Joint Office of Gas Transporters

UNC DSC Change Management Committee Minutes
Wednesday 07 October 2020
Via teleconference

Attendees			
Bob Fletcher (Chair)	(BF)	Joint Office	Non-Voting
Helen Bennett (Secretary)	(HB)	Joint Office	Non-Voting
Shipper User Representatives (Voting)			
Claire Louise Roberts	(CLR)	Scottish Power	Class A Voting
Oorlagh Chapman	(OC)	Centrica	Class A Voting
Andrew Green	(AG)	Total Gas & Power	Class B Voting
Alexander Mann	(AM)	Gazprom	Class C Voting
Transporter Representatives (Voting)z			
Guv Dosanjh	(GD	Cadent	DNO Voting
Helen Chandler (Alternate for R Pomroy)	(HCh)	WWU	DNO Voting
Richard Loukes (+ Alternate for T Thompson)	(RL)	National Grid	NTS Voting
Rebecca Cailes	(RC)	IGT Representative	IGT Voting
Kevin Duddy	(JC)	IGT Representative	IGT Voting
CDSP Change Management Representatives (Non-Voting)			
Emma Smith	(ES)	Xoserve	
James Rigby	(JR)	Xoserve	
Paul Orsler	(PO)	Xoserve	
Observers/Presenters (Non-Voting)			
Andy Clasper	(AC)	Cadent	
Dave Addison	(DA)	Xoserve	
Bali Bahia	(BB)	Xoserve	
Chris Silk	(CS)	Xoserve	
Ellie Rogers	(ER)	Xoserve	
Emma Lyndon	(EL)	Xoserve	
Jack Wilde	(JW)	Northern Gas Networks	
James Barlow	(JB)	Xoserve	
Jaimee LeResche	(JLR)	Xoserve	
Jane Goodes	(JG)	Xoserve	
John Welch	(JWe)	PAFA	
Kirsty Dudley	(KD)	E.ON	
Lorna Lewin	(LL)	Orsted	
Mark Jones	(MJ)	SSE	
Matt Smith	(MS)	Xoserve	
Megan Troth	(MT)	Xoserve	
Michele Downes	(MD)	Xoserve	
Michelle Niits	(MN)	Xoserve	
Nicola Patmore	(NP)	Xoserve	

Owen Mason	(OM)	Bulb Energy Ltd
Rachel Taggart	(RT)	Xoserve
Surfaraz Tambe	(ST)	Xoserve
Tara Rose	(TR)	Xoserve
Tom Lineham	(TL)	Xoserve
Tracy O'Connor	(TOC)	Xoserve

Copies of all papers are available at: www.gasgovernance.co.uk/index.php/dsc-change/071020

1. Introduction

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

1.1. Apologies for absence

None noted.

1.2. Alternates

BF confirmed the following alternates:

> Helen Chandler alternate for R Pomroy
>
> Richard Loukes alternate for T Thompson

BF noted at the beginning of the meeting there was no Shipper Class B representation and Joint Office had not been notified of an alternative.

The Shipper Class B representative, Andrew Green, was not present for certain approval agenda items, this is highlighted in the voting tables during the course of the minutes.

1.3. Confirm Voting rights

Attention was drawn to the correct logging of Shipper Class B and C where it was confirmed that Andrew Green holds the Shipper Class B votes and Alexander Mann holds the Shipper Class C votes.

Representative	Classification	Vote Count
Shipper		
Claire Louise Roberts	Shipper Class A	1 vote
Oorlagh Chapman	Shipper Class A	1 vote
Andrew Green	Shipper Class B	2 votes
Alexander Mann	Shipper Class C	2 votes
Transporter		
Guv Dosanjh	DNO	1 vote
Helen Chandler Alternate for R Pomroy	DNO	1 vote
Richard Loukes + Alternate for T Thompson	NTS	2 votes
Rebecca Cailes	IGT	1 vote
Kevin Duddy	IGT	1 vote

1.4. Approval of Minutes (09 September 2020)

Joint Office received a request for a minor amendment to the minutes from the 09 September 2020 meeting. The minutes have been updated and republished.

The minutes were approved.

1.5. Review of Outstanding Actions

Action 0901: CDSP to confirm impacts to the UK Link Manual for XRN5153.

Update: PO advised the update for this is covered in a later agenda item relating to Gemini Updates. **Closed**

Action 0902: CDSP (TOR) to provide an overview of the design for XRN5225.
Update: PO advised that as part of Minor Release Drop 8 all associated Change Proposal forms are on the Xoserve web page: http://www.xoserve.com/change/change-proposals/xrn-5225-minor-release-drop-8/. **Closed**

2. **Finance and General Change Budget Update**

   2.1. DSC Change Budget BP20 (Financial Year to Date)

   James Rigby (JR) provided the Committee with an update on the DSC Change Budget for the current financial year against the current spend. He advised the Committee as to current spend vs budget for the current Financial Year (FY) and presented new graphs to show budget movement. As requested at the previous meeting, the wording around the variance and available funds has been added.

   IGTs
   Overall +£15k available funds
   JR highlighted that there is now £35k available funds due to *XRN5142 New Allowable Values for DCC Service Flag in DXI File from DCC*, being descoped from the June 2021 release.

   DNOs
   Overall movement of +£60k available funds
   JR explained that this includes £75k high level solution option (HLSO) costs associated with XRN5135 DNO and NTS Invoices to Shippers and DNOs VAT compliance and the removal of £135k which equates to 75% of HLSO costs associated with XRN5142.

   Shippers
   Overall -£20k available funds
   JR advised this equates to £20k HLSO cost for *XRN5091 - Deferral of creation of class change reads at transfer of ownership*, which is a potential delivery in the November 21 Major Release

   NTS
   No movement.

   Working Principles for Budget Reporting Financial Year (FY 2021/22)

   JR went on to clarify the working principles for Budget reporting Financial Year 2021/22 and advised that CDSP will be seeking input from Committee members before progressing with changes.

   The principles for the Budget Reporting will mainly consist of a contingency of £550k for as-yet-unknown changes that will require delivery within the formula year.

   The Xoserve Change Fund will have a "£200k budget allotted to a parent XRN at the start of the financial year, this will have a dedicated Change Management Committee agenda item to report on delivery and budget vs spend.

   Kirsty Dudley (KD) suggested this appears to be a clearer and better process, and said that she would also want to be able to see how costs are being refined throughout the change proposal process.

   KD also requested clarity in how Xoserve determine a deliverable being a Change Proposal (CP) or Change Request (CR) and what transparent process is followed for a change moving between these two. JR agreed to review this process.

   New Action 1001: *DSC Change Budget BP20 (Financial Year to Date) –* CDSP (JR) to investigate and provide an outlined process on how changes are allocated CR or CP status and outline what process the CDSP follow to transfer changes between the options.

   The principles will also include a £100k budget allotted to a parent XRN (this year = *XRN4876 - Changes to PARR reporting – provide further data to PAFA to aid analysis of performance reporting*) at the start of the financial year to draw down upon ring-fenced PAC budget, this will be tracked throughout year to show, in DSC Change Management Committee and Performance Assurance Committee, delivery of PAC User stories captured in the parent XRN. Any additional changes identified during the FY will be added to the parent XRN.

Market Trials a £250k budget will be allotted to Market Trials at the start of the year. Any funds will be removed from the Market Trials budget and added to individual changes where appropriate.

Through the tracking of cost movement from ROM to CCR JR advised that reporting will be put in place that will show movement from the earliest estimated cost through to the completion of the change.

It is intended there will be a quarterly budget review.

New Action 1002: *DSC Change Budget BP20 (Financial Year to Date)* **–** CDSP (JR) to include an item for the DSC Governance Sub Committee to address the Xoserve Change Fund and its reporting.

2.2.   Change Budget Discussion

See item 2.1. No further discussion.

3.   New Change Proposals – Initial Review

3.1.   XRN4876 Changes to PARR reporting – provide further data to PAFA to aid analysis of performance reporting

JR introduced Change Proposal (CP) XRN4876 and advised this has recently been drafted and is being presented for information only. He explained that because all of the Performance Assurance Committee (PAC) requirements cannot be delivered at the same time, this change proposal has been created and will be the 'Parent XRN' which will be used to deliver the new reporting requirements that are identified throughout the financial year.

It was noted that PAC requirements will be added to throughout the course of the year and is a fluid and transparent approach.

When asked, JR confirmed, as there are PAC reporting elements to *XRN5120 - MAP to UKL Monthly Comparison Service*, there will be a link between XRN5120 and XRN4876.

This item was provided for information and required no votes.

3.2.   XRN5235 Include SOQ in the "UIG Additional National Data" report (Originally introduced by XRN4806)

Michele Downes (MD) introduced XRN5235 and explained this is for additional data items to go into an existing report. She advised that 'additional data at National Level was implemented as part of UIG in *XRN 4806 - Additional data at National Level to support UIG Allocation validation,* which has been implemented, but this does not currently show in SOQ data.

KD suggested it might be advantageous for XRN5235 to be discussed at the next DSG meeting to see if there is anything else required and to pass this through the Data Discovery Platform team to see if it can be future proofed. MD agreed and advised she will arrange this.

New Action 1003: *XRN5235 Include SOQ in the "UIG Additional National Data" report (Originally introduced by XRN4806)* – MD to arrange discussion at the next DSG meeting.

New Action 1004: *XRN5235 Include SOQ in the "UIG Additional National Data" report (Originally introduced by XRN4806)* – MD to arrange for XRN 5235 to be assessed by the DDP Team in terms of future proofing.

The Committee agreed that if more data is identified by either DSG or the DDP Team, these should be added into the solution.

Shippers were asked to vote on whether this change should proceed to initiate Capture, and provided unanimous approval to proceed as follows:

Please note: Andrew green was not present for this vote.

Voting Outcome:	

Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	1	For
Oorlagh Chapman	1	For
Alexander Mann	2	For
Total	**4**	**For**

3.3. XRN5236 Reporting Valid Confirmed Theft of Gas into Central Systems (Modification 0734)

Ellie Rogers (ER) introduced XRN5236 and advised this change is related to Modification 0734 - Reporting Valid Confirmed Theft of Gas into Central Systems, which is currently in development. She explained that Modification 0734 was raised based on recommendations from the Joint Theft Reporting Review Group who identified a discrepancy in what theft data Suppliers report and what Shippers report in UKLink. This change proposal has been raised in order to support and deliver the changes required during the modification development and will run in parallel with the modification.

When John Welch (JWe) asked with regards to the funding of this change, JR explained the working principles used to date for funding of PAC changes, which are, if a modification is raised with a PAC reporting requirement, this is delivered via the DSC Change budget rather than the ring fenced PAC reporting budget.

ER added that the ongoing work being undertaken within the DSC Contract Management Committee and the Theft of Gas current Shipper process re: CMS system she will be taking that into account whilst looking at this change proposal.

Shippers were asked to vote on whether this change should proceed to initiate Capture, and provided unanimous approval to proceed as follows:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Claire Louise Roberts	1	For
Oorlagh Chapman	1	For
Andrew Green	2	For
Alexander Mann	2	For
Total	**6**	**For**

3.4. XRN5237 Maintenance of a User relationship table for the purpose of AQ amendments (Modification 0736/0736A)

ER introduced XRN5237 and advised this change is linked to Modification 0736 - Clarificatory change to the AQ amendment process within TPD G2.3, and its proposed alternative 0736A, which introduces a retrospective element, and are currently going through the modification development process. At the moment, both modifications are combined into the same change proposal, when there is a decision on which of the modifications is to be implemented, the change proposal will be updated.

ER explained Modification 0736 and 0736A were raised to look at suitable reasons where reason code 3 can be used within the AQ correctio process. This XRN will look at the change and provide a high level solution.

Shippers, DNO's and IGT's were asked to vote on whether this change should proceed to initiate Capture, and provided unanimous approval to proceed as follows:

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

Claire Louise Roberts	1	For
Oorlagh Chapman	1	For
Andrew Green	2	For
Alexander Mann	2	For
Total	**6**	**For**
DNO Transporter Representatives	**Voting Count**	**For**
Guv Dosanjh	1	For
Helen Chandler Alternate for R Pomroy	1	For
Total	**2**	**For**
IGT Representatives	**Voting Count**	**For**
Rebecca Cailes	1	For
Kevin Duddy	1	For
Total	**2**	**For**

3.5. XRN5238 New Distribution Network Report – Forecast Invoice Values

Matt Smith (MS) introduced XRN5238 advising this change introduces additional reporting for DNOs understanding pricing impact of rolling AQ changes.

DNO's were asked to vote on whether this change should proceed to initiate Capture, and provided unanimous approval to proceed as follows:

Voting Outcome:		
DNO Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	1	For
Helen Chandler Alternate for R Pomroy	1	For
Total	**2**	**For**

3.6. XRN5244 Shared IGT Deeds of Undertaking and CDSP Administration

The sponsor, Rebecca Cailes (RC) was asked to introduce XRN5244, she advised this change looks to create a shared IGT Deed of Undertaking for all Suppliers acceding to IGT networks managed by Xoserve so will only impact IGT Parties. This will form part of both the supplier onboarding process and any new IGT onboarding with Xoserve.

When KD asked, PO clarified the obligations will be the same as is now and that Xoserve will administer the process on behalf of the IGT's.

IGT's were asked to vote on whether this change should proceed to initiate Capture, and provided unanimous approval to proceed as follows:

Voting Outcome:		
DNO Transporter Representatives	**Voting Count**	**For/Against**
Rebecca Cailes	1	For
Kevin Duddy	1	For
Total	**2**	**For**

3.7. XRN5246 Confirmation File (.CNF) Processing Capacity Improvement

Emma Smith (ES) introduced XRN5236 and advised this is an Xoserve sponsored change to assess looking at current system capacity for CMS.

Shippers were asked to vote on whether this change should proceed to initiate Capture, and provided unanimous approval to proceed as follows:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Claire Louise Roberts	1	For
Oorlagh Chapman	1	For
Andrew Green	2	For
Alexander Mann	2	For
Total	**6**	**For**

3.8. XRN5210 Daily CV Determination Service DN Invoicing Options

Paul Orsler (PO) introduced XRN5210 and advised this is an NTS and DNO change where National Grid currently calculates charging area CVs on behalf of the DNOs. National Grid intend to serve notices to start charging for this service from April 2021.

HCh advised of a suggestion from Richard Pomroy that as this will only be required from April 2021 to November 2021, a manual solution might be more cost effective. PO and Richard Loukes (RL) clarified that the service will run from April 2021 to March 2022.

DNO and NTS were asked to vote on whether this change should proceed to initiate Capture, and provided unanimous approval to proceed as follows:

Voting Outcome:		
DNO Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	1	For
Helen Chandler Alternate for R Pomroy	1	For
Richard Loukes + Alternate for Teresa Thompson	2	For
Total	**2**	**For**

4. New Change Proposals - Post Initial Review

None for this meeting.

5. New Change Proposals - Post Solution Review

5.1. XRN5091 – Deferral of creation of Class Change reads at transfer of ownership

James Barlow (JB) introduced XRN5091 and explained three solution options were offered for review and confirmed that all responses received approved Solution Option 1 which is also the Xoserve preferred solution option.

Shipper Members provided a unanimous vote in favour of proceeding with the change as follows:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Claire Louise Roberts	1	For
Oorlagh Chapman	1	For

Andrew Green	2	For
Alexander Mann	2	For
Total	**6**	**For**

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

Jaimie LeResche (JLR) introduced XRN5146 and explained only one solution option was offered for review and confirmed that all responses received approved this solution option.

HCh wished to clarify that any updates amends or deletions will be included in this one off data cleanse.

Shippers, DNO's and IGT's were asked to vote on whether this change should proceed, and provided unanimous approval to proceed as follows:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Claire Louise Roberts	1	For
Oorlagh Chapman	1	For
Andrew Green	2	For
Alexander Mann	2	For
Total	**6**	**For**
DNO Transporter Representatives	**Voting Count**	**For**
Guv Dosanjh	1	For
Helen Chandler Alternate for R Pomroy	1	For
Total	**2**	**For**
IGT Representatives	**Voting Count**	**For**
Rebecca Cailes	1	For
Kevin Duddy	1	For
Total	**2**	**For**

5.3. XRN5135 DNO and NTS Invoices to Shippers and DNs VAT compliance

JB introduced XRN5135 and explained two solution options were offered for review and confirmed that all responses received approved Solution Option 2 which is also the Xoserve preferred solution option.

Shippers, DNO's and NTS were asked to vote on whether this change should proceed, and provided unanimous approval to proceed as follows:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Claire Louise Roberts	1	For
Oorlagh Chapman	1	For
Andrew Green	2	For
Alexander Mann	2	For
Total	**6**	**For**
DNO Transporter Representatives	**Voting Count**	**For**
Guv Dosanjh	1	For
Helen Chandler Alternate for R Pomroy	1	For

Total	2	For
NTS Transporter Representatives	**Voting Count**	**For**
Richard Loukes + Alternate for T Thompson	2	For
Total	**2**	**For**

6. Xoserve DSC Implementation Plan for Approval

Rachel Taggart (RT) presented a view of the UK Link Implementation Plan.

6.1. XRN4801 - Additional information to be made viewable on DES

RT confirmed that approval is not being sought for XRN4801 and the slides provided are for information only. RT explained that this CP was raised to make the Industry aware of these changes and that no representations were received. She confirmed the implementation date for XRN4801 is November 2020.

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 as follows:

7.1. BER for XRN5122 Gemini System Enhancements – Delivery

Nicola Patmore (NP) introduced the BER for XRN5122 and advised there are 18 requirements detailed in the BER and that delivery will take place in July 2021.

NTS were asked to vote on approving the BER for £2,433,586 funding, this was recorded as follows:

Voting Outcome:		
DNO Transporter Representatives	**Voting Count**	**For/Against**
Richard Loukes +Alternate for Teresa Thompson	2	For
Total	**2**	**For**

7.2. BER XRN5168 – MOD0721 (Urgent) - Shipper submitted AQ Corrections during COVID-19

Dave Addison (DA) introduced the BER for XRN5168 and advised that although Modification 0721 was not implemented, there was some initial spend as Xoserve still needed to take some urgent and immediate actions to investigate options for implementation in UKLink should the Modification be implemented as it was designated as Urgent.

DA sought approval for the £32k initial spend.

It was confirmed that this is currently at BER status and the CCR will be presented at the next meeting in November 2020.

Shipper Members were asked to vote on approving the BER for £32K funding, the unanimous vote went as follows:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Claire Louise Roberts	1	For
Oorlagh Chapman	1	For
Andrew Green	2	For
Alexander Mann	2	For
Total	**6**	**For**

7.3. CCR XRN5172 - Urgent Mod - Ability to Reflect the Correct Customer Network Use and System Offtake Quantity (SOQ) During COVID-19

Dave Addison (DA) introduced the CCR for XRN5172 and advised that although Modification 0725 was not implemented, there was some initial spend as Xoserve still needed to take some urgent and immediate actions to investigate options for implementation in UKLink, should the Modification be implemented as it was designated as Urgent.

DA sought approval for the £9,652 initial spend.

Shipper Members were asked to vote on approving the CCR for £9,652 funding, the unanimous vote went as follows:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Claire Louise Roberts	1	For
Oorlagh Chapman	1	For
Andrew Green	2	For
Alexander Mann	2	For
Total	**6**	**For**

7.4. EQR for June 2021 Major Release

TL advised there were four changes within the scope of the June 2021 Major Release, now XRN5142 has been de-scoped he presented the final cost position and confirmed that it is £40k now that XRN5142 has been removed.

GD asked for clarification on the 2 modifications that are still awaiting Authority Direction, Modification 0692 – Auto updates to meter read frequency and Modification 0687 – Creation of new charge to recover last resort supply payments. TL confirmed Authority Direction is required prior to the extra-ordinary DSC Change Management Committee meeting planned for 26 October 2020 as it will be determined at this meeting if these changes will go ahead or not.

Shippers, DNOs & IGTs were asked to vote on approving the EQR for £40k funding, the unanimous vote went as follows:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Claire Louise Roberts	1	For
Oorlagh Chapman	1	For
Alexander Mann	2	For
Andrew Green	2	For
Total	**6**	**For**
DNO Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	1	For
Helen Chandler Alternate for Richard P	1	For
Total	**2**	**For**
IGT Representatives	**Voting Count**	**For/Against**
Rebecca Cailes	1	For
Kevin Duddy	1	For
Total	**2**	**For**

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8. **Release Updates**

8.1. June 2021 Major Release

Tom Lineham (TL) provided a status update for the June 2021 Major Release and advised that the Detailed Design has now been baselined and that as of next month, RAG status will be reported.

TL clarified the extra-ordinary meeting planned for 26 October 2020 will provide the decision as to whether XRN4941 and XRN4992 will go forward on the basis of the Ofgem decision being received or not.

TL highlighted the risk that due to SME resource constraints the Design timescales are at risk of not being met, although currently, this is on track to complete Design within the timescales.

8.2. June 2020 Release Update

Surfaraz Tambe (ST) provided an update on the June 2020 Release and advised that implementation has been completed as of 05 October 2020. He confirmed testing was completed on 03 October 2020 and the project is now in Post Implementation Support (PIS).

Following the extra-ordinary meeting held on 09 September 2020 regarding using Twilio as a Service Provider for the SMS and Email broadcast notification for XRN4850 - Notification of Customer Contact Details to Transporters, PIS commenced and will be ongoing until end of November 2020.

KD advised that SPAA Change Proposal SCP507 - Adding Clarity to Clause 6.8 in Schedule 42, so far, all comments are in support and formal voting will take place at the Change Board next week.

ST advised that Max Pemberton and his team are working with Shippers on the migration plan and he is encouraging Shippers to come forward when they are ready for their data to be migrated.

Following the suggestion by KD, ST agreed to inform the next SPAA Expert Group what has been received so far and what the gap is.

ST confirmed that the costs for XRN4850 are being assessed following approval of Twilio as service provider and scope variations, this is expected to be circa £55,000, with final costs being presented to via the Change Completion Report (CCR) as directed by the committee (rather than via a revised BER. KD requested a lessons learnt exercise should be carried out to consider the journey that this XRN has taken and how the issues can be foreseen in future.

ES confirmed there will be time allocated to the agenda for the next meeting in November for a lessons learnt session on this project.

In conclusion, ST provided a summary of the 7 changes that have been implemented and what was descoped as part of the June 2020 Release:

In Scope

- **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
- **XRN4850** - Notification of Customer Contact Details to Transporters (UK Link file formats, new service to follow)
- **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)

Descoped

- **XRN4691**** - CSEPs: IGT and GT File Formats (CGI Files)
- **XRN4692**** - CSEPs: IGT and GT File Formats (CIN Files)
- **XRN4780 (B)** - Inclusion of Meter Asset Provider Identity (MAP Id) in the UK Link system (CSS Consequential Change)
- **XRN4871 (B)**** - Changes to Ratchet Regime (MOD0665)
- **XRN4941*** - Auto updates to meter read frequency (MOD0692)

8.3. November 2020 Release Update (XRN5110)

Tara Ross (TR) provided an update for the November 2020 Release and advised that the project is currently behind on UAT timescales which has delayed progression of the project.

TR highlighted that XRN4931 - Submission of a Space in Mandatory Data on Multiple SPA Files has been removed from the scope of this Release following a review of the design and a more robust solution is being identified.

TR advised there is currently a medium risk to missed requirements and test scenarios due to resources being utilised on a number of projects. Resources have been allocated for UAT and regression testing.

JR offered the Committee clarification that XRN4931 is being recommended to be descoped from the November 2020 Release and wanted to make sure the Committee understood this. This led to a detailed discussion regarding the communication of this as follows:

ES apologised to the Committee for not communicating this descoping issue sooner and explained decisions are made on a daily basis and can change very quickly, the decision to de-scope XRN4931from the November 2020 Release was taken on Monday afternoon, with the final Board meeting on Tuesday.

When KD asked how CDSP intend to capture the explanation JR confirmed this will be added to the Post Meeting Key Messages in the first instance.

JR asked the Committee to support a relaxation of paper submission deadlines.

BF suggested this is worthy of a communication to the wider Industry and clarified that there is a short notice process whereby anything submitted late is subject to a Committee vote to accept it.

Oorlagh Chapman (OC) suggested that Xoserve could have provided an update in advance of the meeting stipulating that it is not right to provide out of date information adding that she would prefer a more direct approach and notification.

KD said that she would appreciate more time to digest the information to enable a more informed discussion.

Chris Silk (CS) UKL Platform Manager explained there is a process of internal governance whereby the solution was reviewed and it was identified the solution needs further development. The Control Board meets monthly and as part of lessons learnt from the June 2020 Release the decision was taken to de-scope from the November 2020 Release because trying to put into PIS would create unacceptable risks.

KD said that it is important that Xoserve ask and involve the Committee in the process rather than tell the Committee something of this nature sometime after the event.

Claire Louise Roberts (CLR) asked what happens if an XRN is de-scoped at implementation what happens to the funding; ES explained that any work to date has to be charged for, then an assessment is made to identify if there is additional spend required to deliver the release.

ES agreed to add this issue to the agenda for the next DSC Governance meeting to discuss the process when a decision needs to be made to de-scope an XRN from a Release at short notice.

> **New Action 1005:** CDSP (ES) to an agenda to the next DSC Governance meeting to discuss the process for when a decision needs to be made to de-scope an XRN from a Release at short notice and close to the Release date.

CS added that the projects teams are trying to get to the point of issue discovery a lot earlier in the process, this is something that is being worked on.

ES confirmed that discussions started internally on Tuesday and that she will confirm the next steps for this XRN at the November 2020 meeting.

In conclusion of this discussion, it was agreed that this item will be added to the November 2020 meeting to agree the next steps for this XRN.

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

TL provided an update for XRN4914 and advised the recommendations will be included in the Industry pack and discussed at the November 2020 meeting.

When KD asked if there will be a new XRN for the delivery of the solution, PO confirmed there will be an XRN to support the chosen recommendations.

8.5. Minor Release Drop 8 Release Update (XRN5225)

BB provided a brief update and advised there are three change proposals for this Release and that exception testing commenced this week.

8.6. UK Link Future Releases Update

Michelle Niits (MN) provided the UK Link Future Releases Update and advised the Scope Approval will be requested for Minor Release Drop 9 and November Major Release at the November 2020 meeting.

KD requested that the Allocated Change Table is pushed out now to show activities in 2022.

MN showed the potential candidates for the November 2021 Release and advised that all of the XRN's are at various stages and the scope will be discussed further at the November 2020 meeting where Committee approval will be sought.

KD asked what the point of no return is and when CDSP are asking for approval, is it for initial approval or for the full and final scope. MN confirmed it would be a combination of both and that she will be making sure what is presented are the changes that can and will be ready for implementation by November 2021.

8.7. Capture Prioritisation

JR introduced the slides provided for information and advised this report looks to show all changes currently in capture and their current status and the date they will exit capture.

8.8. Portfolio Plan on a Page (POAP)

Tracy O'Connor (TOC) provided a view of the Portfolio Plan on a Page (POAP) for information.

KD requested that the timespan is extended to show activities in 2022.

9. Central Switching Service (CSS) Consequential Update

Emma Lyndon (EL) provided an update to the Committee on the CSS Consequential Change project, providing the main highlights, confirming an amber RAG status for the project.

EL advised that the switching programme is going through another replan, programme replan parties have received the Dependencies Log but have not yet received the full CSS Implementation Plan. Once CDSP have the two plans, the programme will be looking to baseline the plan by the end of October 2020.

EL clarified that the SIT Cycle 2 is underway and that CDSP are seeing some defects although they are very minimal. Testing is running 2 weeks behind; this is being watched very closely at the moment.

EL advised that functional testing is delayed and that it is likely that Xoserve will start testing in November 2020, this is now possibly about 2 months behind the original planning.

EL showed the Committee the Work Stream RAG status and highlighted that UK Link; Environments; Secondary API; Internal testing; Service Management; Batch; Gemini; Reporting and REC are currently reporting Green, with Data Provision; Data Migration; Market Trials and Performance Test & OAT reporting as Amber.

EL clarified that the BP21/22 budget reflects the interim plan and not the replan, this is currently being looked at.

10. Horizon and Future Release Change Planning

10.1. 'Bubbling Under' Report

The report was provided for information. It was discussed that this may be a duplication of information with the Capture Prioritisation Report.

It was suggested that this topic is picked up as part of agenda item 11.4.

10.2. Gemini Horizon Planning

Manisha Bhardwaj (MB) provided an update on the plan for information and advised, at next meeting in November 2020, an update will be provided on the XP1 token, which is a backup mechanism for Gemini if connection is down.

KD asked, comparing to the IX refresh, in comparison, is this activity light touch or potentially as challenging? MB advised she is not expecting any issues but will add further detail at next month's meeting.

11. Any Other Business

11.1. IX Refresh Update

Mark Pollard (MP) provided an update and advised that the IX Refresh is continuing to make good progress and that the recent changes to government guidance regarding localised lockdowns have had little or no impact as yet. He confirmed that 89% have now been installed. MP confirmed that a project closure update will be provided once the project has been concluded.

11.2. Website Amendments

Megan Troth (MT) provided an update of the recent changes made to the Xoserve website and showed a snapshot of the new homepage and advised there is a new change proposal section which is broken down as follows:

- **New to the process? –** Here you will be given an overview of how a change progresses from start to end

- **Have an idea for Change? –** This is where you will be able to submit a change to us to assess and potentially begin development.

- **Change Proposals –** This is where you will find all Changes we are working on. As well as current CPs, this also includes changes that are on hold, withdrawn and implemented.

- **Change Packs –** Here you will find all Change Pack Documents that have been issued to the Industry.

- **Our Change Programmes –** We also have a number of key Change Release Programmes that are ongoing. Here is where you will find all the details.

- **The Change Register –** Here you will find the full Change Register of all Changes that are being worked on

When asked how quickly updates can be seen, PO confirmed there is a process internally to follow prior to any updates being made, but once the change has been made, the view changes very quickly.

KD advised that feedback is all positive and reminded CDSP of the request for referencing of communications which has not yet been addressed.

Jane Goodes (JG) advised that this would be a manual exercise and would possibly need someone almost full time to do that and suggested it would not be cost reflective.

11.3. Change Proposal submission via Xoserve.com

RT provided a brief update and advised that the error that was identified the previous month when Users are submitting Change Proposal via the website has been rectified.

11.4. New ChMC Agenda Proposal

JR advised the Committee that CDSP are looking to adjust the agenda going forward and showed a draft for the November 2020 meeting. He added that this meeting does cover a lot of information and the meeting does not always flow in the way that it could:

> **Proposed ChMC Agenda**
>
> **Section 2: DSC Change Budget & Horizon Planning**
> 2.1 - Budget Movement (& Quarterly Review)
> 2.2 - Bubbling Under (pre-capture regulatory change)
>
> **Section 3: Capture**
> 3.1 - Progress Update: Target Out of Capture & Priority Review
> 3.2 - New Change Proposals – Initial Review for Approval
> 3.3 - Change Proposals – Post Initial Review for Approval
> 3.4 - Change Proposals – Post Solution Review for Approval

Section 4: Design & Delivery

4.1 - Implementation plan for approval (Design)

4.2 – UK Link and GEMIN Future Pipeline (inclusive of changes already through capture but unassigned to release & release POAP)

4.3 - June 2020 Major Release (inc of financial burn rate, change doc BER/EQR/CCR approval if appropriate)

4.4 - November 2020 Major Release (inc of financial burn rate, change doc BER/EQR/CCR approval if appropriate)

4.5 - June 2021 Major Release (inc of financial burn rate, change doc BER/EQR/CCR approval if appropriate)

4.6 - November 2021 Major Release (inc of financial burn rate, change doc BER/EQR/CCR approval if appropriate)

4.7 - Minor Release 8

4.7 – Minor Release 9

Section 5: Non-DSC Change Budget Impacting Programmes

5.1 - CSS Consequential Update

5.2 - IX Refresh

Section 6: Any Other Business

In providing feedback KD said the layout works well having all approvals grouped together at the beginning of the meeting. However, would having Section 2: DSC Change Budget & Horizon Planning so far at the front of the meeting could take up a lot of discussion adding that it is good to have all approvals at the beginning for those that cannot attend the whole of the meeting.

It was agreed the new agenda will be reviewed and refined going forward.

11.5. IGT Panel Representation

CLR raised awareness that she is currently the only Shipper voting member at IGT Panel and the meetings have no quoracy rules applied and this risks the interest of Shippers being overruled by IGTs. She asked Shippers to contact the IGT Code Administrator should they be interested in being a Shipper voting member.

11.6. Process for sorting out the class voting

OC advised that she would like to see transparency of which Shippers are in which class and how this is demonstrated.

BF clarified the UNC rules require Xoserve to provide the information to Joint Office.

OC commented that she has recently asked for constituency contact information from the Joint Office and Xoserve but neither could provide the details because of GDPR. BF advised that names, contact emails and phones numbers could not be provided without consent. However, OC would have been content if her request for organisation names could have been provided.

JR advised he is looking to publish a User Guide for new members to the committee and he will discuss with Joint Office in terms of what can be made available to members.

New Action 1006: Process for sorting out the class voting - CDSP (JR) and Joint Office (BF) to discuss what constituency information can be provided to members.

11.7. New Urgent Modification

KD raised awareness to the Committee that E.ON are looking at raising an Urgent Modification which will require an urgent XRN to support the modification solution.

DA advised he is aware of the requirement and said that this will need the Committee to provide approval for CDSP to start working on the urgent XRN with immediate effect in order to meet the system deadlines. This means CDSP will have to start spending immediately in order to get to the scale and size of the change and identify it impacts within the urgent timelines if approved.

DA advised that CDSP will await the final version of the Urgent Modification adding that the solution appears to be quite a simple and he estimates this would be 4-6 weeks work. He confirmed CDSP are looking to start work on this next week.

The Committee agreed for this topic to be added to the agenda for the extra ordinary meeting planned for 26 October 2020 should the Urgent Modification be raised.

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 26 October 2020		• June 2021 Release Update • XRN4941 Detailed Design Approval • XRN4992 Detailed Design Approval • Consider XRNs submitted to support an Urgent Modification
10:00 Wednesday 11 November 2020	Microsoft Teams	Standard Agenda
10:00 Wednesday 09 December 2020	Microsoft Teams	Standard Agenda

Action Table (as of 07 October 2020)

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
0901	09/09/20	7.3	CDSP to confirm impacts to the UK Link Manual for XRN5153.	Xoserve	**Closed**
0902	09/09/20	8.4	CDSP (TOR) to provide an overview of the design for XRN5225.	Xoserve (TOR)	**Closed**
1001	07/10/20	2.1	*DSC Change Budget BP20 (Financial Year to Date)* CDSP (JR) to investigate and provide an outlined process on how changes are allocated CR or CP status and outline what process the CDSP follow to transfer changes between the options.	CDSP (JR)	**Pending**
1002	07/10/20	2.1	*DSC Change Budget BP20 (Financial Year to Date)* CDSP (JR) to include an item for the DSC Governance Sub Committee to address the Xoserve Change Fund and its reporting.	CDSP (JR)	**Pending**
1003	07/10/20	3.2	*XRN5235 Include SOQ in the "UIG Additional National Data" report (Originally introduced by XRN4806)* MD to arrange discussion at the next DSG meeting	CDSP (MD)	**Pending**
1004	07/10/20	3.2	*XRN5235 Include SOQ in the "UIG Additional National Data" report (Originally introduced by XRN4806)* MD to arrange for XRN 5235 to be assessed by the DDP Team in terms of future proofing	CDSP (MD)	**Pending**
1005	07/10/20	8.3	*November 2020 Release Update (XRN5110)* CDSP (ES) to an agenda to the next DSC Governance meeting to discuss the process for when a decision needs to be made to de-scope an XRN from a Release at short notice and close to the Release date	CDSP (ES)	**Pending**
1006	07/10/20	11.6	*Process for sorting out the class voting* CDSP (JR) and Joint Office (BF) to discuss what constituency information can be provided to members.	CDSP (JR)	**Pending**