

**UNC DSC Change Management Committee Minutes
Wednesday 12 February 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
Lorraine O'Shaughnessy	(LOS)	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
Alex Mann*	(AM)	Gazprom	Class C Voting
Transporter Representatives (Voting)			
Sally Hardman (Alternate)*	(SHa)	SGN	DNO-Voting
Richard Pomroy	(RP)	Wales and West Utilities	DNO-Voting
Richard Loukes + Alternate	(RL)	National Grid	NTS
Rebecca Cailles* + Alternate	(RC)	IGT Representative	IGT-Voting
CDSP Change Management Representatives (Non-Voting)			
Emma Smith	(ES)	Xoserve	
Paul Orsler	(PO)	Xoserve	
Observers/Presenters (Non-Voting)			
Andy Clasper	(AC)	Cadent	
Kirsty Dudley*	(KD)	EON	
Helen Chandler*	(HC)	Northern Gas Networks	
Oorlagh Chapman*	(OC)	Centrica	
Jai Leroche	(JL)	Xoserve	
Richard Hadfield	(RH)	Xoserve	
Rachel Taggart	(RT)	Xoserve	
Simon Harris	(SH)	Xoserve	
James Barlow	(JB)	Xoserve	
Rachel Addison	(RA)	Xoserve	
Steve Pownall	(SP)	Xoserve	
Tahera Choudhury	(TC)	Xoserve	
Nicola Patmore	(NP)	Xoserve	
Charlie Haley	(CH)	Xoserve	
Matt Rider	(MRid)	Xoserve	
Emma Lyndon	(EL)	Xoserve	
Ed Healey	(EH)	Xoserve	
Tom Lineham	(TL)	Xoserve	
Richard Johnson	(RJ)	Xoserve	
Ellie Rogers	(ER)	Xoserve	
Surfaraz Tambe	(ST)	Xoserve	

Fiona Cottam	(FC)	Xoserve	
Mudassar Riaz	(MR)	Xoserve	
Mark Pollard	(MP)	Xoserve	
<i>*Via teleconference</i>			
Copies of all papers are available at: https://www.gasgovernance.co.uk/dsc-change/120220			

1. Introduction

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

1.1. Apologies for absence

Kevin Duddy.
Guv Dosanjh.
Lorna Lewin.
Teresa Thompson.

1.2. Alternates

Sally Hardman for Guv Dosanjh.
Alex Mann for Lorna Lewin.
Rebecca Cailles for Kevin Duddy.
Richard Loukes for Teresa Thompson.

1.3. Confirm Voting rights

Representative	Classification	Vote Count
Shipper Representatives		
Claire Louise Roberts (Alternate for Stephanie Clements)	Shipper Class A	1 vote
Mark Jones	Shipper Class A	1 vote
Alex Mann + Alternate Shipper Class B	Shipper Class C	4 votes
Transporter Representatives		
Sally Hardman (Alternate for Guv Dosanjh)	DNO	1 vote
Richard Pomroy	DNO	1 vote
Richard Loukes + Alternate NTS	NTS	2 votes
Rebecca Cailles + Alternate IGT	IGT	2 votes

1.4. Approval of Minutes (08 January 2020)

The minutes from the meeting held on 08 January 2020 were approved.

1.5. Review of Outstanding Actions

1204: Xoserve (EL/ES) to plan out the governance process required for any Consequential Testing changes.

Update: Emma Smith (ES) advised that this action would be covered under item 9 of the agenda. **Closed.**

1205: Xoserve (ES) to clarify what would happen to allocated funds when the UIG Task Force is closed down.

Update: ES informed the Committee that Fiona Cottam had already provided an update on funds allocated to the UIG Task Force once it is closed. ES confirmed that if anything is left in the pot it will be very minimal and anything remaining will be reconciled as part of the annual charging statement. The Committee accepted this explanation. **Closed.**

1206: Xoserve (JR/PO) to publish dates for DSG meetings planned for 2020 on Xoserve and Joint Office calendars.

Update: Paul Orsler (PO) confirmed this had been published on Xoserve’s calendar and it was already updated on the Joint Office website. **Closed.**

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

Update: ES advised that this action would be covered under item 9 of the agenda. **Closed.**

0102: Related to XRN4992 Modification 0687 - Xoserve to provide views on risk and costs for a decision in February.

Update: ES advised that this action would be covered under item 4.2 of the agenda. **Closed.**

0103: Xoserve (ES/JR) to review 'working at risk' governance process to ensure the mitigation of stranded costs.

Update: ES informed the Committee that she was currently collecting agenda items to discuss regarding this at the DSC Governance meeting in April. An update will be provided to the Committee after this meeting. **Closed.**

0104: DNs to confirm April implementation of new charge codes for payment of GSOP (Guaranteed Standards of Performance) 3 and GSOP 13 and GT Voluntary Consumer Payments

Update: ES confirmed that the confirmation of this has now been received and Xoserve have emailed their Distribution list to cascade this message to the industry. **Closed.**

0105: Xoserve (RH) to include CP 4896 as Document Change in the February 2020 release.

Update: Richard Hadfield (RH) confirmed this has been completed. **Closed.**

0106: Xoserve (RH) to amend slides adding a glossary.

Update: This was provided after the meeting and published on the January meeting page. **Closed.**

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

Update: RH advised that this action would be covered under item 8.5 of the agenda. **Closed.**

0108: Xoserve (ES) to ensure Governance Subcommittee reviews the governance arrangements around change assurance and associated health check for development.

Update: ES advised she would provide an update on this at next month's meeting. **Carried forward.**

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

Update: ES advised that this action would be covered under item 13.1 of the agenda. **Closed.**

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.

Update: ES informed the Committee that this update will be provided next month. **Carried forward.**

2. New Change Proposals – Initial Review

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

This new Change Proposal (CP) is sponsored by Xoserve and was presented by James Barlow (JB). The CP was approved by the Committee to progress to DSG (Delivery Sub-Group), however an additional part of the solution has now been added and this needs to be reapproved in order to be developed. Claire Louise Roberts (CLR) asked if this was approved, would the CP revert to DSG for development and was informed by JB that it would. JB explained to the Committee that this change is required to amend the logic to how the system derives the Round the Clock (RTC) or Through The Zero (TTZ) count.

The additional part of the CP is to request analysis of all permutations of read, TTZ and volume scenarios to identify those scenarios where the current system rules are being correctly applied and those scenarios where they are being incorrectly applied or are not consistent with the defined rules. Other defects have been raised to fix and address some of these issues, but each have tackled only a small part of the problem and not the holistic issue. The impact of this issue includes erroneous AQ calculations, impacting UIG and billing. This change is requesting analysis initially to identify all issues and solution options for all scenarios. Profiling should be completed for all scenarios identified and where possible, workarounds identified as part of the analysis to remove or reduce the impact to customers before the enduring solution is implemented.

In analysis of the data profiling, where historic volume/energy calculations are found to be incorrect as a result of how the RTC/TTZ indicator has been utilised, these will require correction in line with the solutions applied.

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

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	2 votes	For
Mark Jones	2 votes	For
Alex Mann + Alternate	4 votes	For
Total	6 votes	For

2.2 XRN5080 Failure to Supply Gas (FSG/GSOP)

This new Change Proposal is sponsored by SGN and was presented by Simon Harris (SH). SH informed the Committee that SGN are revising the FSG (Failure to Supply Gas) process. He advised a similar change will be raised on behalf of Cadent shortly.

As part of the RIIO-2 Price Control process, Ofgem have indicated that all Guaranteed Standards of Service Payments (GSOP) will be reviewed in relation to the settlement to customers after a GSOP event. A reduction from 20 to 10 working days for all GSOPs has been indicated in addition to proposed changes to the levels of compensation currently provided.

This CP is proposing to make requires various amendments to the current FSG/GSOP1 service provided by Xoserve to move the scheduled payment frequency from fortnightly to weekly, which will be in line with the new Ofgem direction. SH confirmed that the adhoc FSG process should endure in the event of a major incident.

Committee members, on discussion, identified that the CP documents show an incorrect impacted DSC Service Area. SH confirmed the impacted area should be 7 and not 4. SH will update the CP to reflect this.

New Action 0201: Xoserve (SH) to update CP document to reflect the impacted DSC Service area for this change is 7 instead of 4.

Kirsty Dudley (KD) asked Xoserve if there was any impact on Shippers from this change. ES advised her that DSG will identify all impacted parties for this change and it will be brought to the attention of those parties. She confirmed that no other impact has yet been identified.

DN Users were asked to vote on whether this change should proceed to DSG. Unanimous approval was recorded:

Voting Outcome:		
DN Representatives	Voting Count	For/Against
Sally Hardman	1 vote	For
Richard Pomroy	1 vote	For
Total	2 votes	For

2.3 XRN5091 Deferral of creation of Class change reads at transfer of ownership

This new Change Proposal is sponsored by EDF. JB presented this to the Committee and informed them that at present the CDSP reject potentially valid opening reads where there has been a class change on transfer date.

Currently, following an accepted class change request, the CDSP will issue an estimated read on the effective date of the class change. This is to support downstream processes in closing off the outgoing class period, allowing processes such as allocation and billing to run successfully. Where the class change occurs on the same date as a Change of Shipper, the class change read is issued immediately

and closes the opening read window. This prevents a valid opening read from the incoming Shipper being accepted.

The Committee was advised that Shippers have very little control over a class change as a result of a transfer and the likelihood of this scenario occurring has increased following the change in the AUG factors in October 2019 and resultant increase in the number of Class 3 sites.

This change is proposing to keep the opening meter reading window open for longer, regardless of whether the Change of Shipper event is coincident with a class change, so that the Shipper can provide this reading up until D+10. A further requirement is that the CDSP will not issue the class change read to the Shipper on D where the class change is on transfer day.

Shipper Users were asked to vote on whether this change should progress. 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
Alex Mann + Alternate	4 votes	For
Total	6 votes	For

2.4 XRN5092 iConversion Phase 2

Rachel Addison (RA) presented this new CP, which is sponsored by National Grid. She clarified that this change was raised in the Transmission Working Group and it is aiming to move National Grid away from using data server centres which host the file transfer applications which National Grid currently use to transfer information.

Vital and critical business information are transferred via these services. However, these applications currently do not have adequate support, which poses a security risk. In the event of failure, National Grid Information Technology (IT) will be unable to meet the agreed Service Level Agreements (SLAs) for many key applications because the applications are out of support. Furthermore, the above-mentioned servers are hosted in LDH and HDC which National Grid must exit by July 2020.

The purpose of the project is to migrate all National Grid services running on these servers to Oracle Fusion Managed File Transfer (MFT) on the Strategic CIS Platform. The scope also includes the decommissioning of the legacy applications.

RA advised the Committee that file transfers between National Grid and Xoserve will be impacted by this change. The Xoserve non -National Grid interfaces will not be migrated by this project and must be removed by Xoserve before June 2020 so that the legacy applications can be decommissioned. Richard Pomroy (RP) wanted to know what industry file transfers will be impacted by this move. ES and RA advised that they expect the DSG review to identify this, once they have a solution in place.

NTS Users were asked to vote on whether this change would progress. Unanimous approval was received.

Voting Outcome:		
NTS Representative	Voting Count	For/Against
Richard Loukes + Alternate	2 votes	For
Total	2 votes	For

2.5 XRN5093 Update of AUG Table to reflect new EUC bands

Ellie Rogers (ER) presented this new CP sponsored by Gazprom. At present the AUG table does not fully reflect the combination of End User Categories (EUC) and Product Classes that are utilised by the CDSP. As a result, not all the EUC bands are reflected within the UIG share factors.

The Committee was advised that this change was related to the UNC Modification 0711S which is proposing to update the AUG table to reflect new EUC bands. Whilst the Modification will update the Code, the CP will make the associated changes to the UK Link system so that the updated EUCs are reflected in the UIG share factors.

Shipper Users were asked to vote on whether this change should proceed to DSG. Bob Fletcher (BF) asked if DNs also needed to vote in order to agree funding for this change. ES and PO clarified that DNs did not need to vote on this CP at this time as the change would first proceed to DSG for development and the Committee were being asked to vote at this stage merely to approve further assessment of this CP. It was agreed only Shippers needed to vote and that they would be voting on two matters:

1. Funding split: Unanimous approval received.
2. Progressing to DSG for assessment: Unanimous approval received.

Voting Outcome:		
Shipper Representative	Voting Count	For/Against
Claire Louise Roberts	1 vote	For
Mark Jones	1 vote	For
Alex Mann + Alternate	4 votes	For
Total	6 votes	For

2.6 XRN5097 DSC Service Description Table cosmetic change to service line table v9

This new Change Proposal is sponsored by Xoserve and presented by ES. She explained that this was a purely cosmetic change to the DSC Service Description tables. The changes being proposed are:

1. Creation of the following new line ASGT NC SA9 01 which details how Xoserve as the CDSP will invoke the Supplier Deed of Undertaking on behalf of Gas Transporters
2. Cosmetic updates made to the DSC Service Description Table to several service lines as a result of an internal review.

The amended Service Description table will be issued to each DSC contract manager for consultation and the CDSP will collate all responses and provide these to the DSC Contract Management committee with recommendations.

All Committee members were asked to vote on whether this change should proceed for Xoserve to initiate Capture. Unanimous approval was recorded:

Voting Outcome:		
Shipper Representative	Voting Count	For/Against
Claire Louise Roberts	1 vote	For
Mark Jones	1 vote	For
Alex Mann + Alternate	2 votes	For
Total	6 votes	For
Transporter Representative	Voting Count	For/Against
Sally Hardman	1 vote	For
Richard Pomroy	1 vote	For
Richard Loukes + Alternate	2 votes	For
Rebecca Cailles + Alternate	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 XRN4645 – The rejection of incrementing reads submitted for an Isolated Supply Meter Point (RGMA flows)

Following the completion of the solution review Change Pack, the Committee was asked to vote on a solution option. During the solution review consultation period, two approval responses were received for Option 1. KD asked if Xoserve had factored in reporting requirements arising from this change prior to it being implemented. PO took this on board and said they will do this.

New Action 0202: Xoserve (PO) to review reporting obligations arising from XRN4645.

JB confirmed that Shippers were being asked to vote on:

- Cost of implementing the recommended solution of £40,000 to £60,000;
- Implementation of Solution Option 1.

The Committee was informed that whilst Xoserve had originally proposed an implementation date of November 2020, Xoserve no longer thought this would be possible. However, RH and ES confirmed, depending on the solution implemented, it could be included in the next major release or a separate minor release, which could take place before November. There was some debate on whether the Committee should vote on whether this CP would be included in a major or minor release. KD voiced her concern that Xoserve was changing the implementation timescale and she would have rejected this change based on an implementation date before November 2020 if this information was available during the consultation. Xoserve advised KD that the CP would go to DSG which would give a steer on implementation dates. However, it was highly unlikely that DSG would propose implementation before November 2020.

Shipper users were asked to vote 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
Alex Mann + Alternate	2 votes	For
Total	6 votes	For

4.2 XRN4801 – Additional Information to be made available on DES

SH advised the Committee that this CP was including additional information to the DES (Data Enquiry Service). Clarification was sought by RP about whether this change would be reflected in the CSS (Central Switching Service) and he was advised by SH that it would.

Shipper users were asked to vote on the following:

1. Funding (unanimous approval received)
2. Implementation of Solution Option 1 (unanimous approval received)
3. Implementation in the November 2020 Release (unanimous approval received)

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

4.3 XRN5014 – Facilitating HyDeploy Live Trials

Steve Pownall (SP) updated the Committee on this change. It is to facilitate Northern Gas Network's project to deploy hydrogen into the network on trial basis. There are two parts to facilitate this:

1. The tactical solution for the trial;
2. The enduring solution for the networks for configuring indicators for anything similar going ahead.

This CP will set out the rules for the high level solution for configurable indicators. This is the enduring aspect of the change and will be the part that will be apportioned to networks.

EDF rejected this solution because of materiality. The Committee was informed by SP that Xoserve have since responded to EDF based on discussion at DSG. The major concern appears to be about how to accurately bill customers whose AQs will fluctuate whilst on the pilot, which is why Xoserve have reverted to the AQ backstop as part of this solution.

PO clarified that whether or not the industry supports the AQ backstop as a solution, the trial will still take place. The AQ might fluctuate for the sites which are on the trial but with the AQ backstop there should not be any significant material issues for billing purposes, whilst without the backstop, AQs will be greater than the offtake.

SP clarified that the first part of the change (i.e. the trial project) will be funded by NGN, and the costs for the second part will be apportioned to the networks.

The Committee were asked to vote on the below as follows:

1. Option for AQ correction (Shippers only): Unanimous approval received.
2. Option for indicator costs (DNs only enduring solution): Unanimous approval received.
3. Implementation for November 2020 Release (both Shippers and DN's): Unanimous approval received.

Voting Outcome:		
Shipper Representative	Voting Count	For/Against
Claire Louise Roberts	1 vote	For
Mark Jones	1 vote	For
Alex Mann + Alternate	2 votes	For
Total	6 votes	For
Transporter Representative	Voting Count	For/Against
Sally Hardman	1 vote	For
Richard Pomroy	1 vote	For
Total	2 votes	For

4.4 XRN5064 – Meter Asset Enquiry API Enhancements

SH informed the Committee that this CP is aiming to make amendments to the Meter Asset Enquiry API and is scheduled for an adhoc Data Release. The cost of the implementation will be £12,000 and the Committee were asked to note that this is less than the cost stated on the presentation slide. Implementation of the change will be mid-March 2020.

Following the completion of the solution review Change Pack, two approval responses were received for Option 1 as the solution.

DNs and IGTs were asked to vote and unanimous approval was received.

Voting Outcome:		
Transporter Representative	Voting Count	For/Against
Sally Hardman	1 vote	For
Richard Pomroy	1 vote	For
Rebecca Cailles + Alternate	2 votes	For
Total	6 votes	For

4.5 XRN4780 – Part C – Inclusion of Meter Asset Provider Identity (MAP Id) in the UK Link system (CSS Consequential Change)

SH presented this change solution to the Committee and advised Xoserve were proposing this CP should be included in the November 2020 Release. He further stated that this had been discussed at DSG as well and no preferred solution options had been identified. The options at this stage for implementing this change appears to be either mandating this information for Meter Asset Providers (MAPs) or to keep it non- mandatory as it is at present.

Following a 20 day consultation period, three approvals has been received for Option 3 as the preferred solution along with a deferral and a rejection.

Overall, Option 3 (direct updates to MAP Id from non-Shipper parties) is the preferred industry solution. However, this raises the question of who is to carry out direct updates to MAP Id field within UK Link Systems?

The original proposal considered MAPs to be best placed to do this. Xoserve highlighted that they recognise this option may present regulatory concerns, as currently there is no obligation on MAPs. There would also be questions around how feeds would be sent and received. RP also raised the question that this would challenge the fundamental assumption behind RGMAs which says Shippers are responsible for providing this information. SH confirmed this proposal would not remove the obligation on Shippers for RGMAs, but just places an additional obligation on the Meter Asset Managers (MAMs) for MAP IDs.

The Committee considered this proposal at length. After discussion it was seen that whilst from a regulatory perspective MAMs might be easiest to get this information from, they have not been engaged to do this yet. If they are to agree to do this, then this would have to be raised at MAMCOP and rules and regulations would need to be assessed around how the process would work.

KD queried whether this solution was required and was informed by PO that this was being proposed to improve the current process. However, KD was of the opinion that this change was introducing a solution which would benefit MAMs but the costs of it appears to fall on Shippers. PO clarified that Ofgem is setting the directive for this change as their primary goal is to improve the data received by the UK Link system before CSS (Central Switching Service) goes live and Xoserve needs to scope the technical solution for implementation before the go live date.

KD and RP argued that before this can be implemented, the industry needs to have answers to questions raised so it does not cost more than required. The Committee agreed that all the responses to the change solution focus on settlements, which appears to be the major issue for Shippers, and this will need to be reviewed in more detail and questions raised would need answers before implementation can be agreed.

The Committee was advised by ES that Ofgem was pushing Xoserve on this matter and whilst Xoserve have tried to get industry engagement on answering the questions being raised at DSG, they have not made any progress. She highlighted that even the representations to the consultation do not appear to be cohesive. She asked the Committee for support to drive this forward.

RP asked to clarify whether the obligation being proposed is to put MAP IDs in the central system and this was confirmed by PO and will be added to the UK Link in June 2020. PO explained to the Committee that there is no obligation at present for Shippers to provide MAP data as it's not in SPAA Code. The concern is that without an obligation to provide it, the data will be of poor quality and will have no value when being inputted into the CSS.

SH asked the Committee whether they should agree on Option 3 as the solution at present and in the future, prior to implementation, further questions or alternative options can be reviewed. ES agreed with this idea and informed the Committee that if the solution was not approved today, it could not be included in the November 2020 Release. She proposed Xoserve leave this Change on the November 2020 Release for implementing Option 3 (which had the majority industry vote) and this is further discussed next month, during which time Xoserve will try to answer some of the queries and concerns raised by the Committee. She further advised Xoserve will also take this to MAMCOP to review mandating MAMs to provide this information and regulatory requirements around it.

New Action 0203: Xoserve (SH/ES) to review and answer queries and concerns raised around implementing the proposed solution.

New Action 0204: Xoserve (ES/SH) to review making MAMs responsible for providing MAP IDs and regulatory obligations around it at MAMCOP.

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

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

ER presented this change solution to the Committee, which is in relation to UNC Modification 0687 . She reported that there was no progress. Modification 0687 is still with Ofgem for decision and no minded to view has been presented either. She confirmed that the Ofgem representative had been asked for an update at the UNC Panel in January, but there had not been any update from him.

The Committee was advised that because of the above, this CP is still in a position for working at risk and if the Committee is willing, Xoserve can consider implementing Option 1 as a solution for November 2020. ER clarified if the Committee cannot agree this, then this change will no longer be included in the November 2020 release and it will have to be included in the next major release along with an interim option in the meantime.

RP asked about the cost for an interim solution and RH confirmed that it would about £30,000. RP stated this would be wasted as once the enduring solution is implemented, the interim solution will have no value. He suggested Xoserve include this instead in the June 2021 Release. KD disagreed with this suggestion and stated that without an Ofgem decision on the associated Modification, it did not make sense to theorise on what the right Option should look like. She instead suggested that the Committee either agree to review this once an Ofgem decision was received or they decide on a solution for implementation and approve it. It was further agreed that the associated electricity Modification had already been approved by Ofgem, and therefore it was highly unlikely that the gas Modification would not be approved.

The Committee agreed to keep progressing this and keep it in the November 2020 release, with the caveat that this would be a standing item on every Committee agenda until May or until an Ofgem decision had been received on Modification 0687.

New Action 0205: Xoserve (ES/RT) to keep this item on Committee agenda until May.

Shippers and DNs were asked to vote on progressing the development of the CP along with Option 1 as preferred solution. Unanimous approval was received.

Voting Outcome:		
Shipper Representative	Voting Count	For/Against
Claire Louise Roberts	1 vote	For
Mark Jones	1 vote	For
Alex Mann + Alternate	2 votes	For
Total	6 votes	For
Transporter Representative	Voting Count	For/Against
Sally Hardman	1 vote	For
Richard Pomroy	1 vote	For
Total	2 votes	For

5. Xoserve DSC Implementation Plan (Approval needed)

Approval of the Design Specification for the following changes:

- 4941 Auto updates to meter read frequency (MOD0692)

This was originally in scope for June 2020 Release, but was pushed back to November 2020 in the January Committee meeting, in view of the appeal on the associated UNC Modification 0692. The Committee was informed that the appeal has now been progressed to Ofgem. BF clarified that Ofgem must use reasonable endeavours to reply to the appeal. As per the Modification Rules, this Modification is no longer 'implemented' until it has a decision from Ofgem.

ER suggested that it would be logical at this time to keep this CP pencilled in for the November Release as the detailed design work on it has already been done, and wait to see what Ofgem’s decision will be. The Committee can then agree on how to progress the CP.

- Voting party – Shipper: Shippers were asked to vote on keeping this CP in the November 2020 release and keep a placeholder for the May Committee to see if there was an update on it from Ofgem. This was unanimously approved.

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

Outages:

Rachel Taggart (RT) confirmed that the only outage is to CP 4970 for RTP, for which dates have changed to 10 April 2020. She also advised that the outage planned for last weekend failed, and communication will be sent out with contingency dates.

6. Approval of Change documents

A Change Completion Report (CCR), for the following Changes, was presented for approval:

6.1 CCR for XRN4688 Brownfield AQ Corrections

ES advised that this was an inhouse exercise to clean up some older changes and no funds were required for this. This CCR has been raised just to close the change off. Shippers were asked to vote on this, and it was approved unanimously.

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

6.2 CCR for XRN4789 Updating Shipper Reporting Packs and glossary

The Committee was informed by Richard Johnson (RJ) that this was a document change implemented in July last year which needs to be closed. Shippers were asked to vote on this, and it was approved unanimously.

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

6.3 CCR for XRN4795 Amendments to the PARR (520a) reporting

PO advised that this was in relation to changes made to the PARR reporting schedule in line with associated UNC Modification 520(a)s It has been delivered via internal change teams and needs

to be closed.

Shippers were asked to vote, and unanimous approval was received.

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	2 votes	For
Mark Jones	2 votes	For
Alex Mann + Alternate	4 votes	For
Total	6 votes	For

6.4 CCR for XRN4980 Change Supply Point Enquiry API to add in extra fields and make certain other fields visible

The Committee was informed by RJ that this CP was raised to add extra fields to the Supply Point Enquiry API. This has now been implemented.

Shippers were asked to vote, and unanimous approval was received.

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	2 votes	For
Mark Jones	2 votes	For
Alex Mann + Alternate	4 votes	For
Total	6 votes	For

BER for XRN5064 Meter Asset Enquiry API Enhancements

This BER is to support the XRN discussed under item 4.4.

Shippers were asked to vote on this. Unanimous approval to proceed was recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	2 votes	For
Mark Jones	2 votes	For
Alex Mann + Alternate	4 votes	For
Total	6 votes	For

7. June 2020 Release

7.1 June 2020 Release Update

The latest position of the June 2020 Release was presented to the Committee by Surfaraz Tambe (ST) for information purposes.

7.2 June 2020 Reduced Scope Market Trials

ST reminded the Committee that in the November Committee meeting, options for Market Trials had been considered and it had been agreed that it would be reconsidered in February for a decision.

Two options for Market Trials were provided at this time to the Committee along with costs. These were:

- Trials for CP 4772, CP 4850, CP 4932 with costs of £101,500 (original scope of the Market Trials as agreed in November).
- Trial for CP 4850 only with costs of £55,250 (new option for consideration).

ES advised that these Market Trials would clash with the CSS Market Trials and as a result there was a lack of industry engagement in these trials as the industry were more interested in the CSS

Trials. PO explained that Xoserve were therefore providing an alternative option for just holding trials for CP 4850 which would be the highest profile change for June and conducting the trial would be cheaper than the first option.

The Committee was asked which option they would like to proceed with. PO explained that DSG had made it clear that as none of the industry parties were interested in the Trials, Xoserve did not want to spend the higher cost of implementing the first option if no one would be involved in it.

KD asked if a party changed their mind and wanted to be involved in the wider trials, would they be able to do so? She was advised by PO that, as the trials will be set up in March to start in April, once they start, it would be highly unlikely to change. ES stressed to the Committee that as no industry members would participate from DSG, Xoserve strongly recommended the Committee should reject the original scope of the trials, unless one of the Committee members could confirm their organisation would participate in the trials.

Shippers, DNs and IGTS were asked to vote on the original scope of the Market Trials (option one). This was unanimously rejected by all parties.

Voting Outcome:		
Shipper Representative	Voting Count	For/Against
Claire Louise Roberts	1 vote	Against
Mark Jones	1 vote	Against
Alex Mann + Alternate	2 votes	Against
Total	6 votes	Against
Transporter Representative	Voting Count	For/Against
Sally Hardman	1 vote	Against
Richard Pomroy	1 vote	Against
Rebecca Cailles + Alternate	2 votes	Against
Total	6 votes	Against

ES advised that the new reduced scope for Trials (only including CP 4850) can be sent out in the next change pack for a 5 day consultation, after which a decision on this could be made via an Extraordinary Change Committee meeting in roughly two weeks.

New Action 0206: Xoserve (ES/ST) to send out the reduced scope Market Trials including only CP 4850 for consultation, followed by an Extraordinary Change Management Committee.

This was unanimously approved by all parties.

Voting Outcome:		
Shipper Representative	Voting Count	For/Against
Claire Louise Roberts	1 vote	For
Mark Jones	1 vote	For
Alex Mann + Alternate	2 votes	For
Total	6 votes	For
Transporter Representative	Voting Count	For/Against
Sally Hardman	1 vote	For
Richard Pomroy	1 vote	For
Rebecca Cailles + Alternate	2 votes	For
Total	6 votes	For

7.3 BER for XRN4996 June 2020

Due to descopeing XRN4941 Auto Updates to Meter Read Frequency MOD0692 from the June 20 Release, there has been a reduction in the BER. The revised BER was submitted to the Committee

for information. Whilst it was approved in November 2019, each market constituent costs have now changed. Shipper costs have gone down, while DNO and IGT costs have increased.

7.4 Change Training for June 2020 (Approval)

Xoserve have identified training needs and delivery methods for individual changes. Tahera Choudhury (TC) explained that training for each change would enable them to land correctly and ensure that they are appropriate for the industry. TC can produce information and training around delivery that should support the industry better. She clarified training will be done prior to changes going live. Delivery of this will be from April 2020.

A query was raised by KD regarding whether the material for training will be signed off directly by Xoserve or whether it would have to be signed off through one of the committees? TC clarified that there would be no formal sign off. It is only feedback which is being sought from the industry. TC also replied to a further query by KD that the training should be ready by April for the June Market Trial.

PO provided a caveat that, as this would be the first time training is being provided by Xoserve, it may not be perfect and the Committee accepted this as understandable. TC requested feedback from the Committee and their organisations on the training proposal. RP stated he would ask his colleagues to provide feedback.

New Action 0207: All parties to provide feedback to Xoserve on training proposals.

8. Release updates

8.1 XRN4665 Creation of New End User Categories

An update was provided for information on closedown of this CP by Matt Rider (MRid). All Post Implementation activities have been successfully completed as planned with all EUC changes handed over to Xoserve's Technical Operations Team. Work is currently in progress during 'Closedown' on a six week delivery plan to resolve identified aggregation issue of CWV & Shrinkage values.

8.2 November 2019 Release – Delivery Plan

MRid informed the Committee that this project is also in 'Closedown' and has been handed over to the Technical Operations Team.

8.3 XRN4914 Retrospective Data Update Provisions

Tom Lineham (TL) updated the Committee that all Shippers have provided files for this project and step one to complete the project has now completed and step 2 is in progress. Currently the project is mapping out how this will appear and are looking to deliver this in March. This is currently on amber because of slight delays.

8.4 Minor Release Drop 6 Release Update

The Committee was updated on Minor Release Drop 6 by Ed Healy (EH) and no issues were reported.

8.5 Retail & Network – UK Link Release Updates (Approval)

RH asked for final approval for November 2020 Release and presented the final list of changes to confirm which would be included in the scope of this release. CPs 4691 and 4692 were taken out of scope of the November release

New Action 0208: Xoserve (PO) will create consolidated change proposal concentrating on problem statements for DDP issues.

A discussion took place around the classification of certain changes in the November 2020 release. The idea was that some changes which are 100% Shipper funded at present, but which have class change functionality, should have co-funding from DNs as well. In particular, CP 4871B (related to Modification 0665 – *Change to Ratchet Regime*) was discussed. DNs confirmed that for these changes they would accept a 70:30 funding split between Shippers and themselves.

BF asked Xoserve to clarify whether they wanted to bring this back with the funding split on these changes clear. ES suggested that it would possibly be best to keep the changes in the November release and vote on the 70:30 split as above. However, RH stated that it would be acceptable to have a vote on this in March.

ES asked Shippers to get in touch with her or PO to discuss this option so next month people will be able to vote. BF also asked Xoserve to work out offsetting the cost for the functionality this change will deliver against other changes.

New Action 0209: Shippers to contact Xoserve (ES/PO) to get details of funding split.

New Action 0210: Xoserve (ES/PO) to work out offsetting cost for the functionality this change will deliver against other changes.

RH was asked to add a slide to the meeting slide pack to clarify what will be included in the November 2020 release.

New Action 0211: Xoserve (RH) to add a slide to clarify what will be included in the November 2020 Release.

RH also presented the UK Link changes. He confirmed the allocated changes will be amended to remove November 2019 release and add the November 2020 release. The unallocated changes and glossary was also presented to the Committee for information.

8.6 UK Link POAP

As per above.

8.7.1 Data Office Changes

PO advised the Committee there were no new updates on this item.

8.7.2 Data Discovery Platform Update

Charlie Haley (CH) provided an update on the implementation of DDP Drop 3 – PAFA update and information on DDP Drop 4 Asset delivery. PAFA drop 1 is now complete and is waiting on sign off at the UNC Panel in February. RP clarified this would need signing off at the Contract Management Committee as well. Xoserve confirmed this would be presented at next week's Contract Committee. CH informed the Committee that this project is technically ready for delivery contingent on appropriate governance and sign off.

Further updates were provided on Shipper Drop 3, which has been delivered at the end of January 2020, along with additional stretch targets which have also been delivered. Drop 4 Asset will also be ready to be delivered by the end of April.

9. Central Switching Service (CSS) Consequential Update

Emma Lyndon (EL) updated the Committee on the CSS. She reported that whilst there was no significant update, progress was being made internally. Xoserve were working on market trials with the industry at present and workshops were being set up with individual organisations. The programme itself is showing an amber status due to data and testing readiness and the project team is trying to understand what can come out of the testing and be ready.

RP asked for clarity around the head of Ofgem's CSS Delivery Team's comments around Xoserve's CSS delivery. He was informed by EL that the comment was to ensure that changes and impacts from the CSS project should be pulled out in Modification Workgroups and secretariats need to highlight this. RP asked for clarity around what this meant for the industry and was told EL would try to clarify this in her next update.

New Action 0212: Xoserve (EL) to clarify Ofgem's comments around CSS delivery.

EL explained to the Committee that Xoserve are facing some pressure from Ofgem to ensure nothing impacts CSS roll out, however, they are having to manage this whilst other changes and works are ongoing in the industry. Xoserve will need to come up with stringent reasoning and a case for plan of action if the CSS delivery is impacted in any way. To progress the rollout, EL said Xoserve will frame some of the processes of how things will work out and questions and answers on how the project will work. Whilst this will primarily take place internally, EL will share this with the Committee in the March meeting.

KD asked for clarity around what changes will impact and how they will impact CSS and was informed by EL that Xoserve are working this out at present. However, EL highlighted that Ofgem's message remains that CSS will remain the biggest priority for the industry. RP stated that the problem with this will be that if DNs are not be able to not deliver on any other changes which are already part of their annual plan, they will automatically be in breach. ES said she will review the position and report back next month.

New Action 0213: Xoserve (EL) to review the position for DNOs if the delivery of other changes have an impact on CSS.

EL further highlighted the interaction between CSS and the Change and Contract Committees. She suggested going forward she is planning on providing dashboard updates on CSS delivery at the Committees each month. The Committee confirmed they would be willing to take EL's view of what industry is required to know regarding the CSS delivery.

New Action 0214: Xoserve (EL) to provide CSS dashboard to the DSC Change and DSC Contract Committees.

10. UIG Taskforce Update

Fiona Cottam (FC) provided an update for information, including the Plan On A Page (POAP), Taskforce Funding, Recommendations and Next Steps. The Committee was informed that the UIG investigations guide is being updated now. Close down paperwork for the taskforce will be brought to March Committee and will include details of funding, spend, what was done, what was achieved and what was not. After that there will be a transition period for the work done by the Taskforce to move over to the BAU process.

KD suggested a 'lessons learnt' paper in the closedown documents. FC advised Xoserve would not know about all the lessons and would need external input, but she wanted them to include something in the document as a start point.

New Action 0215: Xoserve (FC) to include a 'lessons learnt' paper in the Taskforce closedown documents.

11. Horizon and Future Release Change Planning

11.1 'Bubbling Under' Report

There was no update on this item.

11.2 Gemini Horizon Planning

Nicola Patmore (NP) provided an update on the Gemini Horizon planning. KD asked for clarification on Shipper engagement and this was provided by NP.

12. Finance and General Change Budget Update

The Finance and General budget was discussed and an update provided by Mudassar Riaz (MR). RP asked for clarity around costs for changes which have already been spent. He wants Xoserve to be clearer when discussing changes which have had a proportion of costs already spent and clarify what is remaining so voting can take place clearly on funds left.

New Action 0216: Xoserve to review how they can be clearer when discussing costs which have already spent a proportion of their budget.

13. Any Other Business

13.1 IX Refresh Update

Mark Pollard (MP) provided an update on the progression of the project, delays and management of the current contract. He advised the Committee that the project had fallen behind and the new date for completion was August 2020.

The original scope was to move from Vodafone to Gamma. However, during analysis of the project it was recognised further work was required before this move can take place and the project has become more complex. However, MP advised on a positive note that Gamma has brought in a new senior project team to review the project and deep dives were being done into each project area. Vodafone are also on board at present to support customers.

Xoserve plans to complete all migration by July 2020 but they have factored in some contingency, so they are aiming for completion by August at the latest.

13.2 KVI Change Management Survey

PO went through the results of the latest KVI survey this and provided an update to the Committee.

13.3 Xoserve Change Register

The new external Change Register was presented by PO. He explained that this is a repository of information relating to the Xoserve change pipeline and its sole purpose is to provide a high level view of the status of changes in the pipeline.

Feedback from KD was that this looked like it would be much more user friendly and some of the information is quite helpful. However, PO advised that it would be unlikely that they would be able to track all the communications references for each change. KD advised this was a key issue and it would be helpful if Xoserve can review whether this can be included.

New Action 0217: Xoserve (PO) to review options for including all communications references to each change.

13.4 Delivery Sub-Group Updates

PO provided an update on the decisions made at the last DSG meeting and attendance per constituency.

14. 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 11 March 2020	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.

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Action Table (as at 08 January 2020)

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
1204	11/12/19	9	Xoserve (EL/ES) to plan out the governance process required for any Consequential Testing changes.	Xoserve (EL/ES)	Closed
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)	Closed
1206	11/12/19	13	Xoserve (JR/PO) to publish dates for DSG meetings planned for 2020 on Xoserve and Joint Office calendars. <i>Post Meeting Update: Dates provided for DSG have been published on JO calendar.</i>	Xoserve (JR/PO)	Closed
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)	Closed
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)	Closed
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)	Closed
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	Closed
0105	08/01/20	7.6	Xoserve (RH) to include CP 4896 as Document Change in the February 2020 release.	Xoserve (RH)	Closed
0106	08/01/20	7.6	Xoserve (RH) to amend slides as requested. <i>(Post meeting update: this has been provided and published).</i>	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)	Closed
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)	Closed
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
0201	12/02/20	2.2	Xoserve (SH) to update CP document to reflect the impacted DSC Service area for this change is 7 instead of 4.	Xoserve (SH)	Carried Forward
0202	12/02/20	4.1	Xoserve (PO) to review reporting obligations arising from XRN4645.	Xoserve (PO)	Carried Forward
0203	12/02/20	4.5	Xoserve (SH/ES) to review and answer queries and concerns raised around implementing the proposed solution.	Xoserve (SH/ES)	Carried Forward
0204	12/02/20	4.5	Xoserve (ES/SH) to review making MAMs responsible for providing MAP IDs and regulatory obligations around it at MAMCOP.	Xoserve (ES/SH)	Carried Forward
0205	12/02/20	4.6	Xoserve (ES/RT) to keep this item on Committee agenda until May.	Xoserve (ES/RT)	Carried Forward
0206	12/02/20	7.2	Xoserve (ES/ST) to send out the reduced scope Market Trials including only CP 4850 for consultation, followed by an Extraordinary Change Management Committee.	Xoserve (ES/ST)	Carried Forward
0207	12/02/20	7.4	All parties to provide feedback to Xoserve on training proposals.	All Parties	Carried Forward
0208	12/02/20	8.5	Xoserve (PO) will create consolidated change proposal concentrating on problem statements for DDP issues.	Xoserve (PO)	Carried Forward
0209	12/02/20	8.5	Shippers to contact Xoserve (ES/PO) to get details of funding split.	Xoserve (ES/PO)	Carried Forward
0210	12/02/20	8.5	Xoserve (ES/PO) to work out offsetting cost for the functionality this change will deliver against other changes.	Xoserve (ES/PO)	Carried Forward
0211	12/02/20	8.5	Xoserve (RH) to add a slide to clarify what will be included in the November 2020 Release.	Xoserve (RH)	Carried Forward

0212	12/02/20	9	Xoserve (EL) to clarify Ofgem's comments around CSS delivery.	Xoserve (EL)	Carried Forward
0213	12/02/20	9	Xoserve (EL) to review the position for DNOs if the delivery of other changes have an impact on CSS.	Xoserve (EL)	Carried Forward
0214	12/02/20	9	Xoserve (EL) to provide CSS dashboard to the DSC Change and DSC Contract Committees.	Xoserve (EL)	Carried Forward
0215	12/02/20	10	Xoserve (FC) to include a 'lessons learnt' paper in the Taskforce closedown documents.	Xoserve (FC)	Carried Forward
0216	12/02/20	12	Xoserve to review how they can be clearer when discussing costs which have already spent a proportion of their budget.	Xoserve (ES)	Carried Forward
0217	12/02/20	13.3	Xoserve (PO) to review options for including all communications references to each change.	Xoserve (PO)	Carried Forward