

UNC DSC Change Management Committee Minutes
Wednesday 13 January 2021
Via teleconference

Attendees			
Bob Fletcher (Chair)	(BF)	Joint Office	Non-Voting
Maitrayee Bhowmick-Jewkes (Secretary)	(MBJ)	Joint Office	Non-Voting
Shipper User Representatives (Voting)			
Claire Louise Roberts	(CLR)	Scottish Power	Class A Voting
Oorlagh Chapman	(OC)	Centrica	Class A Voting
Ross Easton (Alternate for Andrew Green)	(RE)	Total Gas & Power	Class B Voting
Alex Mann	(LS)	Gazprom	Class C Voting
Transporter Representatives (Voting)z			
Guv Dosanjh	(GD)	Cadent	DNO Voting
Helen Chandler (Alternate for Richard Pomroy)	(HC)	Northern Gas Networks	DNO Voting
Teresa Thompson + Alternate for Richard Loukes	(TT)	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	
Bruce Kamen	(BK)	Xoserve	
Ed Healy	(EH)	Xoserve	
Ellie Rogers	(ER)	Xoserve	
Emma Lyndon	(EL)	Xoserve	
James Barlow	(JB)	Xoserve	
Jaimee LeResche	(JLR)	Xoserve	
Kirsty Dudley	(KD)	E.ON	
Lorna Lewin	(LL)	Orsted	
Mark Jones	(MJ)	SSE	
Mark Pollard	(MP)	Xoserve	
Rachel Addison	(RA)	Xoserve	
Rachel Taggart	(RT)	Xoserve	
Richard Hadfield	(RH)	Xoserve	
Sally Hardman	(SH)	SGN	
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/130121

1. Introduction

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

1.1. Apologies for absence

- Andrew Green
- Richard Pomroy
- Richard Loukes

1.2. Alternates

BF confirmed the following alternates:

- Ross Easton for Andrew Green
- Helen Chandler for Richard Pomroy
- Teresa Thompson alternate for Richard Loukes

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
Ross Easton (Alternate for Andrew Green)	Shipper Class B	2 votes
Alexander Mann	Shipper Class C	2 votes
Transporter		
Guv Dosanjh	DNO	1 vote
Helen Chandler (Alternate for Richard Pomroy)	DNO	1 vote
Teresa Thompson + Alternate for Richard Loukes	NTS	2 votes
Rebecca Cailles	IGT	1 vote
Kevin Duddy	IGT	1 vote

1.4. Approval of Minutes (09 December 2020)

Minutes from the previous meetings were approved.

1.5. Review of Outstanding Actions

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

Update: Helen Chandler (HC) informed the Committee that Richard Pomroy (RP) had noted that the CCR submitted for XRN5153 required further information. James Rigby (JR) replied that the action could be carried forward to next month and Rachel Addison (RA) could liaise with RP in the meantime to resolve his queries. **Carried Forward**

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

Update: See update provided under agenda item 2.1. **Closed**

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

Update: Kevin Duddy (KDu) explained that the DNOs and IGTs have been in discussions regarding this topic. Guv Dosanjh (GD) requested that this action be carried forward until next month so it can be discussed when RP is also in attendance. **Carried Forward**

2. DSC Change Budget Update & Horizon Planning

2.1. Budget Movement (& Quarterly Review)

JR provided an overview of the Budget vs Spend to date for the Business Plan 2020/21, explaining that he had now added a graphic based metric for ease of understanding the Budget vs Spend position.

JR advised the available funds had increased by £121k as a result of multiple Shipper changes moving through the lifecycle and being held pending decisions. Further information, at a more granular level, was provided in the spreadsheet embedded in the presentation.

JR added that he had also provided a projected view of next year's budget in the spreadsheet, which shows a summary level view of the budget for the next financial year as well as a more granular view.

JR requested the Committee to review the information provided offline and direct any questions to him. He added that the spreadsheet would be amended to reflect the June 2020 Major Release costs once the CCR was approved later in meeting.

Kirsty Dudley (KD) asked whether the Budget information provided by JR was only available through the change pack and whether it could be accessed more easily. JR agreed to review the options available to host it on the Xoserve website for ease of access.

New Action 0101: Xoserve (JR) to review the options to host the Budget based on proposed and actual information on the Xoserve website.

2.2. Bubbling Under (pre-capture regulatory change)

This was provided for information purposes only, in order to highlight all of the changes that are in progress at various stages of the regulatory process.

JR informed the Committee that he was hoping to make this agenda item more meaningful in the future. The aim would be for it to provide a more collective view of the changes in Xoserve's pipeline and combining this with the Change Register so there was no duplication in work carried out.

3. Capture

3.1. Prioritisation & Target Out of Capture Dates

JR provided the current view of the heat map of current changes with highlighting in red indicating important changes. He added that he was looking to change the colour scheme of the change map so it is more straightforward so that it doesn't create confusion with RAG statuses.

There was some discussion around the dates for some changes. JR advised that when the post meeting summary is sent out, Xoserve would add in the relevant dates for these changes for ease of reference.

KD noted that she did not always understand how the dates were changing and asked if the document could be made easier to understand. JR agreed and said he was currently working on the layout to make it more user friendly.

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

3.2. New Change Proposals - Initial Review

3.2.1. XRN5290 CNC Network Reporting

Surfaraz Tambe (ST) provided a brief overview of this new Change Proposal (CP) and advised it was proposing to provide DNOs transporters with a report that details the percentage saturation, by LDZ, of the number of BRO contract details held within UK Link. This will allow DNOs to assess whether there is sufficient data to use the broadcast service to notify end consumers. The report would be generated monthly for an initial 6 month period.

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:		
DNO Transporter Representatives	Voting Count	For
Guv Dosanjh	1	For
Helen Chandler	1	For
Rebecca Cailes	1	For
Kevin Duddy	1	For
Total	4	For

3.2.2. XRN5289 November 21 Major Release

This was provided for information only.

Rachel Taggart (RT) advised this was in order to highlight that a parent CP had been raised for the November 21 Major Release.

3.2.3. XRN5294 Minor Release Drop 9

This was provided for information only.

RT advised this was in order to highlight that a parent CP had been raised for the Minor Release Drop 9.

3.2.4. XRN5307 Changes to Service Description Table V15

This was provided for information only.

Angela Clarke (AC) noted that whilst a number of changes had been made to the DSC Service Description Table, none of these changes were material. She added that approval for these changes would be sought at the DSC Contract Management Committee meeting next week.

3.3. Change Proposals Updates

3.3.1. XRN5218 CDSP provision of Class 1 read service (Modification 0710)

Bruce Kamen (BK) provided a high level summary on this CP, noting that the overall project status was green and that the project was not high risk.

BK advised that the risks identified previously for this project was reducing as the project progressed. He added that Project Management and Governance systems have also been set up.

KD asked when the detailed design for this CP was expected to be shared. BK clarified that this will possibly be within the next 4 to 5 weeks. He added discussions will be held with constituent groups where further information will be provided on the detailed design specifications.

KD provided some additional feedback to note that the slides provided for this agenda item were very helpful.

3.4. Change proposals – Post Solution Review for Approval

3.4.1 XRN5007 Correction in the reconciliation process when volume is zero

James Barlow (JB) provided an overview of the CP and advised this CP was raised to prevent valid MN09 exceptions from occurring and ensure that the resultant billing, and any related downstream processing, is correct.

JB clarified that 2 responses were received, both of which preferred Option 2 and that Xoserve’s preferred option is also Option 2.

Shipper and DNO members were asked to approve Option 2 as the Solution.

Members voted unanimously in favour as follows:

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

Ross Easton	2	For
Alexander Mann	2	For
Total	6	For
DNO Transporter Representatives	Voting Count	For
Guv Dosanjh	1	For
Helen Chandler	1	For
Total	2	For

3.4.2 XRN5038 Convert Class 2, 3 or 4 meter points to Class 1 when G1.6.15 criteria are met (Modification 0691)

Jaimee LeResche (JLR) provided an update, explaining this CP proposes that where the requirements for a Class 2, 3 or 4 meter point to become a mandated Class 1 site has been met, and the Shipper has not taken steps to convert the site to Class 1, the CDSP would take steps to convert the meter point to Class 1.

JLR advised 2 responses had been received to the solution change pack, both preferring Option 1, which was also Xoserve’s preferred solution option.

Shipper, DNO & IGT members were asked to approve this solution option.

Members voted unanimously in favour as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For
Claire Louise Roberts	1	For
Oorlagh Chapman	1	For
Ross Easton	2	For
Alexander Mann	2	For
Total	6	For
DNO Transporter Representatives	Voting Count	For
Guv Dosanjh	1	For
Helen Chandler	1	For
Rebecca Cailes	1	For
Kevin Duddy	1	For
Total	4	For

3.4.3 XRN5072 Application and derivation of TTZ indicator and calculation of volume and energy – all classes

JB provided an overview, noting this CP is looking to amend the logic to how the system derives the Round the Clock (RTC) or Though The Zero (TTZ) count for a meter read.

JB explained that 2 responses had been received, both of which preferred Solution Option 1, which was also Xoserve’s preferred option.

Shipper members were asked to approve this solution option.

Members voted unanimously in favour as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For
Claire Louise Roberts	1	For

Oorlagh Chapman	1	For
Ross Easton	2	For
Alexander Mann	2	For
Total	6	For

3.4.4 XRN5180 Inner Tolerance Validation for replacement reads and read insertions CDSP provision of Class 1 read service (Modification 0710)

JB provided a brief update noting that this CP was proposing to amend the read validation logic, so that if either of the 2 periods need an override flag and one has been provided, the read should be accepted.

JB explained that this CP had only one solution option and both responses provided supported solution option 1. He further explained that although this CP falls under Service Area 5, which is split 33% Shipper, 67% DNO, Xoserve are proposing this CP is 100% Shipper funded as they are the beneficiary of the change and clarifying that there are no ongoing costs.

Shipper members were asked to approve solution option 1.

Members voted unanimously in favour as follows:

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

3.5. Outages

This was provided for information only.

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 windows. The updated times and dates have been noted on the presentation.

4. Design & Delivery

4.1. Design Change Pack

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

Ellie Rogers (ER) provided an overview of this CP. She informed the Committee that 3 representations had been received for the Design Change Pack, and all three had supported the change

ER noted that EDF had raised the following points in their response:

- this service should be chargeable immediately as it would be a good incentive for parties to ensure issues are minimised;
- reporting should be developed for PAC to monitor non-compliance with UNC rules.

ER explained that Xoserve's reply to EDF's proposal was the service would not be chargeable immediately as they want to assess the impact of the service on all parties before levying charges.

ER added Xoserve was seeking approval to implement this CP. She also added that when the CP was raised it was anticipated that it would be 100% Shipper funded. However, as Xoserve are still waiting to assess the impact of this CP on implementation, there may be an impact on DNOs and IGTs as well.

KD noted that whilst Xoserve would like to wait to fully assess the impact of this CP before making this service chargeable, if it is already approved and implemented, the cost for the service is also being approved at this point.

ER noted the concerns raised, advising that this CP would progress as originally set out, although any funding changes would need to be approved by the relevant Committee and constituencies at that time.

Shipper, DNO & IGT members were asked to approve the detailed design and proposed funding split.

Members voted unanimously in favour as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For
Claire Louise Roberts	1	For
Oorlagh Chapman	1	For
Andrew Green	2	For
Alexander Mann	2	For
Total	6	For
DNO Transporter Representatives	Voting Count	For
Guv Dosanjh	1	For
Helen Chandler	1	For
Rebecca Cailes	1	For

Kevin Duddy	1	For
Total	4	For

4.2. XRN14 MOD0651 Retro Proof of Concept update and CCR

Tom Lineham (TL) presented the Change Completion Report (CCR) for this project. He presented a brief update:

- Proof of Concept exercise completed following playback of Step 2 Outputs and Initial recommendations at the November Committee meeting
- Outputs and recommendations provided to the Committee in November
- CCR issued to the Committee for approval in January

TL explained that the outputs from Step 1 and Step 2 of the project as well as the breakdown of the costs have been included in the CCR. He added that the project was funded by DNOs and had come in under budget.

TL also gave an overview of the lessons learnt during the project and highlighted the next step, which is to review the options identified in Step 2 to determine how the project should progress.

PO noted he would be discussing this at DSG. However, he clarified that the project will currently be on hold due to the current pressures on the industry. Xoserve will progress the outputs but the overall project will not be progressed at this time.

DNO members were asked to approve this change to progress into the Capture Phase.

Members voted unanimously in favour as follows:

Voting Outcome:		
DNO Transporter Representatives	Voting Count	For
Guv Dosanjh	1	For
Helen Chandler	1	For
Total	2	For

4.3. November 2021 Major Release & EQR

TL provided an update on the project:

- High level timelines have been drafted awaiting approval
- Workshop plans have been shared with internal stakeholders
- Detailed planning to be completed and approved by end of January for all stages until end of detailed design
- The project status has returned to Green
- Xoserve are looking for approval from the Committee to descope XRN5187 and XRN5186 from this Release

Claire Louise Roberts (CLR) asked for clarification on which changes were being proposed to be descoped. PO explained these were:

- XRN5186 – UNC Modification 0701 – Aligning capacity booking under the UNC and arrangements set out in relevant NExAs; and
- XRN5187 – UNC Modification 0696 – Addressing inequalities between capacity booking under the UNC and arrangements set out in the relevant NExAs

PO further noted that Xoserve were proposing these should be descoped as both changes have outstanding Ofgem decisions. Solution options for these CPs have not yet been submitted via change pack. As a result, if these are not descoped, it could cause delays to the overall Release or potential development of solutions being at risk should Modifications be rejected.

Shipper & DNO members were asked for approval to descope XRN5186 and XRN5187 from this Release.

Members voted unanimously in favour as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For
Claire Louise Roberts	1	For
Oorlagh Chapman	1	For
Ross Easton	2	For
Alexander Mann	2	For
Total	6	For
DNO Transporter Representatives	Voting Count	For
Guv Dosanjh	1	For
Helen Chandler	1	For
Total	2	For

Richard Hadfield (RH) presented the EQR for the November 21 Release. He advised that the costs have been split out by XRN and impacted constituent. £115k was being requested to produce the BER.

Shipper, DNO and IGT members were asked to approve the EQR and request for funding.

Members voted unanimously in favour as follows:

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

Ross Easton	2	For
Alexander Mann	2	For
Total	6	For
DNO Transporter Representatives	Voting Count	For
Guv Dosanjh	1	For
Helen Chandler	1	For
Rebecca Cailes	1	For
Kevin Duddy	1	For
Total	4	For

CLR asked for the timeline for this Major Release to be clarified. ER and PO explained that the Change Pack would be issued in April and a decision from the Committee was expected at the May Committee meeting. PO added Xoserve could share the proposed Design packs at DSG to allow the industry to have sight of what to expect.

KD asked what would the descoped changes be called. JR advised that these would be unallocated at present and would automatically become candidates for the next Major Release once Ofgem's decision was received – noting that prioritisation would be based on the established rules.

RH added that these changes would be high priority as well as they were linked to UNC Modifications. However, JR noted that Xoserve could not advise on when these changes would be implemented.

4.4. XRN4996 June 2020 Major Release & CCR

ST provided a status update in this Major Release:

- XRN4850 SMS/Email Notification: To date 1 network has used 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.
- Following completion of Post Implementation the project closedown is in progress and the CCR has been submitted for approval.

Simon Harris (SH) provided a further update on XRN4780(B) – MAP ID data migration in to UK Link, which was successfully completed as per plan on 14th December 2020

ST further noted that for XRN4850 design for scope variation for report automation in progress. He added that the Committee was being asked to approve a decision on the delivery mechanism for reporting.

Networks have requested to automate the generation and delivery of the Network Delivery Report following delivery of broadcast notifications to end consumers and three options are being considered. Please refer to the published slides on the meeting page for further information.

ST advised that Xoserve were recommending Option 2 as the preferred delivery mechanism:

Data Discovery Platform (DDP) A

- Solution: Enduring
- Delivery timescale: late February/early March
- Delivery cost: £0 delivered by DDP as part of BAU activities
- Delivery benefits: when a report is available, an notification email can be delivered so that you only need to access DDP when prompted.
- Data will be held within DDP for 12 months so supplementary process not required to retrieve reports after 7 business day

DNO and IGT members were asked to approve Option 2.

Members voted unanimously in favour as follows:

Voting Outcome:	
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DNO Transporter Representatives	Voting Count	For
Guv Dosanjh	1	For
Helen Chandler	1	For
Rebecca Cailes	1	For
Kevin Duddy	1	For
Total	4	For

The CCR was also presented which included an of costs incurred for this project.

The Committee was asked to approve the CCR for the June 20 Major Release in order to close down the project.

Shipper, DNO & IGT members were asked to approve this CCR.

Members voted unanimously in favour as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For
Claire Louise Roberts	1	For
Oorlagh Chapman	1	For
Ross Easton	2	For
Alexander Mann	2	For
Total	6	For
DNO Transporter Representatives	Voting Count	For
Guv Dosanjh	1	For
Helen Chandler	1	For
Rebecca Cailes	1	For
Kevin Duddy	1	For
Total	4	For

4.5. November 2020 Major Release

Ed Healey (EH) provided a status update on the November 20 Major Release which has generally progressing as planned.

However, EH noted that the change request delivery for XRN4897/99 would need approval. He clarified some issues around GDPR have now been raised which need to be flagged and approval from the Committee is required before it can progress.

He added to ensure the mitigation of these issues, the funding would need to be increased by approximately £50k. In addition to the outstanding amount in the budget for this Release, the Committee was being requested to approve an additional £35k. This would allow additional detailed design and testing which had previously not been captured.

KD asked how Xoserve had missed these additional issues. PO clarified that Xoserve usually carry out risk based testing which may not include every scenario.

KD and CLR advised that without further detailed information on the testing of the additional scenarios they would not be comfortable to approve the additional funding Xoserve were seeking.

JR said that was understandable, however he highlighted that Xoserve was timebound to deliver this change and would need to continue with delivery. He proposed Xoserve provide a paper to explain the different scenarios that now require additional testing. KD suggested that Xoserve should produce a 'lessons learnt' paper as well.

The Committee agreed to meet for an Extraordinary Change Management for Shipper Member attendance only meeting on 29th January to review this.

New Action 0102: Joint Office to arrange for an Extraordinary Change Management meeting for Shipper Members only to be held on 29 January 2021.

4.6. June 2021 Major Release

TL advised the Committee that the BER for the June 21 Major Release had been approved in December. However, he noted that a revised BER would be submitted in February or March.

TL explained that a revised BER was required as the AUGÉ set up costs had not been included in the previous BER. The revised BER will therefore include a further £19k in costs to reflect this.

TL added that besides this the project was on track and due to be implemented on time, with system testing to commence from next week.

TL clarified that the project plan is currently showing Costs and Resources at an Amber status, however, both will revert back to Green once the revised BER is approved.

4.7. Minor Release 8

Pete Hopkins (PH) provided an update on Minor Release 8 and noted that the project was now complete.

PH added that one minor defect had been detected, however there were no impacts from this except the AQ run completing slightly later than expected. A fix will be deployed in the first week of February to rectify the issue.

4.8. Minor Release 9

PH 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

PH confirmed that the project was on track to deploy these changes by the end of March.

Sally Hardman (SHa) noted that the implementation date did not leave much time for testing. PO clarified that traditionally Minor Release 9 would have been implemented by the end of February or early March. However, with the two changes in scope to be implemented together, Xoserve decided to delay the implementation date for the release, to ensure both changes could be accommodated.

Helen Chandler (HC) added that industry organisation would need to have sufficient warning of when payments were moving to weekly payments – particularly in relation to FSG payments.

PO noted Xoserve would contact operational teams for their constituents to ensure they were aware of implementation and timelines. SHa and HC agreed with this approach.

4.9. UK Link Future Pipeline

RH provided a high level update for information only.

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

4.10. Gemini Horizon Plan

Rachel Addison (RA) provided a brief overview of the Gemini Horizon plan and advised:

- Gas charging Modifications are about to be delivered
- Gemini customer enhancements are due to be implemented in July 2021
- CSSC Programme will be in test phase from March 2021

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

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 for the project is Amber/Green. She advised that the Programme itself is also tracking as Amber/Green.

EL explained that the project status was Amber because of issues raised within the Programme with the replan schedule and approach, for which 12 different issues had been raised. She clarified that 8 of these had now been resolved and the remaining issues were on track to be closed by the end of January.

EL further noted:

- Costs were still being monitored and no major impact was expected.
- There were some missing design changes that are being tracked under the issues raised, and all other design aspects have been included in the design now.
- All the testing phases are on track at present.

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. The plan is to complete the project by the end of January 2021, with an additional month's contingency.

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

- 91% of all migrations have been completed
- 16 IX sites remaining

6. Any Other Business

6.1. DSC Governance Review Group Update

JR provided an update on the last DSC Governance meeting, where a number of issues were discussed.

JR explained that Xoserve have taken an action to produce a list of checklists for every change which will show customers that a full range of impacts have been considered.

KD noted that this would be very welcome. JR added he will provide some visual aids to show the process map for how this would work.

6.2 Separate Constituent Meetings

JR noted Xoserve would arrange suitable dates to discuss the concerns of different constituent parties separately, as KD has suggested.

KD requested another DSC Governance Sub-Committee meeting to discuss improvements to committee arrangements. JR agreed to organise a further meeting to facilitate this.

New Action 0103: Xoserve (JR) to arrange further DSC Governance Sub-Committee meetings.

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
09:00 Friday 29 January 2021	Teleconference	Approval of November 2020 budget
10:00 Wednesday 10 February 2021	Teleconference	Agenda TBC

Action Table (as of 13 January 2021)

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)	Closed
1202	09/12/20	4.5	<i>XRN4850 - Notification of Customer Contact Details to Transporters</i> DNOs and IGTs to consider comments made and to revise the proposal for reporting, potentially with 2 reports, one for DNOs and one for SPAA.	DNOs and IGTs	Carried Forward
0101	13/01/21	2.1	Xoserve (JR) to review the options to host the Budget information on the Xoserve website.	CDSP (JR)	Pending
0102	13/01/21	4.5	Joint Office to arrange for an Extraordinary Change Management meeting for Shipper Members only to be held on 29 January 2021.	Joint Office (MBJ)	Pending
0103	13/01/21	6.2	Xoserve (JR) to arrange further DSC Governance Sub-Committee meetings.	CDSP (JR)	Pending