

**UNC DSC Contract Management Committee Minutes**  
**Wednesday 16 June 2021**  
**via Teleconference**

| <b>Attendees</b>   |       |                       |                  |
|--|-------|-----------------------|------------------|
| Bob Fletcher (Chair)   | (BF)  | Joint Office          | Non-Voting       |
| Helen Cuin (Secretary)   | (HCu) | Joint Office          | Non-Voting       |
| <b>Shipper User Representatives (Voting)</b>                       |       |                       |                  |
| Claire Louise Roberts (Alternate for Stephanie Clements)           | (CLR) | Scottish Power        | Class A Voting   |
| Oorlagh Chapman  | (OC)  | Centrica              | Class A Voting   |
| Steve Mulinganie (+ Alternate for Andrew Green)                    | (SM)  | Gazprom Energy        | Class B&C Voting |
| <b>Transporter Representatives (Voting)</b>                        |       |                       |                  |
| Helen Chandler   | (HC)  | Northern Gas Networks | DNO Voting       |
| Sally Hardman  | (SHa) | SGN                   | DNO Voting       |
| Angharad Williams (Alternate for Richard Loukes & Teresa Thompson) | (AW)  | National Grid         | NTS Voting       |
| Brandon Rodrigues  | (BR)  | IGT Representative    | IGT Voting       |
| Kundai Matiringe   | (RC)  | IGT Representative    | IGT Voting       |
| <b>CDSP Contract Management Representatives (Non-Voting)</b>       |       |                       |                  |
| Jayne McGlone  | (JMc) | Xoserve               |                  |
| Dave Addison   | (DA)  | Xoserve               |                  |
| <b>Observers/Presenters (Non-Voting)</b>                           |       |                       |                  |
| Alex Stuart  | (AS)  | Correla               |                  |
| Alison Cross   | (ACr) | Correla               |                  |
| Angela Clarke  | (AC)  | Xoserve               |                  |
| Clare Manning  | (CM)  | E.ON                  |                  |
| Dave Turpin  | (DT)  | Xoserve               |                  |
| Dionne Thompson  | (DTh) | Correla               |                  |
| Ellie Rogers   | (ER)  | Xoserve               |                  |
| Fiona Cottam   | (FC)  | Correla               |                  |
| Guv Dosanjh  | (GD)  | Cadent                |                  |
| Jane Goodes  | (JG)  | Xoserve               |                  |
| Joanne Williams  | (JW)  | Correla               |                  |
| Joseph Kavanagh  | (JK)  | BU UK                 |                  |
| Karen Visgarda   | (KV)  | Joint Office          |                  |
| Linda Whitcroft  | (LW)  | Correla               |                  |
| Lorraine O'Shaughnessy   | (LOS) | Joint Office          |                  |
| Mark Cockayne  | (MC)  | Xoserve               |                  |
| Neil Laird   | (NL)  | Correla               |                  |
| Paul Orsler  | (PO)  | Xoserve               |                  |
| Pollyanna Robinson   | (PR)  | Bulb                  |                  |

|  |      |         |
|--|------|---------|
| Sat Kalsi  | (SK) | Correla |
| Copies of all papers are available at: <a href="https://www.gasgovernance.co.uk/dsc-contract/190521">https://www.gasgovernance.co.uk/dsc-contract/190521</a> |      |         |

**1. Introduction**

Bob Fletcher (BF) welcomed all to the meeting, confirming the meeting to be quorate.

**1.1. Apologies for absence**

Stephanie Clements, Shipper Class A Representative  
 Andrew Green, Shipper Class B Representative  
 Richard Loukes, National Grid Representative  
 Teresa Thompson, National Grid Representative

**1.2. Alternates**

Claire Louise Roberts for Stephanie Clements  
 Steve Mulinganie for Andrew Green  
 Angharad Williams for Richard Loukes and Teresa Thompson

**1.3. Confirm Voting rights**

| Representative   | Classification  | Vote Count |
|--|-----------------|------------|
| <b>Shipper</b>   |                 |            |
| Claire Louise Roberts (Alternate for Stephanie Clements)             | Shipper Class A | 1 vote     |
| Oorlagh Chapman  | Shipper Class A | 1 vote     |
| Steve Mulinganie (Alternate for Andrew Green)                        | Shipper Class B | 2 votes    |
| Steve Mulinganie   | Shipper Class C | 2 votes    |
| <b>Transporter</b>   |                 |            |
| Helen Chandler   | DNO             | 1 vote     |
| Sally Hardman  | DNO             | 1 vote     |
| Angharad Williams (Alternate for Richard Loukes and Teresa Thompson) | NTS             | 2 votes    |
| Brandon Rodrigues  | IGT             | 1 vote     |
| Kundai Matiringe   | IGT             | 1 vote     |

**1.4. Approval of Minutes (19 May 2021)**

The minutes from the previous meeting were approved.

**1.5. Approval of Late Papers**

Two papers had been provided after the publication deadline. These were for agenda items 7.1 and 13.1. These had been pre-advised and agreed.

**1.6. Review of Outstanding Actions (deferred until end)**

**0201:** PO to produce an options paper for the Retrospective and Proof of Concept project to be reviewed at the March DSC Change Management and Contract Management Committees.

**Update:** See item 14.1. Paul Orsler (PO) confirmed an options paper will be issued on 16 June 2021. It was agreed to close this action and consider any new actions following consideration of the paper. **Closed.**

**Post Meeting Note:** Proof of Concept paper issued Wednesday 16 June, Communication Reference 2844-RT-PO. Consultation concludes on Wednesday 07 July 2021.

**0401:** P2 UK Link File Processing incident – Xoserve/Correla (NL) to provide a response on why processes allowed system files/transactions to be deleted.

**Update:** See item 7.3. A separate meeting invite had been issued to all DSC Contract Managers for the P2 update and review of the PIR. **Carried Forward.**

**0402:** *Central Switching Service (CSS) - Xoserve / Correla (EL)* to provide an update on CR75 and the obligations for Adaptor Providers from a Retail Energy Code (REC) perspective

**Update:** Deferred. **Carried Forward.**

**0501:** Xoserve (AC) to provide a list of outstanding changes in the change pipeline to enable a review of de-prioritised changes.

**Update:** Angela Clarke (AC) circulated a list of the outstanding changes. It was requested that this should be provided to all DSC Contract Managers opposed to DSC Committee Representatives as some had not seen this. The Committee discussed and clarified the provision of papers, the criticality of these and how these should be shared. Jayne McGlone (JMc) acknowledged this had been discussed previously and wished to clarify that papers will be circulated to all DSC Contract Managers to allow consideration or to allow appeals unless there is a particular reason not to for example confidentiality. **Carried Forward.**

## 2. Covid-19 Update

Fiona Cottam (FC) advised that she was providing an update on behalf of Andrew Szabo and reported that the management team are meeting on a weekly basis to ensure business continuity is not impacted. In light of the recent Government announcement for the relaxation of current restrictions, the opening of the office for the workforce had been delayed until social distancing has been fully removed. It is anticipated that upon the removal of the final restrictions a hybrid working model will be adopted with a combination of staff working remotely and attending the office for meetings.

FC reported regular contact with business partner organisations in India, noting that the situation has improved from what it was to ensure service continues to be delivered.

In terms of Covid related UNC Modifications and Unidentified Gas (UIG), FC confirmed until full relaxation of Covid restrictions, some businesses still remain closed for example night clubs where the isolation and meter reading Modifications still applies.

FC reported that UIG ran high during May due to various factors, some related to Covid, the cooler weather in May, holiday factors for the 2 Bank Holidays, different business restrictions, and reduced AQs which will take some time to ramp back up to pre Covid activity.

## 3. Approvals

### 3.1. Customer Relationship Survey

Jayne McGlone (JMc) advised that the survey had been updated following last month's discussions and feedback provided.

Steve Mulinganie (SM) noted he had provided a suggestion in relation to new entrants and how to distinguish their responses to certain elements featuring in the survey particularly around an early judgement of trust with limited interactions. Dionne Thompson (DT) explained responses can be adapted to identify new entrants, providing an overview of the questions and the responses now in place.

The Committee unanimously approved the proposed changes to the survey as follows:

| Voting Outcome:  |              |             |
|--|--------------|-------------|
| Shipper Representatives                                  | Voting Count | For/Against |
| Claire Louise Roberts (Alternate for Stephanie Clements) | 1            | For         |
| Oorlagh Chapman  | 1            | For         |
| Steve Mulinganie (+Alternate for Andrew Green)           | 4            | For         |
| <b>Total</b>   | <b>6</b>     | For         |

| Transporter Representatives  | Voting Count | For/Against |
|--|--------------|-------------|
| Helen Chandler   | 1            | For         |
| Sally Hardman  | 1            | For         |
| Angharad Williams (Alternate for Richard Loukes and Teresa Thompson) | 2            | For         |
| Brandon Rodrigues  | 1            | For         |
| Kundai Matiringe   | 1            | For         |
| <b>Total</b>   | <b>6</b>     | For         |

### 3.2. Change KVI Survey

Jane Goodes (JG) provided an overview of the proposed structural changes to the KVI Survey and the questions, confirming the new format had been sent to Contract Managers prior to seeking approval on the structure. It was anticipated following approval the KVI survey would be issued in July.

The Committee unanimously approved the proposed changes to the survey as follows:

| Voting Outcome:  |              |             |
|--|--------------|-------------|
| Shipper Representatives  | Voting Count | For/Against |
| Claire Louise Roberts (Alternate for Stephanie Clements)             | 1            | For         |
| Oorlagh Chapman  | 1            | For         |
| Steve Mulinganie (+Alternate for Andrew Green)                       | 4            | For         |
| <b>Total</b>   | <b>6</b>     | For         |
| Transporter Representatives  | Voting Count | For/Against |
| Helen Chandler   | 1            | For         |
| Sally Hardman  | 1            | For         |
| Angharad Williams (Alternate for Richard Loukes and Teresa Thompson) | 2            | For         |
| Brandon Rodrigues  | 1            | For         |
| Kundai Matiringe   | 1            | For         |
| <b>Total</b>   | <b>6</b>     | For         |

### 3.3. REC – CDSP Further Services Framework Liability Cap

Jayne McGlone (JMc) confirmed a paper had been provided in confidence for Committee Members to review, ahead of today’s meeting. JMc provided an overview of the Framework Agreement under which the services would be ordered and would need to be agreed in accordance with the DSC Third Party and Additional Services (TPAS) policy.

JMc confirmed the proposed cap on liability charges and asked the Committee to consider the proposed uplift and whether they wished to approve Xoserve accepting the liability cap. JMc clarified this was a one-off decision and this would not be considered a change to the third-party policy. The Committee considered the precedent this may set.

Some Committee members asked what the justification was for increasing the liability charges cap as the risk profile will not be increased and the framework is intended for low cost/low risk work orders. It was agreed to take this back to Retail Energy Code Company (RECCo) and challenge the justification to go above the existing risk profile.

The Committee unanimously disagreed to the increase in the liability cap as follows on the basis of the discussion held:

| <b>Voting Outcome:</b>   |                     |                    |
|--|---------------------|--------------------|
| <b>Shipper Representatives</b>                                       | <b>Voting Count</b> | <b>For/Against</b> |
| Claire Louise Roberts (Alternate for Stephanie Clements)             | 1                   | Against            |
| Oorlagh Chapman  | 1                   | Against            |
| Steve Mulinganie (+Alternate for Andrew Green)                       | 4                   | Against            |
| <b>Total</b>   | <b>6</b>            | <b>Against</b>     |
| <b>Transporter Representatives</b>                                   | <b>Voting Count</b> | <b>Against</b>     |
| Helen Chandler   | 1                   | Against            |
| Sally Hardman  | 1                   | Against            |
| Angharad Williams (Alternate for Richard Loukes and Teresa Thompson) | 2                   | Against            |
| Brandon Rodrigues  | 1                   | Against            |
| Kundai Matiringe   | 1                   | Against            |
| <b>Total</b>   | <b>6</b>            | <b>Against</b>     |

### 3.4. DSC Class 1 Read Service Supporting Document

Ellie Rogers (ER) provided a presentation confirming what had been included within the DSC Class 1 Read Service Supporting Document. This included key aspects relating to Performance, Liabilities, User Dependencies, a high-level overview of the within-Day service and an overview of Modification 0691S - CDSP to convert Class 2, 3 or 4 Supply Meter Points to Class 1 when G1.6.15 criteria are met.

ER wished to make the Committee aware of two things:

- Within Section 2, how the document can be amended, highlighting that, proposed amendments will need to be agreed and voted on.
- Proposed changes may only impact a particular constituency which will be voted on by all Contract Managers.

ER confirmed if the supporting document is approved, the document will become live at the same time as Modification 0710 (and XRN5218) implementation date and captured in the Workgroup Report.

The Committee unanimously approved the proposed changes to the DSC Class 1 Read Service Supporting Document as follows:

| <b>Voting Outcome:</b>   |                     |                    |
|--|---------------------|--------------------|
| <b>Shipper Representatives</b>                                       | <b>Voting Count</b> | <b>For/Against</b> |
| Claire Louise Roberts (Alternate for Stephanie Clements)             | 1                   | For                |
| Oorlagh Chapman  | 1                   | For                |
| Steve Mulinganie (+Alternate for Andrew Green)                       | 4                   | For                |
| <b>Total</b>   | <b>6</b>            | <b>For</b>         |
| <b>Transporter Representatives</b>                                   | <b>Voting Count</b> | <b>For/Against</b> |
| Helen Chandler   | 1                   | For                |
| Sally Hardman  | 1                   | For                |
| Angharad Williams (Alternate for Richard Loukes and Teresa Thompson) | 2                   | For                |
| Brandon Rodrigues  | 1                   | For                |
| Kundai Matiringe   | 1                   | For                |

|              |          |            |
|--------------|----------|------------|
| <b>Total</b> | <b>6</b> | <b>For</b> |
|--------------|----------|------------|

David Addison (DA) referring to item 6.1, confirmed that the target implementation date being aimed for Modification 0710S - CDSP provision of Class 1 read service, was 01 September 2021. At the moment, the change status was classified to be at risk (red), due to the substantial amount of work needing to be undertaken and the contractual/novation issues being worked on.

### 3.5. DRR – REC Code Manager RPA Reporting

DA provided the Disclosure Request Report (DRR) explaining that approval was being sought to enable the release of data to the REC Performance Assurance (RPA) Code Manager. Data will only be released following the approval of the UNC and IGT UNC Modification to add the Retail Energy Code to the Data Permissions Matrix. (Modification 0762S which will be discussed at Modification Panel on 17 June 2021 and IGT UNC Modification 0155) DA referred to the UNC and IGT Modifications and explained how the implementation of both Modifications would be managed, especially in respect of reporting. For the full detail of the DRR, please refer to the paper published on the meeting page.

**Post Meeting Note:** Panel Members voted in support of implementing Modification 0762S.

SM wished to understand what the value of providing the Shipper effective date as a data item and the Shipper Short Code. DA accepted that this was a sensible challenge explaining an existing report structure had been utilised. DA agreed to remove the Shipper related data items with a view to seeking a caveat approval.

DA confirmed a draft Data Permissions Matrix (DPM) Document had been circulated for views on the structure.

SM enquired about the overarching rights, for example if the Retail Energy Code Company (RECCo) want to know what is sent to service providers on its behalf (RPA/RPS) and if they would have any overarching rights. DA assured the Committee that the DPM Conditionality Document would be updated to reflect RECCo’s entitlement to view reporting that is being provided to its Code Managers in line with the approved permissions.

The Committee unanimously approved the DRR on the understanding that Shipper related data items will be removed, as follows:

| <b>Voting Outcome:</b>   |                     |                    |
|--|---------------------|--------------------|
| <b>Shipper Representatives</b>                                       | <b>Voting Count</b> | <b>For/Against</b> |
| Claire Louise Roberts (Alternate for Stephanie Clements)             | 1                   | For                |
| Oorlagh Chapman  | 1                   | For                |
| Steve Mulinganie (+Alternate for Andrew Green)                       | 4                   | For                |
| <b>Total</b>   | <b>6</b>            | <b>For</b>         |
| <b>Transporter Representatives</b>                                   | <b>Voting Count</b> | <b>For/Against</b> |
| Helen Chandler   | 1                   | For                |
| Sally Hardman  | 1                   | For                |
| Angharad Williams (Alternate for Richard Loukes and Teresa Thompson) | 2                   | For                |
| Brandon Rodrigues  | 1                   | For                |
| Kundai Matiringe   | 1                   | For                |
| <b>Total</b>   | <b>6</b>            | <b>For</b>         |

### 3.6. CMS Rebuild Update and Financial Approval (*linked to item 15*)

JMc introduced Jo Williams (JW) from Corella explaining that the financial elements for the CMS rebuild would be considered under item 15.

JW, presented an update on the progress to date. For the fully detailed update, please refer to the published slides on the meeting page. <https://www.gasgovernance.co.uk/dsc-contract/160621>

JW confirmed of the 5 options provided, two had been shortlisted. A must- read Workshop on 10 June had been run, to walk through additional improvement opportunities that had been identified. Internal teams are revisiting the GSR process to see if additional improvements can be identified and built into the process.

JW reported that the requirements log had been refined and republished for review. The CMS Rebuild Team continue to work with the CSSC and REC team to input to the schedule and review and identify any consequential impacts on the CMS processes.

Sally Hardman (SH) asked about the circulation of the requirements log and the close out for responses by 15 June 2021, a number of Committee members advised that they had not received the communication. SM asked for this to be re-circulated and that consideration is given to extending the date to 30 June exit capture target date. JW confirmed both target dates of 15 and 30 June would be considered, confirming that the 15 June date can be extended.

**Post Meeting Update:** *The email requesting the review of the requirements was not issued and was sent out on the 17 June 2021 with a review target date of 22 June.*

SM enquired about data availability through the Data Discovery Platform (DDP) and if the platform could be used as an additional platform to submit an enquiry. It was understood that this would be a feature within the DDP to avoid having to extract data from DDP and switch programs to submit enquiries.

JW reported that additional conversations regarding the Theft of Gas (TOG) have continued to ensure alignment with the latest updates. Work has commenced on identifying the mandatory and optional data fields for all processes.

JW explained that the CMS rebuild team will exit the capture phase in June moving into an analysis stage to ensure the solution option is the right fit.

SM enquired if there was a Terms of Reference for the dedicated Design Subgroup (DSG) for onward circulation, seeking reassurance on the planned interactions and how the DSG would feed into the DSC Change and Contract Management Committees.

JW advised that they are seeking best practice from CSSC regarding their specific DSG and will look to get a ToR along with forum attendance / approvals issued so it is clear what will be presented and at what forum. This ToR will be shared with CoMC when it becomes available.

**New Action 0601:** CMS Rebuild Design Subgroup - Correla (JW) to provide a CMS Rebuild Design Subgroup Terms of Reference for onward circulation, covering planned interactions with DSC Committees.

See item 15.0 for the financial approval.

*Formal rest break taken for 15 minutes.*

#### 4. Business Plan Updates.

##### 4.1. BP22

JMc introduced Alison Cross (ACr) from Correla to provide the Committee with an update on the Business Plan JMc explained that investment use cases are being considered by Correla with oversight from Xoserve.

ACr reported that Correla are in the final stages of drafting the principles and approach documents, with the intention of providing a 2 ½ week consultation following the publication of principle and approach document.

SM asked for a timeline of the end-to-end plan and challenged if 2 ½ weeks was enough time for the consultation. ACr clarified that the consultation will be for the principles and approach document.

SM, Helen Chandler (HCh), Oorlagh Chapman (OC) and Sally Hardman (SH) expressed their concerns about Correla as the service provider producing the business plan and reporting, challenging this approach. SM challenged the involvement of Xoserve, the benefit of this approach and how Xoserve are ensuring there is an appropriate spend. SM expressed concern that Correla appear to be leading the Business Plan and wanted to ensure appropriate controls were in place to ensure parties are paying a fair price for the services being provided and wanted an understanding of what Xoserve are doing to add value.

JMc explained the approach and involvement with Correla, she reassured the Committee that Xoserve will be accountable for the Business Plan and very much involved in the process. Dave Turpin (DT) explained that the input for maintaining the estate is being co-ordinated with Correla and reassured the Committee that Xoserve will be providing an overlay.

SH enquired about the funding on a non-return funding basis. DT explained the different investments, the process of fixing the scope for investment and committing to spend.

The Committee discussed risk premiums and investment committals. HCh asked about the engagement of customers and involvement of Correla, DT explained the principal will be to follow the stages, which are staying very much the same, with a greater level of detail.

## 5. Retail Energy Code (REC) Update

JMc provided a presentation which included an overview of the planned meetings, key milestones, key dates for the Ofgem Consultation, and progress to date.

JMc confirmed that discussions are taking place about the access to the Gas Enquiry Service (GES), to look at the options and what may be provided through REC.

SM suggested that accessing data may not be a fundamental issue, but it would be prudent to facilitate multiple channels to access information, so there are routes for DSC parties other than REC, to build some resilience. The Micro-business flag issue was considered, recognising that this may not be available on DES or REC but available in the central system. If the industry had a multi-channel solution, this would allow the user to select the most appropriate platform for the information required. SM challenged whether it mattered how DSC parties accessed data. JMc understood the desire for DSC parties wanting to continue to access data as they do now.

DA anticipated that the service line for DSC would need to remain in place along with the ability for DSC customers to access data through central systems in order to manage operations.

SH asked if RECCo are expecting all data access to be through the GES service. DT clarified that the GES service will be a replication of the data enquiry service. Access to GES will be controlled by RECCo. RECCo will define the data that permitted organisation types can access, this will be set out in the Data Access Matrix (DAM).

DA explained that the DSC Data Permissions Matrix (DPM), would need to be clear about the entitlements to access data, to enable DCS parties to operate and as a registered users these parties would be entitled to data.

SM believed Gas Shippers would not be interested in the Retail Energy Code as they would want to access data through the DSC Service. He asked to ensure this is considered.

It was recognised and understood that the preferred solution, being supported, for the access of data, would be to keep the existing route for Shippers and Transporters to access data via the DSC. It was agreed that Shipper and Transporter access to data should be governed through the DSC. If for example, a Meter Asset Provider (MAP) wanted access to data, REC will determine the access on a case by case basis.



DA reassured the Committee that the details around this would be re-visited and the DPM will be reviewed to make sure it is clear that the DPM seeks to control access to Shippers and Transporters.

SM requested that Xoserve provide a paper on the salient points to focus attention on the key points to consider.

## **6. Class 1 Read Service**

### **6.1. Modification 0710S - CDSP provision of Class 1 read service**

No further discussions held further to the update provided under item 3.4.

## **7. Monthly Contract Management Report**

### **7.1. KPM Update**

Alex Stuart (AS) provided an overview of the Key Performance Measures for May 2021 relating to both DSC and DSC+ performance measures, noting the items highlighted in red. AS reported that performance is now back on track following the P2 incident.

Neil Laird (NL) provided a detailed commentary on page 6 for the May 2021 failures relating to CMS Contacts processed within D+10 and D+20 SLAs. AS confirmed that the operational team are looking at this metric in more detail to ensure the right things are being measured and that appropriate actions can be taken.

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

### **7.2. Contract Metrics**

Paper published for information.

NL provided an update on the reporting and wished to note a change on the reported figures for April.

### **7.3. Xoserve Incident Summary**

NL provided a high-level summary of the P1/2 incidents in May. One incident occurred for the Gemini Exit screens which were unavailable on the 3<sup>rd</sup> May for 2 hours 16 minutes.

NL confirmed a separate meeting had been organised following the DSC Contract Management Committee for all DSC Contract Managers to be updated on the P2 UK Link File Processing incident. NL explained that the Action 0401 points will be covered in the afternoon session and anticipated that the action could be closed upon the production of a final post incident report.

SM highlighted that some reports had been made that fault tickets have been closed and had needed to be re-raised. NL explained that the process for the closure of tickets is to seek positive confirmation before closure. In the background spot checks are made to ensure appropriate responses have been provided and are of a good quality. He confirmed that re-opened tickets are tracked. In the closure email a route is provided to re-open the ticket, which raises a flag and drives the right first time metric. Xoserve then review why the ticket has been re-opened. It is not the intention to close tickets without positive confirmation. SM asked if there was a set of guidelines to provide customers to outline the process. NL explained that there were no defined guidelines but this would be looked into.

### **7.4. Issue Management Updates**

#### **7.4.1. Issue Management Dashboard**

Paper published for information. No discussions held.

## **8. Central Switching Service (CSS) Update**

No discussions held. Deferred action 0402.

## **9. Information Security Update**

Confidential paper circulated for information. No discussions held.

**10. Financial Information**

Item not discussed. Due August.

**11. Business Continuity Plan**

Item not discussed. Due August.

**12. Contract Assurance Audit**

Item not discussed. Due August.

**13. Key Committee Updates**

**13.1. DSC Change Management Committee**

Updated Paper published for information. No discussions held.

**14. Any Other Business**

**14.1. Retrospective and Proof of Concept Options Update**

Paul Orsler (PO) confirmed that a solution to review options paper will be released today and will be sent to all DSC Contract Managers to seek views on the preferred way forward and to provide information on the alternative options. This will include a comparison of the two options, covering the benefits, limitations, risks, impacts, and a cost assessment. 15 working days will be provided for the consultation. It was agreed that the close out of consultation would be 07 July 2021.

Steve Mulinganie (SM) asked for a summary of the responses ahead of the July meeting. PO hoped to provide this at the earliest opportunity following closure of the consultation.

SM noted that the options paper was being issued without DSC Contract first seeing the paper to check if it addresses the points raised previously and if all the feedback had been incorporated. It was agreed Action 0201 could be closed on the basis the options paper is being circulated however there was no certainty that the paper addressed the concerns raised by the committee until it is issued.

**14.2. VAT early termination fees and compensation payments**

No further update.

**14.3. Impact of Brexit**

Decision expected towards the end of June. No further update.

**14.4. User Representative Appointment Process**

BF wished to note that the User Representative Appointment Process had been initiated with a request for the Single Points of Contacts (SPoCs) to provide their nominations for the various Committees including DSC, Panel and UNCC by 09 July 2021. He confirmed that the nomination of 6 Shipper Representatives for the DSC Credit Committee have been included within this process. The nominations will be provided to the July DSC Contract Management Meeting for ratification.

**14.5. XRN5183 - Access to daily Bio-methane injections**

Simon Harris (SM) wished to note the intention to bring a proposal next month for approval following progress being made on the Bio-methane report. The proposal will cover the permissions on accessing data via a secured area and data aggregation.

**14.6. Production of Summary of Key Points**

SM requested the Committee consider the production of a one-page Key Messages summary, a brief summary of the salient items for stakeholders, for example a summary of the decisions made. PO explained this was under consideration. AC suggested this commences from July.

**14.7. Website refreshing issue**

It was noted at the beginning of the meeting that some delegates had difficulty accessing today’s meetings papers and this has also been an issue in previous months. This appeared to be associated with the type of web browser being utilised, whereby certain browsers were not automatically refreshing pages. Parties were advised to clear their web browsing history and refresh the page using F5. Bob Fletcher (BF) confirmed that the issue had been raised with the service provider to investigate the issue, which appeared to affect Edge users.

**New Action 0602:** Joint Office (BF/LOS) to provide an update regarding the Joint Office Website refreshing issue.

**15. CMS Rebuild (linked to 3.6)**

Correla representatives were asked to leave the meeting to allow discussions / consideration of the CMS Rebuild financing and its approval.

Dave Turpin (DT) explained what validation had been undertaken to ensure the finance draw down was appropriate. He clarified that the money being asked to draw down was related to buying business analysis resources, to take part in the required work, up until October, primarily this was for business architects and to allow engagement with customers, and to fund internal and external workshops. For the number of resources required the figure of £135k was considered to be a reasonable rate, consistent with rates seen before. DT explained that the £135k is not an additional spend, it is a drawdown of the previously approved £150k.

The Committee unanimously approved the drawn down of the funding, as follows:

| <b>Voting Outcome:</b>   |                     |                    |
|--|---------------------|--------------------|
| <b>Shipper Representatives</b>                                       | <b>Voting Count</b> | <b>For/Against</b> |
| Claire Louise Roberts (Alternate for Stephanie Clements)             | 1                   | For                |
| Oorlagh Chapman  | 1                   | For                |
| Steve Mulinganie (+Alternate for Andrew Green)                       | 4                   | For                |
| <b>Total</b>   | <b>6</b>            | For                |
| <b>Transporter Representatives</b>                                   | <b>Voting Count</b> | <b>For/Against</b> |
| Helen Chandler   | 1                   | For                |
| Sally Hardman  | 1                   | For                |
| Angharad Williams (Alternate for Richard Loukes and Teresa Thompson) | 2                   | For                |
| Brandon Rodrigues  | 1                   | For                |
| Kundai Matiringe   | 1                   | For                |
| <b>Total</b>   | <b>6</b>            | For                |

## 16. Diary Planning

Further details of planned meetings are available at: [www.gasgovernance.co.uk/events-calendar/month](http://www.gasgovernance.co.uk/events-calendar/month)

| Time/Date                         | Venue           | Programme       |
|-----------------------------------|-----------------|-----------------|
| 09:30 Wednesday<br>21 July 2021   | Microsoft Teams | Standard Agenda |
| 09:30 Wednesday<br>18 August 2021 | Microsoft Teams | Standard Agenda |

### Action Table (as of 15 June 2021)

| Action Ref | Meeting Date | Minute Ref | Action   | Owner                  | Status Update          |
|------------|--------------|------------|--|------------------------|------------------------|
| 0201       | 17/02/21     | 1.6        | PO to produce an options paper for the Retrospective and Proof of Concept project to be reviewed at the March DSC Change Management and Contract Management Committees.            | Xoserve (PO)           | <b>Closed</b>          |
| 0401       | 21/04/21     | 1.7        | <i>P2 UK Link File Processing incident</i> - Xoserve/Correla (NL) to provide a response on why processes allowed system files/transactions to be deleted                           | Xoserve / Correla (NL) | <b>Carried Forward</b> |
| 0402       | 21/04/21     | 9.0        | <i>Central Switching Service (CSS)</i> - Xoserve / Correla (EL) to provide an update on CR75 and the obligations for Adaptor Providers from a Retail Energy Code (REC) perspective | Xoserve / Correla (EL) | <b>Carried Forward</b> |
| 0501       | 14/05/21     | 14.8       | Xoserve (AC) to provide a list of outstanding changes to enable a review of de-prioritised changes.  | Xoserve (AC)           | <b>Carried Forward</b> |
| 0601       | 16/06/21     | 3.6        | CMS Rebuild Design Subgroup - Correla (JW) to provide a CMS Rebuild Design Subgroup Terms of Reference for onward circulation, covering planned interactions with DSC Committees.  | Correla (JW)           | <b>Pending</b>         |
| 0602       | 16/06/21     | 14.7       | Joint Office (BF/LOS) to provide an update regarding the Joint Office Website refreshing issue.  | Joint Office (BF/LOS)  | <b>Pending</b>         |