Joint Office of Gas Transporters
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UNC DSC Change Management Committee Minutes
Wednesday 10 March 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	(RE)	Total Gas & Power	Class B Voting
Alex Mann	(AM)	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 Teresa Thompson	(RL)	National Grid	NTS Voting
Kevin Duddy	(KDu)	IGT Representative	IGT Voting
Rebecca Cailes	(RC)	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	
Dave Addison	(DA)	Xoserve	
Ellie Rogers	(ER)	Xoserve	
Emma Lyndon	(EL)	Xoserve	
Helen Chandler	(HC)	Northern Gas Networks	
Jo Williams	(JW)	Xoserve	
Kate Lancaster	(KL)	Xoserve	
Kirsty Dudley	(KD)	EON	
Lorna Lewin	(LL)	Orsted	
Mark Jones	(MJ)	SSE	
Nicola Patmore	(NP)	Xoserve	
Rachel Taggart	(RT)	Xoserve	
Sally Hardman	(SH)	SGN	
Simon Harris	(SHa)	Xoserve	
Steph Ward	(SW)	Xoserve	
Surfaraz Tambe	(ST)	Xoserve	
Tara Ross	(TR)	Xoserve	
Tom Lineham	(TL)	Xoserve	

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Tracy O Connor	(TOC)	Xoserve
Tracey Saunders	(TS)	Northern Gas Networks

Copies of all papers are available at: www.gasgovernance.co.uk/dsc-change/100321

1. Introduction

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

1.1. Apologies for absence

Teresa Thompson

1.2. Alternates

BF confirmed the following alternates:

Richard Loukes 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
Ross Easton	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 Cailes	IGT	1 vote
Kevin Duddy	IGT	1 vote

1.4. Approval of Minutes (10 February 2021)

Minutes from the previous meetings were approved.

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1.5. Review of Outstanding Actions

Action 1101: Committee to discuss the CCR for XRN5153 once provided.
Update: James Rigby (JR) advised the Committee that the CCR was expected to be available by the April meeting. Richard Pomroy (RP) asked why there had been a delay in producing the CCR. JR noted the delay and confirmed he would liaise with the relevant team and provide an explanation at the April Committee meeting. **Carried Forward**

Action 0201: Xoserve (JR) to ~~review~~ change the budget spreadsheet format to ~~accurately~~ show where funds were being 'debited' or 'credited'.

Update: JR noted the action was to change the format of the budget spreadsheet, not to make it more accurate as its accuracy was not the issue raised. He added the amended documents would be reviewed under Agenda item 3.1. **Closed.**

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

Update: JR advised this would be covered under Agenda item 7.3. **Closed.**

2. Introduction of incoming CEO Steph Ward

Andy Szabo (AS) introduced Steph Ward (SW), the new CEO of Xoserve.

AS provided a brief background of the completion of the separation of Xoserve and Correla, explaining that Correla would provide technical expertise and services to Xoserve through a commercial contract, whilst Xoserve would continue in its role as the Central Data Service Provider (CDSP) and deliver the Data Services Contract (DSC), with SW in the leadership role.

SW introduced herself and provided an overview of her career and background. SW noted she was new to the energy industry and looked forward to working closely with the industry. The Committee welcomed SW to her new role.

3. DSC Change Budget Update & Horizon Planning

3.1. Budget Movement & Quarterly Review

JR provided an overview of the Budget vs Spend to date for Business Plan 2020/21, noting that the available funds have decreased by £7k as a result of two changes moving through the lifecycle. However, this amount would revert to the available funds if the costs for the changes were not approved.

JR also presented a view of the budget vs forecasted spend for Business Plan 2021/22, coming into effect from March 2021, as well a more granular view for each constituent group.

3.2. Change Pipeline

JR noted there was little change in the Change Pipeline besides the current changes moving in through the change lifecycle.

JR added that the Pipeline now had a status to mark any projects which were at risk so these could be easily identified.

JR also advised that April's Change Pipeline and Plan on a Page (POAP) would include the Centralised Switching Service (CSSC) Programme and its target delivery date.

4. Innovation Derogation Modification Discussion

Tracey Saunders (TS) presented *Modification 0760 - Introducing the concept of derogation for Net Zero innovation into Uniform Network Code* for discussion. For a full detailed update, please refer to the published slides on the meeting page. The key points discussed by the Workgroup are noted below:

- Currently whilst the UNC (Uniform Network Code) does not have the concept of derogation, it is present in other Codes such as SPAA (Supply Point Administration Agreement) and DCUSA (Distribution Connection and Use of System Agreement) and is also used by Ofgem for licence related matters.
- TS noted that she wanted to introduce this concept into the UNC to facilitate the UK target of reaching Net Zero cardon by 2050, as well as related projects to Net Zero to facilatate innovation by trialling solutions.
- TS explained that whilst this Modification introduces the concept of derogations to the UNC, she was proposing to limit its scope to specific funded projects. The Modification introduces an Innovation Derogation Guidance Document which outlines the application & approval process including evidence required to apply for Derogation. Any Derogation approval would also require unanimous approval by the UNC Modification Panel and Ofgem would reserve the right to review any Derogation projects.
- TS explained that she had discussed her proposal with Ofgem and incorporated their suggestions into the Modification Proposal. Ofgem have not challenged the proposal as they are supportive of its aims to facilitate Net Zero as well as innovation in the industry.
- TS noted that she was proposing that Derogation will apply to the entirety of the UNC except for:
  - Modification rules and governance of the UNC
  - Significant Code Reviews (SCR)
  - Anything that impacts a Supplier or end consumers ability to switch.
- TS advised that she had considered whether Derogation could apply to all projects, but based on Ofgem and BEIS' direction, she had decided to limit its scope to Net Zero and other innovation projects only.

- Kirsty Dudley (KD) asked whether an associated IGT Modification was also being developed. TS clarified that this Modification was in relation to the UNC framework only and advised that following her discussions with the IGT UNC Code administrator, that an associated IGT Modification is not likely to be raised until this proposal had been developed further and the consequences for the IGT UNC understood.
- KD noted if the UNC and IGT UNC Modifications were not raised in conjunction, it would be difficult for the CDSP when trying to implement any solutions. However, it was noted that this proposal is a framework for allowing derogation applications, and the CDSP might not have to do any work to implement it until projects were allowed through the derogation process.
- TS explained whilst she recognised the issue raised by KD, as they were not party to the IGT UNC, she could not raise an IGT Modification. She noted she would be progressing the UNC Modification and it would be up to an IGT UNC party to raise the related Modification.
- BF suggested this was raised at the IGTAD forum which was best placed to resolve any conflict between the UNC and IGT UNC.

5. Capture

5.1. New Change Proposals - Initial Review

5.1.1 XRN5327 Xoserve Change Fund 2021/22

JR presented this Change Proposal (CP) explaining that as part of the 2021/22 Xoserve Business Plan, a budget to fund DSC Change was approved which contained a ring-fenced £200k available to Xoserve to deliver changes outside of a major or minor Release programme.

JR advised this will allow Xoserve greater flexibility to deliver appropriate changes with more agility, leading to process and system improvements by increasing efficiency and boosting the customer experience.

KD asked whether Xoserve would still ask the Committee for approval to use the funds. She also asked for clarity on the reporting process and whether the reporting would be included in the budget change pack.

JR confirmed that the reporting would be included in the budget pack and the Committee would be updated every time the fund was used. However, he noted that the idea of this CP was to remove the need to seek approval for minor changes which would allow Xoserve to be more flexible and efficient in delivering these specific types of changes.

KD was concerned and asked if Xoserve spent the entire budget, would they ask the Committee to approve additional funds and was advised by JR that there were no such expectations as any additional funding was not currently budgeted. JR added, this was a new proposition and Xoserve did not know how well it would work. However, he noted that if the proposal were not successful, Xoserve would not request this item in the next financial year.

Claire Roberts (CLR) and Oorlagh Chapman (OC) both echoed KD's views and added that they wanted the process of using the fund to be fully documented and details of where the funds were being spent captured and justified to the Committee.

JR agreed that Xoserve aimed to be fully transparent but noted that the point of raising this CP was so they could be efficient and quick when implementing minor changes or improving their own processes without a lengthy governance process in place. OC accepted this view but requested a view of the process of how this would work which JR agreed to provide.

New Action 0301: JR to clarify how Xoserve will notify the Committee of utilising the XRN5327 Xoserve Change Fund 2021/22.

Richard Pomroy (RP) and KD noted that any customer impacts from this would need to be flagged as soon as possible. JR accepted this.

BF asked whether the Committee would defer this vote until JR had produced the process of how this fund would be used.

All members agreed to defer this item to the April meeting.

5.1.2 XRN5321 PAC Ring-Fenced DSC Change Budget 21/22

JR presented this CP and noted that it had been raised in relation to Performance Assurance Committee (PAC) reporting for the 21/22 financial year.

JR explained that each year PAC requests a budget to amend existing performance assurance reports or to create new reports. These reports and dashboards are used to monitor industry performance in settlement related risk areas. A proportion of the wider DSC Change Budget is set aside to develop these and a parent XRN is required in each financial year to enable these funds to be tracked.

RP asked why National Grid NTS were being asked to vote for this change as they are excluded from PAC membership. JR advised he had followed the process from the 20/21 financial year.

JR and Richard Loukes (RL) confirmed they would review National Grid role and why they had historically been included in the vote to approve the PAC funds.

CLR asked Xoserve for a view of where and how the funds would be spent and was advised by JR that Xoserve would be directed by PAC to utilise the funds and they would be able to share this information with the Committee.

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
Oorlagh Chapman	1	For
Ross Easton	2	For
Alexander Mann	2	For
Total	**6**	For
DNO Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	1	For
Richard Pomroy	1	For
Richard Loukes	2	For
Rebecca Cailes	1	For
Kev Duddy	1	For
Total	**6**	For

5.1.3 XRN5329 Amendments to V16 of the Service Description Table

Angela Clarke (AC) provided a brief update for information only, noting that the DSC Service Description table had been amended and a new version of it was available.

5.2. Change Proposals – Post Solutions Review

5.2.1 XRN5144 Enabling Re-assignment of Supplier Short Codes to Implement SoLR Directions

Dave Addison (DA) provided an overview of the CP advising it proposes changes to the business rules so Supplier short codes can be re-assigned as part of a Supplier of Last Resort (SoLR) event and so a single Market Participant Identity can be assigned to different legal entities where the associated Supplier and Shipper are different.

DA explained that whilst Shippers and Suppliers have overall indicated they support the principle of the change, they have rejected this change being mandated and they have indicated a strong preference to adhere to the current registration process.

DA further noted that DNOs have universally rejected the CP and were opposed to the principle of the change itself rather than a particular solution option.

DA advised the Committee that Xoserve believe Ofgem are currently looking to make a policy decision regarding this topic and anticipates Ofgem will instruct them to implement this change, with or without the support from the industry. He suggested that he could raise the representations received to Ofgem to highlight the views from the constituencies.

RP noted that delivering this CP would have an impact on Xoserve's obligation to deliver the CSSC programme without any interruptions, and it would be a material consideration for Ofgem to take into account when making any policy decisions. DA explained that this CP would have an impact on the UK Link systems, which would be reflected in the reporting. As a result, it was unlikely to have an impact on the delivery of the CSSC programme and therefore would not be of material consideration to Ofgem.

Helen Chandler (HC) noted that most representations received raise the same concerns and she asked why DA believed Ofgem would make a policy decision to enforce this CP if the industry was against it? DA explained Ofgem had not progressed any related changes which could deliver a solution in the event of a SoLR, which Xoserve has taken as an indication for the proposals in this CP being likely to be implemented instead. DA noted to gain clarity on Ofgem's policy decisions, this CP and the representations received from the industry needed to be raised at all regulatory groups for awareness. He added he would write to the industry, copying in Ofgem that the Committee had rejected this change in advance of any discussions to be held with the relevant industry forum.

The Committee discussed the likely industry forums where this topic would be discussed. DA advised he believed this would be raised at the Design Forum. Emma Lyndon (EL) added it would also be discussed at the Switching Programme Implementation Group.

DA suggested that Xoserve pause any further work on this CP until a clear direction is received from Ofgem. He noted if Xoserve did receive such an instruction, he would write to the Committee and DSC parties informing them of it. HC queried whether Ofgem's instruction could be appealed and was advised by RP and KD that there was no route for an appeal in the case of a policy direction from Ofgem, and the only way to amend such a direction was by lobbying at industry groups.

KD noted she was concerned about the lack of governance on this matter if Xoserve were to mobilise to implement this CP further to Ofgem's instructions, without the Committee voting to approve it.

DA suggested deferring the CP to the April meeting where the detailed design pack could also be approved. After discussion the Committee agreed the costs for the design needs to be better articulated and KD suggested the costs would need to be approved first.

DA proposed Xoserve would await further instruction from Ofgem and the costs would be presented to the Committee at next months meeting for the detailed design approval. He added he would also seek clarity from Ofgem regarding a policy decision and challenge the decision if it instructed Xoserve to implement this CP.

> **New Action 0302**: *XRN5144 Enabling Re-assignment of Supplier Short Codes to Implement SoLR Directions* DA to a) seeks clarify from Ofgem re policy decision, and b) further articulate the costs.

BF confirmed a vote on this CP would be deferred until the April Committee meeting.

5.2.2 XRN5200 Shipper Pack Transition to Data Discovery Platform

Rachel Taggart (RT) provided an overview of this CP noting it sought to establish a framework and timescale for de-commissioning Shipper Packs and to ensure all related data and topics are delivered via reporting in Data Discovery Platform (DDP).

RT explained 7 responses had been received, all of which supported different solution options. The Committee discussed the different solution options and agreed to approve solution option 4.

OC asked if Xoserve would provide adequate notification to the industry to ensure there was awareness of this change, which RT confirmed.

Shipper members were asked to vote on solution options and voted for option 4.

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

5.2.3 XRN5218 – Modification 0710 - CDSP provision of Class 1read service

Kate Lancaster (KL) presented a brief overview of this CP, noting it had been raised to put in place the processes and make the required changes to deliver what is set out within Modification 0710.

KL clarified 4 responses were received, all of which preferred Option 1.

She also asked the Committee to note the costs and funding split.

All members were asked to vote on the solution options and 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
Richard Pomroy	1	For
Richard Loukes	2	For
Rebecca Cailes	1	For
Kevin Duddy	1	For
Total	**6**	For

XRN5218 Project Update

Leanne Jackson (LJ) advised the project was on track and there were no additional updates.

RP asked why the Project Management status was amber. LJ explained this was because of a Project Manager handover and it was expected to go back to green next month.

6. **Design & Delivery**

6.1. **Design Change Pack**

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

Ellie Rogers (ER) presented a brief update on this CP explaining the implementation date for the CP needed to be approved.

ER advised that the proposed implementation date for this CP is 1st April 2021 as it is not included in any of the major or minor Releases.

KD asked if the implementation date notification for Modification 0691 - _CDSP to convert Class 2, 3 or 4 Supply Meter Points to Class 1 when G1.6.15 criteria are met_ had been issued. ER explained that the proposed implementation date for the CP had been accepted by the Modification Proposer and once it was approved by the Committee, the implementation date for the Modification would be issued by the Joint Office.

Shipper, DNO & IGT Members were asked to approve the implementation date.

Members voted unanimously in favour as follows:

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

Claire Louise Roberts	1	For
Oorlagh Chapman	1	For
Ross Easton	2	For
Alexander Mann	2	For
Total	**6**	For
Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	1	For
Richard Pomroy	1	For
Kevin Duddy	1	For
Rebecca Cailes	1	For
Total	**4**	For

6.1.2 XRN5285 (Modification 0730V) - COVID-19 Capacity Retention Process

DA provided an update for this CP explaining that the Committee had agreed 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 subsequently rejected. He added that the Committee voted for Xoserve to issue the detailed design change pack before suspending further work.

DA noted that the design pack had since been issued for consultation and representations had been received.

BF asked why one of the responses was marked as private and why that was relevant to the Committee. RT explained that responders have the option of whether their details and detailed responses should be published or whether they would like to just note whether they choose to agree, reject, or defer the proposed change. BF requested confirmation that the responder was a DSC party and advised in the future this should be clarified.

The Committee discussed the CP and agreed they did not want to progress it any further until the Modification decision from Ofgem had been issued.

BF confirmed this CP had been deferred for consideration.

6.1.3 XRN4922 CSSC Shipper BRD

EL presented an update on this CP and explained it will be facilitating an industry review, across Shipper organisations, for the CSSC Shipper Business Requirements Document (BRD).

EL confirmed no responses to the change pack had been received.

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

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6.2. Standalone Change Documents for Approval

6.2.1 CCR for XRN5206 TPI/PCW Access

Simon Harris (SHa) provided a brief background on this CP and presented the CCR for the CP.

Shipper Members were asked to approve the CCR and funding.

Members voted unanimously in favour as follows:

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

6.2.2 CCR for Minor Release 8

Tracy O Conner (TOC) presented the CCR for Minor Release 8, noting the release had now been delivered and the final costs for the project were being presented.

All Members were asked to vote to approve the CCR and costs.

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
Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	1	For
Richard Pomroy	1	For
Richard Loukes	2	For
Rebecca Cailes	1	For
Kevin Duddy	1	For
Total	**6**	For

6.3   June 2021 Major Release

6.3.1 BER June 2021 XRN5253

Tom Lineham (TL) presented revised BER for the June 2021 Release, which now includes the AUGE set up costs of £19k, which had previously been missed out.

Shipper Members were asked to approve the updated costs.

Members voted unanimously in favour as follows:

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

6.3.2 Project update

TL provided an update on the June 2021 Major Release, noting the project was on track, except for outstanding approval of costs, which would also revert to green following the approval of the revised BER.

TL advised a risk had been identified in relation to the project implementation date of 26 June 2021. TL noted that there is currently no contingency period for this implementation date as the Gemini Code freeze begins on 28 June leading to a delay in migration. He suggested changing the current implementation date for the Release to take this into account.

KD disagreed with the proposal noting that Release dates should not be changed once they had been agreed as the industry had been preparing for it. OC agreed with this view and added that changing a proposed Release date at such short notice was unacceptable.

PO noted that Xoserve had reviewed the CPs included in this Release and did not believe they would impact the end customers which is why they were proposing the change in implementation date to allow for a contingency date. He added Xoserve could continue with the delivery as already agreed but warned the Committee that there would not be any contingency plans if there were any problems.

KD suggested Xoserve should issue the proposed change to the implementation date via a formal change pack so the industry and constituents would have an opportunity to review it before an approval is requested at the April Committee meeting. The Committee agreed with this course of action.

The vote was deferred until April.

6.4 June 2020 Major Release

Surfaraz Tambe (ST) provided a status update on this Major Release confirming that it was now complete and thanked the Committee for their support.

KD asked if he could produce a paper on the lessons learnt from the project and present it to the Committee. ST confirmed he had some slides he could issue on this matter. OC asked if this could be circulated to a wider audience.

ST noted he would present this to the Committee in April.

6.5 November 2020 Major Release

ToC provided a status update on the November 2020 Major Release which is progressing as planned. She noted that the risk status for the project was tracking as amber and the project was in the post implementation support stage.

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

6.6 November 2021 Major Release

Tara Ross (TR) provided an update on the November 2021 Major Release, noting the initial impacts and approvals for the Release have been completed.

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

TR noted that there would not be a full 6-month implementation period if the design change pack was approved at the regular Committee meeting in May, and requested an extraordinary Committee meeting on 5th May.

The Committee discussed the date for the Extraordinary Committee meeting and whether the approval could be requested at the April usual Committee. Paul Orsler (PO) noted the approval could not be held before the requested date in order to ensure the change pack representations had been received.

BF expressed his concern about Xoserve requesting an Extraordinary Committee meeting every year to approve the November Major Release change pack and asked them to review their planning to address this issue.

6.2 Minor Release Update

Bali Bahia (BB) provided an update on the Minor Release 9, noting that the project was on track and was tracking as Green now with no risks identified.

6.3 Gemini Horizon Plan

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

7 Non-DSC Change Budget Impacting Programmes

7.1 CSS Consequential Update

EL provided a CSS Programme Update and advised the current status for the project is Amber/Green.

EL added the following:

- To date, all Xoserve key internal and external milestones have been met.
- External activities have progressed, and internal planning activities continue, with Transition activities to be a key focus in the coming months.
- An Ofgem policy decision has been made to implement their favoured SoLR solution and change packs are currently out for industry representation.
- UAT Assurance is currently tracking to plan and defect rate continues to be low.
- Data Migration commenced on time however defects have been encountered for this phase and is being monitored closely to ensure that milestone completion date is met.
- Market Trials is expected to be removed from the Programme log.

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

RP asked what governance processes were in place for the CSS project and once the project was completed, what governance arrangements would be in place for the enduring workstreams.

EL explained the Programme was currently reviewing these options, to be approved post implementation. EL added that the governance processes were set out in the Retail Energy Code (REC) and she could seek further clarity to report back to the Committee.

New Action 0303: EL to seek further clarity on the CSSC programme governance processes.

7.2 UK Link Cloud Programme

EL presented the UK Link roadmap, advising it was part of Xoserve's BP21 submission, allowing the UK Link system to be optimized and sustained and to ensure continued service to the UK gas sector.

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

KD asked what processes had been put in place to ensure the issues arising from the IX Refresh project were not repeated. She added there appeared to be a number of projects not impacting DSC change budget and associated change programme and there was a possibility that constituents were being asked to prepare for and implement a number of additional projects outside of the agreed programme during a busy time in the industry, which could potentially overwhelm them.

EL asked if she could review this with colleagues before reverting to the Committee in April.

Sally Hardman (SH) asked if a change reference could be added to this project for tracking purposes. EL noted this and advised she would report back to the Committee at the next meeting.

New Action 0304: EL to review: a) what lessons learnt from the IX Refresh had been taken on board for the UK Link Roadmap project, and b) if the project could be included in a change pack.

7.3 CMS Rebuild

Jo Williams (JW) provided update on the projects noting:

- All initial workshops have now been completed and the next stage is underway.

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- There was an increase in the number of attendees for each workshop, which was positive and this has led to additional requirements being identified.

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

JW added that the Committee's request to incorporate the CMS project into a change pack had been accepted and she would bring this for approval at the April meeting.

8   Any Other Business

8.1   Post Mercury Update

Emma Smith (ES) provided a brief verbal update on Project Mercury following its completion.

She assured the Committee that constituents would not see any difference to the service they receive following the split between Xoserve and Correla. She explained as the Customer Change function would remain with Xoserve, the Committee would not see any changes in relation to how the DSC Change Committee functions or in relation to the Change Budget.

KD asked whether a lesson learnt paper would be collated so Correla did not experience the same issues as Xoserve and noted this assurance would be essential for customers worried about disruptions to the service they received. The Committee had a brief discussion and ES took this on board.

9   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 07 April 2021	Teleconference	Standard Agenda
10:00 Wednesday 05 May 2021	Teleconference	Extraordinary Change Management Committee

Action Table (as of 10 March 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**
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)	**Closed**
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)	**Closed**
0301	15/03/21	5.1.1	JR to clarify how Xoserve will notify the Committee of utilising the XRN5327 Xoserve Change Fund 2021/22.	CDSP (JR)	**Pending**
0302	15/03/21	5.2.1	*XRN5144 Enabling Re-assignment of Supplier Short Codes to Implement SoLR Directions* DA to a) seeks clarify from Ofgem re policy decision, and b) further articulate the costs.	CDSP (DA)	**Pending**

0303	15/03/21	7.1	EL to seek further clarity on the CSSC programme governance processes.	CDSP (EL)	**Pending**
03041	15/03/21	7.2	EL to review: a) what lessons learnt from the IX Refresh had been taken on board for the UK Link Roadmap project, and b) if the project could be included in a change pack.	CDSP (EL)	**Pending**