Joint Office of Gas Transporters

UNC DSC Change Management Committee Minutes
Wednesday 13 November 2019
at Lansdowne Gate, 65 New Road, Solihull B91 3DL

Attendees			
Bob Fletcher (Chair)	(CS)	Joint Office	Non-Voting
Maitrayee Bhowmick-Jewkes (Secretary)	(MBJ)	Joint Office	Non-Voting
Helen Bennett	(HB)	Joint Office	Non-Voting
Shipper User Representatives			
Claire Louise Roberts* (Alternate)	(CR)	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 + Alternate
CDSP Change Management Representatives			
Emma Smith	(ES)	Xoserve	Non-Voting
James Rigby	(JR)	Xoserve	Non-Voting
Paul Orsler	(PO)	Xoserve	Non-Voting
Observers/Presenters			
Helen Chandler	(HC)	Wales and West Utilities	Non-Voting
Sally Hardman	(SH)	NGN	Non-Voting
Alexander Mann	(AM)	Gazprom	Non-Voting
Andy Clasper	(AC)	Cadent	Non-Voting
Megan Coventry*	(MC)	SSE	Non-Voting
Kirsty Dudley*	(KD)	E.ON	Non-Voting
Charlie Haley	(CH)	Xoserve	Non-Voting
David Addison	(DA)	Xoserve	Non-Voting
Ellie Rogers	(ER)	Xoserve	Non-Voting
Fiona Cottam	(FC)	Xoserve	Non-Voting
Jane Goodes	(JG)	Xoserve	Non-Voting
Manisha Bhardwaj	(MB)	Xoserve	Non-Voting
Rachel Taggert	(RT)	Xoserve	Non-Voting
Jai Leroche	(JL)	Xoserve	Non-Voting
Richard Hadfield	(RH)	Xoserve	Non-Voting
Surfaraz Tambe	(ST)	Xoserve	Non-Voting
Michael Payley	(MP)	Xoserve	Non-Voting
Emma Lyndon	(EL)	Xoserve	Non-Voting
Nicola Patmore	(NP)	Xoserve	Non-Voting
Tracy O'Connor	(TOC)	Xoserve	Non-Voting
David Newman	(DN)	Xoserve	Non-Voting

Mudassar Riaz	(MR)	Xoserve	Non-Voting
James Barlow	(JB)	Xoserve	Non-Voting
Simon Burton	(SB)	Xoserve	Non-Voting
Rachel Whitfield	(RW)	Xoserve	Non-Voting

* via teleconference

Copies of all papers are available at: www.gasgovernance.co.uk/dsc-change/131119

1. Introduction

1.1. Apologies for absence

See table above.

1.2. Alternates

Claire Louise Roberts for Stephanie Clements

Richard Loukes for Teresa Thompson

John Cooper for Kevin Duddy

1.3. Confirm Voting rights

Representative	Classification	Vote Count
Shipper Representatives		
Claire Roberts	Shipper Class A	1 vote
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 + Alternate	IGT	2 votes

1.4. Approval of Minutes (09 October 2019)

The minutes from the meeting held on 09 October 2019 were approved.

1.5. Approval of Outstanding Actions

Action 1001: *Amendments to MRF_TYPE_CODE description field to provide additional clarity* Xoserve (ES/JR) to liaise with EDF to ensure they are happy to progress with the document change as stipulated on the Implementation Plan
Update: James Rigby (JR) advised there had been some confusion regarding the issuing of the change pack and the associated Implementation Plan. The question from EDF had been a wider one around implementation of the change. Xoserve are currently looking at how to review the file format issue that arose from the communication. JR confirmed that the actual change has now been approved. **Closed**.

Action 1002: *XRN4996 – June 2020 Market Trials* CDSP (PO) to look at the June 2020 Market Trials options, associate some costs for a light to medium touch
Update: Paul Orsler (PO) informed the Committee that this would be reviewed under agenda item 8.3. **Closed**.

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
Update: Rachel Taggart (RT) advised that this would be reviewed under agenda item 8.9.1. **Closed**.

2. New Change Proposals – Initial Review

2.1. XRN5033 Addition of low-level data to EUC Report

This new Change Proposal was presented by Jane Goodes (JG) and has been sponsored by British Gas. She explained that Shippers currently receive an EUC report (developed via XRN4806) that details all Gemini data and customer data at an aggregate AQ level. However, this does not allow them to see a breakdown level which confirms how the EUC data is populated with customer and Gemini information.

The proposal is to create an additional tab within the EUC report. This will detail how each EUC band is populated at an aggregated AQ level showing the low-level data. This will be a monthly report for all Gas Days occurring in the previous month and will be in spreadsheet format.

JG advised the Committee that this was a relatively small change as it was only adding an extra tab to an existing industry report. Kirsty Dudley (KD) asked why this had not gone for further discussion at DSG and instead was being considered for delivery straightaway. PO responded that Xoserve wants to implement this change swiftly and believes that Committee Members would be able to vote on this rather than have a discussion at DSG.

As this Change Proposal is to be 100% Shipper funded, Shipper Members were asked to vote.

Unanimous approval to proceed was recorded as follows:

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Claire Roberts (Alternate for Stephanie Clements)	1 votes	For
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alison Neild	2 votes	For
Total	**6 votes**	**For**

2.2. XRN5036 Updates to must read process

This new Change Proposal was presented by Ellie Rogers (ER) and is proposing to amend the current must read process.

It is proposed that the new requirements for the must read process are as follows:

- On the 20th business day must read Contacts are generated for:
    - Monthly read sites that have not had a valid read loaded on UK Link for 4 months
    - Non-monthly read sites that have not had a valid read loaded on UK Link for 24 months
- Sites that meet one or more of the following conditions are excluded from the must read generation process:
    - Have Meter Mechanism Code of NS, S1 or S2
    - Have an AMR Indicator
    - Have an active DCC flag

As per *Modification - 0692 Automatic updates to Meter Read Frequency*, checks are being proposed to ensure that an NS and S1 Meter is operating as a Smart Meter. Similarly, MPRNs which have Meter Mechanism Code NS, S1 and S2, those which have an AMR Indicator or an active DCC flag would be present on the Pre-Notes report but will not have a must read generated for them where they are operating as a Smart Meter. Timings and contents for the Pre-Notes reports are proposed to be unchanged. This means that the Pre-Notes reports would still include all monthly read sites that have not had a valid read loaded in 4 months including Smart and AMR meters. This report is for information only. The process to download the CMS Contacts are proposed to remain unchanged.

Andy Clasper (AC) commented that this Change Proposal was purely for the DNO must read process to ensure Smart Meters that are operating in dumb mode are incorporated in the process for Must Reads. ER clarified if the Change Proposal is approved, it will proceed to DSG for development. She also pointed out that the must read process for DNOs and IGTs are slightly different and the IGT process is proposed to be out of scope of this change.

As this Change Proposal is 100% DNO funded, DNO Users were asked to vote.

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
Total	**2 votes**	**For**

2.3 XRN5038 Convert Class 2, 3 or 4 meter points to Class 1 when G1.6.15 criteria are met (MOD 0691)

This new Change Proposal is sponsored by British Gas supporting *Modification - 0691 CDSP to convert Class 2, 3 or 4 meter points to Class 1 when G1.6.15 criteria are met* and was presented by Fiona Cottam (FC)

This Modification proposes that where the requirement for a Product Class 2, 3 or 4 Supply Meter Point to become Class 1 (number of calculations and number of months) has been met, and the Shipper has not taken steps to convert the site to Class 1 within a 28 Supply Point System Business Days grace period, that the CDSP would take steps to convert the Supply Meter Point to Class 1. The Modification also proposes a new Performance Assurance report of sites where the CDSP has taken action, over the previous 12 months.

Guv Dosanjh (GD) asked for clarification on who should vote for this change as the pre-meet papers stated it should only be DNOs whilst the slides presented does not state who should vote. FC clarified that shippers should vote to approve this Change Proposal.

Alison Neild (AN) queried who would be converting the Supply Meter Points to Class 1. FC explained that Xoserve as the CDSP would do the update and then ask Daily Metering Service Provider (DMSP) to inform them the initiation has to be done. Xoserve would work with them to ensure that the transition took place as required.

KD queried if there were any IGT implications or involvement? FC stated that the CDSP have received information from the IGT code administrator, but as this is a light touch process, IGTs can be excluded from this change until the necessary governance and any associated change catches up.

Approval to proceed was recorded as follows:

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Claire Roberts (Alternate for Stephanie Clements)	1 votes	For
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alison Neild	2 votes	For
Total	**6 votes**	**For**

3. New Change Proposals - Post Initial Review

None for this meeting.

4. New Change Proposals - Post Solution Review

4.1. XRN4897 & XRN4899 Deletion of Customer Contact Details and Priority Service Register Data (PSR) at the Change of Shipper and Supplier Event

Dave Addison (DA) presented this update to request a vote on a solution option and a release for implementation.

One solution option had been presented previously and during the consultation period, no responses were received. Xoserve intends to include this change in the scope of the June 2020 major release.

Sally Hardman (SH) queried if the solution had changed since the consultation ended. DA responded that CSS had specific requirements to prevent change. Therefore, at the Change of Shipper and Supplier event, if emergency contact details are deleted, it won't actually delete the emergency contacts automatically.

Richard Pomroy (RP) asked for further clarity. DA to review and respond at December's Change Management Committee.

Approval sought from Shipper Users, DNO and IGTs:

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Claire Roberts (Alternate for Stephanie Clements)	1 votes	For
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alison Neild	2 votes	For
Total	**6 votes**	**For**
Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	1 vote	For
Richard Pomroy	1 vote	For
John Cooper + Alternate	2 votes	For
Total	**4 votes**	**For**

4.2   XRN4992 MOD 0687 Creation of new charge to recover Last Resort Supply Payments

ER explained that this Change Proposal was for the implementation of Modification 0687. Xoserve's preferred solution was Option 4, as it is the only option which would meet the proposed Modification implementation. However, this is dependent on whether an Ofgem decision is received before the design work to deliver the interim solution commences (required by the end of November 2019).

DSG preferred Option 1 with the following recommended approach:

•   Interim solution – Option 4 (delivery in February 2020 as a Minor Release);

•   Enduring solution – Option 1 (to be delivered within the next available Major Release, possibly November 2020).

During the solution review Change pack consultation period, four responses were received: there were three approvals for the DSG two stage approach, one response approved Xoserve preferred option 4 and the DSG approach.

ER explained the Modification was still with Ofgem waiting for a decision. Xoserve was concerned that to get implementation on time, they need to start working on the design. There would be a risk to progress either without an Ofgem decision or to defer until a decision was received as the later would mean the interim solution design was not going to be available in time for February 2020.

Approval sought from Shipper and DNO users, which was unanimously rejected at this stage. Mark Jones (MJ) to is to ask Ofgem at the next UNC Modification Panel when a decision on this Modification is expected or if a minded to accept option is possible. PO asked for Change Managers approval to start work on implementation as soon as decision comes through. The Committee agreed to review this at an Extraordinary Change Management Committee meeting to be held on 22 November 2019.

5. CSS Consequential Change

5.1   CSS Implementation Plan

Michael Payley (MP) and Emma Lyndon (EL) provided an update on November's CSSC implementation plan. Comments on the implementation plan have already been discussed at DSG. Approvals were sought as follows:

- **XRN4627 CSSC - Nomination Enquiry and Registration:** Approval sought from Shippers only. Claire Roberts (CP) noted some queries which Xoserve will review and respond to.

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Claire Roberts (Alternate for Stephanie Clements)	1 vote	Against
Mark Jones	1 vote	Approve
Lorna Lewin	2 votes	Approve
Alison Neild	2 votes	Approve
Total	**5**	**Approve**

- **XRN4920 Review of the CSSC Gemini Business Requirements Document:** This was a Shipper only vote and unanimously approved.

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Claire Roberts (Alternate for Stephanie Clements)	1 vote	Approve
Mark Jones	1 vote	Approve
Lorna Lewin	2 votes	Approve
Alison Neild	2 votes	Approve
Total	**6**	**Approve**

- **New Gemini ACT file notification of meters that have switched:** This was a Shipper only vote and unanimously approved.

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Claire Roberts (Alternate for Stephanie Clements)	1 vote	Approve
Mark Jones	1 vote	Approve
Lorna Lewin	2 votes	Approve
Alison Neild	2 votes	Approve
Total	**6**	**Approve**

- **XRN4921- Review of the CSSC GT and IGT Business Requirements Document**: DNs and iGTs voted to approve this.

Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1 vote	Approve
Richard Pomroy	1 vote	Approve
John Cooper + Alternate	2 votes	Approve
Total	**4**	**Approve**

- **Settlement Data:** This was a Shipper only vote and unanimously approved.

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Claire Roberts (Alternate for Stephanie Clements)	1 vote	Approve
Mark Jones	1 vote	Approve
Lorna Lewin	2 votes	Approve
Alison Neild	2 votes	Approve
Total	**6**	**Approve**

- **XRN4922 CSSC Shipper Business Requirements Document:** This was a Shipper only vote and unanimously approved.

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Claire Roberts (Alternate for Stephanie Clements)	1 vote	Approve
Mark Jones	1 vote	Approve
Lorna Lewin	2 votes	Approve
Alison Neild	2 votes	Approve
Total	**6**	**Approve**

- **Supply Meter Point Updates, Stakeholder Data and Meter Reads: This** was a Shipper only vote and unanimously approved.

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Claire Roberts (Alternate for Stephanie Clements)	1 votes	Approve
Mark Jones	1 vote	Approve
Lorna Lewin	2 votes	Approve
Alison Neild	2 votes	Approve
Total	**6**	**Approve**

5.2 CSS Update

The latest position of CSS Change was presented for information purposes by MP. Some areas need additional work. However, CSS activities were moving forward. MP stated Xoserve are going to arrange a workgroup to discuss developments. A system interface led workgroup was already held last week. Xoserve expect to arrange an Ofgem led workgroup which should focus at a higher level.

6. Xoserve DSC Implementation Plan

RT presented the DSC Implementation Plan. Aside from the CSS update, the only other update is regarding outages. Several outages require review, as detailed below.

Approval of the Design Specification for the following changes:

- Amendment to the Important ChMC, DSG and CP Dates for 2020

Within the outages tab, there are ten outages to communicate to ChMC:

- DCC (Data Centre Cutover) Phase 1 on 30th November and 1st December 2019
- UK LINK on Desktop & Network Programme on 15th November 2019
- RTP application on 25th and 26th January
- EFT (Enhancement File Transfer) on 7th & 8th February 2020
- DCC on 28th & 29th March 2020
- AD & BoKs on 28th & 29th March 2020
- CMS (Contact Management System) on 11th & 12th April 2020
- Birst Connector on 11th & 12th April 2020
- Control M application on 16th and 17th May 2020
- Internet Routing for UK LINK on 23rd and 24th May 2020

RP asked if these would all take plane on weekends. RT confirmed and highlighted that the slide pack shows dates and times.

This was unanimously approved.

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Claire Roberts (Alternate for Stephanie Clements)	1 vote	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
Richard Loukes + Alternate	2 votes	For
John Cooper + Alternate	2 votes	For
Total	**6**	For

7. Approval of Change documents

JR asked the Committee what they wanted from CCR reviews process. He wanted to clarify if it was to review only what had been spent and whether there had been any overspend or if the Committee would like to see anything additional to this? Helen Chandler (HC) said the current format of presenting this provided everything that the Committee requires so nothing further probably required, other members agreed with this view.

7.1.   CCR for COR4149 NG Gateway Migration

A Change Completion Report (CCR), for this change, was presented for Committee approval. This Change was completed within budget. NTS was asked to vote for this and gave approval.

Voting Outcome:		
Transporter Representatives	**Voting Count**	**For/Against**
Richard Loukes + Alternate	2 votes	For
Total	**2**	For

7.2.   CCR for XRN4991 MOD700

A CCR for this change, was presented to ChMC for approval. The dashboard was submitted. Closure report also gave costs which was under budget and there were no formal scope changes. There were also no changes to Xoserve's service descriptions or revisions to UK Link manuals.

Shipper & DNO Users were asked to vote and voted to approve.

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Claire Roberts (Alternate for Stephanie Clements)	1 vote	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
Total	**2**	**For**

7.3.   CCR & BER for XRN5003 Data Access Platform - DNO

It was noted the CCR and BER for this change were for approval. DNO users approved the CCR and BER. RP asked for statements on costs from BER to be included in CCR.

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

7.4.   BER for XRN4996 June 2020

Surfaraz Tambe (ST) presented the BER for this change. RP had a number of queries regarding this as the costs did not line up with what had been previously presented to the Committee. RP stated he could not sign off on this BER until he understood the breakdown of the costs for the June 2020 release and how this impacted costs already allocated/committed.

PO suggested that Xoserve possibly need to take this away to see why costs are so different to what they were going to be.

Emma Smith (ES) explained that there had been some additional costs for June 2020 release, particularly around testing which were higher and unexpected due to the extra rigor being applied. She also informed the Committee that if the BER was not approved today then it would put the entire release at risk. PO highlighted that this would also have an impact on issuing the following Change Pack.

SH queried if the market trials budget has been allocated fully and ES confirmed that it had. A vote could not be taken on this matter until further clarity was provided. Xoserve aim to do some detailed work on budget with DNOs on this topic prior to resubmitting for approval.

This item will be reviewed again at the Extraordinary Change Management Committee planned for 22 November 2019.

8. Release Updates

8.1. End User Categories – Project Update

The latest position of the EUC Release was presented for information purposes.

8.2. November 2019 Release - Delivery Plan

The latest position of the November 2019 Release was presented for information purposes. This is to be implemented the weekend commencing 15 November, and all testing activities are now completed. There were no changes reported to the BER.

8.3. XRN 4996 - June 2020 Release – Project Update

The latest position of the June 2020 Release was presented for information purposes.

ST advised that the design workshops were completed this week. A number of Market Trial options were also reviewed and presented for approval:

- Option 1 – full scale, 9 weeks, 45-50 test cases, £210,750.
- Option 2 – medium scale, 6 weeks, 35-40 test cases, 178,500
- Option 3 – low scale, 5 weeks, 15-20, 125,650

Participants in the trials will be limited based on the scale of the testing required. AN asked if more can participate in the testing. ST advised that whilst Xoserve can accommodate more participants, although the consequence is that the trial costs would increase.

ES said Xoserve's recommendation to the Committee was Option 2. PO clarified that it was the minimum Xoserve are looking at implementing as customers will want to look at functional changes to file formats for each change. BF asked the Committee what the preferred option would be.

KD said she did not feel like members would be able to give a decision on one of these options at present as they have had insufficient time to evaluate approval. AN asked if this could be discussed at DSG, PO clarified that it had not. The Committee suggested that subject to views from discussions at DSG, this should be deferred.

It was agreed that more detail on these scenarios would be discussed at the next DSG and feedback provided to the Committee. BF clarified that Change Management Committee will look for recommendation from DSG on implementation. This item was deferred to be reviewed at the Extraordinary Change Management Committee meeting on 22 November 2019.

8.4. XRN4914 - Retrospective Data Update Provisions - Project Update

The latest position of the Retrospective Updates Project was presented for information purposes.

Customer communication and engagement was being planned for this activity. Engagement with 3rd party who will design the tool which will do the data analysis is now complete. The design of solution is very flexible. The risks, presently are not sufficient volume and the proof of concept is currently unknown. To mitigate the risks a few more checkpoints are to be added and reviewed.

Xoserve are now looking to contact shippers who have expressed an interest in engaging with them.

PO reiterated that Xoserve are keen on reaching out to customers who expressed an interest in participating in the data project. The deadline of registering interest in getting involved in this exercise is 28 November 2019.

AN asked if shippers will need to contact their customer advocates to raise interest? PO clarified they can either do that or contact him directly.

The BER was approved.

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

The CCR for this was reviewed previously. The implementation was completed by 28 September and post implementation support completed by 25 October. This was approved as there was nothing further to be discussed.

8.6. UK link governance timeline

Richard Hadfield (RH) presented the UK Link governance timeline and proposed release dates along with indication of complexity and who is funding each.

Regarding the Release sizing, RH advised the details had been reviewed and identified that on the whole they had underestimated the size of the release by about 25%, which in turn had an impact on the June 2020 budget.

RH pointed out that Xoserve had taken away a number of learning points from this exercise. KD questioned why this was not picked up before. RH said it was a matter of understanding for him and his team and going forward this should not be a problem. He also confirmed that from a budgetary perspective, they would not be asking for any additional funding. It was also mentioned that perhaps RH's team would need to move closer to customers to understand the delivery and true requirement of changes.

RP stated that while DNOs did not need a budget planner from Xoserve, they do need to know what changes and costs they are committed too as they cannot keep getting extra costs.

The Minor Release Drop 6 proposed changes were also discussed. RH/PO advised that this is in capture at present. PO mentioned looking to align how market participant data is presented. From Xoserve point of view this is more a documentation change.

The November 2020 Release – proposed changes were also discussed. RH explained points issue, which explains the resourcing concerns as time goes on. KD questioned delivery of the scope of this change. The Committee agreed that an approved scope was required. Action on RH to bring this back.

> **New action:** RH to bring scope of November 2020 releases back to December Change Management Committee for approval.

Furthermore, RH highlighted that in capture 7 which include major and a number of minor releases, 137 points in play. This needs to be reviewed in January 2020 for a decision on points/ budgeting requirements.

8.7. UK Link POAP

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

8.8. Change Assurance Health Check

The Change Assurance Health Check was presented for information purposes.

No queries were raised by members. PO said this does not appear to be adding value to the meeting. ES said this information is published and if anyone has raised any queries, this was a forum to discuss it. KD said can a health check be given automatically after major and minor releases, then this would not be required. AN suggested adding this as a tab to dashboard. Xoserve to review how this be improved for delivering efficiencies.

8.9. Data Office Changes

JG provided an update on the Customer impacting Data Changes for information purposes:

8.9.1 XRN4857 Report Review - Automation and Optimisation Options

Charlie Haley (CH) provided options last month on how to proceed with this. Recommendation was that it would be better to start the work sooner rather than later. After discussing with DDP team, Xoserve are proposing to kick off post drop of a number of DDP items to get maximum benefits. Although this will now be a bit later than expected, Xoserve believe it will work out best

for customers.

KD asked Xoserve to review when to deliver this at the most optimum point. CH will do this.

8.9.2   XRN5013 Data Access Platform – PAFA

JR advised that Shell Energy has raised this Modification on behalf of PAC. This Change will rely on the PAC Modification for implementation. JR to keep the Change Management Committee updated on delivery of this change.

9. UIG Taskforce Update

FC gave Update on UIG. Last month they were going to transfer most of their work to BAU teams. Provided an update on Dashboard which has all been completed. The only outstanding matter is the automated UIG reporting, which Xoserve are hoping this will get sorted soon. In the meantime, FC directed the Committee to review have the graphs and information on UIG on Xoserve's website; Plan on a Page; Recommendations; Taskforce Funding and Migration of Activities.

10. Horizon and Future Release Change Planning

9.1. Bubbling Under Report

PO provided this report update. Xoserve have received feedback that this list should include other regulatory changes. Particularly IGT mirror modifications and SPAA Change Proposals should be included. Nothing specifically was called out. Xoserve are currently trying to put forward a fill view of this.

9.2. Gemini Horizon Planning

Nicola presented the NG Transmission change horizon plan 0 -2 years for information.

10.2.2 Gemini Re-Platform Project

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

Connectivity testing is currently taking place. The Gemini system is going through an Infrastructure Upgrade as part of this change and also moving to new virtualised infrastructure. No changes are being made to the application or the functional capabilities of the system

There is plans for an extended outage on 5 July 2020 which will be communicated once confirmed.

11. Finance and General Change Budget Update

RP felt it would be beneficial to defer this item until Xoserve have reviewed their costs and have further breakdowns of their spending to share. Mudassar Riaz (MR) said he and ES are working together to work out these issues. An update is to be provided at Decembers meeting.

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.
- 13 migrations are currently planned.
- Continuing with momentum and including a ramp up of migrations.

12.2   KD asked JR when the Change Register will be updated to show changes that have been split and delivered in 2 parts. JR confirmed this will be at the next Change Management Committee meeting.

12.3   JR thanked AN for time on committee as this is her last.

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:

Joint Office of Gas Transporters

Time/Date	Venue	Programme
09:00 Friday 22 November 2019	Teleconference	• Agenda item 4.2 XRN4992 MOD 0687 Creation of new charge to recover Last Resort Supply Payments • Agenda item 7.4 BER for XRN4996 June 2020 • Agenda item 8.3 XRN 4996 - June 2020 Release – Market Trials
10:30 Wednesday 11 December 2019	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.

Action Table (as at 13 November 2019)

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
1101	13/11/19	8.6	Xoserve (RH) to bring scope of November 2020 releases back to December Change Management Committee for approval.	CDSP (RH)	**Pending**