

**UNC DSC Change Management Committee Minutes**  
**Wednesday 11 November 2020**  
**Via teleconference**

<b>Attendees</b>			
Bob Fletcher (Chair)	(BF)	Joint Office	Non-Voting
Helen Bennett (Secretary)	(HB)	Joint Office	Non-Voting
<b>Shipper User Representatives (Voting)</b>			
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
Lisa Saycell Alternate for Alex Mann	(LS)	Gazprom	Class C Voting
<b>Transporter Representatives (Voting)z</b>			
Guv Dosanjh	(GD)	Cadent	DNO Voting
Richard Pomroy	(RP)	Wales & West Utilities	DNO Voting
Richard Loukes + Alternate for T Thompson	(RL)	National Grid	NTS Voting
Rebecca Cailles	(RC)	IGT Representative	IGT Voting
Kevin Duddy	(KDu)	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>			
Andy Clasper	(AC)	Cadent	
Andrew Szabo	(AS)	Xoserve	
Avram Florentina	(AF)	Xoserve	
Bali Bahia	(BB)	Xoserve	
Chris Silk	(CS)	Xoserve	
Dionne Thompson	(DT)	Xoserve	
Ellie Rogers	(ER)	Xoserve	
Emma Lyndon	(EL)	Xoserve	
Gavin Anderson	(GA)	EDF Energy	
Jack Wilde	(JW)	Northern Gas Networks	
James Barlow	(JB)	Xoserve	
Jaimee LeResche	(JLR)	Xoserve	
Jane Goodes	(JG)	Xoserve	
Kirsty Dudley	(KD)	E.ON	
Lisa Saycell	(LS)	Gazprom Energy	
Lorna Lewin	(LL)	Orsted	
Mark Jones	(MJ)	SSE	
Mark Pollard	(MP)	Xoserve	
Michele Downes	(MD)	Xoserve	
Michelle Niits	(MN)	Xoserve	

Molly Haley	(MH)	Xoserve
Owen Mason	(OM)	Bulb Energy Ltd
Rachel Taggart	(RT)	Xoserve
Richard Hadfield	(RH)	Xoserve
Sally Hardman	(SH)	SGN
Simon Burton	(SB)	Xoserve
Simon Harris	(SH)	Xoserve
Tara Rose	(TR)	Xoserve
Tom Lineham	(TL)	Xoserve

Copies of all papers are available at: [www.gasgovernance.co.uk/dsc-change/111120](http://www.gasgovernance.co.uk/dsc-change/111120)

## 1. Introduction

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

### 1.1. Apologies for absence

Alexander Mann

Emma Smith

Teresa Thompson

### 1.2. Alternates

BF confirmed the following alternates:

Lisa Saycell alternate for Alexander Mann

Richard Loukes alternate for Teresa Thompson

### 1.3. Confirm Voting rights

Representative	Classification	Vote Count
<b>Shipper</b>		
Claire Louise Roberts	Shipper Class A	1 vote
Oorlagh Chapman	Shipper Class A	1 vote
Andrew Green (Lisa Saycell will be his alternate as Andrew Green is joining the meeting after 10.30am)	Shipper Class B	2 votes
Lisa Saycell Alternate for Alexander Mann	Shipper Class C	2 votes
<b>Transporter</b>		
Guv Dosanjh	DNO	1 vote
Richard Pomroy	DNO	1 vote
Richard Loukes + Alternate for Teresa Thompson	NTS	2 votes
Rebecca Cailles	IGT	1 vote
Kevin Duddy	IGT	1 vote

### 1.4. Approval of Minutes (07 October 2020 and 26 October)

Noting there have been some minor amendments made to the minutes of 07 October, the minutes from the previous meetings were approved.

It was highlighted that an AOB item was requested by Richard Pomroy that does not appear on the agenda:

- Change Completion Report (CCR) for XRN5153
- James Rigby has requested a further late AOB item, the Proposed approach for delivery of Modification 0736 which will be presented by Ellie Rogers.

## 1.5. Review of Outstanding Actions

**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.

**Update:** James Rigby (JR) provided an update to this action and advised it related to the recent amendment made to the minutes from 07 October 2020 and is linked with Action 1002. He explained that, historically, a change was dependent on whether Xoserve deemed there were external impacts to a change, this would determine if the Change Request (CR) transformed to a Change Proposal (CP). Where a change is deemed not to be impacting externally, but deemed to be bigger than a minor enhancement, the standard procedure has been followed.

JR explained that there have been previous discussions relating to the proposal for an Xoserve Change Fund and it is his intention to produce a strawman process in order to provide more detail on its management. This is due to be discussed at the next DSC Governance meeting which is yet to be planned.

The Committee discussed various date options for the DSC Governance meeting, it was agreed that 15 December appears to be the most acceptable date to hold this meeting. It was further clarified that Xoserve will provide the Chair and secretariate for this meeting. KD supported the sentiment behind the proposed Governance meeting but would like to see an update provided to this Committee.

It was agreed to create an agenda item for Actions 1001 and 1002 to be discussed at the January DSC Change Management meeting, therefore, both action 1001 and 1002 can be closed. **Closed**

**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.

**Update:** See update provided for Action 1001. **Closed**

**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.

**Update:** Michele Downes (MD) advised this has been completed. **Closed**

**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.

**Update:** MD advised she has spoken briefly to the DDP Team before this is passed through the next DSG meeting. **Closed**

**Action 1005:** *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.

**Update:** Following earlier discussion, it is likely that this will be held on 15 December. JR advised he has a November 2020 Release Lessons Learned update regarding the late descope of an approved XRN, this was planned for discussion later in the agenda. **Closed**

**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.

**Update:** This action will be updated as part of AOB. **Closed**

## 2. DSC Change Budget Update & Horizon Planning

### 2.1. Budget Movement (& Quarterly Review)

James Rigby (JR) provided an overview of the Budget vs Spend for the Business Plan 2020/21 to date. The information shared showed the total spend vs total budget and is broken down by constituency.

JR explained that only the Shipper spend has changed in that the uncommitted spend increased by just over £70,000 due to:

- £60,000 removed from XRN4645 - *The rejection of incrementing reads submitted for an Isolated Supply Meter Point (RGMA flows)*, this XRN was split into 2 parts A and B. B was withdrawn and A is listed separately in the finance tracker.
- £17,000 added to cost of XRN5168 - *(Urgent) - Shipper submitted AQ Corrections during COVID-19*, as BER was higher than HLSO.
- £5,000 removed from XRN5172 - *Ability to Reflect the Correct Customer Network Use and System Offtake Quantity (SOQ) During COVID-19*, as BER was lower than HLSO.
- £20,000 removed from XRN4923 - *AQ Calculation for RGMA (ONUPD) Estimate Reads*, as change withdrawn.
- £5,000 removed from XRN4645a - *The rejection of incrementing reads submitted for an Isolated Supply Meter Point (RGMA flows)*, as BER was lower than HLSO.

JR went on to advise the Committee that the remaining funds left for the year for Shippers is quite substantial and could be circa £1million, he advised it is his intention to address this with Shipper Customer Representatives.

Kirsty Dudley (KD) asked how the decision is going to be made as to what should be done with the surplus and questioned should it be DSC Contract Management Committee that decides, adding that there needs to be a decision by a full relevant Committee vote and not left to an individual constituency decision.

JR agreed take to raise this at the DSC Contract Management Committee meeting being held on 18 November for views, he will then provide an update at the Extra Ordinary DSC Change Management Committee on 30 November 2020.

JR asked for views on how any excess in budget is managed. Oorlagh Chapman (OC) said there should be some official governance built into the DSC Business Plan or Budget and Charging Methodology to provide clarity for this scenario. Paul Orsler (PO) clarified there is no principle in the DSC arrangements that Xoserve would roll funds forward.

OC suggested Xoserve put forward some proposals that the Committee can vote on at the meeting on 30 November 2020.

JR provided a background to the DSC Change Budget BP21 – Draft 2 and advised the budget has been reduced overall by £450,000 due to some IGT changes being progressed via other means.

JR advised that constituency discussions have provided Xoserve with a steer as to what is required / desired for delivery using BP21 funds. This has driven out a requirement for a total budget of £3.58m. This represents a 12% (-£0.45m) reduction from initial draft.

JR provided a Constituency View of how each would be impacted:

+ £17,879 for Shippers;

+ £10,763 for DNOs;

+ £653 for NTS

JR asked the Committee to review the information provided and provide any comments they may have, prior to the recommendation for the final draft is presented on 30 November 2020.

In the meantime, if there are any questions please contact James Rigby: [James.Rigby@xoserve.com](mailto:James.Rigby@xoserve.com).

## **2.2. Bubbling Under (pre-capture regulatory change)**

No update provided.

## **3. Project Mercury Update**

Andrew Szabo (AS) provided a presentation which included a strategy update to the DSC Change Management Committee on the current status of Project Mercury. It was agreed this should be a standard agenda item going forward.

AS advised that Xoserve would be providing a formal pack of information that could be used for briefing purposes in the next few weeks.

If any Organisations require further detail, please contact Xoserve.

#### 4. Capture

##### 4.1. Progress Update: Target Out of Capture & Priority Review

In order to provide greater transparency, JR advised this addition to the regular agenda will provide an opportunity for DSC Change Management Committee members to discuss (by exception) progress v the status/dates of each Change.

On his slide he explained the view shown is a heat map of current changes with red indicating important changes.

High		Current Status	TOOCD	Sponsor
4990	MOD0664 - Transfer of sites with low read submission performance	In progress	24/12/2020	SSE
5038	MOD0691 - Class 2, 3 or 4 meter points to Class 1 when G1.6.15 criteria are met	Re-plan Required	17/09/2020	British Gas
5080	Failure to Supply Gas (FSG/GSOP1) – System Changes (CP)	In progress	26/11/2020	SGN
5142	New Allowable Values for DCC Service Flag in DXI File From DCC	New Date / In Progress	24/12/2020	Northern Gas Networks
5143	Transfer of NDM sampling obligations from Cadent, WWU, and NGN to the CDSP	In progress	31/12/2020	Cadent Gas
5144	Enabling Re-assignment of Supplier Short Codes to Implement Supplier of Last Resort	In progress	11/11/2020	CDSP
5195	Ceased Responsibility Date Following Shipper Withdrawal (IDL)	Re-plan Required	15/10/2020	Indigo Pipelines
5218	MOD 710 - CDSP provision of Class 1 read service	In progress	31/12/2020	Wales and West Utilities
5231	XRN 5231 - Provision of a FWACV Service (CP)	In progress	31/12/2020	SGN
5236	Reporting Valid Confirmed Theft of Gas into Central Systems (Modification 0734)	Awaiting Capture Trigger	TBC	Gazprom Energy
5237	Maintenance of a User relationship table for the purpose of AQ amendments (Modification	Awaiting Capture Trigger	TBC	CDSP

High / Medium		Current Status	TOOCD	Sponsor
4978	Notification of Rolling AQ value	In progress	16/12/2020	British Gas
5007	Enhancement to reconciliation process where prevailing volume is zero	In progress	24/12/2020	Xoserve
5187	MOD0696v - Addressing inequities between Capacity booking under the UNC	In progress	26/11/2020	Gazprom

Medium		Current Status	TOOCD	Sponsor
5120	Map to UK Link Comparison Service	In progress	30/11/2020	E.ON
5147	Optimising the Must Read process for IGT Customers	In progress	12/11/2020	BUUK
5186	Aligning Capacity booking under the UNC and arrangements set out in relevant NEXA:	In progress	26/11/2020	NGN
5196	Address Amendments Validation	In progress	30/10/2020	BU-UK
5197	QMP File Validation in CMS – Current Address field	Re-plan Required	15/10/2020	Indigo Pipelines
5235	Include SOQ in the “UIG Additional National Data” report (Originally introduced by XF	In progress	25/02/2021	Gazprom Energy
5238	New Distribution Network Report – Forecast Invoice Values	In progress	25/03/2021	Northern Gas Networks
5200	Shipper Pack Transition to Data Discovery Platform	In progress	31/12/2020	E.ON
5206	TPI/PCW Access	In progress	12/11/2020	ENGIE
5183	XRN 5183 Access to Daily Biomethane Injections (CP)	In progress	12/11/2020	Inspired Energy PLC
5210	Daily CV Determination Service DN Invoicing Options	In progress	26/11/2020	National Grid Gas
5180	Inner Tolerance Validation for replacement reads and read insertions	In progress	12/11/2020	CDSP

Medium / Low		Current Status	TOOCD	Sponsor
4876	Changes to PARR Reporting	In progress	31/03/2021	Gemserv
5072	Application and derivation of TTZ indicator and calculation of volume and energy	In progress	31/12/2020	Xoserve
5188	Interim Data Loads of MAP Id into UK Link	In progress	28/01/2020	CDSP
5192	CMS Reference Number in Amendment Invoice Supporting Data	In progress	21/01/2021	N Power

Withdrawn		Current Status	TOOCD	Sponsor
5070	Amendment to Isolation Flag	Withdrawn	N/A	E.ON
4860	National Temporary UIG Monitoring	Withdrawn	N/A	Npower
5116	Domestic Report - Must Read Prenotification	Withdrawn	N/A	British Gas

Capture Complete (In Delivery)		Delivery Platform	TOOCD	Sponsor
4645	Rejection of incrementing reads following Isolation (RGMA Flows)	Minor Enhancements	N/A	Xoserve
5164	CSEP Data Assurance – Performance Monitoring Capability	Data Discovery Platform	N/A	Wales & West Utilities
5093	MOD0711 - Update of AUG Table to reflect new EUC bands	UK Link Platform	N/A	Gazprom
5167	MOD0672 - Report Product Class 4 Read Performance	Data Discovery Platform	N/A	Scottish Power
5135	DNO and NTS Invoices to Shippers and DN's VAT compliance	UK Link Platform	N/A	Wales & West Utilities
5146	Data Cleanse of NEXA information within UK Link and the Data Enquiry Service (DES)	UK Link Platform	44134	Northern Gas
5091	Deferral of creation of Class change reads at transfer of ownership	In progress	44119	EDF

JR advised of the following updates:

- There is a re-plan required for *XRN5038 – Modification 0691S Class 2,3,or 4 meter points to Class 1 when G1.6.15 criteria are met*, as UNC Panel returned this modification to Workgroup.
- A new date is required for *XRN5142 – New Allowable Values for DCC Service Flag in DXI File from DCC*, as the change was de-scoped from the June-21 Major Release.
- A re-plan required for *XRN5195 – Ceased Responsibility Date Following Shipper Withdrawal (IDL)* due to a delay in obtaining HLSO from vendor.
- *XRN5236 Reporting Valid Confirmed Theft of Gas into Central Systems (Modification 0734S)* and *XRN5237 – Maintenance of a user relationship table for the purpose of AQ amendments*, are awaiting capture start trigger.
- *XRN5197 – QMP File Validation in CMS – Current Address field*, is now being considered as part of a wider CMS rebuild.

PO added that XRN5147; XRN5196 and XRN5197 are all IGT raised changes and are being withdrawn.

#### 4.2. New Change Proposals - Initial Review Andrew Green joined meeting

##### 4.2.1. XRN5253 June 21 Release

Rachel Taggart (RT) advised this presentation is being provided for information only to make the Committee aware the Change is now raised and is on the website.

RT advised there are three changes within scope which are:

XRN5093 Update of AUG Table to reflect new EUC bands (Modification 0711)

XRN4992 Modification 0687 Clarification of Supplier of Last Resort (SoLR) Cost Recovery Process

XRN4941 Auto updates to Meter Read Frequency (Modification 0692S)

##### 4.2.2. XRN5273 Amendments to V14 of the Service Description Table

RT advised this Change will be presented to DSC Contract Management Committee meeting next week to be approved, explaining that the DSC Service Description Table has been updated with eight proposed new service lines that have been introduced to support two Change Proposals which went live as part of the June 2020 release, which are:

XRN4850 Notification of Customer Contact Details to Transporters

XRN4932 Improvements to the quality of the Conversion Factor values held on the Supply Point Register (Modification 0681S)

#### 4.3. Change proposals – Post Initial Review for Approval

None

#### 4.4. Change Proposals – Post Solution Review for Approval

##### 4.4.1. XRN5183 Access to Daily Biomethane Injections

Simon Harris (SH) advised that two solution options were provided, the DSC/Xoserve preferred solution is Option 1.

SH confirmed this Change will be 100% Shipper funded and that a full detailed design pack will not be provided as it will go straight into delivery.

KD suggested that a communication is issued to ensure parties are aware of this change moving forward.

BF confirmed the voting is to approve Solution Option 1. Shipper and DNO representatives Voted unanimously as follows:

<b>Voting Outcome:</b>	
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<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	For
Oorlagh Chapman	1	For
Andrew Green	2	For
Lisa Saycell	2	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>DNO Transporter Representatives</b>	<b>Voting Count</b>	<b>For</b>
Guv Dosanjh	1	For
Richard Pomroy	1	For
<b>Total</b>	<b>2</b>	<b>For</b>

#### 4.4.2. XRN5080 Failure to Supply Gas (FSG/GSOP1) – System Changes

PO advised that two solution options were provided, the DSC/Xoserve preferred solution is Option 1.

Option 1 focussed on core requirements being delivered in line with 01 April 2021 implementation, removing the compensation cap in place and make the process more frequent. Option 2 included Option 1 plus makes changes to the FSR report.

PO advised that representations did not support Option 2 as this puts at risk the ability to report and that Xoserve will look to review the FSR report at a later date.

It was confirmed that if this is delivered through a minor release then the minor release budget will fund this change and costs will be socialised across all customers.

BF confirmed the voting is to approve Solution Option 1. Shipper, DNO and IGT representatives Voted unanimously as follows:

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	For
Oorlagh Chapman	1	For
Andrew Green	2	For
Lisa Saycell	2	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>DNO Transporter Representatives</b>	<b>Voting Count</b>	<b>For</b>
Guv Dosanjh	1	For
Richard Pomroy	1	For
<b>Total</b>	<b>2</b>	<b>For</b>
<b>IGT Representatives</b>	<b>Voting Count</b>	<b>For</b>
Rebecca Cailles	1	For
Kevin Duddy	1	For
<b>Total</b>	<b>2</b>	<b>For</b>

#### 4.5. Outages

RT advised there are just three outages to report on, two relate to the times and dates for the disaster recovery test and the third is to advise that Xoserve will be carrying out a programme of upgrades to existing systems over the next few months, this work is yet to be planned.

### 5. Design & Delivery

KD advised that CCRs for Urgent Modifications were deferred from last month's meeting, Emma Smith advised they would be bought back to this meeting for closure. JR will investigate, the XRN in question are:

- XRN5168 MOD0721 (Urgent) - Shipper submitted AQ Corrections during COVID-19
- XRN5172 Urgent Mod - Ability to Reflect the Correct Customer Network Use and System Offtake Quantity (SOQ) During COVID-19

#### 5.1. Data Discovery Platform

##### 5.1.1. CCR for XRN5164 CSEP Data Assurance

JR clarified the funding for this change is a 50-50 split between DNOs and IGT customers.

DNO and IGT Representatives were asked to vote on approving the CCR for £50,000 funding, the unanimous vote as follows:

Voting Outcome:		
<b>DNO Transporter Representatives</b>	<b>Voting Count</b>	<b>For</b>
Guv Dosanjh	1	For
Richard Pomroy	1	For
<b>Total</b>	<b>2</b>	<b>For</b>
<b>IGT Representatives</b>	<b>Voting Count</b>	<b>For</b>
Rebecca Cailes	1	For
Kevin Duddy	1	For
<b>Total</b>	<b>2</b>	<b>For</b>

#### 5.2. Design Change Pack

##### 5.2.1. XRN5181 - Acceptance of Consumption Adjustment where meter removed after meter point set to Dead

James Barlow (JB) advised the Detailed Design pack was issued, four responses were received which all approved the solution and implementation.

Shipper and DNO Representatives were asked to vote on the solution and implementation summary outcome, the unanimous vote as follows:

Voting Outcome:		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	For
Oorlagh Chapman	1	For
Andrew Green	2	For
Lisa Saycell	2	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>DNO Transporter Representatives</b>	<b>Voting Count</b>	<b>For</b>



Guv Dosanjh	1	For
Richard Pomroy	1	For
<b>Total</b>	<b>2</b>	<b>For</b>

### 5.3. June 2021 Major Release

Tom Lineham (TL) provided an update with regards to the current status of the June 2021 Major Release and advised that all risks and issues are progressing well and are tracking green.

TL confirmed that at the Extraordinary DSC Change Management Committee meeting held on 26 October 2020 it was agreed to descope *XRN4992 - Modification 0687 - Creation of new charge to recover Last Resort Supply Payments*.

*XRN4941 - Auto updates to meter read frequency (MOD0692S)* is currently still awaiting an Ofgem decision on the submitted appeal, in order for this XRN to be formally in scope of the June 2021 Major Release, an Ofgem decision would be required today (11 November 2020).

The scope of the June 21 Major Release now consists of 2 changes:

- XRN4941 Modification 0692S - Auto updates to meter read frequency
- XRN5093 Modification 0711 - Update of AUG Table to reflect new EUC bands

TL advised the project is progressing 2 months behind plan and there is a risk that design timescales might not be met.

When considering *XRN4941 - Auto updates to meter read frequency (MOD0692S)* Gavin Anderson (GA) provided a view of the concerns with the modification and the reasons for submitting an appeal to Ofgem. He summarised that when the appeal was raised, it was not felt that the change would deliver the desired outcomes as it was not being aligned with the associated Smart Energy Code (SEC) change which would provide the correct level of information to identify non communicating SMART meters. He advised that following discussion held with Ofgem, EDF Energy would like *XRN4941* to be descope from the June 2021 Major Release and put into the November 2021 Release, the reason being that, the November 2021 Release is the date for the SEC change, , MP077 DCC Service Flagging <https://smartenergycodecompany.co.uk/modifications/dcc-service-flagging/> and it seems sensible to align the implementation of both *Modification 0692S - Automatic updates to Meter Read Frequency* and SEC Modification 077.

Ofgem's indicated position is that this is something that could have been progressed through collaborative working, however, if it can be included in the scope for November 2021 Release, aligning with the SEC change, EDF Energy would look to withdraw the appeal away, then this Committee would be able to make a decision on the implementation date and CDSP could progress with the change.

BF clarified that Ofgem are intending to write out about this appeal in the near future and that where possible, decisions should be made around aligning implementations with other Codes where they impact each other.

Andrew Green (AG) raised a concern and advised *XRN4941* should stay in the June 2021 Major Release until Ofgem advise otherwise, implementation had drifted previously and he was concerned that Ofgem might not provide confirmation needed in the near future.

When asked, PO provided the reason that implementation for Modifications should be aligned is that currently the values DCC provide that indicates a Smart meter is present (which also links to Modification 0692S), those values are not fit for purpose and this impacts the obligations implemented by Modification 0692S. The SEC change would reduce this issue by allowing the Meter status to be correctly flagged in DCC.

BF clarified that the decision on the scope for the November 2021 Release will be discussed on 30 November, it is at this point that *XRN4041* will be looked at for inclusion into the November 2021 Release.

All Committee Members were asked to approve that XRN4941 is de-scoped from June 2021 major Release, Shipper, DNO, NTS and IGT representatives voted by majority vote in favour as follows:

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	For
Oorlagh Chapman	1	For
Andrew Green	2	Against
Lisa Saycell	2	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>DNO Transporter Representatives</b>	<b>Voting Count</b>	<b>For</b>
Guv Dosanjh + Alternate for Richard Pomroy	2	For
Richard Loukes	2	For
<b>Total</b>	<b>4</b>	<b>For</b>
<b>IGT Representatives</b>	<b>Voting Count</b>	<b>For</b>
Rebecca Cailles	1	For
Kevin Duddy	1	For
<b>Total</b>	<b>2</b>	<b>For</b>

PO introduced the June 2021 Proposed High Level Plan (for consideration) and explained the Timeline for implementation of XRN5093 – *Update of AUG Table to reflect new EUC bands*, go live will be the end of July 2021, he added that there are no external changes and the reasons for the late implementation is the amount of regression testing that will be required which ultimately is to make sure nothing is being impacted on internal systems.

When asked, PO confirmed the BER is to be produced in December 2020, if there are no concerns from the Committee and this is what will be included in the BER. Alternatively, if members prefer a June 2021 implementation, this will be included in the June 2021 Major Release with the risk identified in the BER.

If members have any comments, please make them aware to Paul Orsler before 20 November 2020: [Paul.orsler@xoserve.com](mailto:Paul.orsler@xoserve.com).

KD asked if it is worth considering if there is only one XRN for the June 2021 Major Release, (XRN5093 if XRN4941 is de-scoped) is it worth considering progressing XRN5253 on its own. TL will consider this approach; however, it was advised that Change XRN5093 is significant and justifies a major release on its own.

#### **5.4. Minor Release 9**

Richard Hadfield (RH) provided a brief overview of Minor Release 9 and advised he is looking for approval of the scope for this release:

XRN5080 Failure to Supply Gas (FSG\_GSOP1) – System Changes

XRN5135 DNO and NTS Invoices to Shippers and DNs VAT compliance

RH mentioned three points to note:

- As part of the BER approval funding for each change will be agreed by the proposers.
- DSC Change Management Committee Approval requested for the above changes to be scoped for delivery in Minor Release Drop 9.
- Plan and implementation date to be agreed at the December DSC Change Management Committee.

When asked, RH advised the indicative date could be possibly implementation mid to end of March 2021.

All members were asked to approve the scope for Minor Release Drop 9. Shipper, DNO, NTS and IGT representatives unanimously approved the scope as follows:

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	For
Oorlagh Chapman	1	For
Andrew Green	2	For
Lisa Saycell	2	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>DNO Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Guv Dosanjh	1	For
Richard Pomroy	1	For
<b>Total</b>	<b>2</b>	<b>For</b>
<b>IGT Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Rebecca Cailes	1	For
Kevin Duddy	1	For
<b>Total</b>	<b>2</b>	<b>For</b>

### 5.5. UK Link Future Pipeline

RH provided an overview of the UK Link Future Releases as follows:

#### 2020-2022 UK Link Governance Timeline

#### UK Link Allocated Changes – In Delivery

- For the June 21 Major Release, XRN4941 will be removed from scope and moved into the unallocated changes.

Confirmed changes to the scope for June 2021 Major Release are as follows:

- XRN5142 was de-scoped at the September DSC Change Management Committee
- XRN4992 was de-scoped at the October DSC Change Management Committee
- XRN4941 will be moved to unallocated changes and will be voted on at November DSC Change Management Committee for inclusion in the November 2021 Release

#### Unallocated Changes

RH advised the complexity rating is now included, this gives an indication of the size of the change

#### November 2021 Major Release Update

- Ofgem direction is to protect CSSC and any associated impacted systems/processes.
- Xoserve has identified that all current November 2021 candidate changes share common business processes and code objects with CSSC.
- Therefore, delivering each of these changes in November 2021 would present risks to the CSSC plan.
- The scale of these risks is being analysed as currently the proposed CSSC window is 3 weeks and an assessment needs to be made to identify if this would impact the November 2021 release.
- Xoserve have requested an Extraordinary DSC Change Management Committee on 30 November to allow for the detailed analysis of each change / risk to be undertaken so that they can be presented as options for DSC Change Management Committee.
- DSC Change Management Committee will then be asked to vote on the options presented.

RH clarified that, at the moment, he is not seeing any cross over impact to Gemini.

#### Portfolio POAP

KD advised that when the POAP is overlaid against the future release timeline, it highlights there is a gap whereby Retro is missing. RH will investigate.

## 5.6. November 2020 Major Release

Tara Rose (TR) provided a status update on the November 2020 Release and advised:

### Testing

- All testing is completed

### Implementation

- Implementation went ahead as planned on 08 November 2020.

### Change Assurance Health Check

- Health Check 2 has closed all findings
- Health Check 3 has completed – reported Amber with 29 findings, please see later slides for more information

### Change Requests

- 2 changes XRN4897/99, XRN4871b are currently in UAT and completing slightly behind plan and XRN4801 has completed testing

TR advised there are still some risks outstanding, it has been identified there is a downgrade in performance experiences by DES users. KD advised some of her DES users have logged a screen slow response problem. TR advised a communication will be sent out shortly, a defect has been raised and a fix is expected to be implemented on the evening of 11 November 2020.

TR advised that a Lessons Learned exercise has been completed and update provided to the Committee with the discussions that surrounded the decision to descope XRN4931 from this Release. TR advised it is recognised that, going forward, earlier involvement of technical support teams is required as Technical Operations were not involved in Capture to review the High Level Solution Options. This has changed and now they are required to sign off each HLSO in order for a change to progress out of Capture.

A further solution design validation at internal governance checkpoint Stage Gate C, for Detailed Design exit, will be enforced by project teams and Portfolio Management Office.

KD expressed her concern of how the descoping of XRN4931 was handled and communicated to DSC Change Management Committee, it might have been the right decision, how it was presented to the Committee was not right. JR agreed and advised that Xoserve would provide a view on managing such instances at a future meeting.

## 5.7. June 2020 Major Release

Simon Burton (SB) provided June 2020 Release status update and highlighted for *XRN4850 CNC file processing enhancement*, planned implementation activities for the delivery of the additional capacity to receive and process CNC files in UK Link, any Users wanting to submit any bulk CNC files, please contact Max Pemberton before submission.

A CCR will be provided in December 2020 with updated costs.

The timeline for *XRN4850 SMS/Email Broadcast Notification Timeline*, was shown, SB advised this is currently in PIS and is due to finish at the end of this month.

SB clarified the scope of the change:

### In Scope

<b>XRN4772</b>	Composite Weather Variable (CWV) Improvements
<b>XRN4888</b>	Removing Duplicate Address Update Validation for IGT Supply Meter Points via Contact Management Service (CMS)
<b>XRN4930</b>	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)
- XRN4780 (B)** Inclusion of Meter Asset Provider Identity (MAP Id) in the UK Link system (CSS Consequential Change)

### 5.8. Minor Release 8

Bali Bahir (BH) provided an overview of Minor Release 8 and advised the planned implementation date is 21 November 2020, PIS is due to complete 05 December 2020. In scope for this change is:

- XRN5181** Acceptance of Consumption Adjustments where meter is removed
- XRN5174** Agreed FINT Replacement Reads incorrectly triggering rolling AQ calculation
- XRN5118** Change how the actual MR data is populated in UK Link

### 5.9. Gemini Horizon Plan

Matt Rider (MR) provided a view of the Gemini Horizon Plan which shows:

- Changes related to *Modification 0678A Amendments to Gas Transmission Charging Regime*, effective from 1 October, this is currently in PIS which is due to end 18 December 2020.
- GCS Fusion Test Support is progressing as planned.
- Gemini customer enhancements: Deployment is planned for July 2021 and is currently tracking to plan.
- CSS change elements for Gemini are on hold at the moment, test phases are currently being replanned from March 2021 to September 2021.

### 5.10. Retro Proof of Concept

PO advised it has taken a little while to get to a stage to confidently provide some data and provided a detailed presentation which covered:

#### What has been done with the Retro PoC

- **9** Shippers participating in the Proof of Concept.
- **9.7m** MPRNs received.
- **133m** data items provided across **31** data fields.
- This pack details the results from **Step 1** 'Comparison and Aggregation' of the levels and types of data mismatches identified.
- Step 2 'Deep Dive' analysis will investigate the impact & root cause of the Retro Assessable mismatches.

#### What Happened Next

#### Findings – Trend between mismatched metering details indicate approx. 100,000 in 9.5million

- The number of mismatched MSNs broadly aligns with the number of mismatches against other key meter technical details.
- 100,000 in 9.5million equates to 1.05% mismatch ratio.
- MSN is an item which is used to validate meter readings.
- PoC unable to identify whether associated MPRNs are failing to provide regular meter readings due to misaligned MSN details

#### Findings : MAM comparison identified further mismatches against Shipper and UK Link data

- This information provides further insight into the wider industry data position.
- The approx. 50,000 misalignments identified below either conflict with data we successfully matched against shipper and UK Link, or contradict the mismatches that Shippers have provided in the PoC.

- This insight is being provided to illustrate any UK Link <> Shipper exercise would not be capable of resolving these additional misalignments.

**Findings: More mismatches were created in the same Shippers ownership than outside of it**

- CDSP insight demonstrates there is benefit in more emphasis being placed on getting the data right at source –given the number of mismatches identified that were actioned whilst in the same Shippers ownership.
- Where data misaligns or is not updated following metering activity this is not monitored or reported on.
- Where a new Shipper takes ownership of incorrect details it can take a while for these mismatches to be identified.
- In addition, despite taking corrective action, often not all mismatched data items are corrected.

**Findings : Billing Critical Analysis inconclusive**

- Analysis indicates approx. 25% of mismatches may relate to difference in billing critical data items.
- It is unclear to what extent this is impacting the associated MPRNs from being settled and balanced accurately.
- If corrections were to be applied to these items historically, equal and opposite impacts would be felt by the wider community.

**Finding : A high proportion of mismatches are greater than 12 months old**

- Insight demonstrates there are a higher proportion of mismatches that originate from metering activity that was performed over 12 months ago.
- Analysis able to confirm that meter readings have been received since metering activity has taken place.
- Without further analysis of metering data and consumption history we are unable to identify what impact, if any, these mismatches may have.

**As – Is Industry Asset Data Arrangements**

- No single view of the truth.
- Every hand off allows data to depreciate in timeliness and accuracy.
- Not able to resolve impacts of data quality due to not having full visibility of root causes.
- Each market participant and governance arrangement places different dependencies on data it holds and uses.
- An enduring Retro solution would only address issues that are identified with this industry activity.
- Any data we retrospective correct will have an equal and opposite impact on other customers.
- PoC has helped quantify the size of problem.

**Option – UK Link Data Cleanse and Enduring Retro Solution – Modification 0651**

PO advised that Significant testing, regression and performance testing would be expected, in addition to a dedicated workstream to oversee the data preparation and migration activity. Any UK Link based solution is likely to cost in excess of the remaining Retrospective Data Update budget, and would represent a standalone UK Link Major Release in its own right – with a development and delivery cycle of at least 18 -24 months.

**Alternative Option : Product Development**

PO advised this can be brought to the market at pace through Agile change development and offers business integration opportunities with customers via;

- APIs –Alert functionality;
- File construction support;
- Connected to visualisation tool;
- Allows market performance to be visualised and driven forward.
- Enables a consolidated view of asset data the market is lacking.
- Will help alert Xoserve to data issues with customers before they cause an impact.

KD asked if there is an Xoserve preferred option, PO advised that option 1 is what is proposed to be taken forward if Xoserve are not given an instruction to stand down, they will proceed, this will also require sanction on the project low-level requirements gathering phase.

PO will send this information out in some sort of change pack and setup a workshop to see what can be done to take things forward.

### **Next steps**

PO will engage with the DNOs to discuss the outputs of the material provided. PO will include the solution in the change pack in order to seek views from Customers.

## **6. Non-DSC Change Budget Impacting Programmes**

### **6.1. (CSS) Consequential Update**

Emma Lyndon (EL) provided a CSS Programme Update and advised the current status is Amber. She advised that the plan has been approved by Ofgem, whilst accepting the plan approval, Xoserve have raised some concerns with the programme plan and these are currently being discussed.

EL highlighted that the Go-Live window has moved from February 2022 to August 2022. The SIT functional and non-functional testing was due to have been completed this year, this has now moved out to February and March 2021.

The security solutions (API messages etc) have been removed from the core programme delivery and now have a separate release, this will be delivered post go-live, EL added there is likely to be additional costs around that delivery.

There are a number of Change Requests working their way through programme governance, Ofgem will only consider Change Requests that really affect the go-live date, therefore, there is a pot of Change Requests that won't be delivered within this programme, this means there will be a lot of Change Requests that will need to be implemented post go-live.

### **6.2. IX Refresh**

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 recent changes to government guidance regarding COVID-19 have had little or no impact as yet. He advised the project will be completing all fiscal implementations November 2020. He confirmed that 90% have now been installed.

MP requested customer support to ensure the remaining migrations are completed as quickly and smoothly as possible.

## **7. Any Other Business**

### **7.1. XP1 Software**

Matthew Stevens (MS) provided an overview of the XP1 Software and advised that XP1 tokens will be used to allow contingency access to Gemini. The XP1 capability is being re-hosted, therefore, there will be a requirement of all Gemini XPI Users to download the appropriate software, this will also provide additional system security for XP1 Users. MS added the new software is more compatible with Windows 10.

The required XP1 software, both PulseSecure.x64.msi and PulseSecureAppLauncher.msi will be available via <https://www.xoserve.com/systems/gemini/>.

### **7.2. Change Managers Information Pack 20/21**

JR provided an overview of what he intends to share with regards to current organisations that fall into each customer class or sub class.

The information will include the customer class and sub class, (Shipper Class A, B or C; DNO; NTS; IGT) and the Current Company Representative.

When asked, Shippers that remained on the call at this time agreed this information can be shared.

### 7.3. CCR for XRN5153

Richard Pomroy (RP) had left the meeting at this point; it was agreed that James Rigby would liaise with RP regarding this agenda item.

**New Action 1101:** JR to discuss the CCR for XRN5153 with RP

### 7.4. Proposed approach for delivery of Modification 0736

Ellie Rogers (ER) provided an update on the proposed approach for delivery of *Modification 0736 - Clarificatory change to the AQ amendment process within TPD G2.3*, for awareness.

The associated Change Proposal is XRN5237 which is due to go out to consultation, if this is approved it will be a quick turnaround for implementation. It is anticipated Detailed Design will be completed in December 2020.

ER advised that because of the quick turnaround and the manual solution, if going forward a more automatised solution is required, this will be picked up at a later date.

To summarise, ER is sending out a change pack and is proposing quick progression for the implementation of this modification.

## 8. 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 30 November 2020	Microsoft Teams	Agenda TBC
10:00 Wednesday 09 December 2020	Microsoft Teams	Standard Agenda

**Action Table (as of 11 November 2020)**

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
1001	07/10/20	2.1	<b><i>DSC Change Budget BP20 (Financial Year to Date)</i></b> 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)	<b>Closed</b>
1002	07/10/20	2.1	<b><i>DSC Change Budget BP20 (Financial Year to Date)</i></b> CDSP (JR) to include an item for the DSC Governance Sub Committee to address the Xoserve Change Fund and its reporting.	CDSP (JR)	<b>Closed</b>



<b>1003</b>	07/10/20	3.2	<b><i>XRN5235 Include SOQ in the “UIG Additional National Data” report (Originally introduced by XRN4806)</i></b> MD to arrange discussion at the next DSG meeting	CDSP (MD)	<b>Closed</b>
<b>1004</b>	07/10/20	3.2	<b><i>XRN5235 Include SOQ in the “UIG Additional National Data” report (Originally introduced by XRN4806)</i></b> MD to arrange for XRN 5235 to be assessed by the DDP Team in terms of future proofing	CDSP (MD)	<b>Closed</b>
<b>1005</b>	07/10/20	8.3	<b><i>November 2020 Release Update (XRN5110)</i></b> 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)	<b>Closed</b>
<b>1006</b>	07/10/20	11.6	<b><i>Process for sorting out the class voting</i></b> CDSP (JR) and Joint Office (BF) to discuss what constituency information can be provided to members.	CDSP (JR)	<b>Closed</b>
<b>1101</b>	11/11/20	7.3	JR to discuss the CCR for XRN5153 with RP	CDSP (JR)	<b>Pending</b>