

UNC DSC Change Management Committee Minutes
Wednesday 08 September 2021
Via teleconference

Attendees			
Lorraine O'Shaughnessy (Chair)	(LOS)	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
Alexander Mann	(AM)	Gazprom	Class C Voting
Transporter Representatives (Voting)			
Guv Dosanjh	(GD)	Cadent	DNO Voting
Richard Pomroy	(RP)	Northern Gas Networks	DNO Voting
Richard Loukes	(RL)	National Grid	NTS Voting
Kundai Matiringe	(KM)	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	
Bob Fletcher	(BF)	Joint Office	
Clare Manning	(CM)	EON	
Dave Addison	(DA)	Xoserve	
Ellie Rogers	(ER)	Xoserve	
Emma Catton	(EC)	Correla	
Emma Lyndon	(EL)	Correla	
Finn Davies-Clark	(FDC)	SSE	
Helen Chandler	(HC)	Northern Gas Networks	
James Barlow	(JB)	Xoserve	
Jo Williams	(JW)	Correla	
Karen Kennedy	(KK)	Correla	
Kate Lancaster	(KL)	Correla	
Mark Jones	(MJ)	SSE	
Mike Payley	(MP)	Correla	
Rachel Taggart	(RT)	Xoserve	
Richard Hadfield	(RH _a)	Correla	
Sally Hardman	(SH _a)	SGN	
Simon Harris	(SH)	Xoserve	
Tracy O'Connor	(TOC)	Correla	

Steve Pownall	(SP)	Correla
Copies of all papers are available at: http://www.gasgovernance.co.uk/dsc-change/080921		

1. Introduction

Lorraine O’Shaughnessy (LOS) welcomed all to the meeting and confirmed the meeting quorate.

1.1. Apologies for absence

Heather Ward, IGT Representative (Energy Assets)

Angharad Williams, National Grid

1.2. Alternates

Kundai Matiringe for Heather Ward.

Richard Loukes for Angharad Williams.

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	NTS	2 votes
Kundai Matiringe	IGT	2 votes

1.4. Approval of Minutes (11 August 2021)

LOS advised that an amendment was made to item 3.1.2 **XRN5393 Implementation of NTS Capacity related UNC Modifications 0752S, 0759S & 0755S**, updating the date from 2023 to 2022 Release.

The amended minutes were approved.

1.5. Review of Outstanding Actions

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

Update: Dave Addison (DA) provided an update under agenda item 5.1. **Carried Forward.**

Action 0801: Xoserve (PO) to present the CCR for XRN5318 and 5319 – MPID Reassignment of Supplier Short Code and other Party Types and provide feedback from the DSG meeting.

Update: Paul Orsler (PO) advised that following the discussions with the Proposer of the change, the CCR had not been completed as yet and would be brought to the October meeting for approval. **Carried forward**

Action 0802: Joint Office (LOS) to contact the CACoP lead Code to invite James Rigby (JR) to the September meeting to explore future joint engagement.

Update: JR confirmed he had been invited and would attend CACoP in September. **Closed**

2. DSC Change Budget Update & Horizon Planning

2.1. Change Budget Update

James Rigby (JR) provided a brief update of the DSC Change Budget for 2021/22.

JR noted the available funds had been impacted by the three Change Proposals (CPs) progressing through the change lifecycle. JR also asked the Committee for their feedback on whether they found the Change Budget spreadsheet useful.

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

2.2. Change Pipeline

Rachel Taggart (RT) presented the Change Development and Delivery Pipeline, noting there was little change to the Change Pipeline besides CPs moving through the change lifecycle.

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

3. Capture

3.1. New Change Proposals – Initial Review

3.1.1 XRN5371 Minor Release Drop 10

Richard Hadfield (RH) presented CP5371 for information noting it was a parent CP to track the delivery against of the child CPs for Minor Release Drop 10.

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

3.2 Change Update – for Approval

3.2.1 XRN5235 Request for access to SOQ data & capacity figures which influence transportation charges

Simon Harris (SH) provided an update on CP5235 which was raised to request access to aggregated SOQ (Supply Offtake Quantity) and AQ (Annual Quantity) data, in order to better understand how capacity levels have been changing and how this might affect the annual Distribution Network Transportation Charges.

Richard Pomroy (RP) asked if this topic had been raised at the Charging Methodology Forum for the attention of industry Charging Managers, particularly Shippers. SH confirmed that views had been requested from Pricing Managers but noted he would flag this again.

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

SH noted this CP was 100% Shipper funded and asked Shipper Members to vote on whether there was sufficient interest to progress this as a DSC change.

Oorlagh Chapman (OC) asked if voting could be deferred so Shippers could review this CP internally. Claire Louise Roberts (CLR) agreed with this view.

The Committee agreed to defer the decision to October to allow more time to review this change.

3.3 Solution Review Change Pack - for Approval

3.3.1 XRN4900 - Biomethane Sites with Reduced Propane Injection

Paul Orsler (PO) provided an update on this CP which had been issued for consultation, noting of the four representations received, two representations approved the proposed solution whilst two deferred the decision.

OC advised that Centrica was unsure of the full impact of this CP and would require further information before they could approve the solution, therefore supported deferring making a decision. CLR confirmed she also supported deferring the decision to approve the solution.

PO explained that if the solution was deferred, the details being requested would not be available as identifying the details was the next step in the change process. PO suggested that Xoserve should progress with the proposed solution, taking into account the comments received in representations and instigate the Detailed Design phase which would identify the details that customers were requesting.

Mark Jones (MJ) noted that whilst he was happy to approve the solution to this CP in isolation, he was aware that biomethane sites would have a significant impact on Shipper billing and systems as they become more frequent. MJ suggested that an overarching solution to these issues should be sought taking this into consideration. CLR agreed with this view.

The Committee discussed this and agreed to progress this to the design stage.

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

Shipper and DNO Members were asked to approve the proposed solution to the Detailed Design 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
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Richard Pomroy	1	For
Total	2	For

3.3.2 XRN4978 - Notification of Rolling AQ value

James Barlow (JB) presented an update on this CP noting that of the representations received there were two deferrals and three approvals, including two late representations.

PO noted Xoserve have withdrawn the proposed implementation of this CP as part of Minor Release 11 and will look to implement it with a minimum notice period with a new implementation date to be confirmed.

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

Shipper Members were asked to approve Solution Option 1 for this CP.

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

3.3.3 XRN5186 - Modification 0701 Aligning Capacity booking under the UNC and arrangements set out in relevant NEXAs

Ellie Rogers (ER) provided an update of this CP noting that one representation had been received supporting the proposed solution.

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

DNO and Shipper Members were asked to approve the proposed solution option and implementation date, post CSSC implementation, in November 2022.

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
Total	2	For

3.3.4 XRN5231 - Provision of a FWACV Service

Steve Pownall (SP) presented an update on the representations received for this CP, noting that all three representations received had been in support of the proposed Solution Option.

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

Shipper, DNO and NTS Members were asked to approve the solution for this CP and standalone implementation, proposed to be in April 2022.

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
Richard Loukes	2	For
Total	4	For

4 Design & Delivery

4.1 Design Change Pack

4.1.1 XRN5379 – Modification 0710 - Class 1 read service - Procurement Exercise

Kate Lancaster (KL) presented the Committee with the representations from the Design Change Pack for information only. KL noted that the representations received were supportive of the proposed design, adding that the change pack was to gather views already captured instead of requesting votes. KL advised that any questions raised in representations had already been addressed with the relevant industry party.

RP asked if the Change Management Committee would approve who was on the Procurement Sub-Committee. ER explained that the Contract Management Committee would oversee this.

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

4.1.2 CSSC Programme – Gemini Monthly File Timing Change

Emma Catton (EC) provided an update on this CP noting that the monthly MDS and AAQ files will be received in Gemini by 10 pm to publish the midnight Demand Run. This timing will vary month on month dependent on the amount of data in the files and will lead to a possible delay in sending the new ACT file to Shippers. This change will come into effect from CSS Go Live and will only impact the Shipper community

RP asked if any Gemini files would go to DNOs. EC confirmed all the files would go to Shippers only.

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

NTS and Shipper Members were asked to approve the Detailed Design.

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
Richard Loukes	2	For
Total	2	For

4.2 Standalone Change Documents for Approval

4.2.1 BER for XRN5183 Access to Daily Biomethane Injections

Simon Harris (SH) provided an overview of the BER for CP5183, noting it will be a Standalone Release.

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

Shipper and DNO Members were asked to approve the BER for this CP.

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
Guv Dosanjh	1	For
Richard Pomroy	1	For
Total	2	For

4.3 Project Updates

4.3.1 Minor Release Drop 11

RH presented an update on Minor Release Drop 11, noting that there were two changes included in the release at present:

- CP4989b Online end to End Credit Interest process
- CP4978 Notification of Rolling AQ value (following transfer of ownership between M-5 and M)

Further to discussion under agenda item 3.3.2, RH noted that as customers have requested a longer time to implement CP4978, Xoserve will withdraw this CP from the scope for approval and confirm an implementation date for it in the future.

The Committee discussed this, and it was agreed that both CPs will be withdrawn from Minor Release Drop 11.

RH advised Xoserve will look to see what can be delivered and when and will revert to the Committee with a new plan.

4.3.2 June 2021 Major Release

Tracy O'Connor (TOC) provided an update on the June 2021 Major Release, noting the project is currently in Post Implementation Stage (PIS) and on track.

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

4.3.3 November 2021 Major Release

TOC provided an update on the November 2021 Major Release, noting the project is on track. Mitigation has started to resolve the increase in defects before implementation

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

4.3.4 Minor Release Drop 10

TOC provided an update on the Minor Release Drop 10, noting it was successfully implemented on 4 September 2020 and is currently in PIS.

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

4.3.5 National Grid Horizon Plan

Matt Rider (MR) provided an update on the National Grid Horizon Plan.

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

5 Non-DSC Change Budget Impacting Programmes

5.1 CSSC Programme Dashboard

Emma Lyndon (EL) provided an update on the CSSC Programme Dashboard Update project including a summary of the progress to date and the next steps, noting the project was tracking as green.

RP asked EL if she foresaw any issues with the end-to-end testing. EL explained that every test scenario that should be in market trials testing had been included in the end-to-end testing and participants across the industry had been asked to put forward end-to-end testing scenarios. EL noted that whilst every attempt had been made to be robust and the testing scenarios had been approved by the Ofgem Testing Group, there was a chance that not every scenario had been included. EL advised she would review the testing scenarios and advise the Committee in October.

New Action 0901: Xoserve (EL) to review testing scenarios and the extent of negative testing and provide details of whether programme is publishing these scenarios.

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

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

Dave Addison (DA) confirmed that Ofgem have agreed that the options Xoserve have developed can be shared with the industry and requested that any views organisations may have should be fed into the Switching Programme by 4pm on 20th September to SwitchingPMO@ofgem.gov.uk.

The Committee requested DA to forward the email from the Ofgem Switching PMO.

New Action 0902: Xoserve (DA) to forward the email from the Ofgem Switching PMO seeking industry feedback and comments regarding the options presented. **Closed.**

Post meeting note: Joint Office has forwarded the email from the Ofgem Switching PMO to all Committee members and meeting attendees on behalf of DA.

DA explained each option to the Committee and noted there was a likely preference and recommendation to take forward Option 2 - *SoLR changes to progress in line with agreed peak Switch Requests, across multiple days if necessary.*

DA noted that Xoserve would welcome views from industry and would also be issuing a Change Pack inviting feedback on 13 September 2021.

Helen Chandler (HC) noted that whilst her initial view was that Option 2 was most favourable, she would have to take it back to her business for a detailed assessment. CLR and MJ both agreed with this view.

DA expressed his concerns about the impact of this decision on industry parties who have not been directly involved in these discussions and requested the Committee members and other attendees to raise this topic with MAMs (Meter Asset Managers) and MAPs (Meter Asset Providers).

RP asked how Option 2 would be implemented and whether CP5144 will be withdrawn and a new CP would be raised. DA explained he did not mind either way. RP suggested it would also be possible to amend CP5144 as long it was made clear how the solution was going to differ from the original proposal. The Committee discussed this.

DA suggested it would be beneficial to amend the existing CP as this would allow the matter to progress faster. HC supported the amended change. RP accepted this and noted he did not want to hold up progress of the CP for bureaucracy.

DA confirmed he would speak to the Change team and advise the Committee on progress of the amended CP.

5.2 CMS Update

Joanne Williams (JW) provided a presentation on the CMS Update project including a summary of progress to date and next steps.

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

RP asked for clarification regarding change of address and how it impacts CMS.

PO advised that though CMS customer data, including Shipper, DNO and IGT address data, can be amended. JW and her team have held workshops clarifying how this can be done.

RP asked if an address is amended how it would relate to the meter point location. JW noted she would review this.

New Action 0903: Xoserve (JW) to clarify how address data held in CMS is maintained through UK Link and how it correlates with address or meter point location changes.

6 Any Other Business

6.1 Project 1stop update

JR provided an overview of Project 1stop.

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

6.2 Committee members

Bob Fletcher (BF) advised that with the conclusion of the UNC nomination process, there had been no changes to Shipper Members. However, BF noted that there is currently no Class C Shipper representative as Gazprom, represented by Alex Mann is now Shipper Class B.

BF explained that under the UNC rules, Ofgem will allocate 1 Shipper Class C vote each to a Class A and Class B Shipper representative and before the next Committee meeting the Joint Office would advise the Shipper Members who will get these votes allocated to them.

BF added that should a Shipper Class C want to participate in the Change Management Committee at any point, they can do so and the votes will go back to them.

6.3 DSC Credit – conflict of interest

LOS noted that it was requested at the last DSC Credit meeting to highlight to the DSC Contract and Change that a question had been raised about whether Xoserve and Correla shared the same legal representation and the Change Management Committee had been asked to review whether there was any conflict of interest.

However, LOS advised that Xoserve had confirmed subsequent to the DSC Credit Meeting that Xoserve and Correla do not share legal representation and there is no conflict of interest but a misunderstanding in the communication and therefore this matter does not need any further deliberation.

6.4 Implementation of Modification 0795S

OC asked when Modification 0759S and associated Gemini changes would be implemented. PO noted Xoserve are not aware of a date but they would discuss this with the Gemini team and National Grid and advise.

New Action 0904: Xoserve (PO) to clarify when Modification 0759S and associated Gemini changes will be implemented.

7 Diary Planning

Further details of planned meetings are available at: www.gasgovernance.co.uk/events-calendar/month

Time/Date	Venue	Programme
10.00 Wednesday 13 October 2021	Microsoft Teams	Standard Agenda
10.00 Wednesday 10 November 2021	Microsoft Teams	Standard Agenda
10.00 Wednesday 08 December 2021	Microsoft Teams	Standard Agenda

Action Table (as of 08 September 2021)

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
0302	15/03/21	5.2.1	<i>XRN5144 Enabling Re-assignment of Supplier Short Codes to Implement SoLR Directions</i> DA to a) seeks clarify from Ofgem re policy decision, and b) further articulate the costs.	CDSP (DA)	Closed
0801	11/08/21	3.1.6	Xoserve (PO) to present the CCR for XRN5318 and 5319 – MPID Reassignment of Supplier Short Code and other Party Types and provide feedback from the DSG meeting.	Xoserve (PO)	Carried Forward
0802	11/08/21	6.2	Joint Office (LOS) to contact the CACoP lead Code to invite James Rigby (JR) to the September meeting to explore future joint engagement.	Joint Office (LOS)	Closed
0901	08/09/21	5.1	Xoserve (EL) to review testing scenarios and the extent of negative testing and provide details of whether programme is publishing	Xoserve (EL)	Pending

			these scenarios.		
0902	08/09/21	5.1	Xoserve (DA) to forward the email from the Ofgem Switching PMO seeking industry feedback and comments regarding the options presented under Action 0302 <i>Post meeting note: Joint Office has forwarded the email from the Ofgem Switching PMO to all Committee members and meeting attendees on behalf of DA.</i>	Xoserve (DA)	Closed
0903	08/09/21	5.2	Xoserve (JW) to clarify how address data held in CMS is maintained through UK Link and how it correlates with address or meter point location changes.	Xoserve (JW)	Pending
0904	08/09/21	6.4	Xoserve (PO) to clarify when Modification 0759S and associated Gemini changes will be implemented.	Xoserve (PO)	Pending