

UNC DSC Change Management Committee Minutes
Wednesday 09 December 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
Alex Mann	(LS)	Gazprom	Class C Voting
Transporter Representatives (Voting)z			
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
CDSP Change Management Representatives (Non-Voting)			
James Rigby	(JR)	Xoserve	
Paul Orsler	(PO)	Xoserve	
Observers/Presenters (Non-Voting)			
Andy Clasper	(AC)	Cadent	
Bali Bahia	(BB)	Xoserve	
Chris Silk	(CS)	Xoserve	
Ed Healy	(EH)	Xoserve	
Ellie Rogers	(ER)	Xoserve	
Emma Lyndon	(EL)	Xoserve	
Hannah Reddy	(HR)	Xoserve	
Helen Chandler	(HCh)	Northern Gas Networks	
Jack Wilde	(JW)	Northern Gas Networks	
James Barlow	(JB)	Xoserve	
Jaimee LeResche	(JLR)	Xoserve	
Kate Lancaster	(KL)	Xoserve	
Kirsty Dudley	(KD)	E.ON	
Lorna Lewin	(LL)	Orsted	
Mark Pollard	(MP)	Xoserve	
Megan Troth	(MT)	Xoserve	
Michael Payley	(MP)	Xoserve	
Rachel Addison	(RA)	Xoserve	
Rachel Taggart	(RT)	Xoserve	
Richard Hadfield	(RH)	Xoserve	

Ross Easton	(RE)	Total Gas & Power
Sally Hardman	(SH)	SGN
Simon Burton	(SB)	Xoserve
Simon Harris	(SH)	Xoserve
Surfaraz Tambe	(ST)	Xoserve
Tom Lineham	(TL)	Xoserve

Copies of all papers are available at: 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

Emma Smith

Teresa Thompson

1.2. Alternates

BF confirmed the following alternates:

Richard Loukes alternate for Teresa Thompson

1.3. Confirm Voting rights

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
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 (11 November 2020 and 30 November 2020)

Minutes from the previous meetings were approved.

1.5. Review of Outstanding Actions

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

Update: Rachel Addison (RA) is in contact with Richard Pomroy (RP). **Carried Forward**

2. DSC Change Budget Update & Horizon Planning

2.1. Budget Movement (& Quarterly Review)

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

JR advised of a £51,000 reduction from available funds which is largely due to scoping discussions relating to November 2021 Major Release and assumed costs between this financial year to next financial year changes.

JR confirmed that approval of the Final Draft for next year's change budget, 2021/22, was sought at the extra ordinary DSC Change Management meeting held on 30 November 2020.

Richard Pomroy (RP) asked for projections for 2021/22 to be included at future meetings now that the final draft budget has been approved. JR confirmed and advised it is his intention show a more granular view going forward.

New Action 1201: JR to provide a projected view of next year's budget at the January 2021 meeting.

2.2. Bubbling Under (pre-capture regulatory change)

This was provided for information purposes.

JR advised that he is looking to streamline certain agenda content in the New Year, such as the Capture List, UK Link Unallocated Changes and the Bubbling Under Report.

3. Capture

3.1. Progress Update: Target Out of Capture & Priority Review

JR provided the current view of the heat map of current changes with red indicating important changes.

JR advised that the majority of the changes are progressing in accordance with the timeline, where dates not being met this is largely due to modifications going back to Industry Workgroups or waiting for high level impact assessments and/or service providers, are the reasons why the Target Capture Date has changed will be included going forward.

RP commented that Xoserve might want to change the date format in the report from US format to UK format.

Kirsty Dudley (KD) advised that when she compared this list to the published Change Register on the Xoserve website, there appears to be more changes on the published register than what is in this list of changes for the Capture Priority Review. JR agreed to take an action to compare the two lists and provide clarity as to why the lists might be different.

New Action 1202: *Progress Update: Target Out of Capture & Priority Review* - JR to compare the published Change Register and the Capture Priority List and provide clarity and or reasons why the lists do not match.

PO suggested that the Capture Priority List should be showing everything that has not yet been tied up to a Release and should line up with the unallocated listing in the Change Register.

JR asked for any Users that have any questions regarding their own changes, to contact him so they can be discussed in more detail.

Priority	XRN	Title	Current Status	TOOCD	Sponsor
High	4990	MOD0664 - Transfer of sites with low read submission performance	In progress	12/24/2020	SSE
High	5038	MOD0691 - Class 2, 3 or 4 meter points to Class 1 when G1.6.15 criteria are met	New Date / In Progress	01/29/2021	British Gas
High	5080	Failure to Supply Gas (FSG/GSOP1) – System Changes (CP)	In progress	11/26/2020	SGN
High	5142	New Allowable Values for DCC Service Flag in DXI File From DCC	In progress	12/24/2020	Northern Gas Networks
High	5143	Transfer of NDM sampling obligations from Cadent, WWU, and NGN to the CDSP	In progress	12/24/2020	Cadent Gas
High	5144	Enabling Re-assignment of Supplier Short Codes to Implement Supplier of Last Resort	In progress	03/31/2021	CDSP
High	5195	Ceased Responsibility Date Following Shipper Withdrawal (IDL)	New Date / In Progress	12/17/2020	Indigo Pipelines
High	5218	MOD 710 - CDSP provision of Class 1 read service	In progress	12/24/2020	Wales and West Utilities
High	5231	XRN 5231 - Provision of a FWACV Service (CP)	In progress	12/24/2020	SGN
High	5236	Reporting Valid Confirmed Theft of Gas into Central Systems (Modification 0734)	Awaiting Capture Trigger	TBC	Gazprom Energy
High	5237	Maintenance of a User relationship table for the purpose of AQ amendments (Modification	Awaiting Capture Trigger	TBC	CDSP
High/Medium	4978	Notification of Rolling AQ value	In progress	12/16/2020	British Gas
High/Medium	5007	Enhancement to reconciliation process where prevailing volume is zero	New Date / In Progress	02/25/2021	Xoserve
High/Medium	5187	MOD0696v - Addressing inequities between Capacity booking under the UNC	New Date / In Progress	12/17/2020	Gazprom
Medium	5120	Map to UK Link Comparison Service	In progress	11/26/2020	E.ON
Medium	5186	Aligning Capacity booking under the UNC and arrangements set out in relevant NEXA	New Date / In Progress	12/17/2020	NGN
Medium	5235	Include SOQ in the "UIG Additional National Data" report (Originally introduced by XF	In progress	02/25/2021	Gazprom Energy
Medium	5238	New Distribution Network Report – Forecast Invoice Values	In progress	03/25/2021	Northern Gas Networks
Medium	5200	Shipper Pack Transition to Data Discovery Platform	In progress	12/31/2020	E.ON
Medium	5206	TPI/PCW Access	New Date / In Progress	12/31/2020	ENGIE
Medium	5183	XRN 5183 Access to Daily Biomethane Injections	New Date / In Progress	12/31/2020	Inspired Energy PLC
Medium	5180	Inner Tolerance Validation for replacement reads and read insertions	In progress	11/12/2020	CDSP
Medium	5246	Confirmation File (.CNF) Processing Capacity Improvement	In progress	31/03/2021	CDSP
Medium / Low	4876	Changes to PARR Reporting	In progress	03/31/2021	Gemserv
Medium / Low	5072	Application and derivation of TTZ indicator and calculation of volume and energy	In progress	12/31/2020	Xoserve
Medium / Low	5188	Interim Data Loads of MAP Id into UK Link	In progress	01/28/2021	CDSP

The following view is of Withdrawn and Completed changes:

Priority	XRN	Title	Current Status	TOOCD	Sponsor
Withdrawn	5070	Amendment to Isolation Flag	Withdrawn	#N/A	E.ON
Withdrawn	4860	National Temporary UIG Monitoring	Withdrawn	#N/A	Npower
Withdrawn	5116	Domestic Report - Must Read Prenotification	Withdrawn	#N/A	British Gas
Withdrawn	5196	Address Amendments Validation	Withdrawn	#N/A	BU-UK
Withdrawn	5197	QMP File Validation in CMS – Current Address field	Withdrawn	#N/A	Indigo Pipelines
Medium	5210	Daily CV Determination Service DN Invoicing Options	Withdrawn	#N/A	National Grid Gas
Medium / Low	5192	CMS Reference Number in Amendment Invoice Supporting Data	Withdrawn	#N/A	N Power
Capture Complete	4645	Rejection of incrementing reads following Isolation (RGMA Flows)	Minor Enhancements	N/A	Xoserve
Capture Complete	5164	CSEP Data Assurance – Performance Monitoring Capability	Data Discovery Platform	N/A	Wales & West Utilities
Capture Complete	5093	MOD0711 - Update of AUG Table to reflect new EUC bands	UK Link Platform	N/A	Gazprom
Capture Complete	5167	MOD0672 - Report Product Class 4 Read Performance	Data Discovery Platform	N/A	Scottish Power
Capture Complete	5135	DNO and NTS Invoices to Shippers and DNs VAT compliance	UK Link Platform	N/A	Wales & West Utilities
Capture Complete	5146	Data Cleanse of NEXA information within UK Link and the Data Enquiry Service (DES)	UK Link Platform	N/A	Northern Gas
Capture Complete	5091	Deferral of creation of Class change reads at transfer of ownership	In progress	N/A	EDF
Capture Complete	5147	Optimising the Must Read process for IGT Customers	In progress	N/A	BUUK

3.2. New Change Proposals - Initial Review Andrew Green joined meeting

3.2.1. XRN5285 COVID-19 Capacity Retention Process (Modification 0730)

Dave Addison (DA) provided the background for this change and advised it aims to apply a discount of 50% to LDZ Capacity Charges for sites that are set as Isolated (utilising the process introduced by UNC Modification 0723 - Use of the Isolation Flag to identify sites with abnormal load reduction during COVID-19 period). The remaining 50% payment is to be seen as a Capacity retention payment guaranteeing the continued availability of capacity at that site. This process is to be managed through a short-term manual process.

DA advised the modification is progressing through UNC and the Final Modification Report is due to be presented to UNC Panel on 17 December 2020. He also clarified that implementation could be as soon as 01 March 2021.

Richard Loukes (RL) sought clarification that NTS are required to vote on this particular change, it was confirmed that NTS should vote due to this being LDZ Capacity Charge refunding.

Shipper, DNO and NTS members were asked to approve this change to progress into the Capture Phase.

Members voted unanimously in favour 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
Richard Pomroy	1	For
Richard Loukes + Alternate for Teresa Thompson	2	For
Total	4	For

3.2.2. XRN5286 Clarificatory change to the AQ amendment process to be applied retrospectively (Modification 0746)

Kate Lancaster (KL) asked members to note that this modification was previously numbered '0736A', and was an alternative to Modification 0736 before both modifications were decoupled at the November Modification Panel. KL confirmed that XRN5287 remains in place and is progressing the changes required by Modification 0736.

KL advised the changes required for Modification 0746 are to apply a retrospective implementation from 01 April 2020.

Shipper, DNO and IGT members were asked to approve this change to progress into the Capture Phase.

Members voted unanimously in favour 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
Richard Pomroy	1	For
Total	2	For
IGT Representatives	Voting Count	For
Rebecca Cailes	1	For
Kevin Duddy	1	For
Total	2	For

3.3. Change Proposals Updates

3.3.1. XRN5218 CDSP provision of Class 1 read service

ER provided a verbal update and advised this change relates to Modification 0710 – CDSP provision of Class 1 read service. The Change Proposal initially had a DNO impact only. However, an equivalent IGT modification has been raised. ER advised she wanted to make it clear that this Change Proposal has been updated to include IGTs as an impacted party.

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

DA provided an update to the Committee explaining that XRN5144 was raised at Ofgem’s request to assess reallocation of the Supplier Short Code at Supplier of Last Resort SoLR event. DA advised that an alternative change was drafted within the Faster Switching Programme (CR025) but has not progressed any further.

The changes under XRN5144 would mean the CSS system is required to have non-functional requirements with around 75,000 transactions a day and CR025 was looking for this to be increased.

DA advised Ofgem have requested a ROM is provided fairly quickly in order to understand the impacts to the UK Link system in terms of progression of XRN5144 which is currently being assessed for impacts.

DA clarified that Xoserve have highlighted that the ROM will not include impacts on other gas industry participant systems, although there will be impacts to other parties, therefore, Ofgem will need to assess those as well. The outcome of the assessment will be shared at DSC Change Management Committee in due course.

DA raised some concerns about the reporting impact and about not disclosing information and that this will require organisational changes to UK Link in order to recognise there is an increment to the Shipper Short Code

3.4. Change proposals – Post Initial Review for Approval

None

3.5. Change Proposals – Post Solution Review for Approval

3.5.1. Removal of Shipper Supplier Access to Emergency Contact Details DES

Jaimee LeResche (JLR) provided an update and explained this change has not been allocated an XRN number as it is covered within the CSS program.

JLR advised that two responses have been received, both of which approved the solution option provided.

JLR provided a response to a question asked in the response from SSE and advised no flag will be provided in DES as this is already an obligation that emergency contact details are updated and will already be in place via CSS.

Shipper members were asked to approve the solution Option proposed.

Shipper Members voted unanimously in favour 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

3.5.2. XRN5206 - TPI_PCW Access

Simon Harris (SH) provided a brief overview and advised this change is looking at enhancing the data items currently provided to Price Comparison Websites (PCWs) and Third-Party Intermediaries (TPIs). The DRR was approved at DSC Contract Management Committee in November 2020.

SH advised Centrica has been advised in accordance with the questions raised as part of their response, where there are additional requirements, Xoserve are working with Centrica.

SH clarified that 3 Responses were received, all had a preference for Option 1 and the Xoserve preferred option is Option 1.

Shipper members were asked to approve the solution Option proposed.

Shipper Members voted unanimously in favour 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

3.5.3. XRN5237 - Maintenance of a User relationship table for the purpose of AQ amendments (Modification 0736 ONLY)

ER provided an update and advised that 3 responses have been received, 2 approved the HSO and one was a rejection. ER advised this was discussed in detail in DSG and the reason for the rejection is due to the logic that CDSP will be cancelling AQ corrections on behalf of the Shipper. ER advised the Final Modification Report is being presented to UNC Panel on 17 December 2020 for formal approval and the expectation is that implementation will be mid-January 2021, after the DSC Change Management Committee meeting.

RP stated, where meter reads are outside the read tolerance, there are already rules around if they are rejected. Paul Orsler (PO) clarified the sentiment of the debate within the DSG meeting and advised it was mostly around the direction of travel over the last 18 months where CDSP have the authority to cancel AQ corrections that are deemed to be invalid, adding the solution in the modification is what Xoserve will work towards when developing the change.

ER confirmed there were not any objections raised relating to this in Workgroup discussions.

ER clarified that the funding (£20,000 to £30,000) would require Change Managers approval at DSC Change Management Committee in January 2021, after which, the solution (which is manual) will be implemented and went on to clarify the service line presently states this change would be 100% Shipper funded, however, this will require Change Management members agreement as to how this will work.

When asked, ER confirmed the cost to make the change is minimal, the operational cost, where possible, will be managed through existing resources which should minimise costs.

KD said it would be useful to demonstrate the likely costs, earlier on in the process, and for them to be more transparent in the way they are discussed in order to make a more informed decision.

Shipper, DNO and IGT members were asked to approve the implementation immediately post DSC Change Management Committee in January 2021.

Shipper, DNO and IGT members voted unanimously in favour 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
Richard Pomroy	1	For
Total	2	For
IGT Representatives	Voting Count	For
Rebecca Cailes	1	For
Kevin Duddy	1	For
Total	2	For

3.6. Outages

Rachel Taggart (RT) reminded the Committee that Xoserve are carrying out a programme of upgrades to the UK Link system over the next few months which will use the normal maintenance window. RT highlighted the 4 instances where there are extended outages between 02 January 2021 and 17 January 2021.

4. Design & Delivery

4.1. Design Change Pack

4.1.1. XRN5093 Update of AUG Table to reflect new EUC bands Modification 0711

ER advised XRN5093 will be included in the June 2021 Release and clarified that the Detailed Design pack was issued to which 1 response was received.

Shipper members were asked to approve the design.

Shipper members voted unanimously in favour 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

4.1.2. XRN5122 Gemini System Enhancements – External Screens pack and API Specification

Hannah Reddy (HR) advised the External Screen pack was circulated which included information regarding the updating of the API specification.

The NTS member was asked to approve the design.

The NTS member voted in favour as follows

Voting Outcome:		
Transporter Representatives	Voting Count	For
Richard Loukes + Alternative for Teresa Thompson	2	For
Total	2	For

4.1.3. Administrative update to UK Link Manual documents following CDSP Review

DA provided a summary and advised that this is a precautionary review only, the reason this is being considered now is because it has been a long standing problem for Users to get on to the Xoserve SharePoint site.

Shipper, DNO, NTS and IGT members were asked for approval for Xoserve to set this to Live.

Shipper, DNO, NTS and IGT members voted unanimously in favour 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
Richard Pomroy	1	For
Richard Loukes + Alternate for Teresa Thompson	2	For
Total	4	For
IGT Representatives	Voting Count	For
Rebecca Cailles	1	For
Kevin Duddy	1	For
Total	2	For

4.1.4. Settlement Data API Technical Specification, Query APIs Technical Specification & Secondary API Error Handling Strategy

Michael Payley (MP) provided an overview and advised only one response was received for this change which offered no preference but did raise some comments. MP confirmed he has responded to the comments provided.

Shipper and DNO members were asked for approval for this change to progress.

Shipper and DNO members voted unanimously in favour 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
Richard Pomroy	1	For
Total	2	For

4.1.5. UK Link Settlement Data API Design Specification

MP advised this CSS Consequential Change received only 1 response and no comments were raised.

Shipper members were asked for approval for this change to progress.

Shipper members voted unanimously in favour 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

4.2. Change Documents

4.2.1. CCR for XRN4645a - Rejection of incrementing reads following Isolation (RGMA Flows)

PO presented the Change Closure Report and confirmed that he would be requesting approval of the project costs so that the XRN can be formerly closed down. He added the change was delivered successfully and the costs were £5000 lower than the BER cost estimate.

RP asked how this will work with Modification 0722 (Urgent) - Allow Users to submit Estimated Meter Reading during COVID-19. DA advised that when the briefing was made to Shippers in advance of Modification 0722 going ahead, it was made very clear to Shippers there would be a need to provide the non-Incremental readings.

When asked if there is a way to identify if the meter reads that are being submitted are incrementing, DA confirmed that Xoserve are looking at this in terms of reporting and adding some reports for Modification 0723 (Urgent) - Use of the Isolation Flag to identify sites with abnormal load reduction during COVID-19 period, for instances where Shippers have been sending a reading, on an isolated site, to help them to identify where a site may need to be re-established based on consumption evidence.

Shipper Representatives were asked for approval of the costs to deliver this change.

Shipper members voted unanimously in favour 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

4.2.2. CCR for XRN5168 MOD0721 (Urgent) - Shipper submitted AQ Corrections during COVID-19

DA advised that nothing has changed since the BER was submitted previously. He explained this is being introduced as part of the COVID-19 suite of urgent modifications and in advance of the Panel/Ofgem decision on this modification, and in order to accommodate the revised requirements, needed to ensure that Supporting Information content was reported in Business Warehouse; Assess any performance enhancements to AQ Correction processing; Amend the AQ Correction, AQ Correction Cancellation and AQ Notification timescales and develop functionality so that the CDSP could submit AQ Correction Cancellations on the User’s behalf. Each of those elements are set out with the CCR in more detail.

DA advised it is important to note, for Modification 0721, that information that supports AQ Correction is in the Voluntary Withdrawal process, some of the changes will rely on the limited functionality identified even though the modification was not implemented.

Shipper Representatives were asked for approval of the costs to deliver the changes required in advance of the modification decision.

Shipper members voted unanimously in favour 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

4.2.3. CCR for XRN5172 MOD0725 (Urgent) - Ability to Reflect the Correct Customer Network Use and System Offtake Quantity (SOQ) During COVID-19

DA advised the Committee that a significant amount of analysis and testing was required to make sure the solution option in place would work should the modification be implemented. Once the modification was rejected, Xoserve stood down the resource being applied to the analysis and testing.

DA explained that the Modification was not ultimately implemented, but system development was necessary in advance of Modification decision.

Shipper Representatives were asked for approval to release the costs in order to close the change.

Shipper members voted unanimously in favour 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

4.2.4. CCR for XRN4738 Shipper Portfolio Update of Proposed Formula Year AQ/SOQ
 DH advised this change was delivered in January 2020 and that there are no additional costs.
 Shipper Representatives were asked for approval to close the change.

Shipper members voted unanimously in favour 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

4.2.5. BER for XRN5120 - MAP to UKL Monthly Comparison Service

SH advised this is to “lift and shift” the adhoc/reasonable endeavours service into a formalised monthly service and the passing of various outputs from this service to the CDSP operational teams tasked with assisting in the reduction of Shipperless and Unregistered sites.

SH confirmed that the costs quoted are for part A of the change only.

Shipper Representatives were asked for approval to release the costs in order to close the change.

Shipper members voted unanimously in favour 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

4.3. Gemini Updates

4.3.1. CCR for XRN5092 – iConversion Phase 2

Rachel Addison (RA) advised the scope of the project was to migrate all National Grid services running on Globalscape, BFTS, Chamois and Revenge to Oracle Fusion Managed File Transfer (MFT) on the Strategic CIS Platform and the change is to be funded 100% by Transmission.

The Transmission Representative was asked for approval to close down the change.

The Transmission member voted in favour as follows:

Voting Outcome:		
Transporter Representatives	Voting Count	For
Richard Loukes + Alternative for Teresa Thompson	2	For

Total	2	For
--------------	----------	------------

4.3.2. Gemini Horizon Plan

RA provided a brief overview of the Gemini Horizon plan and advised the changes required for Modification 0678A are currently in Post Implementation Support? (PIS) and on track; System enhancements changes are all on track and progressing as planned and the CSS timeline is currently being replanned.

4.4. June 2021 Major Release

4.4.1. BER for XRN5253 – June 2021 Release

Tom Lineham (TL) advised he is looking to take this change forward into build and delivery and that there is one amendment in scope which is for Modification 0711 – Update of the AUG Table to reflect the new EUC bands.

TL clarified that two changes have been de-scoped from the Release, XRN4992 – Modification 0687 – Creation of new charge to recover last resort supply payments and XRN4941 – Modification 0692 – Auto updates to meter read frequency, and that the funding that is required (£10,000 each change), to cover the work completed prior to them being de-scoped.

KD commented the XRN does not mention the descoped costs and suggested that needs a needs narrative in order to support it. TL agreed supporting information would be included.

Shipper members were asked for approval for this change to be taken forward into build and delivery.

Shipper members voted unanimously in favour 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

4.4.2. Project Update

TL provided a June 2021 Release Status update and advised:

The project is on track:

- Project Start Up phase completed
- Detailed Design execution completed and Change Pack for XRN5093 published on 16 November.
- Test & Implementation Approach under internal review
- Build to commence on 14 December following approval of BER
- Due to Internal nature of change no Market Trials phase included in project release as no external testing is required

TL advised that the implementation date of 26 June 2021 which is different to what was discussed at the last meeting, the reason for this date is mainly due to a Gemini Code Freeze.

4.5. June 2020 Major Release

Surfraz Tambe (ST) provided a status update and advised:

XRN4850 - Notification of Customer Contact Details to Transporters

To date there has been only one Network that has utilised the service for both extract and SMS service for a limited number of meter points due to the limited data availability in UK Link which is currently circa 5-million meter points, with a further 2 million planned by end of December 2020. Discussions are ongoing with Supply Point Administration Agreement (SPAA) group to encourage greater population of data.

ST requested that Users contact Max Pemberton at customerexperience@xoserve.com prior to submitting any new files.

ST added that the project is now out of PIS, this was completed on 27 November 2020.

ST advised that the project team are currently testing reports and getting ready for assurance and that at today's meeting there will be a discussion and approval for which mechanism should be used for reporting.

In providing an overview of the Broadcast (BRO) Data LDZ Saturation Report, for which approval is also being sought, ST showed an example of what the report would look like and advised it would cost a total figure of £1,800 which would include the initial 6 months reporting, build test and delivery.

ST confirmed the information that would be included in the report, Shipper Organisation ID; Shipper Short Code; Supplier Organisation ID; Supplier Short Code; LDA and the Live BRO Count.

KD clarified that the reporting requirement for the SPAA change did not mandate the Suppliers to provide the data and she questioned the level of granularity being requested.

RP ratified the requirement is to provide the Shipper and Supplier ID because he is anticipating at some point Ofgem asking about population performance and supporting evidence of how much data is available and how that is impacting provision. It is likely that Ofgem may want to know who has supplied data.

KD expressed that she is not in agreement of the report as it stands, whereas she supported the BRO count, there is a need to understand the total population but not who is providing and who is not. Oorlagh Chapman expressed her support for this view as did Claire Louise Roberts (CLR).

RP advised that he understands the concern, and that his view is to reconsider what is in the report given the views expressed by Shippers Members.

GD also suggested deferring approval to next committee meeting if there was no consensus on the approach to be taken.

KD confirmed that she is comfortable with the LDZ and the Live BRO Count.

Referring to the comments from KD about making available to the relevant SPAA Contract Manager, RP suggested there may be a requirement for two reports, one for DNOs and one for SPAA relevant forum that would be managing the supplier communication interface.

Sally Hardman (SH) agreed that deferral of the approval vote should be made in order for the report to be further developed and brought back to DSC Change Management Committee to agree.

RP asked if there is a need for a revised proposal of what information is available to DNOs and what is available to SPAA, or is it suggested to send out the information in the Change Pack as it stands.

KD expressed her concern that this report is not part of the original SPAA specification and referenced that it could be used for an unintended reason, adding that if it is only going to be used for information why is there a need for it to be at Shipper and Supplier level.

The proposal to defer consideration was agreed by Shipper members and DNO members.

RP clarified that two reports might be needed, one for DNOs and one to go to SPAA.

New Action 1202: DNOs and IGTs to consider comments made and to revise the proposal for reporting, potentially with 2 reports, one for DNOs/IGTs and one for SPAA.

ST went on to inform Committee that the networks have requested Xoserve to look into the automation of the Network Delivery Report following delivery of broadcast notifications to end consumers and advised there are three options to consider:

1. via existing IX channels to deliver the reports
2. using new Twilio service to email Network users a link to access the reports
3. via DDP portal access the reports

ST advised that Xoserve is recommending using the Data Discovery Platform to deliver the reporting. This approach has been ratified by Xoserve's technical architects as the optimal delivery mechanism in order to provide a consistent customer experience. He said that DDP is Xoserve's enduring solution and has the necessary security protocols already in place and confirmed that the purpose of discussion today is to seek a decision as to which delivery option is preferred.

ST went on to provide further detail relating to the three options and advised that the IX option should be discounted as it does not meet the timescales required.

Of the two remaining options, ST advised that Azure/Twilio option will encounter no additional cost, however, there will be a requirement to switch to the enduring solution at a later date, which may involve a cost and that the Data Discover Platform (DDP) option is an enduring solution and would incur a cost of £18,375 which would be funded 90% by DNOs and 10% by IGTs.

BF questioned if this XRN is closely associated with all Committee members as it relates to June 2020, ST clarified that the reporting sits with XRN4850 under the June 2020 project release.

JR agreed that the way Xoserve have interacted with parties, this could have done with more governance and that there should not be challenges at this point in time.

When asked, ST confirmed that the Xoserve preferred option is Option 3, the DDP Portal.

BF went on to ask DNOs and IGTs what their preference would be:

Guv Dosanjh (GD) and Richard Pomroy (RP) advised that their preference would be to support Option 2, utilising the new Twilio Service.

Rebecca Cailles (RC) asked for confirmation of the cost for Option 3 and confirmation that IGT would not incur any additional costs due to them being a separate party type.

ST confirmed the cost of £18,375 would be split 90% GT and 10% IGT.

Kevin Duddy (KD) and RC advised their preferred option would be Option 3, the DDP Portal.

BF confirmed:

DNOs support Option 2

IGTs support Option 3

RP clarified that because Option 2 is funded, the logic for GTs is to support Option 2 and then incur the additional costs once the change of service is required.

In support of their preference for Option 3, KD and RC clarified that it is based mostly due to the ongoing costs for Option 2 being unknown.

KD suggested he could switch his preference Option 2 for the time being, if this option is to be reviewed at the time of contract renegotiation.

BF raised his concern that as there are still discussions ongoing, it feels like this is not ready for voting.

GD suggested that the Enduring solution for Option 2 should be requested as part of the tender which was supported by Sally Hardman (SH) who agrees this should be built into a new contract.

BF expressed his concern in terms of governance where votes are being taken and then discussion being held to change a vote and suggested that the IGTs should maybe have been involved in discussions leading up to this meeting.

GD advised that he is happy to defer the voting and that to have discussions with Xoserve might be more appropriate.

RP agreed, from a governance point of view, that everything should be aligned in order to give the opportunity to discuss any concerns or reasons why voting and bring back to January 2021.

Consideration deferred to the January 2021 meeting – unanimous vote in favour as follows:

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

XRN4780 (B) MAP ID

SF advised the MAP ID changes were implemented on 28 November 2020. The migration of data is expected to complete by 14 December 2020.

XRN4996 June 2020 Release Summary

ST confirmed that the June 2020 Release consists of 7 changes and that implementation was completed for June 2020.

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)
XRN4780 (B)	Inclusion of Meter Asset Provider Identity (MAP Id) in the UK Link system

4.6. UK Link Release Update

Richard Hadfield (RH) provided an overview of the 2020 – 2022 UK Link Governance Timeline and the UK Link Allocated Changes which are in Delivery and the UK Link Unallocated Changes.

RH confirmed that MiR Drop 9 is now being impact assessed and that for November 2021 there has been some movement on the two NExA related modifications, Modification 0696 - Addressing inequities between Capacity booking under the UNC and arrangements set out in relevant NExAs and Modification 0701 - Aligning Capacity booking under the UNC and arrangements set out in relevant NEXAs which may impact on the scope.

ER provided an update on the two NExA related modifications and advised these were discussed at the extra-ordinary DSC Change Management Committee meeting held on 30 November where it was agreed to progress with the Design phase. ER confirmed that the modifications are both still awaiting an Ofgem decision and that Ofgem have advised they have been de-prioritised; therefore, it is unsure as to when a decision will be made to progress these changes.

ER asked the Committee to note that any work that is carried out relating to the two modifications, will be done at risk, additionally, with a high level impact assessment, they could impact CSS which has now been pushed to 2022 and if the two changes were delivered as part of November 2021 Release, it is highly likely they would require a further change post CSS implementation.

ER has spoken to both proposers and they have agreed that to avoid working at risk and to avoid delivering two changes pre and post CSS, it is best to de-scope them from the November 2021 Release should the committee agree.

Although this is not part of the agenda, JR confirmed Xoserve wanted to give members the opportunity to vote on the de-scoping of the two modifications, or they can be added to the agenda for January 2021. Committee members agreed that, in terms of good governance, the approval to descope from November 2021 Release should be deferred to the January 2021 meeting.

4.7. November 2020 Release – Status Update

Ed Healy (EH) provided an overview of the project and advised:

- PIS is progressing through first usage plan
- There have been 34 instances of first usage have been captured out of a total of 107 planned across all changes
- 6 defects have been raised and have all be closed
- The daily and historical cleansing jobs are currently on hold, following the above incident and the data is being analysed to ensure the data items we are planning to delete are correct before we continue running these jobs

Currently the project is reporting as Amber for Risks and Issues, which are:

- Risk: DES users may experience a downgrade in performance – monitoring access – no tickets raised so far for slowness
- Risk: XRN4897/99 delivery verifying 100% GDPR compliance – PIS plans in place to assure – Risk probability being understood.
- Expecting project to remain Amber for the entire PIS period because the above 2 risks will be monitored until the end of PIS.
- Risk: Deployment of defect fixes may be delayed due to the code freeze window – urgent and P1/P2 defects will still be deployed.

4.8. Minor Release 8

It was noted that from this agenda item onwards, Kirsty Dudley was acting Alternate for Oorlagh Chapman and Ross Easton was acting Alternate for Andrew Green.

Bali Bahir (BB) provided an overview of Minor Release 8 and advised the implementation was successfully completed on 21 November 2020, PIS completed 05 December 2020.

The changes implemented as part of Minor Release 8 were:

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

4.9. Minor Release 9

BB provided an overview of Minor Release 9 and advised there are two changes in scope:

- XRN5080 - Failure to Supply Gas (FSG_GSOP1) - System Changes
- XRN5135 – DNO and NTS Invoices to Shippers and DN's VAT compliance

BB advised resource is already in place for SMEs and Technical Operation and that the project is currently in Design phase.

BB advised this will involve 3 weeks of testing.

BB confirmed approval is being sought for the implementation date of 20 March 2021 for implementing MR9:

All members were asked to approve the scope and implementation date for Minor Release Drop 9.

Shipper, DNO, NTS and IGT members voted unanimously in favour as follows:

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

4.10. Retro Proof of Concept – Status Update

PO advised that the proof of concept exercise has now completed. The Closure Report will be presented at the next meeting in January 2021.

No further update.

5. Non-DSC Change Budget Impacting Programmes

5.1. (CSS) Consequential Update

Emma Lyndon (EL) provided a CSS Programme Update and advised the current status is Amber although, at the point of writing this is now moving to an amber/green status. She advised the status will still be tracking at Amber because last month the replan had gone through but a number of issues have been identified which need to be tracked, currently 5 of the 9 issues are closed.

EL advised CDSP have received feedback in that some participants have pulled out of market trials testing as all scenarios are in end-to-end, this is currently being reviewed.

No questions were asked by the Committee, for a full detailed update, please refer to the published slides on the meeting page.

5.2. IX Refresh

Mark Pollard (MP) provided an update and advised that the IX Refresh is continuing to make good progress despite the COVID-19 restrictions. He confirmed the project end date is February 2021 which is currently tracking ahead of that target with 88% of all migrations now been completed.

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

6. Any Other Business

6.1. Data catalogue

DA explained that it has been a long standing aspiration to review the UK Link Manual Interface Definitions.

As part of ongoing work under Retail Energy Code (REC), there is a requirement to provide interfaces to the Programme to include with the Energy Market Architecture Repository (EMAR).

DA explained that, the UK Link Manual is held in Word documents and Excel spreadsheets, is manually intensive and there is a risk there could be inconsistencies that could find their way into the file format.

The Scope of the File Consolidation will be:

- Consolidate all data related to the UK Link Manual system interface files into a central repository.
- Identify any issues with regards to duplicate files, Incorrect structures and data anomalies across the file base.
- Raise fix recommendations to internal and external (DSC Committee) parties to ascertain priorities and resolution paths

DA asked the Committee to please review the Xoserve assessment, if there are any disagreements with their assessment to please provide feedback so that updates can be planned accordingly and accurately.

DA clarified that discussions will commence with DSG meetings in January 2021 and will be issuing in change packs no later than February 2021 with the hope of providing information to Ofgem by 01 April 2021.

6.2. January ChMC Papers

JR asked the Committee if they can approve the relaxing of the paper submission deadlines for the January 2021 meeting. The publishing deadline should be 05 January 2021 but Xoserve are looking to stretch that to 06 January 2021.

BF asked for any papers that can be provided within the usual timescales should still be provided to the Joint Office ahead of 06 January 2021.

6.3. Modification 0710 – CDSP provision of Class 1 read service

It is suggested that this will be a standard agenda item going forward in order for DSC Change Management Committee to have oversight of the changes.

DA explained that this change proposes that the Central Data Service Provider (CDSP) provides the Class 1 Supply Meter Point read service. It will remove the Transporter obligation to provide a Daily Metering Read service to Shippers for non-telemetered Class 1 Supply Meter Points. This does not affect arrangements for directly connected telemetered Supply Meter Points on Distribution Network Operators (DNOs) or National Transmission System networks. He confirmed that Xoserve are currently looking to implement in the Summer of 2021.

DA advised that, in terms of impact to parties, Shippers will start to see DMSP charges transfer to DSC charges and Xoserve are currently working out the detail. This will be taken to DSC Contract Management Committee to discuss how the liabilities will be paid.

KD asked, when is it likely that DSC parties will start to see changes from an XRN or Change Pack. DA advised he is working towards January 2021 change pack.

KD commented that, if this is to be a June 2021 implementation, there could be a push back due to parties not being able to mobilise in time. DA clarified that previously, new charge types have had a 30-Day notice.

7. 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 11 January 2021	Microsoft Teams	Agenda TBC

Action Table (as of 09 December 2020)

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
1101	11/11/20	7.3	JR to discuss the CCR for XRN5153 with RP	CDSP (JR)	Carried Forward
1201	09/12/20	2.1	JR to provide a projected view of next year's budget at the January 2021 meeting.	CDSP (JR)	Pending
1202	09/12/20	4.5	<i>XRN4850 - Notification of Customer Contact Details to Transporters</i> DNs and IGTs to consider comments made and to revise the proposal for reporting, potentially with 2 reports, one for DNs and one for SPAA.	DNs and IGTs	Pending