

**UNC DSC Change Management Committee Minutes**  
**Wednesday 12 August 2020**  
**Via teleconference**

<b>Attendees</b>			
Bob Fletcher (Chair)	(BF)	Joint Office	Non-Voting
Maitrayee Bhowmick-Jewkes (Secretary)	(MBJ)	Joint Office	Non-Voting
<b>Shipper User Representatives (Voting)</b>			
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
<b>Transporter Representatives (Voting)z</b>			
Sally Hardman as Alternate	(SH)	SGN	DNO Voting
Helen Chandler as Alternate	(HC)	Northern Gas Networks	DNO Voting
Richard Loukes (+ Alternate for Teresa Thompson)	(RL)	National Grid	NTS Voting
Kevin Duddy (+ Alternate for Rebecca Cailles)	(KD)	IGT Representative	IGT Voting
Rebecca Cailles ( <i>left meeting due to technical difficulties</i> )	(RC)	IGT Representative	IGT Voting
<b>CDSP Change Management Representatives (Non-Voting)</b>			
James Rigby	(JR)	Xoserve	
Paul Orsler	(PO)	Xoserve	
<b>Observers/Presenters (Non-Voting)</b>			
Ed Healey	(EH)	Xoserve	
Ellie Rogers	(ER)	Xoserve	
James Barlow	(JB)	Xoserve	
Jai LeResche	(JLR)	Xoserve	
Jayne McGlone	(JM)	Xoserve	
Julie Bretherton	(JBr)	Xoserve	
Kate Lancaster	(KL)	Xoserve	
Kirsty Dudley	(KDu)	Eon	
Mark Pollard	(MPo)	Xoserve	
Matt Rider	(MR)	Xoserve	
Mike Payley	(MP)	Xoserve	
Nicola Patmore	(NP)	Xoserve	
Oorlagh Chapman	(OC)	Centrica	
Richard Hadfield	(RH)	Xoserve	
Sean McSweeney	(SM)	Eon	
Simon Harris	(SHa)	Xoserve	
Surfaraz Tambe	(ST)	Xoserve	
Tom Lineham	(TL)	Xoserve	

Copies of all papers are available at: <https://www.gasgovernance.co.uk/dsc-change/120820>

## 1. Introduction

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

### 1.1. Apologies for absence

Steph Clements.  
Guv Dosanjh.  
Richard Pomroy.  
Teresa Thompson.  
Rebecca Cailes (partway through the meeting).

### 1.2. Alternates

Claire Louise Roberts, Shipper Class A Representative for Steph Clements  
Sally Hardman, DNO Representative for Guv Dosanjh  
Helen Chandler, DNO Representative for Richard Pomroy  
Richard Loukes, NTS Representative for Teresa Thompson  
Kevin Duddy, IGT Representative for Rebecca Cailes

### 1.3. Confirm Voting rights

Representative	Classification	Vote Count
<b>Shipper</b>		
Claire Louise Roberts (Alternate for Steph 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
<b>Transporter</b>		
Sally Hardman (Alternate for Guv Dosanjh)	DNO	1 vote
Helen Chandler (Alternate for Richard Pomroy)	DNO	1 vote
Richard Loukes (+ Alternate for Teresa Thompson)	NTS	2 votes
Kevin Duddy (+ Alternate for Rebecca Cailes)	IGT	1 vote, then 2 votes from item 6
Rebecca Cailes	IGT	1 vote

### 1.4. Approval of Minutes (08 July 2020)

The minutes from the meetings were approved.

### 1.5. Review of Outstanding Actions

**0701:** Xoserve (JR) to ensure the DSC Governance Sub-Committee reviews:

- the governance arrangements around change assurance and associated health checking during development work.
- how the CDSP can be clearer when providing cost information where a proportion of the budget has already been spent.

**Update:** James Rigby (JR) explained Xoserve have arranged a DSG Governance Sub-group meeting. However, the original date of 10<sup>th</sup> August 2020 needed to be changed to accommodate other industry meetings. The meeting will now take place on 1<sup>st</sup> September. This action was deferred until the September Committee meeting. **Carried Forward**

**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.

**Update:** Matt Rider (MR) confirmed that DNO's will be impacted and provided a list of charge types that may appear on an invoice. PO added that Xoserve had communicated this and any other relevant information to the DNOs. SH asked when was communicated and was informed that it was after July's Committee meeting. Xoserve were requested to add this information to the change documentation. **Closed**

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

**Update:** JR confirmed this action had been completed and is now included in the financial reporting. **Closed**

## 2. Finance and General Change Budget Update

- **DSC Change Budget BP20 (Financial Year To Date)**

JR explained to the Committee that the Finance and Budget Update has been moved up the agenda and this was in order to give this topic more time and attention for the Committee to review the DSC Change budget and other related issues. He presented the new meeting pack for this item and highlighted how it had been changed to be more user friendly by use of slides rather than a spreadsheet. JR noted this would be developed further in the DSC Governance Sub-group meeting.

- **DSC Change Budget BP21**

JR presented the draft 2021 Change budget and explained the process and how it fits into the overall budget process. The Committee members were asked to review the •DSC Change Budget BP21 and provide recommendation to the DSC Contract Management Committee.

JR noted that the new budget focused on 'known costs' for changes in progress. However, he added that this was still an estimate and was likely to change as the budget developed.

Xoserve are also proposing the introduction of a 'Xoserve Change Fund' in the budget for improvements outside any scheduled release. This fund would be around £200k and is proposed to start in April 2021.

Kirsty Dudley (KD) raised concerns with Xoserve being able to use these funds without suitable governance or accountability. JR explained that while Xoserve are looking for the Committee to recommend this proposal to the DSC Contract Management Committee, they would not be utilising these funds indiscriminately. He added that Xoserve will ensure robust governance processes are in place and this will reviewed further at the DSC Governance Sub group meetings. He further clarified that if the funds are not used, they would be returned to customers.

The Committee were asked to vote to recommend the proposals in the 2021 Budget to the DSC Contract Management Committee. Unanimous approval was received.

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	For
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>DNO Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Sally Hardman	1	For
Helen Chandler	1	For
<b>IGT Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Rebecca Cailes	1	For
Kev Duddy	1	For
<b>Total</b>	<b>4</b>	<b>For</b>
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>

Richard Loukes	2	For
<b>Total</b>	<b>2</b>	<b>For</b>

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

- **XRN5206 TPI/PCW Access**

Simon Harris (SHa) introduced the new Change Proposal (CP) which is sponsored by Engie, explaining it proposes to grant Suppliers access to non-domestic data via the DES and API used for Third Party Intermediaries (TPI) and Price Comparison Websites (PCW).

Shipper Members were asked to vote on whether this change should proceed to initiate Capture, and provided unanimous approval to proceed:

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

- **XRN5135 DNO and NTS Invoices to Shippers and DNs VAT compliance**

James Barlow (JB) introduced this CP. He explained that invoices issued to Shippers on behalf of DNOs are missing some of the supporting information required, specifically, customer name and address and vendor address. As such the invoices are not compliant with UK VAT legislation. This CP seeks to amend these invoices to include the missing information.

Helen Chandler (HC) asked whether there would be different options for solutions when the CP returned to the Committee for further development. JB confirmed the Change Pack will be issued in September and the following meetings will be used to develop the solution options.

Shipper, DNO and NTS Members were asked vote on whether this change should proceed for Xoserve to initiate Capture. Unanimous approval to proceed to initiate capture was provided.

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	For
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>DNO Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Sally Hardman	1	For
Helen Chandler	1	For
<b>Total</b>	<b>2</b>	<b>For</b>
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For</b>
Richard Loukes	2	For
<b>Total</b>	<b>2</b>	<b>For</b>

- **XRN5180 Inner Tolerance Validation for replacement reads and read insertions**

JB introduced the new (CP), explaining around 58k replacement reads are rejected as they fall in between two existing reads and fail the inner tolerance check for one consumption period.

This CP proposes to amend the read validation logic so that if either of the 2 periods need an override flag and one has been provided, the read should be accepted. It is also seeking to change the UNCVR (UNC Validation Rules) document to update the respective rules on inner tolerances for such instances.

Shipper Members were asked to vote on whether this change should proceed to initiate Capture and provided unanimous approval.

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

- **XRN5153 iConversion Phase 2**

Nicola Patmore (NP) introduced this CP. National Grid are migrating their data services and a number of their applications are not supported at present, which poses a security risk.

This CP seeks to carry out an impact assessment of the Xoserve to Xoserve customer interfaces, still configured on National Grid's applications, to understand how to re-route these files to ensure they are no longer transfer through National Grid systems.

DNO and NTS Members were asked vote on whether this change should proceed for Xoserve to initiate Capture. Unanimous approval to proceed was provided.

<b>Voting Outcome:</b>		
<b>DNO Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Sally Hardman	1	For
Helen Chandler	1	For
<b>Total</b>	<b>2</b>	<b>For</b>
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Richard Loukes	2	For
<b>Total</b>	<b>2</b>	<b>For</b>

- **XRN5218 CDSP provision of Class 1 read service**

Kate Lancaster (KL) introduced this CP, explaining it is related to UNC Modification 0710 - *CDSP provision of Class 1 read service*, which introduced an obligation for the CDSP to take on the Class 1 daily read provision service on behalf of Shippers. The Modification will result in charges for Daily Metering (DM) assets and DM read charges being removed from Transporter Metering Charges statements and will not be included in the invoices sent by the CDSP on behalf of Transporters. They will be replaced by DSC service lines and charges.

This CP will put in place the processes and make the required changes to deliver what is set out within Modification 0710.

Sean McSweeney (SM) asked for further clarifications on the following points:

- Will this change have an impact on read performance liabilities?  
Ellie Rogers (ER) advised that it would as currently Transporters obligations are set out under the Uniform Network Code (UNC) and the Modification is proposing to remove them.
- Whether the within day Hourly or Half-Hourly read service will change?  
ER noted that it was not likely to change at present until the contract ends in 2023. After that time Xoserve as the CDSP would liaise with Shippers to arrange a new contract for the service.

KD said she would be concerned if Xoserve intend to spend money on developing this CP as at present as the Modification was still being developed. ER reassured her that Xoserve are seeking to only raise the CP at a high level so that it is recognised in the process. JR added that as this was a regulatory change, Xoserve would develop the CP in conjunction with the Modification. KD was satisfied with these explanations.

Shipper and DNO Members were asked vote on whether this change should proceed for Xoserve to initiate Capture. Unanimous approval to proceed to initiate capture was provided.

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	For
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>DNO Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Sally Hardman	1	For
Helen Chandler	1	For
<b>Total</b>	<b>2</b>	<b>For</b>

- **XRN5209 Amendments to the CDSP Service Document - Budget & Charging Methodology v4**

Jayne McGlone (JM) introduced this CP, explaining it was for information to the Committee. JM provided a brief background behind this item.

This is a proposal to amend v4 of the Budget & Charging Methodology. The Committee were not being asked to approve the CP, as it was for information only but were asked to note the content and raise any concerns before it is presented to the Contract Management Committee for approval.

BF asked if this was the correct process for approving an other CDSP document. CR noted that this was not the correct process as far as the Change Procedures advise but felt the Contract Management Committee is the appropriate route. There was some discussions and KD and JM discussed the process, agreeing previous iterations had been approved by the Contract Management Committee as it was recognised it was a contract management responsibility. JM confirmed that the Contract Management Committee would be requested to approve this CP, in line with other changes to the Budget and Charging Methodology. She clarified that this had been brought to the Committee's attention to make them aware of the changes and so that they are aware of this CP being taken to the Contract Management Committee meeting, which is in line with previous practice.

Oorlagh Chapman (OC) noted that she is currently raising a Change Proposal which proposes that any changes to the Budget and Charging Methodology are to be approved by the Contract Management Committee, and this should rectify the misalignment of responsibilities in the current process. The Committee welcomed this approach.

- **XRN5120 MAP to UKL Monthly Comparison Service**

SHa provided an update on this CP, which was raised to review options surrounding a formal MAP to UKL comparison service.

#### **4. New Change Proposals - Post Initial Review**

None for this meeting.

**5. New Change Proposals - Post Solution Review**

- **XRN5093 - Update of AUG Table to reflect new EUC bands**

ER presented this CP, explaining the solution Change Pack had been circulated last month. The representation received from SSE approved solution option 2.

She added that discussions at DSG had also proposed option 2 as the preferred solution. The logic for this preference was the additional internal file format change which helps to support in future proofing this change.

Xoserve shared information regarding the Allocation of Unidentified Gas Expert (AUGE) 'set up costs associated with either option for this change. The AUGE have advised of a £19,000 set-up cost in order to accommodate this CP and this set-up cost would be required to be funded under this CP.

Shippers Members were asked to approve a solution option for this CP. As a Gemini impact has been identified, an NTS vote was requested on the preferred solution option. Unanimous approval to implement Solution Option 2 was received.

BF asked if confirmation from Shippers on the budget was also required. ER said she did not believe a vote was required as she only wanted it to be noted that the cost range for this CP will be changing. No objection was received.

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	For
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Richard Loukes	2	For
<b>Total</b>	<b>2</b>	<b>For</b>

**6. Xoserve DSC Implementation Plan for Approval**

Jai LeResche (JLR) presented the representations received for four CPs which are part of the Implementation plan. The Committee briefly considered the functional changes:

- **Change Management meeting, UK Link Release Dates and Non Business Days**

SHa provided an update for this CP and confirmed that all representations received had been in support of this CP.

KD noted that whilst she supported the release dates, she wanted to ensure they also align with the SPAA and IGT UNC release dates, so all codes/agreement dates were aligned for the gas industry.

ER advised that Rachel Addison (RA) had been liaising with other Code Administrators to ensure this was aligned. Paul Orsler (PO) added that these dates were aligned to previous years and misalignment was unlikely.

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

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>



Claire Louise Roberts	1	For
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>DNO Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Sally Hardman	1	For
Helen Chandler	1	For
Kev Duddy	2	For
<b>Total</b>	<b>4</b>	<b>For</b>
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Richard Loukes	2	For
<b>Total</b>	<b>2</b>	<b>For</b>

- **XRN4989 Part B - Online End to End Credit Interest Process - IIS File Format Change**

SHa presented this CP and explained it was a file format change and all representations received had been in support.

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

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

- **XRN5047 - Seasonal Normal Review Implementation in SAP ISU**

SHa presented this CP and explained that all representations received were in support. He advised this discussion was for information only and not for approval at this meeting.

- **UK Link File Formats CSS Consequential Change**

Mike Payley (MP) provided an update for this CP. He explained that this CP was raised to make the industry aware of these changes and it was for information only and not approval at this meeting.

Outages:

JLR presented the outages for information. No comments were received from the Committee.

**7. 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:

- **EQR for June 2021 Major Release**

Covered under June 2021 Major Release under Agenda item 8.

## 8. Release Updates

- **June 2020 Release Update**

Surfaraz Tambe (ST) provided an update on the June 2020 Release.

- XRN4996 – June 2020 Core UK Link Changes: an update on current status was provided. The RAG status for this CP is currently green.
- XRN4850 – This CP is for a new service implemented. The RAG status for this is amber. KD provided an update on the challenge raised around SPAA alignment. SH agreed with the view taken and agreed it would be better to identify and address this now rather than later. CLR asked what Xoserve were doing to liaise with Suppliers. ST clarified that he was currently in discussions and that he would have more options to proceed with discussions for next month.

- **November 2020 Release Update**

Ed Healey (EH) provided an update on the November 2020 release. The overall project status is green while the delivery schedule is amber. The timeline for the project has been re-planned but the implementation date has not changed.

EH explained the timeline for the different tracks through which CPs included in this release will be implemented and provided a further update on the data cleanse activity in PIS.

- **XRN4914 MOD 0651 - Retrospective Data Update Provision – POC Progress update**

Tom Lineham (TL) provided an update on this CP. He explained that the project status is amber at present as progression of the project was delayed because of COVID-19 impacts and other resource constraints.

- **Minor Release Drop 7 Release Update**

An update on this Release was provided by Julie Bretherton (JBr). She confirmed that the overall project status is green and completion report will be provided to the Committee next month.

- **Minor Release Drop 8 Release Update**

JR noted that documentation for CP5181 (which is part of this release), was uploaded late on the website. He apologised for this. BF asked the Committee if they were happy to accept this paper and received confirmation to this effect.

Richard Hadfield (RH) presented this, noting that the proposed scope of this Minor Release includes:

- XRN5181 Acceptance of Consumption Adjustment where meter removed after meter point set to Dead
- Service Sustaining Activity – Improving the storage of reads/consumption in UK Link improving the timeliness and accuracy of the AQ Calculation process. This activity has no external impacts

RH added he would seek approval of implementation for this Release in the September meeting. The implementation date is likely to be around 21 November 2020.

All Members were asked to approve the scope for Minor Release Drop 8. Unanimous approval was received:

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
<b>Total</b>	<b>6</b>	<b>For</b>
<b>DNO Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Sally Hardman	1	For
Helen Chandler	1	For
Kev Duddy	2	For
<b>Total</b>	<b>4</b>	<b>For</b>
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Richard Loukes	2	For
<b>Total</b>	<b>2</b>	<b>For</b>

- **June 2021 Major Releases (approval)**

RH presented this item, noting that this Release included four CPs, 3 of which were awaiting a decision from Ofgem:

- o **CP4941** – Will be removed from scope if a positive decision on the appeal for UNC Modification 0692 is not reached by 25 October 2020. He added it was unlikely for any further spend on this CP as the Design would be completed by November 2020.
- o **CP4992** – Will be removed from scope if UNC Modification 0687 is not approved by 25 October 2020. As above, it was unlikely for any further spend on this CP as the Design would be completed by November 2020.
- o **CP5142** – Will be removed from scope if SEC Modification panel does not agree to proceed by 25 October 2020.

He added CP5093 has already received Ofgem’s decision to implement this change, and Xoserve would proceed with implementation of this CP under the June 2021 Release.

ER noted that Ofgem will be notified through the UNC Modification Panel that Xoserve were awaiting their decision on the other CPs. BF concurred this would be the best way of informing Ofgem. RH said Xoserve will continue to develop these CPs until October in anticipation that Ofgem have made provided decisions by then. Progress can be considered at the intervals in between now and October.

RH gave a further update on the EQR of this change.

All members were asked to vote on the following:

- Approval of scope
- Approval of EQR

All members unanimously approved the Scope of the release and EQR.

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

<b>DNO Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Sally Hardman	1	For
Helen Chandler	1	For
Kev Duddy	2	For
<b>Total</b>	<b>4</b>	<b>For</b>
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Richard Loukes	2	For
<b>Total</b>	<b>2</b>	<b>For</b>

- **UK Link Future Releases Update**

RO provided a high-level overview of UK Link Future Releases. A list of high priority 2021 changes Xoserve are currently developing for capture was shared alongside activities being undertaken to progress them.

An overview of which release updates can be expected at next month's meeting was also provided.

- **Capture Prioritisation**

JR provided a brief background on what Xoserve have been doing to improve capture prioritisation. He added that new 'up-front' means to determine industry priorities will be introduced when new change is proposed or approved for capture.

Xoserve have been holding discussions with their constituencies to identify priorities and a high level view of the outputs was shared. Further discussions will continue in the DSC Governance sub group.

## 9. **Central Switching Service (CSS) Consequential Update**

MP provided an update to the Committee on the CSS Consequential project. The overall project status is amber. An update on the Workstreams and Programme Risks was also provided and the top risks to the programme were highlighted.

PO mentioned Ofgem called out an expectation of a code and systems change freeze in November. Xoserve are looking to understand what this change freeze should cover as this will have an implication on other planned releases. PO noted Xoserve would need to understand the scope of this freeze and whether it would have an impact on the November 2021 Release.

BF clarified and received confirmation that this was a potential November 2021 release freeze.

## 10. **Horizon and Future Release Change Planning**

- **'Bubbling Under' Report**

JLR noted there was no additional updates. No questions were raised.

- **Gemini Horizon Planning**

MR 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. The status of the projects were all green. No questions were raised.

## 11. Any Other Business

- **IX Refresh Update**

Mark Pollard (MPo) provided an update to the Committee on the implementation of the IX Refresh project. He noted progress was being made on the project delivery plan and stressed the need for continued customer support.

## 12. Diary Planning

Further details of planned meetings are available at: [www.gasgovernance.co.uk/events-calendar/month](http://www.gasgovernance.co.uk/events-calendar/month)

Meetings will take place as follows:

Time/Date	Venue	Programme
10:00 Wednesday 09 September 2020	Microsoft Teams	Standard Agenda

**Action Table (as at 12 August 2020)**

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
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)	<b>Carried Forward</b>
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)	<b>Closed</b>
0703	08/07/20	10.1	Xoserve (MR) to update the funding for XRN4871B.	Xoserve (MR)	<b>Closed</b>