG and for Xoserve to initiate data capture.

Approval to proceed was recorded as follows:

Voting Outcome:		
Shipper Representative	Voting Count	For/Against
Stephanie Clements	1 votes	For
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alison Neild	2 votes	For
Total	6	For

2.3. XRN5029 - Service Description Table updates October 2019

James Rigby (JR) presented a description of Change Proposal XRN5029 advising the Committee that this Change Proposal is an amendment to a Service Line. The new Service Line describes how Xoserve will enter into a Confidentiality Agreement as agent of the GT/IGTs with a third party customer, for services that are already approved under the DSC Third Party and Additional Services Policy.

This change impacts only on GT/IGTs. There is nothing to physically implement and no changes are being made to any systems as a result of this change.

Richard Pomroy questioned why this Change Proposal had been raised as he feels it could be completed post solution. PO advised that normal process is being used for the June 2020 Release.

Transporter Members were asked to vote as to whether this change should be approved and proceed to execution of the change.

Approval to proceed was recorded as follows:

Voting Outcome:		
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1 vote	For
Richard Pomroy	1 vote	For
Richard Loukes	2 votes	For
John Cooper	1 vote	For
Kevin Duddy	1 vote	For
Total	6	For

3. New Change Proposals - Post Initial Review

None for this meeting.

4. New Change Proposals - Post Solution Review

None for this meeting.

5. Xoserve DSC Implementation Plan

Rachel Taggart (RT) presented the Xoserve DSC Implementation Plan and advised of the following:

Functional Changes

- **XRN4627 CSSC - Create Supply Meter Point and Market Sector Code**

Shipper members were asked to vote to approve the design specification:

Unanimous approval to proceed was recorded as follows:

Voting Outcome:		
Shipper Representative	Voting Count	For/Against
Stephanie Clements	1 votes	For
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alison Neild	2 votes	For
Total	6	For

- **XRN4627 CSSC - Nomination Enquiry and Registration**

KD challenged that the alternative solutions suggested in the representations appeared to be ignored. The responding parties are concerned their representations are not being fully addressed and wanted a further opportunity to comment and consider different solutions. She commented that these should be discussed before any approval is sought and that the right amount of airtime needs to be given before any voting.

Initially KD gave reference to the Change Pack titled 'Amendments to MRF_TYPE_CODE description field', however the Committee felt that the comments raised also related to XRN4627 CSSC - Nomination Enquiry and Registration.

Alison Neild (AN) asked for an understanding of the ability to change file formats and have they been baselined and can the comments by Industry be taken into consideration.

DA proposed to convene a DSG meeting to make sure all parties are aligned, and he would look to do that fairly quickly to make sure that everybody's comments are taken into consideration.

Shipper members were asked to vote to defer consideration:

Unanimous approval to defer was recorded as follows:

Voting Outcome:		
Shipper Representative	Voting Count	For/Against
Stephanie Clements	1 votes	For
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alison Neild	2 votes	For
Total	6	For

Document Changes

- **Potential EUC Description File Format Description Change**
No comments
- **Amendments to MRF_TYPE_CODE description field to provide additional clarity**
It was highlighted that, in a response to consultation, an alternative solution was suggested. ESm agreed to liaise with the respondent to ensure they are happy to progress with the document change as stipulated on the Implementation Plan.

New Action 1001: *Amendments to MRF_TYPE_CODE description field to provide additional clarity*
Xoserve (ESm/JR) to liaise with EDF to ensure they are happy to progress with the document change as stipulated on the Implementation Plan

Shipper members were asked to vote to approve the two document changes:

Unanimous approval to proceed was recorded as follows:

Voting Outcome:		
Shipper Representative	Voting Count	For/Against
Stephanie Clements	1 votes	For
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alison Neild	2 votes	For
Total	6	For

Implementation Plan

DNO, IGT and Shipper Members were asked to vote to accept the Implementation Plan.

Unanimous approval to proceed was recorded as follows:

Voting Outcome:		
Shipper Representative	Voting Count	For/Against
Stephanie Clements	1 votes	For
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alison Neild	2 votes	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1 vote	For
Richard Pomroy	1 vote	For
John Cooper	1 vote	For
Kevin Duddy	1 vote	For
Total	6	For

Outages

Within the outages tab, three outages were communicated:

- Outage notification of Autumn/October Clock Change 2019
 - British Summer Time ends on Sunday 27 October 2019 and the clocks go back one hour at 02:00 UK (BST) to 01:00 UK Greenwich Mean Time (GMT).
 - Gemini, Gemini Exit & Gemini EU – system clocks remain on UK BST until 04:30 (03:30 UK GMT) when they change back one hour to GMT. Duration: Net outage - 3 elapsed hours
- EFT on 02 and 03 November
 - Cutover from PET/KET Data Centres into Chessington and Cressex; the outage will be 5-10min while cutover takes place during this time. End users will not be affected; however, files will sit in situ till cutover is complete and will then continue processing. Normal applicable testing will be done i.e. Sense Checks
- DCC (Data Centre Cutover) Phase 1 on 30 November and 1 December
 - DCC phase one & two will not have any outages/cutover that will impact the industry as it doesn't go live until the end of phase 3 as it will be in the TCS ECP data centre till all migration activities have been completed

6. Approval of Change documents

6.1. CCR for XRN4954 Minor Release Drop 5

Richard Hadfield (RH) presented the Change Completion Report for Change Proposal XRN4954 and asked Transporter Members to vote to approve the CCR.

The decision was made to split implementation of this change, Part b will be implemented as part of the June 2020 Release.

DNO and IGT's members were asked to vote to provide approval of this CCR.

Unanimous approval to proceed was recorded as follows:

Voting Outcome:		
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1 vote	For
Richard Pomroy	1 vote	For
John Cooper	1 vote	For
Kevin Duddy	1 vote	For
Total	6	For

6.2. BER for XRN4980 Change to Supply Point Enquiry API

Jane Goodes (JG) presented the Business Evaluation Report for Change Proposal XRN4980 which was raised by Total Gas & Power to amend data items specified in the request and allow access for Shippers as per the Data Permissions Matrix (DPM).

Shipper Members were asked to vote to provide approval of the BER and to obtain the funds documented in the BER.

Unanimous approval to proceed was recorded as follows:

Voting Outcome:		
Shipper Representative	Voting Count	For/Against
Stephanie Clements	1 votes	For
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alison Neild	2 votes	For
Total	6	For

6.3. BER for XRN5003 Data Access Platform - DN

JG presented the BER and advised that the funding would be £50k to improve the access and the security for the DNOs.

RP asked, if the DNOs are expected to fund this change, according to information he has received, there are some errors in the budget spreadsheet which could impact funding. He is under the impression that the funds for this change were already accounted for in existing spend. However, since then, DNOs have acquired additional costs from Modification 0700 etc, he stated that if he had known that at the time, he would not have approved this Change Proposal and expressed his concern on overspending the budget.

It was agreed that voting would be deferred until questions on the DN budget have been answered. Review at the next meeting.

Transporter members were asked to vote to defer consideration:

Unanimous approval to defer was recorded as follows:

Voting Outcome:		
Transporter Representative	Voting Count	For/Against
Guv Dosanjh	1 vote	For
Richard Pomroy	1 vote	For
John Cooper	1 vote	For
Kevin Duddy	1 vote	For

6.4. BER for XRN5013 Data Access Platform – PAFA

JR presented the BER for XRN5013 and advised that the drive for the change is coming from PAC to enable the PAFA to access the Data Discovery Platform (DDP).

He explained that this has already been approved at the capture phase, the Committee now need to approve the build of the access and for Xoserve to complete the work.

When asked, JR confirmed the access will be limited to the PAFA. This access is more to do with building them in to DDP to allow them to see what they can currently see in the PARR report but in DDP. The appropriate level of access is being discussed and this may require a separate Modification to be raised to decide what data items it is appropriate for PAFA to see.

Shipper Members were asked to vote to provide approval that works can continue and that the access can be built.

Unanimous approval to proceed was recorded as follows:

Voting Outcome:		
Shipper Representative	Voting Count	For/Against
Stephanie Clements	1 votes	For
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alison Neild	2 votes	For
Total	6	For

6.5. Amended funding for XRN4865 – Amendment to treatment and reporting CYCL reads

JR presented the DSC Change Proposal Document and explained that when Change Proposal XRN4865 was originally raised in February 2019, it stipulated it was due to be funded from the Business Improvement budget. However, post April 2019 that budget no longer existed. He explained that approval is being sought to use the DSC Change budget to now fund this change.

Under the Budget Charging Methodology, this change falls under Service line 5, which denotes a split of 33% Shipper and 67% DNO. However, as this is a Shipper benefitted change, it is proposed this is a Shipper only vote and Shipper only funded.

Shippers members voted unanimously that this should be 100% shipper funded.

Voting Outcome:		
Shipper Representative	Voting Count	For/Against
Stephanie Clements	1 votes	For
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alison Neild	2 votes	For
Total	6	For

Dave Addison (DA) attended the meeting to update the Committee on XRN4897 – Deletion of Customer Contact Details and XRN4899 – PSR data at the change of Shipper and Supplier events and advised that as a result of some changes regarding CSS it was identified that a system requirement at a change of Shipper event to delete contact details would be required:

1. Contact details not purged from UK Link systems; DA suggests that is deleted
2. The point where CDSP should be deleting contact details is at the point of change of supplier – a change of shipper event and the consumer has passed their contact details to their supplier – proposing at a change of supplier event will also delete contact details

DA asked if the Committee was comfortable to progress on the basis that CDSP can start working towards a June 2020 release. This will be a 100% Shipper funded change. DA is proposing to issue more description and more detail in the next change pack. There are no functional changes in terms of file formats.

KD suggested that the communication that is to be issued should go to more than just the DSC Change Committee voting members prior to seeking approval.

7. Release Updates

7.1. End User Categories – Project Update

The latest position of the EUC Release was presented to the Committee for information purposes and the Committee were advised there are no key risks or issues open that would impact the continuation of the Post Implementation Support.

7.2. November 2019 Release - Delivery Plan

The latest position of the November 2019 release was presented to the Committee for information purposes and the Committee were advised that the overall project RAG status is now tracking green. Regression and performance testing has commenced and no defects have been identified as yet.

The first draft of the Implementation plan will be available next week.

7.3. June 2020 Release – Project Update

Surfraz Tambe (ST) provided an update to the June 2020 Release project and advised the project is tracking overall green and there remains a risk that due to multiple deliveries running in parallel there may be limited access to resources.

ESm updated the Committee regarding the status of XRN4941 - Auto updates to meter read frequency (MOD0692) and advised that the project continues to work at risk and is looking for feedback from the Change Management Committee as to what progress they would prefer to take. The general view is that the Modification 0692 – Automatic updates to Meter Read Frequency, will be approved.

ESm suggested to progress through to Detailed Design and confirmed it should be 100% Shipper funded. This change is also supported as a potential CSS change.

ESm went on to advise that the MAP ID change proposal related to the CSS solution options were all rejected, which puts this change proposal into major risk to complete for June 2020. She suggested it should be removed from the June 2020 Release and clarified that CSS could support this change and put it into CSS Change for delivery.

Shipper members were asked to vote to de-scope this change from June 2020 Release.

Shippers members voted unanimously to de-scope this change from June 2020 Release.

Voting Outcome:		
Shipper Representative	Voting Count	For/Against
Stephanie Clements	1 votes	For
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alison Neild	2 votes	For
Total	6	For

XRN4996 – June 2020 Market Trials

For the June 2020 Market Trials PO asked for initial views and expectations and asked the Committee to consider the following options:

- a) Full Market Trials for applicable changes
- b) Xoserve to share testing summary from UAT/RT phases
- c) No Market Trials

New Action 1002: XRN4996 – June 2020 Market Trials CDSP to look at the June 2020 Market Trials options, associate some costs for a light to medium touch.

Some members agreed that some form of trials would be needed. Richard Hadfield (RH) to look at some market trials optioning; and a view on what the other changes are and what market trials will be included.

7.4. XRN4914 - Retrospective Data Update Provisions - Project Update

7.4.1. XRN4914 Retrospective Data Update Provisions – Project Update

PO provided an update on the progress of Change Proposal XRN4914 for information purposes and explained the timeline associated to the Proof of Concept (PoC) phase confirming it is now in the mobilisation phase.

PO encouraged Users to get involved as soon as possible, 6 Shippers have registered an interest. Users can register their interest in the PoC by getting in touch with the Customer Change team or your Customer Advocate.

The activities that will be happening next are as follows:

- Onboarding to take place with Shipper volunteers
- Agree design and delivery mechanism of datasets
- Contracting with selected Vendor
- Updates will continue to be provided to DSG and ChMC

7.4.2. XRN4914 Retrospective Data Update Provisions – Solution Options

The high-level system solution options for Retrospective Data Update Provisions was presented to the Committee which are:

1. Xoserve’s Azure Cloud Solution with SAS Analytics and SAS reporting
2. 3rd party Azure Cloud Solution with SAP Business Objects
3. 3rd party Azure Cloud Solution
4. Xoserve’s Azure Cloud Solution with SAS analytics and Azure Cloud Power BI reporting

The recommended option is Option 4 which is a cloud based analytic tool with the best timeline and best high level cost estimate.

DNO Transporter Members were asked to vote to approve ratification of the solution option:

The unanimous vote was recorded as follows:

Voting Outcome:		
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1 vote	For
Richard Pomroy	1 vote	For
Total	2	For

7.5. XRN4991 Enabling large scale utilisation of class 3 (MOD0700) - Project Update

Tom Lineham (TL) presented a project update on Change Proposal XRN4991 and advised that overall project status is amber and there are currently two risks:

- There is a risk that the number of Inner Tolerance rejections will increase as a result of this implementation – these rejections will be monitored, and a solution has been identified. However, the Change Proposal will need to be implemented to protect the overall systems
- There is a risk that additional funding is required to cover the cost of completing delivery for Inner Tolerance Check and Reporting; expectation is that this will be covered in the agreed risk margin

When asked PO agreed that the actual migration levels against forecast was what was expected. PO agreed to share the information.

Interim reporting will be shared at the next Change Management Committee meeting. RP asked that an understanding where the funding has already been spent and where it is needed to be spent would be beneficial.

7.6. Retail and Network Change Impact/Platform Update

RH provided an update to the Retail and Network project and advised there are no scope items as yet for Minor Release Drop 6.

There will be no proof of concept (PoC) outputs until early to mid-January 2020, therefore, RH asked the Committee if it appropriate to start working on design if the outcome of the PoC is not finished and there may be something more appropriate that could be done in November.

New action: *Retail and Network Change Impact/Platform Update* PO will look at alternative options for November

7.7. UK Link POAP

The Plan on a Page for UK Link related changes was presented for information purposes.

7.8. Change Assurance Health Check

The Change Assurance Health Check was presented for information purposes.

7.9. Data Office Changes

7.9.1. Data Office Changes

JG provided an update on the Customer impacting Data Changes for information purposes and advised that she will be taking this to PAC for recommendations.

7.9.2. Shipper – Data Discovery Platform Drop 2 Update

Derek Newman (DN) provided an update and advised that a Go decision had been made for implementation on Friday 11 November 2019.

He is now looking at Drop 3 and what that will involve and will provide more detail at the next meeting.

7.9.3. Networks - Data Discovery Platform Drop 1 Update

Please see agenda item 7.9.2 for this update.

7.9.4. XRN4857 Report Review - Automation and Optimisation Options

Charlie Haywood (CH) provided a detailed presentation which gave an update to outstanding actions 0802 and 0803.

New Action 1003: *XRN4857 Report Review - Automation and Optimisation Options* - CDSP (CH) will review the recommendations that are in flight. To provide more clarity and which ones are to be coded and which ones are a nice to have.

CH talked through the two options and clarified the benefits on each of them.

Option 1

Carry out detailed analysis with customers on reports identified, to reduce the number of reports delivered to Shippers via email.

The team aim to perform detailed analysis on reporting provided to customers and identify reports which could be candidates for decommissioning based on the same data being provisioned via DDP or API. They will also work with customers to understand why the reports are required, and what they're being used for.

Option 2

Expedite DDP Drops but adding additional resources.

CH advised CDSP are not recommending this as it is a lot of additional spend and it will be delivered as part of other works later on next year.

He went on to request approval from the Committee to progress with Option 1. It was confirmed that a change proposal is required, with a sponsor, before this can be progressed.

Actions 0802 and 0803 are now closed.

8. CSS Consequential Change Update

Emma Lyndon (EL) presented an update on the CSS Consequential Change Programme by talking through the Switching Programme and providing an update on the Funding status.

She advised that the CSSIP (Core Systems and Services Integration Plan) and the CSSIA (Core System and Services Integration Approach) alongside the MAD log (milestones, assumption, and dependencies) have been approved by Ofgem, the Design Authority.

Xoserve have approved the CSSIA, CSSIP and MAD Log but with the caveat that there are a number of outstanding questions yet to be answered.

Abacus has now been updated but there is a lack of business rules, this is still outstanding with DCC as to where the business rules are coming from.

Network connectivity

EL advised that Xoserve are consistently raising questions about the requirements regarding connectivity. One of the concerns is connectivity security, until this is answered, parties might be designing and building at risk.

Extraordinary CSSC DSG meetings

EL advised these have now concluded and the first two change packs were released to Industry consultation on 16 September 2019,

Detailed Design

The Detailed Design phase has concluded, and the Website has been updated in relation to the Adaptor service.

RP asked how many full end to end cycles will be tested during program testing, EL advised Program testing phases are mandatory for certain suppliers with portfolio of so many meter points.

9. UIG Taskforce Update

Leanne Jackson (LJ) provided an update on the UIG Taskforce for information purposes. This included the updated Dashboard; the Plan on a Page (POAP); Recommendations; Taskforce Funding and the Taskforce migration to BAU activities.

In providing an update on the Taskforce Dashboard, LJ advised that is hoped the automated UIG reporting will be in place next month.

Taskforce Funding

LJ advised that the budget needs to be updated to reflect the spend up to January 2020 and that the taskforce will be migrating all of its activities in to BAU. From then on only minimal reporting will be made to DSC Change and Contract Committees. When asked, she went on to confirm that the BAU activities will be absorbed into functions that Xoserve that already have.

LJ went on to confirm the Taskforce will not be asking for more funds. As part of the close-down there will be some form of reporting provided on what has been the measures of success and what benefits did the funds bring.

It was agreed that the Modification cannot be closed down until the next phase is complete which is further analysis funded by the Modification funding.

10. Horizon and Future Release Change Planning

10.1. Bubbling Under' Report

No update proved for this meeting.

10.2. Gemini Horizon Planning

Manisha Bhardwaj (MB) provided an update for information purposes.

11. Finance and General Change Budget Update

Mudassar Riaz (MR) presented an update on the Change Budget 2019-2020 for information purposes.

RP suggested that adding the allocated budget to the report being presented would be an improvement to the reporting.

12. Any Other Business

12.1. IX Refresh Update

An update on the IX Refresh was provided:

- Gamma has now been in contact with all Organisations and given IT/ Business contacts to arrange a consultation call.
- In preparation for the migration roll out phase CDSP have created a post migration survey that will be sent via email to individual customers as each migration is completed.
- There are open slots in October and November for migrations. If you would like your migration to be expediated, please contact box.xoserve.IXEnquiries@xoserve.com.

12.2. Future Plans for REC Data Specification

Andrew Wallace (AW) explained that Ofgem are developing an approach for governance and getting feedback from stakeholders and will be issuing out for consultation next month.

SJ provided the Committee with a presentation that outlined the REC Data Specification and UK Link File Formats and covered the following areas:

Data Specification Contents

SJ gave an overview of the Data Item Catalogue, Message Catalogue, and the E2E Process and ISDs.

Development Approach

Migration of Existing Metadata

SJ advised that Metadata currently held in the electricity DTC and SPAA DFCs will migrate into a single REC data catalogue. Where possible, duplicate data items will be consolidated e.g. a single definition of postcode rather than separate gas and electricity data items.

A User interface will be developed to enable the metadata held by the Code Manager to be provided to market participants and service providers.

Metadata Standard

JW gave an overview of the REC Architecture Repository Metadata Model.

Overview of the REC Architecture Repository Metadata Model

Data Items and messages / files

Process and Sequence Flow

Cross Code Governance Framework

SJ confirmed that SEC data is not yet being investigated within this project but, along with IGT UNC, will be included in the Cross Code Steering Group.

It is envisaged there will be a Cross Code Steering Group formed from the various Code bodies. This group would determine which code has consequential impacts with any changes. This would be a decision making group which is where it differs to CACoP. It was suggested that the role of CACoP may need to be reconsidered as part of the governance approach.

Development Timeline

July 2019 - December 2019 Define approach and metadata standard

January 2020 – March 2020 Transformation and migration of metadata

April 2020 – April 2021 Design and implementation of user interface

Questions for Change Management Committee

AW suggested providing comments direct to Ofgem by the end of next week so that sign off can be completed next month.

AW suggested it may be helpful if Ofgem can return to this Committee at some point and provide examples of the metadata itself.

When asked, SJ confirmed that this presentation can be shown at IGT UNC and UNCC, dates to be confirmed.

Metadata standard

12.3. REC Data Specification and UK Link File Formats

See agenda item 12.2 for this update.

13. 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 13 November 2019	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.

Action Table (as at 09 October 2019)

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
0801	11/09/19	1.6	PO (Xoserve) to write out to customers to confirm if they want to remain on the CSS distribution list as well as being on the UKL distribution list.	Xoserve (PO)	Closed
0802	11/09/19	12.3	<i>XRN4857 – Report Review Update</i> Xoserve (CH) to update proposal to clarify what is provided under BAU and what does the added value options provide above this, and the extra resource costs involved.	Xoserve (CH)	Closed
0803	11/09/19	12.3	<i>XRN4857 – Report Review Update.</i> Xoserve (CH) to circulate the KPMG recommendations to the Committee	Xoserve (CH)	Closed
1001	03/10/19	5.0	<i>Amendments to MRF_TYPE_CODE description field to provide additional clarity</i> Xoserve (ESm/JR) to liaise with EDF to ensure they are happy to progress with the document change as stipulated on the Implementation Plan	Xoserve (ESm/JR)	Pending
1002	03/10/19	7.3	<i>XRN4996 – June 2020 Market Trials</i> CDSP (PO) to look at the June 2020 Market Trials options, associate some costs for a light to medium touch	CDSP (PO)	Pending
1003	03/10/19	7.9.4	<i>XRN4857 Report Review - Automation and Optimisation Options</i> - CDSP (CH) will review the recommendations that are in flight. To provide more clarity and which ones are to be coded and which ones are a nice to have	CDSP (CH)	Pending