Joint Office of Gas Transporters

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UNC DSC Change Management Committee Minutes
Wednesday 08 April 2020
Via teleconference

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 as 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 Voting
Kev Duddy + Alternate	(RC)	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	
Angharad Williams	(AW)	National Grid	
Helen Chandler	(HC)	Northern Gas Networks	
Kirsty Dudley	(KD)	EON	
Oorlagh Chapman	(OC)	Centrica	
Sally Hardman	(SH)	SGN	
Shanna Barr	(SB)	Northern Gas Networks	
Andy Szabo	(AS)	Xoserve	
Angela Clarke	(AC)	Xoserve	
David Addison	(DA)	Xoserve	
David Newman	(DN)	Xoserve	
Ed Healey	(EH)	Xoserve	
Ellie Rogers	(ER)	Xoserve	
Emma Lyndon	(EL)	Xoserve	
Jai LeResche	(JL)	Xoserve	
Richard Hadfield	(RH)	Xoserve	
Hannah Reddy	(HR)	Xoserve	
Mark Pollard	(MP)	Xoserve	

Matt Rider	(MRid)	Xoserve	
Mudassar Riaz	(MR)	Xoserve	
Rachel Taggart	(RT)	Xoserve	
Surfaraz Tambe	(ST)	Xoserve	
Tom Lineham	(TL)	Xoserve	

Copies of all papers are available at: https://www.gasgovernance.co.uk/dsc-change/080420

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1. Introduction

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

1.1. Apologies for absence

Stephanie Clements.
Rebecca Cailes.
Teresa Thompson.

1.2. Alternates

Claire Louise Roberts for Stephanie Clements.
Richard Loukes for Teresa Thompson.
Kevin Duddy for Rebecca Cailes.

1.3. Confirm Voting rights

Representative	Classification	Vote Count
Shipper		
Claire Louise Roberts (Alternate for Stephanie Clements)	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		
Guv Dosanjh	DNO	1 vote
Richard Pomroy	DNO	1 vote
Richard Loukes + Alternate NTS	NTS	1 vote
Kev Duddy + Alternate IGT	IGT	2 votes

1.4. Approval of Minutes (11 March)

Richard Loukes made amendments to the minutes from 11 March 2020. The Committee accepted the changes and then approved the minutes. [I presume the minutes were republished?]

1.5. Review of Outstanding Actions

0108: Xoserve (ES) to ensure Governance Subcommittee reviews the governance arrangements around change assurance and associated health check for development.
Update: ES confirmed that Xoserve were arranging a meeting to review this action and associated governance during May 2020. In light of Covid-19, it was agreed that this action will be reviewed again in July to allow the Subcommittee time to reconvene and make progress. **Carried forward.**

0202: Xoserve (PO) to review reporting obligations arising from CP4645 (The rejection of incrementing reads submitted for an Isolated Supply Meter Point (RGMA flows)).
Update: PO advised that this action associated to CP 4645 had been discussed at the DSG and the reporting obligations will be identified and reviewed in that forum in the future. **Closed.**

> **New Action 0401:** When Change Proposals (CPs) are mentioned in minutes, can the title of the CP also be captured (MBJ).

0203: Xoserve (SH/ES) to review and answer queries and concerns raised around implementing the proposed solution for CP4780.
Update: An update for this will be provided under the June 2020 release (agenda item 7.1). **Closed.**

0205: CP4992 (Modification 0687) Xoserve (ES/RT) to keep this item on the Committee agenda for review at the May meeting.

Update: To be reviewed at the May Committee meeting. **Carried Forward**

0208: Xoserve (PO) will create consolidated change proposal concentrating on problem statements for DDP issues.
Update: PO advised that a new consolidated Change Proposal has been raised for the GT and IGT file format changes and it will be shared with the Committee at the May meeting. **Carried Forward.**

0209: Xoserve (ES/PO) to provide details of funding split (DNO/Shippers) for CP4871 (Modification 0665 - Changes to Ratchet Regime).
Update: Xoserve provided a brief background to Change Proposal CP4871, which was raised to deliver the system requirements set out within UNC Modification 0665, implemented on 01 July 2019. Due to the timescales set out within Modification 0665, the delivery of CP4871 was spilt into Part A and Part B.

CP4871A – Part A was delivered in September 2019 and included the minimum scope to comply with Modification 0665.

CP4871B – Part B is due to be implemented within the November 2020 Major Release and will be looking to deliver the enduring solution for the Modification.

The costs for design for CP4871B is £12,840, and has already been spent. The cost for delivery is circa £100,000, which has not yet occurred as delivery will not commence until post May (following the design approval). Whilst CP4871B is currently 100% DNO funded, it is expected to be beneficial to Shippers as well. Consequently, a funding split has been requested.

RP expressed his disappointment that Xoserve was still unable to provide a defined split in funding. ES clarified that it is expected to be 60:40 for DNOs and Shippers. Xoserve noted that as they are still not able to ascertain how beneficial Shippers will find the Class change function this Modification 0665 and associated CP4871 is proposing, they are finding it difficult to quantify what the funding split should be. RP explained he did not want the Committee to authorise the costs for the CP4871B and then realise that the costs may not be beneficial. He indicated that a funding split would be preferable before continuing spending on this change or if a decision is made to refund DNOs once Shippers start using the Class change functionality.
Xoserve advised they would update the Committee on the costs and apportionment at the May meeting. Shipper representatives confirmed they were willing to defer the discussion on the funding for this CP until further cost information was available. **Carried Forward.**

0210: Xoserve (ES/PO) to work out offsetting cost for the functionality of CP4871B (Modification 0665) will deliver against other changes.
Update: As above. **Closed.**

0216: Xoserve to review how they can be clearer when discussing costs where they have already spent a proportion of the budget.
Update: Xoserve noted this was being put into a framework to be reviewed at the Governance Subcommittee. In accordance with action 0108, this will be deferred and reviewed by the Committee in July following consideration by the DSC Governance Subcommittee. **Carried Forward**

0301: Xoserve (JR) to seek further shipper engagement in Market Trials.
Update: JR informed the Committee that despite discussions with the industry, Xoserve had not been notified of Shippers willing to participate in the Market Trials. He indicated that whilst Xoserve can carry out the trials without Shipper participation, they would prefer if Shippers would engage with them for the trials and he urged members to seek support from their constituencies. **Closed**

0302: Xoserve (ES/PO) to provide further clarity on this Change Proposal and bring this for a decision next month.
Update: This has been covered under actions 0209 and 0210. **Closed**

0303: XRN5120 – Xoserve (PO) to reword problem statement.

Update: This has been completed. **Closed**

0304: Xoserve (EL) to send out a revised red-lined version of the DES BRD for consultation.
Update: This has been completed. **Closed**

0305: Xoserve (EL) to confirm if the CSS information can be published on Xoserve Website.
Update: This has been completed. **Closed**

0306: Xoserve (PO/RH) to provide a more consolidated list of changes for the UK Link Releases and change the formatting for the UK Link Release page.
Update: This is currently being reviewed and RH will be submitting an amended document at a future meeting. **Closed**

0307: Xoserve (JG) to provide further information on reporting requirements impact on CP 4874 (Must Read Invoicing Validation)**.**
Update: JG to provide an update on this at the May meeting. **Carried Forward**

0308: Xoserve (MR) to review the total DNO figure in the finance spreadsheet and feedback to RP.
Update: This has been completed. **Closed**

0309: Joint Office to set up an Extraordinary Change Management Committee meeting between 27 April and 04 May.
Update: This will be updated under November 2020 Release Update (5). **Closed**

Xoserve BCM Plan Update during Covid 19 – Andy Szabo (AS), Chief Customer Officer

AS briefly updated the Committee on Xoserve's BCM measures during the Covid-19 crisis by stating that broadly 95% of Xoserve's employees are available and they will continue to operate as business as usual (BAU) basis. He acknowledged that this might not be the case for the rest of the industry and Xoserve are aware of the associated impacts on AQs and UIG as well as significant changes in gas consumption patterns due to the measures implemented by Government action which might indirectly impact various changes in the pipeline. AS assured the Committee that Xoserve will be involved in discussions with different industry bodies and customers to try and identify these changes and determine how best to deal with them. Xoserve will continue to update the industry daily and publish all relevant information on their website. AS indicated that largely Xoserve were in good health and will be working to support their customers during the crisis.

2. New Change Proposals – Initial Review

2.1. XRN5142 New Allowable Values for DCC Service Flag in DXI File From DCC

This new CP is sponsored by Northern Gas Networks. It is meant to be aligned to the SEC Modification MP077 DCC Service Flagging. The new DCC Service Flag should align to the SEC and allow users to tell the difference between Devices on a Smart Metering System (SMS) that are Active, installed but not commissioned or decommissioned. The SEC proposal is seeking to remove the allowable values of "S" - Suspended and "W" – Withdrawn and replace them with values of "N" – Non-Active and "I" – Installed Not Commissioned, which will be mirrored in this CP.

The proposal is currently seeking a June 2021 implementation. The Committee agreed that this implementation date was deliverable.

DNO & IGT Members were asked to vote and unanimous approval was noted.

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

Kev Duddy + Alternate	2	For
Total	**4**	**For**

2.2. XRN5143 Transfer of NDM sampling obligations from Cadent, WWU, and NGN to the CDSP

This new CP is sponsored by Cadent. The CP aims to transfer the EUC Bands 3-9 NDM Sampling UNC obligations, currently incumbent on DNOs (as per UNC TPD Section H1.6) to Xoserve. As Xoserve are closer to the NDM demand estimation process than DNOs and have a close relationship with Shippers, they are better placed to ensure the correct coverage across each EUC Band and Class. As Xoserve already carries out NDM sampling for EUC Bands 1 and 2 this change is simply an extension to the current CDSP process.

Kirsty Dudley (KD) asked if this CP would be progressed through discussion at DSG (Delivery Sub-group) or DESC (Demand Estimation Sub-Committee). James Rigby (JR) indicated that it could be discussed at both groups as Fiona Cottam and Mark Perry who are involved with DESC, are aware of this change. KD suggested in that case DESC should be involved in developing this CP further.

New Action 0402: Xoserve (JR) to ensure DESC are made aware of CP5143 (Transfer of NDM sampling obligations from Cadent, WWU, and NGN to the CDSP).

DNOs Members were asked to vote and voted unanimously to approve.

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

2.3. XRN5145 DSC Service Description Table cosmetic change to Service Line Table v11

This new CP is sponsored by Xoserve. Angela Clarke (AC) presented this for information only. She informed the Committee that the DSC Service Description table needs to be updated further to the changes discussed at last month's meeting. The updated table will be taken to the DSC Contract Management Committee in April for approval.

2.4 XRN5146 Data Cleanse of NExA information within UK Link and the Data Enquiry Service (DES)

This new CP is sponsored by Northern Gas Networks. Jai LeResche (JL) briefly introduced it by stating that it has been prompted by UNC Modification 0701 Aligning Capacity booking under the UNC and arrangements set out in relevant NExAs. She clarified that the CP supports the Modification but is not dependant on it. Therefore, Xoserve are hoping to deliver the CP before the Modification is implemented.

Currently the process for NExA indicators to be updated is not established, preventing the Transporters being able to provide this information. This CP seeks to conduct a data cleanse against the information held in UK Link and DES for NExA sites and to ensure the ongoing process is put in place to allow Transporters to confirm where there are any updates and for this to be recorded accurately within UK Link and DES.

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JL informed the Committee that DNOs were being asked to vote and at present IGTs have not been included as an impacted party for this CP. KD questioned why IGTs had been excluded and was answered by Ellie Rogers (ER) that Xoserve are presently working to identify how IGTs are impacted by Modification 0701. Once any impacts have been captured, Xoserve will align the CP to highlight the same impacts. KD indicated that it would be preferable to involve IGTs from the beginning of this change and exclude them at a later date if required. ER agreed with this and stated she would make the amendments required.

New Action 0403: Xoserve (ER) to amend CP5146 (Data Cleanse of NExA information within UK Link and DES) to include IGTs as a party, unless it is confirmed that they will not be impacted by this CP.

The Committee agreed that a vote would be held just for DNOs at present to initiate capture. If IGTs are identified as being impacted, the CP will be brought back for another vote.
DNOs Members unanimously voted to approve:

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

2.5 XRN5144 Enabling Re-assignment of Supplier Short Codes to Implement Supplier of Last Resort Directions

This new CP is sponsored by Xoserve. Dave Addison (DA) introduced it by explaining it had been raised at the request of Ofgem. This CP will require changes to the MDD Market Participant Identity Verification Approach Document. This includes changes to the business rules in section 4 to clarify that supplier short codes can be re-assigned as part of a SoLR (Supplier of Last Resort) event and that a single Market Participant Identity (MPID) could be assigned to different legal entities where the associated supplier and shipper are different. The aim of this is to enable a more efficient SoLR process.

Ofgem have shared some of the solutions they have been considering to address the problems with a SoLR event and this change captures one such option. However, Xoserve highlighted some concerns in relation to taking this approach and the Committee discussed their views on the topic.

DA highlighted that where a supplier short code is associated to a shipper short code (as they are linked to the same organisation), reassignment of the supplier short code will mean that the link between the supplier and shipper will be broken. Impact assessment is required to understand whether breaking this link will affect UK Link and market participant systems and each parties' processes. Xoserve will review the CDSP systems and carry out any necessary testing to ensure it will be able to hand the implementation of this CP. DA suggested that in parallel to this, Xoserve are considering an impact assessment for the industry as this CP will have an impact on commercial agreements already in place for a SoLR.

Xoserve recommended that the CP should be issued for a 20 day consultation which should allow the industry to understand the impacts and risks to them. KD commented that looked like this would be an opportunity for the industry to provide initial views about this CP based on information held by Xoserve on the SoLR process. Richard Pomroy (RP) agreed with this view.

All Members were asked to vote and unanimously approved:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Claire Louise Roberts	1	For
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
Total	**6**	**For**
Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	1	For
Richard Pomroy	1	For
Richard Loukes	2	For
Kev Duddy + Alternate	2	For
Total	**6**	**For**

2.6 XRN5147 Optimising the Must Read process for IGT Customers

This new CP is sponsored by BUUK. Paul Orsler (PO) briefly introduced it by explaining that Xoserve have been liaising with the industry on the Must Read processes. Must Read processes are designed to support both GTs and IGTs in precuring meter readings where Shippers have been unable to provide meter reads within the prescribed Meter Read Frequency. This process is difficult as IGTs? are required to coordinate this process through their agents.

Xoserve data flows are key to support the effective procurement of these reads, however the lack of ability to track more frequent reading activity for associated MPRNs can lead to unnecessary MRA activity. IGTs would therefore like to see more dynamic dataflows, supporting refreshed datasets, showing whether meter reads are still outstanding for sites that have triggered Must Read processes.

The proposal is for Xoserve to flag any site where meter readings have not been carried out, which will then allow the IGTs to instigate a Must Read process. PO warned that there would be some associated costs which would then pass to Shipper customers. However, as potentially other customers may benefit from this change, Xoserve suggested the Committee review the funding for the CP once an impact assessment has been carried out.

> **New Action 0404**: Xoserve (PO) to ensure CP5147 (Optimising the Must Read process for IGT Customers) is brought back to the Committee for a funding review.

The Committee was informed that assessment is also needed to understand whether any changes to the Must Read process are required to ensure any sites that have subsequently had a successful meter read from the registered Shipper are no longer flagged as being outstanding within the Must Read process for the relevant IGT.

IGT Members were asked to vote and unanimously approved:

Voting Outcome:		
IGT Representatives	**Voting Count**	**For/Against**
Kev Duddy + Alternate	2	For
Total	**2**	For

3. New Change Proposals - Post Initial Review

None for this meeting.

4. New Change Proposals - Post Solution Review

None for this meeting.

5. Xoserve DSC Implementation Plan

No new outages notified for the April meeting.

April's implementation plan includes the Approval of the Design Specification for this following change.

5.1 XRN4850 - Notification of Customer Contact Details to Transporters

The Committee was informed that Oorlagh Chapman (OC) had provided representations on this item to Xoserve. ER advised her that these comments have now been captured in the change pack and clarifications have been made to questions raised in the responses to the consultation.

A revised pack including clarifications and comments from the industry will be included in the June 2020 release.

Shippers, DNO and IGT Members were asked to vote and unanimously approved:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Claire Louise Roberts	1	For
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
Total	**6**	**For**
Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	1	For
Richard Pomroy	1	For
Kev Duddy + Alternate	2	For
Total	**4**	**For**

6. Approval of Change documents

A Change Completion Report (CCR), Business Evaluation Report (BER) or Evaluation Quotation Reports (EQR), for the following Changes, was presented to the Committee for approval.

6.1. Revised CCR for XRN4665 End User Categories

Matt Rider (MRid) updated the Committee on this CP, which was approved at the March meeting. He apologised for having missed some costs for the project. This paper was seeking approval for a further £18,000 in costs. MRid confirmed that this was still under the total estimated project cost.

KD sought clarification on this issue could be prevented from happening again. MRid explained that Xoserve have identified a gap in their internal approval process and in the future, they will ensure that the Finance Team will review all cost information before any approvals. KD suggested Xoserve use this CP to learn lessons from the mistakes. Emma Smith (ES) and MRid agreed that Xoserve would take this on board.

Shipper Members were asked to vote on this, and unanimous approval was given:

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

6.2. CCR for XRN5057 Minor Release Drop 6

Ed Healey (EH) provided an update on this minor release which was delivered in February 2002. Two changes were included within this release, including:

- CP4955 - Amendment of MDD PSR Needs Codes and Needs Codes Descriptions
- CP4997 - Introduction of New Charge Codes for Pro-Active Payment of GSOP 3 and GSOP 13 and GT Voluntary Consumer Payments

EH confirmed that the release costs were under budget. There was a question from an attendee on whether the industry would be using the service being delivered through these changes. EH stated there was no confirmation of this and if there was no demand for the services being offered, the Committee might have to review these CPs again.

All Members voted and unanimously approved:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Claire Louise Roberts	1	**For**
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
Total	**6**	**For**
Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	1	For
Richard Pomroy	1	For
Richard Loukes + Alternate	2	For
Kev Duddy + Alternate	2	For
Total	**6**	**For**

6.3. EQR for XRN5122 Gemini System Enhancements

An update was provided on this CP by Hannah Reddy (HR) which has now been implemented.

The EQR covers the analysis of the design phase. The analysis will start from May to October. As part of this there will be Shipper engagement. Original scope has been set aside and Xoserve are reviewing how they can do this remotely.

HR further explained that there has been some additional engagement through the Gas Ops Forum. Given the number of requirements, further engagement is possibly required. PO commented that an extraordinary DSG meeting could be arranged to ensure this takes place.

NTS Members were asked to vote and approved unanimously:

Voting Outcome:		
NTS Representatives	**Voting Count**	**For/Against**
Richard Loukes + Alternate	1	**For**
Total	**2**	For

6.4 Revised BER for XRN4996 June 20

Surfaraz Tambe (ST) presented this Revised BER for the June 2020 Release. This includes a breakdown of costs for the changes as well as risk margins for each change as requested in the February meeting for transparency. RP asked whether this document shows full cost of the June 2020 Release, which was confirmed by ST.

All Members were asked to vote. Richard Loukes (RL) suggested NTS Members should not vote on the costs as this Release has not impact on them and this point was accepted by the other Committee Members. Shippers, DNO and IGT Members voted and unanimously approved:

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

7. Release Approvals / Updates

7.1. June 2020 Release Update

JR gave an update to the Committee on Xoserve's plans for implementation of the June 2020 Release in light of Covid-19. He said Xoserve are currently trying to work out risk factors to implementation, including options on alternative delivery solutions for the changes as a contingency. He welcomed discussion from Committee around organisational readiness in case of business impacts from Covid-19.

KD welcomed the opportunity provided to discuss operational readiness. She however raised her concern about whether Xoserve were able to deliver the changes included in the June 2020 Release on the agreed implementation date. As such she did not feel discussing options on alternatives were appropriate yet.

JR signalled that whilst Xoserve were ready to deliver the Release, they were taking this opportunity to review alternative implementation scenarios. ST provided the various options and alternatives for the Release that Xoserve have identified, as well as the pros and cons for each option. The various options identified were:
- Do nothing – Implement as planned
- Delay Implementation to November
- Split Implementation

The Committee discussed the options and the benefits and drawbacks for implementing each option. The consensus was that the implementation should not be delayed. KD highlighted that different organisations are experiencing different challenges. JR welcomed the different views as this would inform Xoserve's actions.

KD stated that she would be interested in seeing the revised change pack for CP4850, one of the changes included in the June 2020 Release. PO responded that his has already been sent out.

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KD responded that when a change pack is issued, it gives the industry an opportunity for the industry to raise more clarification questions. PO said that going forward they can look at holding more extraordinary Change Management Committee meetings as and when required to review these reissued change packs.

KD further suggested that using the option to delay implementation and pushing back the Release would result in a knock-on effect on SPAA for CP4850. RP agreed with this point and said that Shippers and Transporters could declare Force Majeur, however, it would be significantly more expensive to implement. KD and RP both confirmed that they would prefer not to use this option.

ES confirmed that Xoserve are still on track for the June Release date and this discussion is to inform any further planning if required. PO explained that in the past Xoserve have been criticised for not having plans in place for disruptions to delivery of changes, which they were addressing here.

The Committee agreed that the discussion would be revisited in May when it would be clearer if resources would be impacted and targets may not be met. KD agreed this would be a transparent approach and would be aligned with other Codes looking at these scenarios. It was agreed that the Committee would be meeting fortnightly going forward.

> **New Action 0405**: Xoserve and JO to arrange extraordinary Change Management Committee Meetings should they be required due to the impacts of Covid-19.

7.2. XRN4914 Retrospective Data Update Provisions

Tom Lineham (TL) provided an update on project status and timeline for the Retrospective Updates Project.

7.3. Minor Release Drop 6 Release Update

Richard Hadfield (RH) provided an update on Minor Release Drop 6. He confirmed to the Committee that the release had remained on track and was delivered in February 2020. The next step will be closing down the project with CCR.

7.4. Minor Release Drop 7 Release Update (approval)

RH presented 3 changes for approval under Minor Release Drop 7:

- XRN5036 – Updates to Must Read Process (removes AMR and SMART from Must Read contacts - precursor to November 2020)

- XRN4989 – Online Solution for Credit Interest Process (to automatically issue the supporting info through IX)

- XRN5065 – Addition of Email Address to DES Last Accessed Report (security enhancement)

The initial plan was to deliver this Release in May 2020. In the current circumstances, Xoserve are working to deliver the Release around 4th July 2020 . RH clarified to the Committee that this will enable Xoserve to protect the June 2020 major release and assure they can deliver CP4989 outside of a major release.

Members unanimously approved the aproach:

Voting Outcome:	

Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	1	**For**
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
Total	**6**	For
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Richard Pomroy	1	For
Richard Loukes + Alternate	2	For
Kev Duddy + Alternate	2	For
Total	**6**	**For**

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7.5. November 2020 Release Update (Approval)

JR presented this update. He informed the Committee that the November 2020 Major Release was initially earmarked for the delivery of Retrospective updates, a project that subsequently required a detailed Proof Of Concept exercise. An alternative November 2020 major release was scoped, based on priority (regulatory, customer benefits) and readiness (progress through the governance cycle) to make use of the delivery capacity.

In the February meeting the Committee approved a scope of 9 changes for the November 2020 Release. Xoserve is currently tracking against the reported plan but there is growing risk that progress (for Xoserve and its customers) could be derailed due to current world events. The next stage for the release is to incur development costs, so to ensure no funding is wasted, Xoserve explained wanted to open a dialogue with customers on the risks and approach.

To deal with Covid-19 and to ensure BAU activities continue, Xoserve are reviewing how to address the current risks and issues. JR asked if it would be sensible for the Committee to review whether the November 2020 release needed to be delayed to the next release window (February 2021). This could be reviewed at the May Committee meeting or a separate Extraordinary Meeting.

KD suggested that the approach should be the same as June 2020 release. There needs to be a consultation on when these changes will be implemented. This can be facilitated in the change pack, which can be sent out quickly via email or through the Committee meetings as planned.

JR advised the change pack will be issued for a 10 Day consultation window on 14 April. He asked if the Committee wanted more than 10 Days to review the pack but warned that the 6 month implementation window might then be missed.

A comment was made asking whether the Committee were being premature with this planning until industry views were known. KD disagreed and said considerations were still the same. She stated that in the past she has asked for a minimum of 6 months delivery time but in the current circumstances she would be willing to be pragmatic and go along with the majority of Committee Members views.

JR advised that at present, 10 change packs are being issued to Customers in addition to the June 2020 release change pack. This therefore does not give the industry a lot of time to review the changes. RP cautioned against reducing the 6-month implementation time as it would result in Xoserve being non-compliant. He advised it would be better to send the changes for a 10 Day consultation to keep the 6-month implementation lead time. Sally Hardman (SH) and KD agreed with this view.

Bob Fletcher (BF) confirmed that the Joint Office can support an Extraordinary meeting to facilitate approvals for the November 2020 Release on 4th May, as requested by Xoserve. It is anticipated the meeting will be for an hour and the suggestion was to start at 9:00 am. Joint Office confirmed they will arrange this.

New Action 0406: Joint Office (BF/MBJ) to arrange an Extraordinary Meeting for 04 May 2020.

EH provided a brief update on the November 20 change pack itself and delivery timeline.

DA provided an update on the MAM regulatory change and informed the Committee that this was currently at risk. A sponsor has been found for the SPAA change which will be submitted to SPAA Change Board and submitted for a 30 day assessment. He shared his view that this change pack will deliver the changes to other impacted parties. Other regulatory risks to flag is CSS and REC, which he informed the Committee he was discussing with Ofgem to agree the approach to be taken.

ES mentioned that Xoserve's change packs cannot currently be published by home workers. They are currently looking at fixing this with remote working being in place. However, she warned the Committee if this cannot be resolved, they would have to be emailed to the industry. She indicated that this is likely to be resolved but apologised for any inconvenience if this was not the case.

Members were asked to vote to hold an Extraordinary meeting on 4 May. This was unanimously approved:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Claire Louise Roberts	1	**For**
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
Total	**6**	For
Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	1	For
Richard Pomroy	1	For
Richard Loukes + Alternate	2	For
Kev Duddy + Alternate	2	For
Total	**6**	**For**

7.6. Retail & Network – UK Link Release Updates

RH provided an update on the UK Link Scoping Approach and a general update on UK Link, including upcoming delivery and governance timelines, allocated and unallocated changes.

7.7. UK Link POAP

A POAP for UK Link related changes was presented for information purposes.

7.8. Data Services

7.8.1. Data Office Changes

PO updated the Committee on a list of Data Office related changes. These are changes being delivered through customer data services. PO highlighted that the biggest change to call out is the request for IGT elected sites.

7.8.2. Data Discovery Platform (DDP) Update

David Newman (DN) updated the Committee on the Data Discover Platform's implementation. Drop 4 of the Platform has now been initiated. The Go-Live date remains 8th May 2020.

8. CSS Consequential Update

Emma Lyndon (EL) provided an update to the Committee about the CSS Consequential project. She stated that the programme continued to remain at amber trending status and active mitigation of issues and risks is in place in order to return the plan to green.

Further to this Ofgem have announced that because of impact of Covid-19 on suppliers, the delivery of CSS will be delayed by at least 6 months. In light of this, Xoserve's market trials will be amended to bring it in line with the delivery new plan. There is a further communication which is likely to come out from PwC in the next few days. The trials will now commence after the end of June.

EL informed the Committee that unfortunately she could not provide any further update on the programme at this time. The CSS Programme needed to be significantly re-planned at this stage before the consequential planning could be progressed.

9. Horizon and Future Release Change Planning

9.1. 'Bubbling Under' Report

The bubbling under report highlighting potential future work for Xoserve was presented.

9.2. Gemini Horizon Planning

HR presented A POAP for Gemini related change for information purpose. She highlighted various transmission change projects on Xoserve's horizon that will have an impact on the Gemini programme.

10. Finance and General Change Budget Update

Mudassar Riaz (MR) updated the Committee on Finance and General Budget. MR to give a further update on year end position next month. RP queried some of the figures presented and was satisfied with the clarification provided.

11. Any Other Business

11.1. IX Refresh Update

Mark Pollard (MP) provided an update to the Committee on the implementation of the IX Refresh. There has been a significant impact on the project due to COVID-19. This is because of customer site access restrictions as part of government recommendations. As a result of this, the overall project RAG status has moved to Red.

MP informed the Committee that the project team have been engaging with the legacy service provider to ensure all customers remain on a fully supported solution until the programme is fully rolled out. This includes:

- An agreement in place to extend legacy support past August 2020 if required;
- A minimum 3 month extension up to however long required; and
- An extension which can be triggered at the end of June 2020.

The Committee accepted the update and requested to be kept abreast of any further significant changes to the programme roll out.

12. Diary Planning

Further details of planned meetings are available at: www.gasgovernance.co.uk/events-calendar/month

Meetings will take place as follows:

Time/Date	Venue	Programme
09:00 Monday 04 May 2020	Via Teleconference	November 2020 Release Approval
10:00 Wednesday 13 May 2020	Via Teleconference	Standard Agenda items, and any other matters arising.

Action Table (as at 11 March 2020)

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
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**
0205	12/02/20	4.6	CP4992 (Modification 0687) – Xoserve (ES/RT) to keep this item on Committee agenda until May.	Xoserve (ES/RT)	**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 for CP4871B) (Modification 0665 - Changes to Ratchet Regime).	Xoserve (ES/PO)	**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**
0307	11/03/20	7.6	Xoserve (JG) to provide further information on reporting requirements impact on CP 4874.	Xoserve (JG)	**Carried Forward**
0401	08/04/20	1.0	When Change Proposals are mentioned in minutes, can the title of the CP also be captured (MBJ)	Joint Office (MBJ)	**Pending**
0402	08/04/20	2.2	Xoserve (JR) to ensure DESC are made aware of CP5143 (Transfer of NDM sampling obligations from Cadent, WWU, and NGN to the CDSP).	Xoserve (JR)	**Pending**
0403	08/04/20	2.4	Xoserve (ER) to amend CP5146 (Data Cleanse of NExA information within UK Link and DES) to include IGTs as a party, unless it is confirmed that they will not be impacted by t	Xoserve (ER)	**Pending**
0404	08/04/20	2.6	Xoserve (PO) to ensure CP5147 (Optimising the Must Read process for IGT Customers) is brought back to the Committee for a funding review.	Xoserve (PO)	**Pending**
0405	08/04/20	7.1	Xoserve and Joint Office to arrange extraordinary Change Management Committee Meetings should they be required due to the impacts of Covid-19.	Xoserve and Joint Office	**Pending**
0406	08/04/20	7.5	Joint Office (BF/MBJ) to arrange an Extraordinary Meeting for 04 May 2020.	Joint Office (MBJ)	**Pending**