Joint Office of Gas Transporters

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

Attendees			
Attendees			
Bob Fletcher (Chair)	(BF)	Joint Office	Non-Voting
Helen Cuin (Secretary)	(MBJ)	Joint Office	Non-Voting
Shipper User Representatives (Voting)			
Stephanie Clements	(SC)	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)z			
Guv Dosanjh	(GD)	Cadent	DNO Voting
Richard Pomroy	(HC)	Wales & West Utilities	DNO Voting
Richard Loukes *(and alternate for Teresa Thompson)*	(RL)	National Grid	NTS Voting
Rebecca Cailes *(and alternate for Kevin Duddy)*	(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	(ACl)	Cadent	
Angela Clarke	(AC)	Xsoerve	
Avram Florentina	(AF)	Xoserve	
David Addison	(DA)	Xoserve	
David Newman	(DNe)	Xoserve	
Ed Healey	(EH)	Xoserve	
Emma Lyndon	(EL)	Xoserve	
Helen Chandler	(HC)	Northern Gas Networks	
Jack Wilde	(JW)	Northern Gas Networks	
Jai LeResche	(JLR)	Xoserve	
James Barlow	(JBa)	Xoserve	
James Rigby	(JR)	Xoserve	
Jamiee LeResche	(JLR)	Xoserve	
Joe Walker	(JW)	Xoserve	
Kirsty Dudley	(KD)	EON	
Manisha Bhardwaj	(MB)	Xoserve	
Mark Pollard	(MP)	Xoserve	
Michelle Nitts	(MN)	Xoserve	
Mike Payley	(MPa)	Xoserve	
Mudassar Riaz	(MR)	Xoserve	

Oorlagh Chapman	(OC)	Centrica
Rachel Addison	(RA)	Xoserve
Rachel Taggart	(RT)	Xoserve
Richard Hadfield	(RH)	Xoserve
Sally Hardman	(SH	SGN
Simon Harris	(SH)	Xoserve
Surfaraz Tambe	(ST)	Xoserve
Tracy O'Connor	(TOC)	Xoserve

Copies of all papers are available at: https://www.gasgovernance.co.uk/dsc-change/080720

1. Introduction

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

1.1. Apologies for absence

Teresa Thompson, NTS Representative
Kevin Duddy, IGT Representative

1.2. Alternates

Rebecca Cailes, IGT Representative for Kevin Duddy
Richard Loukes, NTS Representative for Teresa Thompson

1.3. Confirm Voting rights

Representative	Classification	Vote Count
Shipper		
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 for Teresa Thompson)	NTS	2 votes
Rebecca Cailes (+ Alternate for Kevin Duddy)	IGT	2 votes

1.4. Approval of Minutes (10 June 2020)

The minutes from the meetings were approved.

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 – carried forward to July. **Update:** James Rigby (JR) explained that they were aiming to arrange a Governance Sub-Committee meeting date in August for further review of this action and suggested the action is transferred to the Governance Sub-Committee. The DSC Change Committee proposed a meeting date of the 10 August and agreed to transfer actions 0108 and 0216 to the Governance Sub-Committee meeting, requesting a post meeting update to the Committee by October under a new action. See New Action 0701. **Closed.**

0216: Xoserve to review how they can be clearer when discussing costs where they have already spent a proportion of the budget – to be reviewed in July.
Update: Further to action update 0108 Richard Pomroy (RP) suggested Xoserve bring a proposal to the DSC Change Committee by October. It was agreed to transfer actions 0108 and 0216 to the Governance Sub-Committee meeting, with a post meeting update to the Committee by October under a new action. See New Action 0701. **Closed.**

New Action 0701: Xoserve (JR) to ensure the DSC Governance Sub-Committee reviews:
a) the governance arrangements around change assurance and associated health checking during development work.
b) how the CDSP can be clearer when providing cost information where a proportion of the budget has already been spent.

0504: Xoserve (MD) Record the details of the issue relating to unresolved exceptions on the issue register.
Update: JR confirmed that Xoserve have captured and published details of the issues within the issues register via the AQ Taskforce, this includes information on the resolution of exceptions, dates and volumes. Any further questions can be directed to Michelle Downes at Xoserve or via Customer Managers. **Closed**

0505: Xoserve (MD) to ensure the exception details are clearly visible for customers on the Xoserve.com website and updated with latest information including progress, resolution dates and volumes.
Update: JR confirmed that Xoserve have captured and published details of the issues within the issues register via the AQ Taskforce, this includes information on the resolution of exceptions, dates and volumes. Any further questions can be directed to Michelle Downes at Xoserve or via Customer Managers. **Closed**

0601: Xoserve (DA) to send out details of the CSS change related to XRN5144 - Enabling Re-assignment of Supplier Short Codes to Implement Supplier of Last Resort (SoLR) Directions.
Update: David Addison (DA) confirmed this Change Request (CR) had been provided and made available today – this will be CRD025 and will be made available as a post meeting update, for members to examine. DA explained what the change is proposing, in order to split the portfolio, to look at the registration options, non-functional requirements and re-assigning portfolios. DA explained that Xoserve are seeking to clarify some elements in the CR with Ofgem which might then require further updates. A significant impact to central systems has been identified, including the need to have start and ends dates with organisations owning market IDs. The next steps will be to the discuss impacts with DSC Delivery Sub-Group (DSG). **Closed**

Post Meeting Update: *Change Request CRD025 Changes to Support Enhanced SoLR Arrangements Draft published 09 July 2020 at:* [*https://www.gasgovernance.co.uk/dsc-change/080720*](https://www.gasgovernance.co.uk/dsc-change/080720)

0602: Xoserve (JR) to update implementation plan with TBC for CPs on the implementation plan awaiting Committee approval.
Update: See item 5.0, JR confirmed that some dates had yet to be confirmed but some amendments had been incorporated as requested. Kirsty Dudley (KD) confirmed all the necessary updates have now been undertaken. KD suggested that the control around the communication of release dates needs to be tightened up as there have been some miscommunications in particular providing a Saturday implementation date when is should have been Friday. JR noted KD's these concerns, although noting there can be timing issues between paper submissions and latest information on dates. **Closed**

0603: Xoserve (ES) to send confirmation of IGTs of spending above their change budget for XRN5164 – CSEP Data Assurance Performance Monitoring Capability (DDP Drop 9)
Update: Emma Smith (ES) confirmed that this had been discussed with IGTs. **Closed**

0604: Xoserve (EH) to issue a post meeting updated BER with the funding split for CP4871B - Modification 0665 - Changes to Rachet Regime.
Update: Xoserve advised that this action had been undertaken. **Closed**

0605: Xoserve (MR) to update the Finance and General Change Budget with changes agreed during the June Committee meeting.
Update: Xoserve confirmed this information has been reflected in the next report. **Closed**

0606: Xoserve (JBa/ES) to issue a post meeting paper for the new CP discussed.
Update: Rachel Taggart (RT) advised this would be covered under item 2.1 XRN5007 for the formal approach. **Closed**

2. **New Change Proposals – Initial Review**

   2.1. XRN5007 Enhancement to reconciliation process where prevailing volume is zero

James Barlow (JBa) introduced the new Change Proposal (CP) sponsored by Xoserve, explaining that there had been a large increase in the number of MN09 exceptions. JBa confirmed that the functional process needs to be reviewed and corrected to ensure valid MN09 exceptions no longer occur and ensure the resultant billing and related downstream processing, is correct.

Richard Pomroy (RP) asked if there were multiple causes for the exceptions. JBa confirmed this was the only cause. JBa clarified that shippers will need to submit a progressive meter read to correct the exception.

Kirsty Dudley (KD) asked about the back-up reporting and if this can be included within the CP to support the benefits case. KD wanted this CP to capture all the aspects as a single reference point.

RP asked if this had been taken to Distribution Workgroup, RBa confirmed that this had been discussed at the recent Distribution Workgroup and highlighted at the Uniform Network Code Committee.

Shipper and DNO Members were asked to vote on whether this change should proceed to initiate Capture. The DSC Service Area 5: Metered Volume and Metered Quantity

Shipper and DNO Members provided unanimous approval to proceed to initiate capture.

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Stephanie Clements	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
Total	**2**	**For**

2.2. XRN5188 Interim Data Loads of MAP Id into UK Link

Simon Harris (SH) introduced this CP which is sponsored by Xoserve. SH explained that additional data loads of Meter Asset Provider (MAP) ID into CDSP systems are required as an interim measure to ensure the integrity of the data item until an enduring solution is in place.

SH confirmed part of XRN4780-C takes into account some of the design changes and is the enduring solution for loading MAP IDs into CDSP Systems, provided by the Meter Asset Managers (MAMs), and is currently in scope of CSS delivery in June 2021.

XRN4780-B is part of June 2020 Major Release and is looking to load, on mass, MAP ID data into UK Link to support the CSS programme.

KD enquired about February being previously quoted in the CP. SH confirmed the February date was pencilled in as interim but this had changed to June 2021. KD enquired about the enduring solution and is development and the approach proposed at the DSG. Emma Smith (ES) confirmed this is being considered as the DSG. KD also enquired about capturing this CP for the October minor release, is this possible at this time.

Paul Orsler (PO) explained Xoserve are not sure how this solution will work at the moment but they are starting to look at the options and routine for data updates, so October is a possibility. PO suggested it may be possible to build some updates into the minor releases to maintain the credentials.

KD was concerned about tabling this for the October release. PO explained the target implementation date has been pencilled in however this needs to be approved.

Shipper Members were asked vote on whether this change should proceed for Xoserve to initiate Capture. The DSC Service Area 1: Manage Supply Point Registration

Shipper Members provided unanimous approval to proceed to initiate capture.

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Stephanie Clements	1	For
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
Total	**6**	**For**

2.3. XRN5192 CMS Reference Number in Amendment Invoice Supporting Data

SH introduced this new CP sponsored by Npower and explained this change is related to the supporting information for the Amendment Invoice and the ability to record the CMS Reference Number within the ASP & AML files. SH clarified that there is currently no reference number feed, and to populate the reference number the request will need to make an adjustment to the query codes.

KD requested that Xoserve use plain English and avoid using unexplained acronyms within all CPs to ensure they can be easily understood.

Shipper & DNO Members were asked to vote on whether this change should proceed to initiate Capture. The DSC Service Area 7: NTS Capacity, LDZ Capacity, Commodity, Reconciliation, Ad-hoc adjustment and balancing invoices.

Shipper and DNO Members provided unanimous approval to proceed to initiate capture.

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Stephanie Clements	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
Total	**2**	**For**

2.4. XRN5193 Stop MUR Generation of GT SMPs

SH introduced this new CP sponsored by Xoserve and explained that the primary barrier to undertaking this process is the inability for Shippers to operate normal meter reading activities, likewise the DNOs are unable to procure meter readings to satisfy the Must-Read criteria. Therefore, this change is required to overcome the situation and avoid backlogs.

Shipper and DNO Users were asked to vote on whether this change should proceed to initiate Capture. The DSC Service Area 2 – Provide query management Service Lines – SS SA22 05 and SS SA22 06.

Shipper and DNO Members provided unanimous approval to proceed to initiate capture.

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Stephanie Clements	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
Total	**2**	**For**

2.5. XRN5195 Shipper Withdrawal

Paul Orsler (PO) introduced this new CP sponsored by Indigo Pipelines, explaining that the Delta files (IDL) for IGTs do not notify when the withdrawal date is effective in UK Link. This change looks to address this issue and the logic. PO clarified the information provided in IDL is unclear as to when a Shipper has successfully withdrawn from a site and the IGT can stop billing. Some IGTs are using the 'notice of withdrawal' as the date to stop billing, which is incorrect. This change is required to provide a simple way for IGTs to identify when a Shipper has truly withdrawn from a Site in order to cease billing.

IGT Users were asked to vote on whether this change should proceed to initiate Capture. The DSC Service Area 21: Data flows and services to Network Operators.

IGT Members provided unanimous approval to proceed to initiate capture.

Voting Outcome:		
IGT Transporter Representatives	**Voting Count**	**For/Against**
Rebecca Cailes	2	For
Total	**2**	**For**

2.6. XRN5196 Address Amendments Validation

PO introduced this new CP sponsored by BU-UK and explained that IGTs are unable to update or challenge updates on a site, for example the site address. The change is to provide IGTs with a formal mechanism to challenge address amendments where they believe an update is incorrect.

KD asked if there is a Shipper impact from this CP. PO explained although the service line is an IGT service line, the solution may need an extra step to ensure Shipper input.

IGT and Shipper Members were asked to vote on whether this change should proceed for to initiate Capture. The DSC Service Area 21: Data flows and services to Network Operators

IGT and Shipper Members provided unanimous approval was given for this CP to proceed to capture.

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Stephanie Clements	1	For
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
Total	**6**	**For**
Transporter Representatives	**Voting Count**	**For/Against**
Rebecca Cailes	2	For
Total	**2**	**For**

2.7. XRN5197 QMP File Validation in CMS – Current Address field

PO introduced this new CP sponsored by Indigo Pipelines and explained that feedback had been provided about the existing CMS address process and the QMP file formats in CMS are causing the system to reject QMP files and preventing plot to postal address updates. The CP will revise the logic around the QMP. PO noting the IGT Change Budget and agreed set of priorities, confirmed that this change will be set to agreed dates provided by IGTs.

KD asked Xoserve to capture the benefits of the change within the CP so that it can be understood by Shippers.

KD enquired if this change involved the same coding as other updates and it would be better to look at these changes as a whole rather than carving them up. PO explained than IGT processes may not align the same as other systems. KD suggested Xoserve re-examine and consider all impacted parties and encouraged Xoserve to revisit the ability to align changes where possible.

IGT and Shipper Users were asked to vote on whether this change should proceed to initiate Capture. The Service Area 21: Data flows and services to Network Operators

IGT and Shipper Members provided unanimous approval was given for this to proceed to capture.

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Stephanie Clements	1	For
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
Total	**6**	**For**
Transporter Representatives	**Voting Count**	**For/Against**
Rebecca Cailes	2	For

Total	2	For

2.8. XRN5199 Amendments to V12 of the SDT Service Description Table

Angela Clarke (AC) introduced this new CP sponsored by Xoserve, noting this was for information only and no vote was needed.

AC explained that the DSC Service Description Table had been updated with a number of minor amendments resulting from an internal review. The changes are either minor amendments to wording to add clarity or updates to show the correct UNC reference. The CP will be considered by the DSC Contract Management Committee on 15 July 2020.

2.9. XRN - Shipper Pack Transition to Data Discovery Platform

JR introduced this new CP sponsored by EON and explained that a series of Management Information (MI) reports known as the 'Shipper Packs' produced by Xoserve, have evolved over time to include statistical industry performance reporting, such as the suite of reporting produced used by the Performance Assurance Committee (PAC). The change will review what is in Shipper Packs, provide a framework, and a transition for aligning the reports with the Data Discovery Platform (DDP). It is expected that the transition will move away from the 'legacy' spreadsheet iterations of reporting and will move towards an integrated DDP reporting.

Shipper Users were asked to vote on whether this change should proceed to initiate Capture. The DSC Service Area 18: Provision of user reports and information

Shipper Members provided were asked to vote and unanimous approval was given for this CP to proceed to initiate capture.

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Stephanie Clements	1	For
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
Total	**6**	**For**

2.10. Late CP XRN5315 (late item)

ES wished to alert the Committee of a late CP which is being considered and will be presented to the DSG at the end of July.

ES confirmed a late notice to Shippers has been processed to advise that this needs to be taken into capture and tabling for next month's Committee meeting. ES confirmed that this is a DNO CP and the DNOs have confirmed that they support progressing with the work.

2.11. Summary emails (late item)

KD wished to table a point about the summary emails and encouraged timely production.

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 for Approval

Rachel Taggart (RT) presented the representations received for the Implementation plan:

5.1. XRN4376 - Gas Transmission Charging Regime

The Committee briefly considered the functional changes.

RP challenged why this change was only tabled for Shippers and NTS, he wanted reassurance there were no DNO impacts.

Rachel Addison (RA) confirmed that some questions had been submitted and these were responded too, she understood that the impacts were related to Shipper invoicing and there were no direct DNO impacts. RP challenged the connection to the Revenue Recovery charges, charged to DNOs as this would create a new invoice/charge type.

RP challenged the voting required if there are DNO impacts.

New Action 0702: Xoserve (RA) to confirm the charge types and how these will appear on the invoice for XRN4376 and if XRN4376 will impact DNOs in relation to Revenue Recovery and invoicing.

PO clarified in order to comply with charging arrangements, Xoserve have worked with National Grid to establish a solution within Gemini, and that this is a regulatory change for a GB compliant solution. However, he recognised the need to address the concerns/points raised by DNOs.

RA confirmed that the change scheduled for September, which leaves time check detail, and allow all affected parties to have a vote.

Richard Loukes (RL) suggested deferring the vote until August if this did not impact the delivery date of the change. The Committee considered voting in August and if there was enough time to undertake the required work or whether an offline vote could be undertaken to avoid delaying this change. The Committee also considered a caveated vote with a post meeting update to the change pack to capture the impacts on DNOs.

As an alternative RP suggested proceeding with a vote for Shipper and NTS, to avoid holding up progression if DNOs are not impacted and consider the DNO impacts as soon as possible. If the DNOs are impacted an additional opportunity will be provided for these to be discussed and additional votes taken if needed.

All Shipper and NTS Members were asked to vote and unanimously approved the Implementation Plan:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Stephanie Clements	1	For
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
Total	**6**	**For**
Transporter Representatives	**Voting Count**	**For/Against**
Richard Loukes	2	For
Total	**2**	**For**

5.2. XRN4989 Online End to End Credit Interest Process

SH introduced the functional changes and explained that the Change Pack had been issued to align to the minor release in October, a subsequent Change pack is expected to be issued.

Shipper Members were asked to vote and unanimously approved the Implementation Plan:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**

Stephanie Clements	1	For
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
Total	**6**	**For**

5.3. XRN5116 - Domestic Report - Must Read Prenotification

JR introduced the functional changes and confirmed two approvals had supported implementation however, an opportunity has been identified for additional aspects to be incorporated. JR wanted these to be considered by DSG and suggested deferring approval of the Change Pack for further discussion at DSG including reviewing the data times and more frequent must-read reporting.

The Committee considered the change in scope. KD enquired if it would be better to withdraw the current change and raise a new CP rather than re-crafting the existing one.

Oorlagh Chapman (OC) believed the scope was not changing and explained that the changes related to clarifying the approach and changing some of the report titling, it was not a fundamental rewrite of the CP.

Shipper Members were asked to vote and unanimously approved delaying Implementation, for further consideration at the August meeting:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Stephanie Clements	1	For
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
Total	**6**	**For**

5.4. XRN4922 CSSC Shipper BRD

RT confirmed this was issued for information only and did not required a vote. Mike Payley (MP) confirmed an additional DSG had been organised to consider this CP.

5.5. UK Link File Formats CSS Consequential Change

RT confirmed three Change Packs have been issued and no representations have been received.

Shipper Members were asked to vote and unanimously approved the Implementation Plan:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Stephanie Clements	1	For
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
Total	**6**	**For**

5.6. CSSC Code of Connections

SH introduced the functional changes. Shipper and DNOs Members were asked to vote and unanimously approved the Implementation Plan:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Stephanie Clements	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
Total	**6**	**For**

5.7. Query APIs Technical Specification Secondary API Error Handling Strategy

DNO and IGT Members were asked to vote and unanimously approved the Implementation Plan:

Voting Outcome:		
Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	1	For
Richard Pomroy	1	For
Rebecca Cailes	2	For
Total	**4**	**For**

5.8. Outages

RT provided the outages, noting to new Gemini outages for the Gemini Disaster Recovery Test 2020.

6. Approval of Change documents – BER, EQR or CCR

Change Completion Reports (CCR) / Business Evaluation Reports (BER) / Evaluation Quotation Reports (EQR) were presented to the Committee for approval:

6.1. CCR for XRN5156 COVID19 REC121 Report Amendment

BF introduced the CCR. DNO Members were asked to vote on this CCR, and unanimous approval was received:

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

6.2. CCR for XRN5161 COVID 19 UIG Additional National Data_YYYYMM Frequency Change

BF introduced the CCR. Shipper Members were asked to vote on this CCR, and unanimous approval was received:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Stephanie Clements	1	For
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
Total	**6**	**For**

6.3. CCR for the Gemini Spring 2020 Release (covers XRN5053 and XRN5054)

BF introduced the CCR. NTS Members were asked to vote on this CCR, and unanimous approval was received:

Voting Outcome:		
NTS Transporter Representatives	**Voting Count**	**For/Against**
Richard Loukes	2	For
Total	**2**	**For**

6.4. BER for XRN4645A The rejection of incrementing reads submitted for an Isolated Supply Meter Point (RGMA flows)

BF introduced the BER. Shipper Members were asked to vote on this BER, and unanimous approval was received:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Stephanie Clements	1	For
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
Total	**6**	**For**

7. Release Updates

7.1. November 2020 Release Update

PO provided an overview of the XRN5110 change and the project's progress. PO confirmed there had been a late decision about the scope, the schedule was on Amber, there were some risks and potential resource impacts associated with COVID-19, however Xoserve were but comfortable with progress.

Ed Healy (EH) confirmed Track one progress was on target with the build complete, Track 2 had been delayed by a couple of days but was back on target as this update was a few days behind actual tracking. EH confirmed that all change assurance actives were now closed. EH provided an overview of the Change Assurance Summary Plan and confirmed this had been signed-off.

7.2. June 2020 Release

Surfaraz Tambe (ST) updated the Committee with the latest position for the June 2020 Release, reporting successful implementation of five of the six Changes:

- **XRN4772** - Composite Weather Variable (CWV) Improvements
- **XRN4888** - Removing Duplicate Address Update Validation for IGT Supply Meter Points via Contact Management Service (CMS)
- **XRN4930** – Requirement to Inform Shipper of Meter Link Code Change
- **XRN4865** - Amendment to Treatment and Reporting of CYCL Reads
- **XRN4932** - Improvements to the quality of the Conversion Factor values held on the Supply Point Register (MOD0681S)

ST clarified that for XRN4850 - Notification of Customer Contact Details to Transporters only the file format changes had been implemented, creating the PO/EFT channels for the service going live. ST confirmed that a paper has been submitted to the DSC Contract Management Committee to authorise the transfer of data outside the European Economic Area (EEA).

ST explained the risks and issues with bulk files highlighting the 30k file limit per day and encouraged Shippers to work with Xoserve to manage the daily limit.

Tracy O'Connor (TOC) confirmed a defect had been identified within the CNC file and records (BRO or CON) being rejected. A code fix has been applied to fix this defect.

Oorlagh Chapman (OC) confirmed she had raised an AOB item 11.3 - XRN4850 - Changes in design and development (validations) to consider the process and avoid this happening in the future. OC asked if Xoserve could give consideration to providing file hierarchy changes to assist Shipper understanding and review the defect communication process to avoid delays. OC explained this defect resulted in a lot of chasing from a customer perspective to get to bottom of the problem.

TOC confirmed that this was being picked up as lessons learnt and Xoserve are reviewing why this fault/defect had been not picked up during testing. Any actions as a result of this review will be discussed at the August meeting.

PO confirmed that Xoserve are looking at the communication, exception reporting and the general approach to share with customers. KD referred to a previous incident with communications and best practice and asked if these could be revisited.

ST confirmed Xoserve are hoping to go live with new screens and new service functionality being available on 25 July.

7.3. Minor Release Drop 7 Release Update

Richard Hadfield (RH) provided a project update for Minor Release Drop 7.

RH reported successful implementation, with no issues raised. However, from a Post Implementation Support (PIS) perceptive there was one thing to call out, that the must-read process was paused for DNOs and as a result this will not be included in PIS.

7.4. Minor Release Drop 8 Release Update

RH provided a project update for Minor Release Drop 8.

RH confirmed that considering new CPs XRN5007 and XRN5188 and the comments received, Xoserve were not seeking approval for Drop 8. RH explained that the plan will be to come back next month to provide a better impact assessment to make a better-informed decision.

KD enquired about XRN5181. RH confirmed this was related to an internal change. KD believed the communication process needs to be improved for internally identified changes, especially those that transpire to have an external impact.

RH confirmed that Xoserve are trying to make sure changes that require a Change Request (Xoserve impacted change) and then converted into a CP are clearly notified, and all changes are provided for visibility.

RH confirmed the approval for Release Drop 8 will be sought in August.

7.5. UK Link Future Release Update

RH presented information on the UK Link Scoping Approach, providing an update on UK Link's upcoming delivery, governance timelines, allocated and unallocated changes.

RH provided the Governance Timeline confirming:

- Drop 8 will slip but not expecting any material impact on the release schedule;
- A Place holder for Drop 9 and Drop 10;
- Approval next month for the Next major release June 202.1

RH provided a table of all the changes and a change index, no questions were asked at this stage.

RH provided further information about the June 2021 Major Release confirming/providing:
- Capture Process in progress and discussions on the solution options are ongoing at DSG;
- An overview on XRNs 4941, 4992 (both in design), 5093, 5038, 5142, 4990, 5063, 5186, 5072 and 5091 (in capture);
- XRN 5142 requirements are signed off;
- XRN 5038 could be undertaken under a minor release – solution being examined.

KD asked about dormant changes and where Xoserve are in terms of outstanding changes. JR confirmed that Xoserve are attending the new Shipper constituency meetings and are looking at all the changes in the process. Consideration is being given on whether all the changes are still needed, which changes are not regulatory, and changes not sponsored. JR recognised a number of changes may not be required anymore, and consideration will need to be given on the prioritisation of work and what has been approved within capture and needs more transparency.

KD asked when parties are likely to see the final outcomes of changes that have gone into capture. JR confirmed an updated will be provided next month.

RH wished to note that Xoserve are looking at the November 2021 release and what needs to be included.

It was anticipated the November 2021 Major Release would include:
- Five regulatory changes (eg Flow Weighted Average CV);
- Service sustaining activities for inclusion in future release.

RP referred to the two approved changes last month but only one was listed (XRN5186). Michelle Nitts (MN) reassured both approved changes have moved to the next stage.

RH went onto provide the delivery plan and an illustration of the start-up, initiating capture, and design plans.

The Committee considered the transparency of the changes, protecting releases, providing reassurance of changes and coordinating UK Link and CSS delivery. KD asked for more context around the changes.

RH confirmed the next steps for August. These were:

June 21 Major Release:
- Seek scope approval;
- Present High-Level Plan (up to the end of Design);
- Seek EQR approval for project costs up to end of Design Phase.

Minor Release Drop 8

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- Present plan;
- Confirm implementation date and PIS.

November 21 Major Release:
- Update on progress through Capture;
- If applicable, discuss risks.

Service Sustaining Schedule:
- Activities to sustain UK Link service –overview.

No further questions were asked.

7.6. UK Link POAP

Richard Hadfield (RH) provided the Plan on a Page (POAP) for UK Link related changes for information purposes. No questions were asked.

7.7. Data Delivery Platform

David Newman (DNe) provided the latest position of the Data Discovery Platform (DDP) for information purposes. He confirmed last month that the asset drop and decarbonisation had gone live. DNe confirmed over the next two weeks Xoserve will be writing to DNOs to confirm the scope for Drop 9.

DNe explained that Xoserve are working in understanding the requirements and points of focus for all parties.

KD referred to the XRN5200 roadmap and if Xoserve have considered passing the XRN to December, and how the roadmap is set out, ordering focus, phasing and DDP to work together. DNe agreed to consider the roadmap.

8. Central Switching Service (CSS) Consequential Update

Emma Lyndon (EL) provided a verbal update to the Committee on the CSS Consequential project, apologising for the late provision of the supporting papers which will be provided after the meeting.

EL confirmed that the programme is still tacking to an amber status. With regards to testing the System Integration Testing (SIT) phase should have completed 2 months ago but this had not been completed due to a number of defects being seen. The SIT phase has required System Integrator (SI) replanning, which has been issued to all parties. EL confirmed that the SIT functional phase looks to complete in January 2021 rather than August 2020 and the SIT non-functional is about to start again and finish in October, rather than September 2020. EL confirmed that the SIT will be closely monitored.

EL reported that the Xoserve User Acceptance Testing (UAT) continues to go well. The Data migration testing is now taking place, with an environmental test and that there were some concerns that the SI won't be ready, however this is being worked through.

RP asked for clarification on what is "smoke testing". EL explained that this is a connectivity test to look at links and flows and that the smoke testing, test functions for the programme.

EL confirmed there will be no further cycles for rail-data, DCC and SI are looking at data matches to improve match rates.

EL reported that Change Requests numbers are increasing, possibly affected by the design approach whilst in the testing phase. KD enquired about the DSG meeting on Friday. EL confirmed that this was to go through some design concepts, consequential design, but not in response to the defects.

EL noted that the key points are the concerns over the testing and a significant replan.

RP enquired about the RAL, now parties better understand RAL data items for switching purposes, and how these will be controlled. EL explained from a DES perspective, RAL will be displayed on DES and how this will be controlled from an API perspective. EL confirmed Xoserve are hoping to provide an update at the next constituency meeting.

9.   Horizon and Future Release Change Planning

9.1.   'Bubbling Under' Report

AC confirmed that the bubbling provided foe for information. No questions.

9.2.   Gemini Horizon Planning

Rachel Addison (RA) presented a POAP for the Gemini related change for information to the Committee. A brief update on all the projects on the horizon planning page was provided.

RA reported that the Gemini changes completed on 05 July, with some technical issue being resolved. Manisha Bhardwaj (MB) confirmed Xoserve are progressing some impacted files, and investigating screen resolution issues, some fixes will be deployed by Friday morning to allow files to start flowing as before. KD asked for Xoserve to consider lessons learnt.

RA explained that the Gemini system enhancement is progressing to plan and a number of workshops will be taking place July and August, further information is available on the Xoserve website.

RA refereed to the National Grid separation activities and the rerouting to a new oracle platform, decommissioning a number of files. RA noted there are a handful of files that flow through the DNOs and Xoserve need to work on a different way to route them. Xoserve have a proposal to reconfigure the files to send these via the IX.

RP confirmed email correspondence has been received and asked if this will be raised as a DNO CP to manage the change and outline the specification of the change. RP wanted more clarity understanding and wished to see a formal CP raised. RA confirmed that the CP is XRN5153, and that she will ensure this is publicised through the customer team. RP confirmed that this change is not currently listed or available in change folder.

KD expressed concern about Xoserve following correct governance. RP appreciated the steps taken by Xoserve to provide early indication of the issue but expressed concern that DNOs have nothing to work on and no detail on the issue. He stressed that DSC changes need to follow the correct governance process despite time pressures to resolve specific issues.

KD wished for Xoserve to review how this could have been done better, appreciating the need for issues to be addressed she believed Xoserve could have raised the CP, stressing that Xoserve can't allow a change to follow its own governance path, it needs to be visible.

PO confirmed that Xoserve would create the documents to ensure visibility and update the change register in next few days.

RA explained that this was initially considered as an internal change which transpired to have an external affect. KD recognised this was initially an internal change but this was not the only change that transpired to have external impacts.

KD enquired about the CSSC market trails and participation and if there needs to be a dedicated Gemini activity. RA explained this needed to take back to the programme and confirmed.

10. Finance and General Change Budget Update

10.1. Finance and General Change Budget Update

Mudassar Riaz (MR) provided an update to the Committee on the implementation of the Finance and General budget. MR reported £1.5m spend against the £3m budget with some delayed estate.

GD enquired about the agreed funding split for XRN4871B.

New Action 0703: Xoserve (MR) to update the funding for XRN4871B.

10.2. BP21/22 DSC Change budget

Emma Smith (ES) confirmed that Xoserve are working with DNOs and IGTs to understand what the appropriate budget is for 2021/22 Budget year. Xoserve are also looking at the Shipper budget and asked Voting members to discuss this with the Shipper constituencies.

ES noted the suggestion for increasing the PAC funding to £100k (from £70k).

ES also noted the split of the Xoserve change fund and how this could be managed going forward and asked for some thoughts to be given on the Xoserve change Fund. KD asked what the rational was for the figures presented. ES confirmed that Xoserve have looked at the looming internal changes and expected minor enhancements.

PO explained that Xoserve have got a pot of money put aside for enhancements which may impact Shippers but are not driven by Shippers. KD expressed the internal change governance is not working very well at the moment and she wanted reassurance of how this will be work in practise going forward. ES reassured the Committee that Xoserve will not draw on the budget without visibility of its use. KD wants more visibility and more data on the science behind the figures to better understand the values involved. OC also asked for Shippers to given more narrative on the reasons for the allocation and its use.

KD asked what is included in the Xoserve change fund and if this includes the working at risk spend. Lorna Lewin (LL) also asked further clarity on what will be brought to the constituency meetings in advance of the meetings.

ES clarified that Xoserve are open to bringing new changes to the Xoserve/Shipper constituency meetings that have recently started. LL asked Xoserve to ensure when arranging these meetings there are no conflicting industry/UNC meetings to ensure good representation.

LL also expressed the need for more detail on the costs to avoid challenges when there is not enough detail and asked if there is a timeline for BP21 that can be shared. ES believed this was available online but would enquire about what additional information could be shared.

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 project. MP confirmed that over the last few weeks Xoserve have engaged with all customers that are moving out of lockdown and lifting access restrictions. 90%+ customers are now ready to proceed. It was anticipated that the IX refresh should conclude by February 2021. The Vodafone contract had been extended until February and work continues with the migration.

MP stressed the need for continued customer support, recapping the benefits and encouraged active participation, to circumvent the possibility of not being able to extend the Vodafone contract any further.

11.2 Update to Budget & Charging Methodology*

AC gave a brief update, wanting to give visibility to what will be presented to the Contract Management Committee on 15 July.

11.3 XRN4850 - Changes in design and development (validations)

Oorlagh Chapman (OC) confirmed this was discussed under item 7.2 June 2020 Release. No further discussions were held.

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
10:00 Wednesday 12 August 2020	Microsoft Teams	Standard Agenda
10:00 Wednesday 09 September 2020	Microsoft Teams	Standard Agenda
10:00 Wednesday 07 October 2020	Microsoft Teams	Standard Agenda
10:30 Wednesday 11 November 2020	Solihull	Standard Agenda
10:30 Wednesday 09 December 2020	Solihull	Standard Agenda

Action Table (as at 08 July 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 – carried forward to July.	Xoserve (ES)	**Closed**
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 – carried forward to July.	Xoserve (ES)	**Closed**
0504	13/05/20	12.2	Xoserve (MD) to record the details of the issue relating to unresolved exceptions on the issues register.	Xoserve (MD)	**Closed**
0505	13/05/20	12.2	Xoserve (MD) to ensure the exception details are clearly visible for customers on the Xoserve.com website and updated with latest information including progress, resolution dates and volumes.	Xoserve (MD)	**Closed**
0601	10/06/20	3.1	Xoserve (DA) to send out details of the CSS change related to CP5144 - Enabling Re-assignment of Supplier Short Codes to Implement Supplier of Last Resort (SoLR) Directions.	Xoserve (DA)	**Closed**
0602	10/06/20	5	Xoserve (JR) to update implementation plan with TBC for CPs on the implementation plan awaiting Committee approval.	Xoserve (JR)	**Closed**

0603	10/06/20	6.1	Xoserve (ES) to send confirmation of IGTs of spending above their change budget for CP5164 – CSEP Data Assurance Performance Monitoring Capability (DDP Drop 9)	Xoserve (ES)	**Closed**
0604	10/06/20	6.2	Xoserve (EH) to issue a post meeting updated BER with the funding split for *CP4871B - Modification 0665 - Changes To Rachet Regime.*	Xoserve (EH)	**Closed**
0605	10/06/20	10	Xoserve (MR) to update the Finance and General Change Budget with changes agreed during the June Committee meeting.	Xoserve (MR)	**Closed**
0606	10/06/20	11.5	Xoserve (JBa/ES) to issue a post meeting paper for the new CP discussed.	Xoserve (JBa/ES)	**Closed**
0701	08/07/20	1.5	Xoserve (JR) to ensure the DSC Governance Sub-Committee reviews: a) the governance arrangements around change assurance and associated health checking during development work. b) how the CDSP can be clearer when providing cost information where a proportion of the budget has already been spent.	Xoserve (JR)	**Pending**
0702	08/07/20	5.1	Xoserve (RA) to confirm the charge types and how these will appear on the invoice for XRN4376 and if XRN4376 will impact DNOs in relation to Revenue Recovery and invoicing.	Xoserve (RA)	**Pending**
0703	08/07/20	10.1	Xoserve (MR) to update the funding for XRN4871B.	Xoserve (MR)	**Pending**