Joint Office of Gas Transporters

UNC DSC Change Management Committee Minutes
Wednesday 08 January 2020
at Lansdowne Gate, 65 New Road, Solihull B91 3DL

Attendees			
Bob Fletcher (Chair)	(BF)	Joint Office	Non-Voting
Maitrayee Bhowmick-Jewkes (Secretary)	(MBJ)	Joint Office	Non-Voting
Shipper User Representatives (Voting)			
Claire Louise Roberts* (Alternate)	(CLR)	Scottish Power	Class A-Voting
Mark Jones*	(MJ)	SSE	Class A-Voting
Lorna Lewin*	(LL)	Orsted	Class B Voting
Alex Mann	(AM)	Gazprom	Class C Voting
Transporter Representatives (Voting)			
Guv Dosanjh	(GD)	Cadent	DNO-Voting
Richard Pomroy	(RP)	Wales and West Utilities	DNO-Voting
Richard Loukes + Alternate	(RL)	National Grid	NTS
John Cooper* + Alternate	(JC)	IGT Representative	IGT-Voting
CDSP Change Management Representatives (Non-Voting)			
Emma Smith	(ES)	Xoserve	
James Rigby	(JR)	Xoserve	
Paul Orsler	(PO)	Xoserve	
Observers/Presenters (Non-Voting)			
Andy Clasper	(AC)	Cadent	
Sally Hardman*	(SHa)	SGN	
Shanna Barr*	(SB)	Northern Gas Networks	
Megan Coventry*	(MC)	SSE	
Oorlagh Chapman*	(OC)	Centrica	
Kirsty Dudley*	(KD)	EON	
Helen Chandler	(HC)	Northern Gas Networks	
Naomi Anderson*		Utility Warehouse	
Jai Leroche*	(JL)	Xoserve	
Richard Hadfield	(RH)	Xoserve	
Rachel Taggart	(RT)	Xoserve	
Simon Harris	(SH)	Xoserve	
Megan Troth	(MT)	Xoserve	
David Addison	(DA)	Xoserve	
Ellie Rogers	(ER)	Xoserve	
Surfaraz Tambe	(ST)	Xoserve	
Fiona Cottam	(FC)	Xoserve	
Mudassar Riaz	(MR)	Xoserve	
Beverley Viney	(BV)	Xoserve	
Emily Evans	(EE)	Xoserve	

David Newman	(DN)	Xoserve	
Via teleconference			
Copies of all papers are available at: *https://www.gasgovernance.co.uk/dsc-change/080120*			

David Newman | (DN) | Xoserve

Via teleconference

Copies of all papers are available at: https://www.gasgovernance.co.uk/dsc-change/080120

1. **Introduction**

Bob Fletcher (BF) welcomed all to the meeting and confirmed the meeting quorate.

1.1. Apologies for absence

Kevin Duddy.
Stephanie Clements.
Teresa Thompson.

1.2. Alternates

John Cooper for Kevin Duddy

Claire Louise Roberts for Stephanie Clements
Richard Loukes for Teresa Thompson

1.3. Confirm Voting rights

Representative	Classification	Vote Count
Shipper Representatives		
Claire Louise Roberts	Shipper Class A	1 vote
Mark Jones	Shipper Class A	1 vote
Lorna Lewin	Shipper Class B	2 votes
Alex Mann	Shipper Class C	2 votes
Transporter Representatives		
Guv Dosanjh	DNO	1 vote
Richard Pomroy	DNO	1 vote
Richard Loukes + Alternate NTS	NTS	1 vote
John Cooper + Alternate IGT	IGT	2 votes

1.4. Approval of Minutes (11 December 2019)

Beverley Viney and Richard Loukes made amendments to the minutes from 11 December 2019. The Committee accepted these changes and then approved the minutes.

1.5. Review of Outstanding Actions

1201: Xoserve (SH) to provide views on the interactions between Change Proposals XRN 4932 and XRN5027 for discussion at PAC and possibly DSG.
Update: JR and SH provided an update on this action. These changes will be discussed at DSG and update provided to PAC. KD said that although she is comfortable in closing the action, she would like there could be lessons learnt that change assurance needs to take on board identifying these sorts of issues. **Closed.**
1202: Xoserve (ES) looking at improving the provision of supporting information for the different types of releases in a change register.
Update: JR advised Jane Goodes leading on this. Improvements are expected to be reported at a future meeting. The Committee agreed this item will be reviewed under BAU. **Closed.**
1203: Xoserve (TH) to present suggestions for improving Change Assurance on what value he and his team can bring to the Committee decision process.
Update: TH provided as update on this action under agenda item 7.8. **Closed.**
1204: Xoserve (EL/ES) to plan out the governance process required for any Consequential Testing changes.
Update: This action has not been completed yet because of Christmas period and an update is to be provided at the February meeting. **Carried forward.**

New Action 0101: Xoserve (ES) to add agenda item for February's Change Management Committee to discuss the governance process for any Consequential Testing Changes.

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1205: Xoserve (ES) to clarify what would happen to allocated funds when the UIG Task Force is closed down.
Update: ES said she will be meeting with the Finance team to get clarifications. This has not been completed as yet because of Christmas and an update will be provided in the February meeting. **Carried forward.**
1206: Xoserve (JR/PO) to publish dates for DSG meetings planned for 2020 on Xoserve and Joint Office calendars.
Update: PO confirmed that the dates have been provided and added to the Joint Office and Xoserve calendars. Some months the dates for DSG and Change Management Committee might be closer due to Bank Holidays and alternate dates can be agreed on those months. PO will discuss these alternate dates in February. **Carried forward.**

2. New Change Proposals – Initial Review

2.1 XRN5014 – Facilitating HyDeploy2 Live Pilot

This new Change Proposal (CP) is sponsored by Northern Gas Networks (NGN). Paul Orsler (PO) explained that NGN are introducing hydrogen to gas networks as part of an 'Innovation Project'. The project is now entering into Phase 2 which will involve two trials on small sections of the live gas network. The Project Team has selected discrete area within the NGN network, which can be isolated, on which to undertake the HyDeploy2 Live Pilot and the commercial impacts of the hydrogen blend e.g. CV impacts will need to be managed through the CDSP Central Systems.

Xoserve are therefore looking to deploy a solution to support the suggested trial dates. There are approximately 670 largely domestic properties who will be impacted by the project. The first live pilot is scheduled to commence in Quarter 4, 2020 and will run for a period of 10 months.

Kirsty Dudley (KD) asked what the impact of the trial will be on shippers and was advised that the AQ will be inflated in sites within the area where hydrogen is introduced to the network. Helen Chandler (HC) explained that NGN is therefore seeking to identify a means of ensuring that the impacted properties' AQs can be managed so as not to increase the amount of energy requiring to be purchased by the shippers at the affected meter points.

DNO users were asked to vote on whether this change should proceed to DSG for development. The Committee was informed that once a solution was proposed, this change will revert to the Committee for Shipper users to vote on it.

Unanimous approval to proceed was recorded as follows:

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

2.2 XRN5048 Make an indicator available where a Supply Meter Point form part of a Network Trial

This CP is sponsored by NGN. The Committee was informed by PO that in the future, Supply Meter Points within an LDZ will be included in 'pilot' schemes to support future carbon reduced or carbon neutral networks. Therefore, there is a need to create an indicator that is viewable by DNOs and shippers to identify relevant Supply Meter Points.

This CP will be:

- Providing a means to make the indicator viewable for both DNOs and Shippers for all Supply Meter Points in a 'pilot'.
- Providing means to set and remove indicator, with effective dates (to be updated independently) and means to add variable value to articulate the type of 'pilot'.

Clarification was requested by KD on whether this CP would revert to the Committee for a further vote from Shippers on the solution after it was developed. PO confirmed that it would.

Richard Pomroy (RP) commented that this CP is likely to have a wider impact in the future and will need to be revisited.

DNO Users were asked to vote on this change. Unanimous approval to proceed was recorded as follows:

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

2.3 XRN5064 – Meter Asset Enquiry API Enhancements

This CP is sponsored by Xoserve and was presented by Simon Harris (SH) who explained that it will help Meter Asset Providers (MAPs) have access to clean data.

The Committee was informed that Meter Asset Enquiry API was introduced as a commercial service in 2019. However, MAPs have requested that additional data items are provided within the Meter Asset Enquiry API to enhance their investigation work and speed up resolution timescales, the main element being the Supplier Effective Date and Meter Installation Date to assist with validating the appropriate Supplier billing.

This CP is proposing to add the following additional data items to the Meter Asset Enquiry API:

- Meter Installation Date
- Supplier Effective Date
- Meter Asset Manager (MAM) ID
- Meter Asset Manager (MAM) Name
- Meter Asset Manager Effective Date

For the purpose of having data provided to MAPs via API, the specified Meter Point Reference Number (MPRN) and Meter Serial Number MSN) on the inbound requests should align to what Xoserve hold on the Supply Point Register. If it does not, no data will be provided and the API request rejected back.

KD queried if this CP will also be reviewed at the DSC Contract Management Committee, and this was confirmed. Reviewing the funding and voting for this CP, Xoserve explained that as the main beneficiary of this change will be shippers, only Shipper Users are expected to vote on this change on whether it should proceed to DSG for development.

Unanimous approval was recorded as follows:

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Claire Louise Roberts	1 vote	For
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alex Mann	2 votes	For
Total	**6 votes**	**For**

2.4 XRN5065 – Addition of Email Address to DES Last Accessed Report

This CP is sponsored by Scottish Power. SH informed the Committee that the current DES Last Accessed report contains the list of users with the DES username. This username is constructed using a conjunction of the users first and last names. It makes using the report to validate users more difficult than necessary as the names of users held in DES do not always match current company employee records due to changes following the creation of the account.

This CP proposes the addition of the user email address to the report as an additional field as it would be beneficial.

Shipper Users were asked to vote on whether this change should proceed to DSG and unanimous approval was recorded as follows:

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Claire Louise Roberts	1 vote	For
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alex Mann	2 votes	For
Total	**6 votes**	**For**

2.5 XRN5070 - Amendment to Isolation Flag

This CP is sponsored by E.ON and was presented by Dave Addison (DA).

The Committee was informed by DA that some new sites are registered onto UK Link before the property has been fully built and the gas supply connected. They are therefore counted in the 'confirmed no assets' numbers which are reviewed by the Performance Assurance Committee (PAC). This CP will be looking to address the accurate processing and identification of premature registrations. PAC will also benefit from seeing any reporting on the confirmed 'no assets' list as this could have an impact on UIG or on other PAC decision making.

It is expected that the isolation flag will be applied for a short period of time for each Supply Meter Point and this will reduce complexity in Shipper systems. This would mean that any Supply Meter Points that does not have a Supply Meter fitted will not be subject to UIG under the current rules. Where the isolation flag is set, Supply Points are not be subject to the Commodity Charge. This flag will also readily identify that the PAC are able to distinguish between sites where an asset has yet to be installed.

DA explained that in order to avoid totally rewriting the current processes an initial solution can be implemented which will change the remit of the isolation flag to act as an identifier for the DCC registrations which have no meter attached. KD informed the Committee that this CP is essentially a temporary measure to address this issue until a better solution can be put in place.

ES explained this is a shipper funded change at present, but as it will impact commodity charges DNOs will be impacted at a later stage. Shipper Users voted to unanimously approve on the basis this proceed to DSG for development:

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Claire Louise Roberts	1 vote	For
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alex Mann	2 votes	For
Total	**6 votes**	**For**

2.6 XRN5072 - Class 4 with AMR/DRE Installed - RGMA Flow received with no RTC count

This CP is sponsored by Xoserve and was presented by ES, who explained that the purpose of this CP is to review the RGMA (Review of Gas Metering Arrangements) processes after NEXUS.

At present, where there is a Class 4 site with AMR/DRE installed, reconciliation is carried out when Site Visit Reads are received.   When an RGMA update is received these reads are treated as Site Visit Reads. If the shipper is submitting an RGMA flow and where the Round the Clock (RTC) is not supplied, the system will derive a RTC count. When the system looks to derive the RTC count it will be based on the Read history (last Actual read, last Check Read, AMR/DRE Installation read, Meter Install read, etc).

For Project Nexus the RGMA design was taken from legacy Rules. The RGMA logic was considered as an 'As Is' process and the requirements were not changed. The source rules states "if the RTC is not provided, the RTC would be derived with an increment.

Xoserve informed the Committee that there have been instances where an RTC count of 1 is recorded incorrectly, as previous read history shows that the meter has gone round the clock several times. This has generated a reduced volume and energy, so has caused the AQ value to be understated and incorrect Reconciliation. This understated AQ affects all downstream processes that use the AQ value, (EUC assignment, daily allocation and the calculation of unidentified Gas). The Committee agreed that there needs to be a solution to this issue. This CP is looking to amend the logic to how the system derives the RTC or Though The Zero (TTZ) count.

Shipper Users voted to approve based on this going to DSG to be developed.

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Claire Louise Roberts	1 vote	For
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alex Mann	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 XRN4851 - Moving Market Participant Ownership from SPAA to UNC/DSC Estimate Reads

Following the completion of the solution review of this change, the Committee was asked to vote on the preferred solution option and implementation for this change. Megan Troth (MT) informed the Committee that during the solution review consultation, four approval responses had been received for this CP, with Option 2 being the preferred solution.

MT explained that Xoserve were supportive of Option 2 as well and were looking to include this change in an Adhoc Release on 28 February 2020. The Committee agreed that this solution would provide a better forward view for new parties & provide more detailed information. Majority approval for Option 2 as the recommended solution for implementation was recorded as follows:

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Claire Louise Roberts	1 vote	Not present on call
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alex Mann	2 votes	For
Total	**5 votes**	**For**
Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	1 vote	For
Richard Pomroy	1 vote	For
Richard Loukes + Alternate	2 votes	Abstain
John Cooper + Alternate	2 votes	For
Total	**4 votes**	**For**

4.2 XRN4931 - Submission of a Space in Mandatory Data on SPA Files

SH informed the Committee that some shippers are sending mandatory data field items with a 'space' in them. Whilst the system automatically allows this to be submitted, the data cannot be used and needs to be rejected as there is no value in the data field. However, the system cannot automatically reject the data either.

The Committee were advised that during the consultation period, three approval responses were received, with a preference for Option 2 as the preferred solution. SH further advised that Xoserve intends to include this change in either November 2020 Major Release or Minor Release Drop 7, depending on the chosen solution.

Mark Jones (MJ) asked for clarification on implementation date. SH said if Option 1 was chosen, then this would be implemented as a major release in November 2020 and if Option 2 was chosen, which is preferred solution, it will be implemented as Minor Release Drop 7. This was questioned by the Committee and it was agreed that the Committee would vote on the solution options as well as release date.

Shippers were asked to vote on the below and votes were recorded as follows:
1) Preferred Solution: Option 2 (unanimously approved)
2) Preferred Implementation: Major Release November 2020 (unanimously approved).

Voting Outcome:			
Shipper Representative	Voting Count	For/Against (solution)	For/Against (release)
Claire Louise Roberts	1 vote	For	For
Mark Jones	1 vote	For	For
Lorna Lewin	2 votes	For	For
Alex Mann	2 votes	For	For
Total	**6 votes**	**For**	**For**

4.3 XRN4992 MOD 0687 - Creation of new charge to recover Last Resort Supply Payments - Solution Review

Ellie Rogers (ER) reminded the Committee that this CP had previously been discussed at the Extraordinary Change Management Committee in November 2019 to decide on an interim solution. However, she brought to the Committee's attention that an enduring solution still needs to be agreed.

The enduring solution was sent out for consultation and four approval responses were received. The Committee was informed by ER that for this CP to be included in the November 2020 release, it will need to be approved by February at the latest. However, Ofgem's decision is still awaited on the related UNC Modification 0687.

The Committee agreed that this CP should be included in the November 2020 release, and therefore a decision should be made by February. Xoserve suggested that if the Committee did not want Xoserve to work at a risk, an interim solution would need to be agreed and a decision would need to be made. A UNC Panel Member is to raise the issue of Ofgem's decision at January's Panel. In the meantime PO asked if the Committee would like to have a more detailed view of risks of implementing this CP without Ofgem's decision. RP and Guv Dosanjh (GD) agreed that it would be very useful to see this information at the next Change Management Committee. Richard Hadfield (RH) said he would be able to present a view of costs as well.

> **New Action 0102: Related to XRN4992 Mod 0687 -** Xoserve to provide views on risk and costs for decision in February.

The Committee unanimously agreed to defer consideration to the February meeting.

5. Xoserve DSC Implementation Plan

Approval of the Design Specification for the following changes:

- **4941 Auto updates to meter read frequency (MOD0692)**
  SH presented this Design Specification for approval following further consultation. The proposed solution had been accepted by all parties except one. Another party had accepted

the solution but had rejected the implementation date and suggested implementation in November 2020 rather than June 2020.

It was clarified by SH that the rejection was concerning non-communicating smart meters and were regarding the rules contained in UNC Modification 0692S rather than the CP and the concerns from this party has been addressed in the consultation. In regards to the proposed implementation date of June 2020, KD advised that EON would prefer implementation to be later and included in the November 2020 release. The Committee agreed that implementation date for November would be acceptable and it would give shippers more time to prepare for the change.

Bob Fletcher (BF) advised the committee that there was currently an appeal against the decision to implement this Modification and this will be discussed at the UNC Panel next week, where Panel will decide whether they will uphold their decision to implement this Modification or agree with the appeal and reject the Modification. It was raised by SH that if the appeal was upheld, then the CP might have to be withdrawn.

It was suggested by KD that without knowing whether the appeal will be upheld, it might be pragmatic to have a placeholder for the agreed elements of this change to be implemented in November 2020. When RH informed the Committee that more clarity would be required around delivery to mitigate any risk to implement this CP, KD expressed concerns around any suggestion of risk. RH advised KD that for this CP the Committee had previously agreed that Xoserve would be working at a risk.

KD said she would like Xoserve to review their governance around 'working at risk' and clarify what constitutes 'working at risk' and what measures are taken to mitigate and minimise potential costs. KD and ES discussed this and how the process could be improved when a risk is identified. An action was taken for Xoserve to review their 'working at risk' process.

> **New Action 0103**: Xoserve (ES/JR) to review 'working at risk' governance process to ensure the mitigation of costs stranding.

BF was asked about the appeals process and he clarified the Modification Rules sets out the rules for the process. Once a decision is made by Panel on a self-governance Modification for implementation, there is a 15 day window for raising an appeal. If an appeal has been raised in that time, the Panel discuss the issues raised and vote again on whether to continue with their original decision or uphold the appeal. If appeal is rejected, the appealing party can then appeal to Ofgem.

In relation to this CP, ES recommended that the CP is moved to the November release window. In the meantime, Xoserve should stop any work on this matter until Panel had considered the appeal to see whether the design solution needed to be changed or withdrawn.

Shipper Users were asked to vote to approve moving this CP to the November release and stop any further work on this until a decision was made on the appeal. Shippers and DNOs voted unanimously to approve as follows:

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Claire Louise Roberts	1 vote	For
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alex Mann	2 votes	For
Total	**6 votes**	**For**

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Claire Louise Roberts	1 vote	For
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alex Mann	2 votes	For
Total	**6 votes**	**For**
Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	1 vote	For
Richard Pomroy	1 vote	For
Total	**2 votes**	**For**

- **4997 Introduction of New Charge Codes for Pro-Active Payment of GOP 3 and GSOP 13 and GT Voluntary Consumer Payments**

This was presented by Steve Pownall (SP) who explained this CP was looking at new charge types being introduced. 3 representations had been received and all had accepted the proposed solution and implementation as part of a Minor Release in February 2020.

However, Megan Coventry (MC) was concerned that the proposal appeared to be a very tight schedule for shippers to implement the necessary changes. She advised that SSE would prefer a minimum of four months lead time in order to successfully implement this change. PO advised that the change will be delivered by Xoserve in February but DNOs would not start using the new charge codes until April 2020. This change is also in relation to a compensation charge code, which allows DNOs to give money to shippers in order to reimburse customers. MC said to approve this, she would require DNOs implement this change in April – however this is still subject to confirmation.

> **New Action 0104**: DNOs to confirm April implementation of new charge codes for payment of GOP3 and GSOP 13 and GT Voluntary Consumer Payments

Shipper and DNO Users were asked to vote for approval. Shippers unanimously voted to approve, subject to above. DNOs unanimously approved.

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Claire Louise Roberts.	1 vote	For (subject to above)
Mark Jones	1 vote	For (subject to above)
Lorna Lewin	2 votes	For (subject to above)
Alex Mann	2 votes	For (subject to above)
Total	**6 votes**	For (subject to above)
Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	1 vote	For
Richard Pomroy	1 vote	For
Total	**2 votes**	**For**

- **Rejection Code Reword – Defect 1492**
  This was presented by SH.
  Voting party – Shipper only. Unanimously approved as recorded below:

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Claire Louise Roberts	1 vote	For
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alex Mann	2 votes	For
Total	**6 votes**	**For**

- **EUC Description Amendments**
  This was presented by SH.
  Voting party – Shipper & DNOs. Unanimously approved as recorded below:

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Claire Louise Roberts.	1 vote	For
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alex Mann	2 votes	For
Total	**6 votes**	**For**
Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	1 vote	For
Richard Pomroy	1 vote	For
Total	**2 votes**	**For**

Outages:
RT clarified that outage for Change Proposal 4970 on the Enhancement File Transfer (EFT) system, will be from 04:00 to 09:00 am on 09 February 2020.

6. Approval of Change documents

6.1 BER for the Gemini Spring 2020 Release

A Business Evaluation Report (BER), for this change, was presented to the Committee by Hannah Reddy (HR) for approval. The Committee was advised that the delivery phase (Analysis through to and including Post Implementation) will be 11 weeks. Implementation into Production is proposed as Sunday 22nd March 2020. NTS was asked to vote regarding the approval of this BER.

Unanimous approval to proceed was recorded as follows:

Voting Outcome:		
NTS Representative	**Voting Count**	**For/Against**
Richard Loukes (+ alternate)	2 votes	For
Total	**2 votes**	**For**

7. **Release updates**

7.1 XRN4665 Creation of New End User Categories

The latest position of the EUC Release was presented to the Committee by Matt Rider (MR) for information purposes. The Committee was informed that Post Implementation had been successfully completed and close down activities were scheduled and on track. This should come back in a couple of months to the Committee for final approval to be closed down.

7.2 November 2019 Release – Delivery Plan

The latest position of the November 2019 Release was again presented by MR for information purposes. The Committee was advised that the overall RAG status for the Delivery Plan was green. Post Implementation had been completed successfully and this was handed over to Tech Ops. Close down activities are to commence

7.3.1 June 20 Release – Delivery Plan

The latest position of the June 2020 Release was presented by Surfaraz Tambe (ST) for information purposes. He informed the Committee that the replan of the June 20 release was now complete following the descoping of 3 changes and the delivery is in progress. CP 4870B has now been approved and is currently in Design phase, the revised BER will be shared with the Committee in February.

7.3.2 June 20 Release – Change Assurance Report

Peter Hopkins (PH) advised the Committee that Change Assurance health checks were carried out on all major releases across all platforms in November 2019. The policy adopted by Xoserve is that any change projects with amber status will be reported to Committee. Reviewing the June 2020 release, some issues had been identified. In particular, it took longer than expected to firm up the scope due to the various complex changes. PH reassured the Committee that now there is a statements of work and detailed plans in place for delivery of the release.

7.3.3 June 20 Release – Timeline

ST informed the Committee of the June 2020 release implementation date being 26-27 June with changes going live 27 June. A contingency date of 10-11 July has also been proposed.
There was some concern from KD as to why a contingency date had been put in place as she felt this undermined her confidence of the releases being implemented on time. PO and ES assured her that having a contingency date for the release was purely good project management and every release would have a contingency date in the event of an unforeseen circumstance, generally this was the following week. However, due to a planned Gemini change the contingency date was over two weeks after proposed implementation and this was specifically being brought to the Committees attention.
The Committee in general was assured that there was no need for concern, as June 2020 is on target for delivery. If there was ever something that may require contingency it would be brought to Committee's notice way ahead of the deadline.
ES advised this was for information only as the implementation date had previously been agreed.

7.4 XRN4914 Retrospective Data Update Provisions

Tom Lineham updated the Committee on the Retrospective Updates project which currently has an amber status.
A comment was made that there appeared to be a number of amber statuses across the board for projects and was there a plan to get them back on track. TL explained that although this project is marked as amber, it is on track for delivery, and the status only reflects potential risks until the full risk mitigation had been demonstrated. This was confirmed by PO who further clarified that there would not be any additional costs to the project either. KD took this on board and commented in this case Xoserve were 'marking themselves down' and should highlight all projects on track with green status.

7.5 & 7.6 Retail & Network – UK Link Release Updates

RH presented this item and provided an update on the UK Link Scoping Approach and on UK Link changes, including upcoming delivery and governance timelines, allocated and unallocated changes. He confirmed that the November 2020 Release scope needed to be approved at the

February Committee.

The Committee was informed that the of the UK Link allocated changes, the November 2019 release was completed and will be removed from the list.

Ed Healey (EH) advised the Committee that Minor Drop 6 would be implemented on 29 February 2020. There is a risk that this release and June 2020 projects are making changes to the same common code objects which could delay both projects. Following initial analysis there is no impact but the risk remains open until June 2020 confirm their full list of code components. Full analysis to be completed by 10 January.

November 2020 allocations were reviewed and it was highlighted that this project is steadily gaining capacity based on the points currently allocated :–

Regarding unallocated changes, RH highlighted CPs which would potentially be allocated to the November 2020 release. Some of the changes on the unallocated spreadsheet were queried by Helen Chandler (HC). She stated that in particular, she would like to get CP 4896 moving forward as this is a minor release and could be implemented sooner. JR advised that it would be for the Committee to approve this and include it in one of the releases. This Change was approved by the Committee to be included in the February 2020 release as a Document Change.

New Action 0105: Xoserve to include CP 4896 as Document Change in the February 2020 release.

KD raised the issue that she felt Xoserve's slides could be more user friendly with a glossary for what the colours or icons stood for. This was taken on board and RH said he would add an additional slide going forward.

New Action 0106: RH to amend slides as requested. (Post meeting update: this has been provided and published).

The Committee wanted to check which CPs would be included in the November 2020 release. It was suggested by KD that Xoserve could send out the unallocated changes to the industry and get industry views on which ones to push forward.

New Action 0107: RH to confirm at the February meeting which of the CPs will be included in November 2020 release.

7.7 UK Link POAP
A POAP for UK Link related changes was discussed for information purposes.

7.8 Change Assurance Health Check
Slides on Change Assurance principles were presented to the Committee by Trevor Howfield (TH). This included information on how the Change Assurance (CA) team categorise changes and what additional service they can offer the Committee.

KD said she would like to see a trend analysis from the CA team's independent point of view than the project teams. The Committee discussed how projects can be passed to the CA team, and TH suggested this could be done using a standing agenda item in the Committee meetings to agree prioritisation.

The governance arrangements around change assurance was queried by KD. ES confirmed this can be reviewed part of the governance meeting and potentially also covered under the Contract Management Committee. KD had further queries as to what processes would automatically be covered under the change assurance process. She was informed by RP that possibly some of these processes were related to auditing or were contract questions, which KD took on board.
TH confirmed to the Committee that he will be providing assurances for live change life cycle checks going forward.

> **New Action 0108:** ES said the governance arrangements around change assurance and associated health check could be developed by the Governance Subcommittee to define the scope before it is included on the Committee agenda.

7.9 Data Office Changes

JR advised the Committee that there were no new data office changes since last month.

8. UIG Taskforce Update

Fiona Cottam (FC) provided an update for information, including the Plan On A Page (POAP), Taskforce Funding, Recommendations and Next Steps.

Recommendations from the UIG workgroup in particular was shared with the Committee.

9. Horizon and Future Release Change Planning

Not discussed during the meeting.

9.1 Gemini Horizon Planning

Beverley Viney (BV) provided an update on the Gemini Horizon Planning activity to say there were no new developments to report.

9.2 Gemini Re-Platform Project Update

The Committee was advised of the latest position of the Gemini Re-Platform Project for information purposes by BV.

She informed the Committee that the Re-Platform project was to move the Gemini system to a cloud server. The big impact of this activity will be an extended system outage on Sunday 5th July. Estimated outage window is currently anticipated to be between 8 to 12 hours.

All Industry participants have also been invited to test connectivity to the new data centre during the period 13th April to 8th May 2020 and industry participation is encouraged due to the importance of the system. Participation can be confirmed by emailing box.xoserve.geminire-platform@xoserve.com.

10. Finance and General Change Budget Update

The Finance and General budget was discussed and an update provided.

11. Any Other Business

11.1 IX Refresh Update

An update on the IX Refresh was provided by Emily Evans (EE). RP said it was shock last month to hear the project was behind on completion as the Committee and the industry had not been informed of this previously and expressed his disappointment the project was not meeting dates. He was informed by JR that from the most recent updated it appeared the issues experienced are now being addressed so the project should move forward without further problems.

Sally Hardman (SHa) asked for further clarity on the project and EE said she would need to speak to Mark Pollard (MP) to get answers. She will update SHa next month.

> **New Action 0109:** Xoserve (EE) to provide an update on the IX project implementation timescales.

11.2 CDSP Prioritisation and Release Scoping Approach Review

JR advised the Committee there were no updates this month on the '*Xoserve Prioritisation and Scoping Approach*' document because of the Christmas break, and an update would be provided at the February meeting.

11.3 DDP update

David Newman (DN) presented an update on the latest position of the DDP project for information purposes. The Committee was advised that the project has been signed off, is on track and there were no issues to report at present. A roadmap for the project implementation is currently being prepared. KD felt it would be beneficial for the Committee to have sight of it if possible.

New Action 0110: Xoserve (DN) to provide an update on timelines for the DDP project or bring the roadmap to the next Committee if it is ready.

11.4 IGT spend for DDP

Formal approval was given by John Cooper (JC) to agree for a £50k budget on behalf of IGTs for DDP.

12. 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 12 February 2020	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.

Action Table (as at 08 January 2020)

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
1201	11/12/19	5	Xoserve (SH) to provide views on the interactions between Change Proposals XRN 4932 and XRN5027for discussion at PAC and possibly DSG.	Xoserve (SH)	**Closed**
1202	11/12/19	8.4	Xoserve (ES) looking at improving the provision of supporting information for the different types of releases in a change register.	Xoserve (ES)	**Closed**
1203	11/12/19	8.7	Xoserve (TH) to present suggestions for improving Change Assurance on what value he and his team can bring to the Committee decision process.	Xoserve (TH)	**Closed**
1204	11/12/19	9	Xoserve (EL/ES) to plan out the governance process required for any Consequential Testing changes.	Xoserve (EL/ES)	**Carried Forward**
1205	11/12/19	10	Xoserve (ES) to clarify what would happen to allocated funds when the UIG Task Force is closed down.	Xoserve (ES)	**Carried Forward**

1206	11/12/19	13	Xoserve (JR/PO) to publish dates for DSG meetings planned for 2020 on Xoserve and Joint Office calendars. *Post Meeting Update: Dates provided for DSG have been published on JO calendar.*	Xoserve (JR/PO)	**Carried Forward**
0101	08/01/20	1.5	Xoserve (ES) to add agenda item for February's Change Management Committee to discuss the governance process for any Consequential Testing Changes.	Xoserve (ES)	**Carried Forward**
0102	08/01/20	4.3	Related to XRN4992 Mod 0687 - Xoserve to provide views on risk and costs for decision in February.	Xoserve (PO/RH)	**Carried Forward**
0103	08/01/20	5.0	Xoserve (ES/JR) to review 'working at risk' governance process to ensure the mitigation of costs stranding.	Xoserve (ES/JR)	**Carried Forward**
0104	08/01/20	5.0	DNOs to confirm April implementation of new charge codes for payment of GOP3 and GSOP 13 and GT Voluntary Consumer Payments	All DNO Parties	**Carried Forward**
0105	08/01/20	7.6	Xoserve (RH) to include CP 4896 as Document Change in the February 2020 release.	Xoserve (RH)	**Carried Forward**
0106	08/01/20	7.6	Xoserve (RH) to amend slides as requested. (*Post meeting update: this has been provided and published*).	Xoserve (RH)	**Closed**
0107	08/01/20	7.6	Xoserve (RH) to confirm at the February meeting which of the CPs will be included in November 2020 release.	Xoserve (RH)	**Carried Forward**
0108	08/01/20	7.8	Xoserve (ES) to ensure Governance Subcommittee reviews the governance arrangements around change assurance and associated health check for development.	Xoserve (ES)	**Carried Forward**
0109	08/01/20	11.1	Xoserve (EE) to provide an update on the IX project implementation timescales.	Xoserve (EE)	**Carried Forward**
0110	08/01/20	11.3	Xoserve (DN) to provide an update on timelines for the DDP project or bring the roadmap to the next Committee if it is ready.	Xoserve (DN)	**Carried Forward**