

UNC DSC Change Management Committee Minutes
Wednesday 10 February 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
Kirsty Dudley (Alternate for Oorlagh Chapman)	(KD)	E.On	Class A Voting
Ross Easton (Alternate for Andrew Green)	(RE)	Total Gas & Power	Class B Voting
Alex Mann	(AM)	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
Richard Loukes + Alternate for Teresa Thompson	(RL)	National Grid	NTS Voting
Kevin Duddy + Alternate for Rebecca Cailles	(KDu)	IGT Representative	IGT Voting
CDSP Change Management Representatives (Non-Voting)			
James Rigby	(JR)	Xoserve	
Paul Orsler	(PO)	Xoserve	
Emma Smith	(ES)	Xoserve	
Observers/Presenters (Non-Voting)			
Andy Clasper	(AC)	Cadent	
Andy Szabo	(AS)	Xoserve	
Bruce Kamen	(BK)	Xoserve	
Dave Addison	(DA)	Xoserve	
Dave Chalmers	(DC)	Cadent	
Dave Newman	(DN)	Xoserve	
Ed Healy	(EH)	Xoserve	
Ellie Rogers	(ER)	Xoserve	
Emma Lyndon	(EL)	Xoserve	
James Barlow	(JB)	Xoserve	
Jaimee LeResche	(JLR)	Xoserve	
Jo Williams	(JW)	Xoserve	
John Welch	(JWe)	PAFA (Gemserv)	
Karen Kennedy	(KK)	Xoserve	
Linda Whitcroft	(LW)	Xoserve	
Lorna Archer	(LA)	SGN	
Lorna Lewin	(LL)	Orsted	
Mark Pollard	(MP)	Xoserve	
Nicola Patmore	(NP)	Xoserve	
Owen Mason	(OM)	Bulb Energy	

Rachel Taggart	(RT)	Xoserve
Richard Hadfield	(RH)	Xoserve
Sally Hardman	(SH)	SGN
Simon Harris	(SHa)	Xoserve
Stephen Tomlinson	(STo)	SGN
Steve Pownall	(SP)	Xoserve
Surfaraz Tambe	(ST)	Xoserve
Tara Ross	(TR)	Xoserve
Tom Lineham	(TL)	Xoserve

Copies of all papers are available at: www.gasgovernance.co.uk/dsc-change/100221

1. Introduction

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

1.1. Apologies for absence

Andrew Green
 Oorlagh Chapman
 Rebecca Cailles
 Richard Pomroy
 Teresa Thompson

1.2. Alternates

BF confirmed the following alternates:

Ross Easton for Andrew Green
 Helen Chandler for Richard Pomroy
 Kirsty Dudley for Oorlagh Chapman
 Richard Loukes for Teresa Thompson
 Kev Duddy for Rebecca Cailles

1.3. Confirm Voting rights

Representative	Classification	Vote Count
Shipper		
Claire Louise Roberts	Shipper Class A	1 vote
Kirsty Dudley (Alternate for 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
Richard Loukes + Alternate for Teresa Thompson	NTS	2 votes
Kevin Duddy + Alternate for Rebecca Cailles	IGT	2 votes

1.4. Membership Changes

BF explained to the Committee that Andrew Green (AG), the Shipper Class B Voting Member, has notified that he has resigned from this role and has requested that Ross Easton (RE) replace him. BF advised the Committee that the rules established for DSC committees and set out in UNC General Terms Section D, allow for the appointment of a Standing Alternate in place of a committee member who has resigned, for the remainder of the election year. The Committee accepted this change to membership.

1.5. Approval of Minutes (13 and 29 January 2021)

Minutes from the previous meetings were approved.

1.6. Review of Outstanding Actions

Action 1101: Committee to discuss the CCR for XRN5153 once provided.

Update: James Rigby (JR) advised the Committee that this CCR had not yet been produced. He noted that Rachel Addison (RA) had been liaising with Richard Pomroy (RP) to progress this and this action was likely to remain on hold until the CCR was produced.

JR asked Helen Chandler (HC) if RP had advised her on whether the action should be carried forward and was advised that it should. JR accepted this and informed the Committee that the CCR would be produced soon. The Committee agreed to review this action once the CCR was produced.

Carried Forward

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: Guv Dosanjh (GD) explained that he has been liaising with RP regarding this issue and there has been considerable progress made. GD noted that one report has already been produced and the other was in progress. Kirsty Dudley (KD) suggested that this action should be closed and if further reporting was required a new CP could be raised at a later date. The Committee agreed with this course of action. **Closed.**

Action 0101: Xoserve (JR) to review the options to host the budget information on the Xoserve website.

Update: JR noted that Xoserve would be able to host the budget information on their website and the easiest solution would be for Xoserve to publish a monthly view of the budget, similar to the spreadsheet shared in the Committee meeting pack. However, JR added that he would prefer to have a separate webpage for Change Management papers, which would also include the budget information requested. JR advised that whilst he was reviewing these options, as a temporary solution, a financial tracker would be added to Xoserve's website for constituents to view the information. **Closed.**

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

Update: JR proposed a new DSC Governance Sub-Committee based on fixed meeting schedule (and not ad-hoc as currently arranged), due to be held quarterly, starting from the new financial year in April 2021. JR agreed to set up the meetings and add these to the Xoserve calendar. KD asked if these meeting dates could also be added to the Joint Office events calendar, which BF confirmed would be possible. **Closed.**

2. DSC Change Budget Update & Horizon Planning

2.1. DSC Change Budget 20/21 (Financial YTD) & 21/22

JR provided an update of the DSC Change Budget for the current financial year (2020/21) as well as an overview of the forthcoming financial year's budget (2021/22). He advised the Committee that the budget pack had been overhauled to make it more dynamic and easier to review.

JR also noted that the contents of the previous budget meeting pack had been condensed, so that Committee members would have less material to review, with duplicated information removed or moved to an Appendix. The Committee agreed the changes to the budget pack were beneficial.

JR advised that the total available funds in the budget have decreased by £78k as a result of multiple changes moving through the change lifecycle, including the addition of updated change design costs or the inclusion of previously de-scoped changes.

JR also presented a view of the committed spend against the approved budget for each constituent group. He confirmed that the figures for each constituent group would be finalised soon as the 2020-21 financial year was ending.

JR explained that the forecasted costs were likely to rise as changes went through the change lifecycle, resulting in the forecasted costs also evolving.

KD advised that the graphs presented in this pack did not match against the costs related to XRN4897/99 – Data Cleanse, which were discussed at the Extraordinary Change Management Committee meeting in January 2021. JR explained that these costs would be added to the budget pack for next month's meeting.

KD also noted that the spreadsheet was confusing as it appeared to show a 'credit' when funds were being spent. JR apologised for the confusion and explained it was how the spreadsheet had originally been set up.

KD asked if JR could review and update this for a more accurate reflection of the budget, which JR agreed to do.

New Action 0201: Xoserve (JR) to review and update the budget spreadsheet to accurately reflect when funds were being debited or credited.

2.2. Change Pipeline

JR explained that the new budget pack included a Change Pipeline which showed the stage in the change life cycle each change was at and which presented a view of all the changes that would impact the DSC Change Budget or the Minor Release Budget over the next two years.

KD noted that the status for the changes on the Pipeline are at different stages to those on the Change Register. JR explained that the Pipeline was still a 'work in progress' and would need to be aligned to the Change Register. KD accepted this and noted she would await the final version.

3. Project Mercury Update

Andy Szabo (AS) provided a verbal update on Xoserve's operations and for their organisational structure as part of Project Mercury. He confirmed that communications had been sent to the constituent groups already to advise them of these changes.

AS added that other plans were also being implemented according to previous announcements. Open forums were currently being held with Customer Advocates present to clarify any questions from the industry. AS confirmed that a new lead for Xoserve/CDSP with strong project management skills is to be appointed and introductions would be arranged at an appropriate time.

KD asked if Xoserve would host a 'meet and greet' and whether questions being raised at these forums would be collated into a FAQ document for customers who could not attend these meetings. AS confirmed on both accounts.

AS advised the Committee that Customer Advocates were available in the meantime to answer any questions from constituents.

4. Capture

4.1. New Change Proposals - Initial Review

4.1.1 XRN5298 H100 Fife Project - Phase 1/ SGN Fife H100 Project

BF explained that XRN5298 was related to SGN's Fife H100 Project and invited SGN to make their presentation to the Committee before the Change Proposal (CP) was discussed.

Sally Hardman (SH) thanked the Committee for their time and opportunity.

Lorna Archer (LA) presented an overview of the project to the Committee, explaining that it was a proof of concept project demonstrating SGN's strategic ambition towards Net Zero, and would see the injection of 100% hydrogen into a new, discreet, purpose-built network which will be located in parallel to the existing natural gas network.

LA added that the H100 Fife Project is considered to be of national and strategic importance in demonstrating a capability to meet the UK Net Zero target ambition. SGN's current plan anticipates H100 customers will commence offtaking hydrogen in Q2 2023.

For a full detailed update, please refer to the published slides on the meeting page.

Simon Harris (SHa) presented the CP and explained that Xoserve will be collaborating with SGN to assess the UK Link systems, process the impacts and develop solution options from this project.

Shipper and Distribution Network Operator (DNO) 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
Claire Louise Roberts	1	For
Kirsty Dudley	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

4.1.2 XRN5299 Future Billing Methodology

Steve Pownall (SP) presented an overview of this CP and advised that it had been raised for analysis only at present.

SP explained that this CP was related to Cadent’s work on its Future Billing Methodology (FBM) Project. Xoserve is undertaking an assessment to determine the best approach and measures to unlock potential to de-carbonise heat using existing gas networks.

Dave Chalmers (DC) provided a view of the range of solution options for the project for the Committee’s information.

SP added that Xoserve will be progressing this to produce a roadmap aligned with Ofgem’s remit by working alongside other DNOs and National Grid.

DNO and NTS members were asked to approve this change to progress into the Capture Phase for further analysis.

Members voted unanimously in favour as follows:

Voting Outcome:		
Transporter Representatives	Voting Count	For
Guv Dosanjh	1	For
Helen Chandler	1	For
Richard Loukes	2	For
Total	4	For

4.1.3 XRN5309 FSG: Automating the FSR (Mod0565) process

SP presented an overview of this CP. He explained this change was part of XRN5080, however, due to delivery time constraints, this element had been descoped and was being raised as a new CP.

SP advised the revised RIIO-2 Failure to Supply Gas (FSG) arrangements will reduce the timescale for the FSG process e.g. compensation payments from fortnightly to weekly.

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:		

Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Helen Chandler	1	For
Kev Duddy	2	For
Total	4	For

4.1.4 XRN5318 Assessing Supplier MPID Reassignment

Paul Orsler (PO) provided an update on this CP, noting it was being raised to explore the impacts to all Central Data Service Provider (CDSP) systems including, but not limited to UK Link, Gemini, Data Enquiry Service (DES), CMS (Contact Management Service) and DDP (Data Discovery Platform).

The investigation is to assess the implications and approximate costs to replicate the MPID (Market Participant Identity) reassignment principal in electricity for use in gas.

PO added this CP is reviewing the management of supplier data in UK Link and is therefore likely to have an impact on all parties.

All 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
Kirsty Dudley	1	For
Ross Easton	2	For
Alexander Mann	2	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Helen Chandler	1	For
Richard Loukes	2	For
Kevin Duddy	2	For
Total	6	For

4.1.5 XRN5319 Assessing MPID Reassignment for All Party Types

PO presented this CP, noting it is similar to CP XRN5318 above. He added this CP is aiming to assess the MPID data for all party types and looking at the different solution options for reassigning the MPID.

All 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
Kirsty Dudley	1	For

Ross Easton	2	For
Alexander Mann	2	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Helen Chandler	1	For
Richard Loukes	2	For
Kevin Duddy	2	For
Total	6	For

4.2. Change Proposals – Post Solutions Review

4.2.1 XRN5285 COVID-19 Capacity Retention Process (Mod730V)

Dave Addison (DA) presented an update on this CP. DA advised that the solution options for this CP had been issued for assessment and one response had been received in support of Solution Option 1.

DA added KD had queried if capacity rebate can be differentiated in the solution. DA clarified that the rebate would be processed as an adjustment and the detailed change pack, due to be issued next week, would include further details of this.

DA noted that although Xoserve were proceeding with this CP, the related *UNC Modification 0730V - COVID-19 Capacity Retention Process* was still awaiting Ofgem’s decision on implementation.

KD noted that it was difficult to proceed with implementation without Ofgem’s decision and asked how Xoserve were planning on managing the risks around this. DA advised that Xoserve planned to develop the solution to this CP and then place it on hold until the Ofgem decision was made.

KD suggested that no further work should be carried out on this CP until Ofgem’s decision was available in order to avoid additional expenses in developing the solutions if the Modification was rejected. DA advised he would accept the Committee’s decision on this, but proposed Xoserve should issue the detailed design change pack before suspending further work.

KD explained that she wanted a clear understanding of the next steps required before progressing any further as she did not want Xoserve to incur costs if the Modification and CP were unlikely to be implemented, but she noted the value of DA’s proposal and accepted it. Claire Roberts (CLR) agreed with this view.

BF confirmed that the Committee would vote to approve Solution Option 1, with the detailed design pack to be issued next week and for DA to discuss the details of the solution at the next Committee meeting.

Shipper, DNO and NTS members were asked to vote on the solution options and for issuing detailed solution change pack next week.

Members voted unanimously in favour as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For
Claire Louise Roberts	1	For
Kirsty Dudley	1	For
Ross Easton	2	For
Alexander Mann	2	For

Total	6	For
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Helen Chandler	1	For
Richard Loukes	2	For
Kevin Duddy	2	For
Total	6	For

4.3. Change Proposals Updates

4.3.1 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 a draft contract for provision of services had been put in place with SGN and the relevant invoicing and reporting obligations were currently being reviewed.

The Committee had no additional questions.

5. Design & Delivery

5.1. Design Change Pack

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

Ellie Rogers (ER) provided an update on this CP, explaining that the solution to the CP was approved by the Committee in January. This gives CDSP the authority to convert Class 2, 3 or 4 meter points to Class 1 when certain criteria are being met.

ER advised that the detailed design pack had been issued last month and one comment had been received which was in support of the change.

ER noted there was a further question around implementation of this change as it was not included in any of the Releases and would have to be implemented manually. ER noted this would be within the next few weeks and that Xoserve would write to customers when the CP was ready to be implemented to give them notice.

KD asked if Xoserve had liaised with any of their constituents in Class A regarding the implementation plans and was advised by ER that they had not done so as this CP did not require any system changes.

KD also asked how the Committee would determine and approve the implementation date. ER explained she was proposing to email the Committee and the constituents to inform them of the proposed implementation date. ER advised she could provide it at the March Committee meeting if this proposal were not acceptable to the Committee.

KD noted that a decision to implement a CP should be via Committee vote rather than email and suggested the CP is added to the March Committee meeting agenda. ER accepted this and said implementation could be immediately after approval was received.

BF added that *UNC Modification 0691S - CDSP to convert Class 2, 3 or 4 Supply Meter Points to Class 1 when G1.6.15 criteria are met*, did not have an implementation date either and the DNOs would have to advise the Joint Office of the date for implementation formally so that the industry could be notified. ER advised she would liaise with the proposer of the Modification and update the Committee on the implementation date for both the UNC Modification and the CP at the March meeting.

Shipper, DNO & IGT Members were asked to approve the detailed design pack.

Members voted unanimously in favour as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For
Claire Louise Roberts	1	For
Kirsty Dudley	1	For
Ross Easton	2	For
Alexander Mann	2	For
Total	6	For
Transporter Representatives	Voting Count	For/Against

Guv Dosanjh	1	For
Helen Chandler	1	For
Kevin Duddy	2	For
Total	4	For

5.1.2 XRN5080 Failure to Supply Gas (FSG/GSOP1) – System Changes

SP provided a brief update on this CP. He advised that two responses had been received and both were supportive of the detailed design pack issued for consultation.

HC and SH confirmed they were in support of this CP.

Shipper & DNO Members were asked to approve the detailed design pack.

Members voted unanimously in favour as follows:

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

5.1.3 XRN5135 DNO and NTS Invoices to Shippers and DNs VAT compliance

James Barlow (JB) provided a brief update on this detailed design change pack, noting two responses had been received, both in support of the CP.

DNO & NTS Members were asked to approve the detailed design pack.

Members voted unanimously in favour as follows:

Voting Outcome:		
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Helen Chandler	1	For
Richard Loukes	2	For
Total	4	For

5.2. Standalone Change Documents for Approval

5.2.1 BER for XRN5135 DNO and NTS Invoices to Shippers and DNs VAT compliance

James Barlow (JB) provided an updated Business Evaluation Report (BER) for this CP. DNO & NTS Members were asked to approve the BER.

Members voted unanimously in favour as follows:

Voting Outcome:		
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Helen Chandler	1	For
Richard Loukes	2	For
Total	4	For

5.2.2 BER for XRN4876 Changes to PARR reporting – provide further data to PAFA to aid analysis of performance reporting

David Newman (DN) provided a brief background on this CP and presented the BER for the CP.

All Members were asked to vote to approve the BER.

Members voted unanimously in favour as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For
Claire Louise Roberts	1	For
Kirsty Dudley	1	For
Ross Easton	2	For
Alexander Mann	2	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Helen Chandler	1	For
Richard Loukes	2	For
Kevin Duddy	2	For
Total	6	For

5.3 June 2020 Major Release

ST provide a status update on this Major Release confirming that it was drawing to a close. The main points mentioned are noted below:

- XRN4850 SMS/Email Notification: The new service is being utilised, but usage is limited due to the limited amount of data held in UK Link. Currently there is circa 8.2 million meter points in UK Link and the team are monitoring usage.
- Scope Variations:
 - o XRN4850 - Report automation integration is currently in progress with a planned Go Live of mid-February. Manual reporting will be available in the interim.
 - o XRN4850 – planned UK Link Portal changes is in progress for delivery mid-February.
- Project Closedown is in progress.
- Risks: DNOs and IGTs do not use the new SMS/Email broadcast functionality during Post Implementation Support, because of the limited number of customer contact details uploaded to UK Link or networks do not need to send broadcasts during this period.

5.4 November 2020 Major Release

Ed Healey (EH) provided a status update on the November 2020 Major Release which is progressing as planned. EH noted two CPs are still outstanding for implementation, which the project team hope to conclude by June 2021.

EH also added that resources for change requests have all been allocated now. For XRN4897/99 – Daily Cleanse, which had additional funds approved in the Extraordinary Change Management Committee meeting in January, the solution will be in place by March and an additional 10 weeks of Post Implementation Support is anticipated to run the cleanse activities.

5.5 June 2021 Major Release

Tom Lineham (TL) provided a status update on the June 2021 Major Release.

TL explained that a revised BER was required for this Major Release and it would result in the RAG status for the project to revert to green. TL noted however that this had not yet been raised because of resource constraints.

TL added that besides this the project was on track and due to be implemented on time.

KD noted that it appeared Xoserve were using resource constraints as a justification for delays to planned projects and asked if this was because of additional works being carried or associated with restructuring? TL confirmed that the changes to projects and industry change programmes do have an impact on resource allocations. KD advised Xoserve should be able to mitigate these issues. TL added that whilst Xoserve are calling out this issues, it would not have an impact on the project implementation, which KD accepted.

5.6 November 2021 Major Release

Tara Ross (TR) provided an update on the November 2021 Major Release.

- Detailed Functional Requirements have been approved
- Non Functional Requirements are currently being reviewed
- High Level Design is being reviewed and approved
- Design workshop plan is approved to start on the 1st February
- Currently planning CSSC/CSS impact assessment timeline and content

TR further noted that an Extraordinary Change Management Committee may be required in May to facilitate an approval for this Major Release. TR added this will be raised at the March Committee meeting to confirm what decision would be required and for diary planning.

5.7 Minor Release Update

Bali Bahia (BB) provided an update on the Minor Releases, noting that the project was slightly behind plan due to lack of resource availability for testing assurance, which should be mitigated very soon.

5.8 Gemini Horizon Plan

Nicola Patmore (NP) provided a brief overview on the Gemini Horizon Plan. For a full detailed update, please refer to the published slides on the meeting page.

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

EL added the following:

- To date, all Xoserve key internal and external milestones have been met
- Following the Ofgem programme re-baseline, caveated with the actions to mitigate concerns that Xoserve raised, this would not be reported any longer
- Costs continue to be monitored closely
- A detailed review and have confirmed that all changes have either been included with physical interface design or as in-flight
- Testing is continuing to plan
- Data Migration is continuing, whilst there is a potential of a slight delay work is being done to contain the delay as much as possible in order to protect the baselined target completion dates.
- The REC project is being led by DA, however, EL flagged the following dates for consultation:
 - o V2 consultation – issued mid February and responses due by 23 February.
 - o V3 consultation start mid March.

EL also provided an update on implementing MAP C. She noted MAP A and MAP B have been implemented through UK Link already. MAP C, which is the enduring solution will be delivered through the Switching Programme in November 2021 rather than through UK Link. EL advised that industry discussions have taken place and finalised and approved and final discussions are taking place to implement MAP C.

KD noted that whilst ES advised that the MAP C solution would be delivered in November, Xoserve's website states it will be included in the June 2021 Major Release. EL clarified that initially this change was meant to be included in the June 21 Release but as it was not approved in time it had been moved to November 21. She advised she would amend this on Xoserve's website.

KD stated that her organisation had been working to implement this change for June and on she had been advised by Xoserve that the detailed design of this CP had already been approved. She was not aware of the change in implementation dates and noted Xoserve should have ensured communication was sent out to notify the industry of this change.

EL agreed Xoserve had not made this clear and apologised. She advised she would review the lack of communication issue to ensure this did not happen.

6.2 IX Refresh

Mark Pollard (MP) provided an update advising that all IX migrations have now been completed and all customers have been transitioned to the Gamma network. He added:

- The project is currently experiencing limited impact regarding the current COVID-19 lockdown
- The project end date is February 2021
- 98% of all migrations have been completed
- 4 IX sites remaining
- Work has commenced to decommission legacy IX equipment

MP thanked the Committee for their support.

6.3 CMS Rebuild

JR noted that the CMS Rebuild was a new project, which was not funded by the DSC budget, but which was being highlighted for information to the Committee.

Jo Williams (JW) provided an update on the project, explaining it was currently in capture.

For further details, please refer to the published slides on the meeting page.

KD asked why this project did not have its own XRN reference and how the industry could track its progress without it.

Linda Whitcroft (LW) and PO explained that XRN references were usually only applicable where a CP was included in a change pack. As this project was not part of a change pack, it had not been assigned an XRN reference. PO added that as this project was a non-DSC funded project, it was being highlighted at the Change Management Committee for information purposes.

KD noted that this project would impact customers as it would include functional changes. She suggested that the industry should be kept aware of any changes being made under this project and that providing the project with an XRN would be the best way of tracking it.

The project team agreed to review how this project could be incorporated into a change pack, with a view to update the Committee at the next meeting.

New Action 0202: Xoserve (JW/LW) to review how the CMS Rebuild project can be incorporated into a change pack for information purposes.

7 Any Other Business

7.1 February KVI Survey

JR presented an overview of Xoserve's Key Value Indicator (KVI) Framework and requested feedback on their Change Management function.

For further details on how to participate in this survey, please refer to the published slides on the meeting page.

8 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 10 March 2021	Teleconference	Agenda TBC

Action Table (as of 10 February 2021)

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
1101	11/11/20	7.3	Committee to discuss the CCR for XRN5153 once provided.	CDSP (JR)	Carried Forward
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.	DNs and IGTs	Closed
0101	13/01/21	2.1	Xoserve (JR) to review the options to host the Budget information on the Xoserve website.	CDSP (JR)	Closed
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)	Closed

0103	13/01/21	6.2	Xoserve (JR) to arrange separate meetings to discuss constituent concerns.	CDSP (JR)	Closed
0201	10/02/21	2.1	Xoserve (JR) to review the budget spreadsheet to accurately show where funds were being 'debited' or 'credited'.	CDSP (JR)	Pending
0202	10/02/21	6.1	Xoserve (JW/LW) to review how the CMS Rebuild project can be incorporated into a change pack for information purposes.	CDSP (JW/LW)	Pending