

UNC DSC Change Management Committee Minutes
Wednesday 11 August 2021
Via teleconference

Attendees			
Loraine O'Shaughnessy (Chair)	(LOS)	Joint Office	Non-Voting
Karen Visgarda (Secretary)	(KV)	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
Heather Ward	(HW)	IGT Representative	IGT 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	
Ellie Rogers	(ER)	Xoserve	
Finn Davies-Clark	(FDC)	SSE	
Hannah Reddy	(HR)	Correla	
Helen Chandler	(HC)	Northern Gas Networks	
James Barlow	(JB)	Xoserve	
Jo Williams	(JW)	Correla	
Karen Kennedy	(KK)	Correla	
Paul Orsler	(PO)	Xoserve	
Megan Coventry	(MC)	SSE	
Megan Troth	(MT)	Xoserve	
Rachel Taggart	(RT)	Xoserve	
Rebecca Hailes	(RH)	Joint Office	
Richard Hadfield	(RHa)	Correla	
Sally Hardman	(SHa)	SGN	
Simon Harris	(SH)	Xoserve	
Smitha Pichrikat	(SP)	Correla	

Copies of all papers are available at: <http://www.gasgovernance.co.uk/dsc-change/110821>

1. Introduction

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

1.1. Apologies for absence

Mark Jones SSE

1.2. Alternates

LOS confirmed there were no alternates.

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
Heather Ward	IGT	1 vote
Kundai Matiringe	IGT	1 vote

1.4. Approval of Minutes (07 July 2021)

Minutes from the previous meeting 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: James Rigby (JR) apologised that there was no update as Dave Addison (DA) was on Annual leave and requested the action was carried forward to the September meeting. (In relation to point a) please see Section 5. CSSC Programme Update regarding SoLR. **Carried Forward.**

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, advising that there had been a variance to the previously forecast change budget following 4 implementation changes and one withdrawal. He added that the DNO available budget had been increased by £40k and that the HSLO had been approved.

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

2.2. Annual General DSC

JR explained that he was looking for a recommendation from the Committee members on the size and shape to the DSC General Change Budget in BP22. He provided an overview of the Business Plan and noted that in essence, the budget was similar to last year, although it had been produced in a different format, due to the number of 'unknown's that needed to be considered. These were: the CSS implementation in the Summer of 2022, the Energy Code Release in relation to the changes and impacts from Retail Energy Code (REC) and the general Uniform Network Code (UNC) impacts. JR said that in relation to the various major releases these would draw down on the BP22 and that Minor Releases would still be undertaken as was the normal process.

JR said that any Market Trials allocated budget not used would be credited back. JR added in relation to the Performance Assurance Committee (PAC) budget, that this had grown slightly each year to £100k and that PAC had asked for an additional £12k to enable them to undertake the analysis required to understand customer performance.

Rebecca Hailes (RH) said that PAC were investigating the poor Settlement Read Performance which ultimately impacts Unidentified Gas (UIG), and that PAC investigations of this topic had been successful over the last few years, despite no financial incentives being possible. She noted that the Meter Read performance was poor across the board and so PAC needed to be able to access more data to help identify mechanisms to improve Read Performance.

Sally Hardman (SH) asked what the increase in budget was and what had been spent to date. RH provided an overview of the table detailed below:

Table 1: PAC Budget and spend from Project Nexus implementation date to current

Period	Budget	Actual Spend	Activities
June 2017 - March 2018	0	0	PAC Start up activities used newly written PARR reports provided as part of PAC set up
April 2018 – March 2019	£50,000	0	Activity covered through CDSP BAU resources
April 2019 - March 2020	£50,000	0	Activity covered through CDSP BAU resources
April 2020 – March 2021	£75,000	£75,000	XRN 4876 Change of data format to DDP (Sprint 1 and 2) to allow greater drill down capability and wider access to data items in context of User stories <ul style="list-style-type: none"> • Sprint1: DDP-390/391/395/396/397 • Sprint2: DDP-379/383/387/394/397/399 • Sprint 3.1: DDP-380/382/392/393/384/385.
April 2021 – March 2022	£100,000	Not yet prioritised	BER 5321 DDP (Sprint 3.2 & 3.3: DDP-386/388/389/400/401/402) - these user stories TBC Estimated in BER to be £112k (12k above budget)

SH said that the table had been very helpful and useful.

RH said that the proposal was for a total of £112k to allow PAC to undertake further detailed analysis and that PAC may also ask for more funds to undertake Meter Asset Management Alignment. JR also agreed that the work carried out by PAC was important to help reduce the Meter Read issue.

Bob Fletcher (BF) also noted the ring fencing of the PAC Budget was to short track the change process, so the reports and analysis was not delayed. He added that if more funds were required by PAC, then this budget requirement could be addressed by raising a Change Proposal (CP). JR agreed and RH reiterated that there was a ring-fenced amount of budget that PAC could draw down on if required.

All members accepted the recommendation of the Annual General (DSC) Change Budget in BP22.

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

2.3. Change Pipeline

Rachel Taggart (RT) presented the Change Development and Delivery Pipeline, noting there was little difference in the Change Pipeline besides the current Change Proposals (CP) moving through the change lifecycle apart from the withdrawal of XRN5382 and the adding of XRN5231 for implementation on 01 April 2023.

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 XRN4900 – Biomethane Sites with Reduced Propane Injection

Paul Orsler (PO) provided a brief overview of this CP noting that this change was part of the carbon Net Zero ambitions, and SGN was assessing the potential to reduce the requirement to inject propane at biomethane entry points in Scotland. He explained that the LDZ embedded entry points may inject biomethane with ~4% propane content to increase the energy value of the gas to meet the GDN target CV which is calculated based on the current Scotland LDZ average daily CV (FWACV).

Richard Pomroy (RP) said in past years and pre-Nexus, there was a wet gas provision that Xoserve dealt with, and he felt this was going back to a similar type of process. PO explained the wet gas had been socialised previously and now there was a need to ensure meter sites were settled accurately.

Bob Fletcher (BF) queried if there was an IGT impact and PO confirmed no there was not, as there are no IGT sites connected to the Networks affected, and he added there was no NTS impact either.

R Loukes (RL) queried if the NTS was impacted as he noted the NTS commodity invoice and energy balancing was referenced. PO confirmed that at this time, no impacts had been identified, although this would be confirmed during the analysis of the CP.

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

Shipper and DNO Members were asked to approve the 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
Transporter Representatives	Voting Count	For
Guv Dosanjh	1	For
Richard Pomroy	1	For
Total	2	For

3.1.2 XRN5393 Implementation of NTS Capacity related UNC Modifications 0752S, 0759S & 0755S

Hannah Reddy (HR) provided a brief overview of this CP noting that the implementation of the 3 capacity related Self-Governance Modifications would be encompassed in the Spring 2022 Release, there were as detailed below:

- 0752S - Introduction of Weekly Entry Capacity Auction
- 0755S - Enhancement of Exit Capacity Assignments

Deleted: 2023

0759S - Enhancements to NTS Within-Day Firm Entry and Exit Capacity Allocations

RP questioned whether there was a requirement for the DNOs to vote on this matter, HR said it was applicable to the DNOs, as it was concerning within day Exit Capacity Auctions. Clare Manning (CM) asked if the newly raised Modification 0779 - Introduction of Entry Capacity Assignments, would be included in the Spring Release. RH said this was not possible as she knew the Modification had a 6 months' development schedule via the Workgroup and it is unlikely to be ready in time for this implementation schedule. HR added there was presently no confirmed date for the Spring Release.

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

Shipper, DNO and NTS 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
Transporter Representatives	Voting Count	
Guv Dosanjh	1	For
Helen Chandler	1	For
Richard Loukes	2	For
Total	4	For

3.1.3 XRN5402 Request impact assessment on proposed REC Change Management Impact Assessment

Simon Harris (SH) provided a brief overview of this CP noting that the CDSP needed the ability to respond to REC’s requests for various levels of Impact Assessments and conform to the agreed timescales in accordance with the REC Change Management Schedule, due to be implemented with the introduction of the REC in September 2021.

He added that it was anticipated that there will be three levels of Impact Assessments being formally requested by the Code Manager, as detailed below:

Standard Impact Assessment – 5 Working Days (WD)

Preliminary Impact Assessment - 15WD

Detailed Impact Assessment - 40WD (Timeframe may differ depending on approval from the Code Manager).

SH explained the CDSP (and its service providers) need to ensure that the appropriate level of detail is provided back to the REC Code Manager within the agreed timeframes to ensure adherence with the REC performance standards (PAB).

RP said that he was aware some discussions had taken place previously and he understood that the 5 and 15 Days would be free, and that the 40 Days would be charged back to the REC and set against the REC business costs. SH confirmed this was correct.

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

All Members were asked to approve the 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
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Helen Chandler	1	For
Richard Loukes	2	For
Heather Ward	1	For
Kundai Matiringe	1	For
Total	6	For

Initial Review Change Pack – for Approval

3.1.4 XRN5365 Request impact assessment on aligning Major Releases to the REC Release Schedule

Simon Harris (SH) explained that this overview was for information only. He provided a summary of this CP noting that the XRN5365 was raised to carry out an impact assessment on the proposed alignment of the Major Release delivery timescales with the REC. He explained that following discussions with the REC Code Manager and the CDSP, a Change Pack was issued out in July (2859.5 - MT - PO) asking several questions to be fed into the REC as part of our impact assessment.

SH confirmed the representation responses had been passed to the REC and that the CDSP will continue to work with the REC Code Manager to understand the Change Management process and change horizon.

SH added that following the final confirmation from the REC on the Implementation Approach, a more detailed IA will be carried out and the required action to be undertaken.

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

Solution Review Change Pack – for Approval

3.1.5 XRN4931 Submission of a Space in Mandatory Data on Multiple SPA Files

Simon Harris (SH) provided a brief overview of this CP noting that this had been discussed in depth at the July 2021 meeting and issued in the June Change Pack.

He said the aspiration was to close this XRN as the numbers were manageable and the cost outweighed the process, and from the 3 representations received all had agreed to the XRN being withdrawn.

Shipper Members were asked to approve the withdrawal/closure of XRN4931.

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

3.1.6 XRN5318 and 5319 – MPID Reassignment of Supplier Short Code and other Party Types

James Barlow (JB) provided a brief overview of this CP noting that this was in relation to XRN5318 and XRN5319 a request was made to complete a feasibility analysis to assess the size, complexity, cost, and delivery timescale of Market Participant ID (MPID). These findings were shared with the Proposer and are detailed as below:

- The changes needed would be significantly high in terms of complexity and size, requiring a major release slot to be delivered;
- The costs identified in the feasibility assessment were circa £1million to £1.75million;
- This assessment identified significant impacts to UK Link, notably SPA, Invoicing, and reporting.

JB explained the findings had been presented to DSG members on 26 July 2021 and members were in support of the recommendation to close these CPs as completed. He added that should customers want to develop functional changes in the future, then a new Change Proposals could be raised to progress these.

Oorlagh Chapman (OC) wanted to confirm that all options and proposals had been explored, as she knew the Proposer Kirsty Dudley (KD) was concerned the CPs were not being taken forward. Paul Orsler (PO) confirmed that all the required analysis and investigation had been undertaken thoroughly and that there was no appetite to progress with these proposed changes currently. He said he would be presenting the CCR at the September meeting, where a formal vote would be requested for closure, he added that this area could be re raised later, via a new CP if required.

New 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.

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

4 Design & Delivery

4.1 Design Change Pack – No Change Pack this Month

Standalone Change Documents for Approval

4.1.1 EQR for XRN5379 Class 1 Read Service Procurement Exercise (Modification 0710)

Ellie Rogers (ER) presented the changes to the Evaluation Quotation Report (EQR) and explained the XRN5379 had been raised to deliver the changes proposed through Modification 0710S - CDSP provision of Class 1 read service.

ER explained that Modification 0710 (and the related IGT Modification 148) proposes that the Central Data Service Provider (CDSP) provides the Class 1 Supply Meter Point (SMP) read service. It will remove the Transporter obligation to provide a Daily Read service to Shippers for non-telemetered Class 1 SMPs. ER confirmed that it does not propose a change to the arrangements for directly connected telemetered Supply Meter Points on Distribution Network Operators (DNOs) or National Transmission System networks.

ER noted the Transporters contract with the Daily Metering Service Providers (DMSP) to provide the Class 1 read service. She added the contracts to provide this service will expire on 31 March 2023 and the CDSP will run the procurement exercise to appoint a Daily Metering Service Provider and new contract commencing on 01 April 2023.

ER reiterated that the EQR is to request funding to support the initial activities (first 6 months), for the procurement of the future Class 1 read Service Provider and these activities will include the following tasks:

Activities covered by this EQR for the first 6 months:

- Baselined high-level requirements for the future Class 1 read service;
- Creation and issuing a Request for Information (RFI);
- Considering RFI responses;
- Creation and issuing a Request for Proposal (RFP);
- Considering RFP responses;
- Production of a full project plan;
- Production of procurement timeline of key activities and dates.

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

Shipper Members were asked to approve the EQR to deliver the changes proposed through Modification 0710S - CDSP provision of Class 1 read service.

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

4.1.2 EQR for XRN5231 FWACV (Flow Weighted Average Calorific Value)

Paul Orsler (PO) explained the changes to the Evaluation Quotation Report (EQR) were required following the announcement by National Grid that it is to withdraw from providing the Distribution Network Operators (DNOs) with the daily LDZ Flow-Weighted Average CV calculation (FWACV) service, this will mean the DNOs will become responsible for calculating their own daily LDZ FWACVs and, publishing the information to Shippers. PO added the associated Request 0719R Workgroup has assessed several options that might support the DNOs in meeting their FWACV calculation/information provision obligations.

PO noted the DNOs have agreed that Xoserve should take the FWACV calculation role over in its entirety from National Grid from 01 April 2022. PO explained that Xoserve are now working to develop a single option solution.

PO reiterated that this EQR is to approve the costs for the Detailed Design phase of the project which will baseline the design and provide 'firm costs' to deliver the agreed solution and the ongoing management of the business costs for the FWACV service.

Activities covered by this EQR are detailed below:

- Mobilisation of the project team including the supplier to deliver design;
- High Level and Detailed Design to confirm any customer impacts;
- Detailed delivery plan with cost to deliver the solution (including MTB costs);
- Business Evaluation Report (BER) production;
- Detailed Design will run from 12 August to 08 October 2021.

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

DNO Members were asked to approve EQR for XRN5231 FWACV (Flow Weighted Average Calorific Value) move to the design phase.

Members voted unanimously in favour as follows:

Voting Outcome:		
Transporter Representatives	Voting Count	
Guv Dosanjh	1	For
Richard Pomroy	1	For
Total	2	For

4.1.3 BER for XRN5321 PAC Ring-Fenced DSC Change Budget 21/22

Karen Kennedy (KK) presented the changes to the Business Evaluation Report (BER) and explained it was to support the Performance Assurance Committees (PAC) monitoring of key metrics across the industry. She added, they previously requested several releases to further develop the DDP proposition, to aid their ability to monitor industry performance.

KK said three of these Releases were delivered as part of XRN4876 with four remaining that require PAC to utilise their 2021-22 change budget funding of £100k. She said the delivery will continue to be based on agile principles and thus time and quality cannot change, only the scope can. Any undelivered user stories (from a release) will be carried forward to be considered as part of the next release's prioritisation.

KK also explained that an additional £12K was also to be approved as part of this BER, with the total of £112k (which includes £100k PAC ring fenced budget) to enable the required resources to be prioritised for delivery. Rebecca Hailes (RH) added that it would be possible to deliver some of the requirements within the £100k arena, however some key areas would be missing and so the complete package could be achieved with the £112k. RH reiterated that this data analysis was a fundamental requirement, as some of the Shippers were continually failing the basic logic checks for meter read submissions.

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

Shipper, DNOs and IGT Members were asked to approve the BER for XRN5321 PAC Ring-Fenced DSC Change Budget 21/22

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
Heather Ward	1	For
Kundai Matiringe	1	For
Total	6	For

4.2 Gemini Horizon Plan

4.2.1 BER for XRN5368 Gemini Change Programme Sustain

Hannah Reddy (HR)) provided a brief overview on the BER for the XRN5368 and explained it contains 7 main requirements. The key area of focus is to sustain and optimise the Gemini Platform by addressing some of the pain points identified by National Grid and wider industry customers.

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

NTS Members was asked to approve the BER for XRN5368 Gemini Change Programme Sustain

Members voted unanimously in favour as follows:

Voting Outcome:		
Transporter Representatives	Voting Count	For
Richard Loukes	2	For
Total	2	For

4.3 Horizon Plan

Hannah Reddy (HR) provided a brief overview on Horizon Plan and explained Modification 0745S - Mandatory Setting of Auction Bid Parameters was progressing with a planned implementation for September 2021, and the ongoing charging changes would be live on 01 October 2021. HR noted the Gemini System enhancements in the Post Implementation Support (PIS) phase would run until the middle of September 2021.

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

4.4 June 2021 Major Release

Richard Hadfield (RHa) provided a brief update on the June 2021 Major Release, and he stated the project go-live had been successfully completed on 26 June 2021. RHa added the Post Implementation Support (PIS) Period 1 had also commenced to plan on 28 June 2021 and had been completed on 09 July 2021. He noted that further PIS periods 2 & 3 were scheduled between September and December to cover all 1st Usage by customers.

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

4.5 November 2021 Major Release

RHa provided an update on the November 2021 Major Release noting the status for the project was tracking as green, the build had been completed and the system test had commenced for XRN4941 and XRN5007. He added the system testing was also complete for XRN5142 and in progress for remaining changes. RHa explained the User Acceptance Testing (UAT) had commenced for XRN5072, XRN5142 and XRN5180 and the XRN4780C plan was currently being detailed out.

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

4.6 Minor Release Drop 10

RHa presented an update on Minor Release Drop 10, noting the project was tracking as green and the build phase was completed for all the changes, together with User Acceptance Testing (UAT) phase. He noted the Regression Testing was in progress, and the expected milestones were predicted to be adhered to, as per the plan. Likewise, the Performance Testing preparation was in progress. Lastly, RHa confirmed go-live was on track for 04 September 2021.

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

Smitha Pichrikat (SP) provided an update on the CSSC Programme Dashboard Update project including a summary of the progress to date and the next steps, and noted the status was green and all the milestones have been met or exceeded in some cases.

She noted that Ofgem had shared some go-live date principles by which they are looking at week days (excluding Mondays) as potential go-live dates. This analysis is currently a high focus area whilst Xoserve continue to work with Ofgem to provide them with the detail required to baseline their go-live principles.

SP explained that Correla had been in discussion with Ofgem regarding the Supplier of Last Resort (SoLR) go-live and she confirmed that discussions could now take place concerning options with the Committee and at the DSG meetings, and she envisaged the initial conversations would take place at the September DSG meeting. She confirmed this would be communicated to all parties in due course,

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

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

6 Any Other Business

6.1 Interactive Unidentified Gas Data Charts

Simon Harris (SH) noted that Xoserve had launched two new interactive charts showing Unidentified Gas (UIG) data and that these can be accessed directly from the Xoserve website and allow customers to 'drill down' to display data for a specific date range. SH said the charts are as detailed below:

- *UIG Percentage by Gas Day – shows daily national UIG percentage levels for the first (D+1) and last (D+5) run of allocation (updated weekly);*
- *UIG as a Percentage of Total Throughput – shows monthly UIG as a percentage of total throughput at allocation and after reconciliations processed to date (updated monthly).*

SH said if there were any queries in relation to this please contact the UIG team via uigtaskforce@xoserve.com

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

6.2 Code Administration Code of Practice (CACoP) - Xoserve engagement.

Orlagh Chapman (OC) advised that she had attended the CACoP meeting this week and she had discussed how best that Xoserve could engage in terms of applying the principles set out in CACoP and how these relate to presenting information and consistency of approach and more specifically to any Cross Code Changes related to UNC. She said this area needed to be explored as to how this would be best identified for any impacts across other codes in respect to regulated changes and those that are not driven by UNC Modifications.

James Rigby (JR) explained that he and OC had been in discussions on this matter, and he had given his views on why they do not feel all of the activities managed by Xoserve fall within the remit of CACoP due to their involvement with non regulated changes and services. OC recommended that it would be good for Xoserve to attend the next meeting and JR confirmed he would be happy to attend and provide some background to the Xoserve change process and how these are managed. OC proposed that it would be useful to discuss the mechanics of how Xoserve changes could be encompassed within the Central Modification Register (CMR) particularly where they link to UNC Modifications.

LOS explained that the UNC is taking over the responsibilities for managing the CMR across the codes and that a couple of suggestions had already been raised on linking XRN's to Modification numbers with the inclusion of an additional column, and this topic was being discussed presently.

New 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.

6.3 Project 1Stop

Megan Troth (MT) provided a verbal update on Project 1Stop and explained this was to improve the change check on the Xoserve website. She thanked members for their input into the recent survey and confirmed these had been presented to the DSG Governance meeting and subsequently following this meeting, Xoserve now had 3 user stories, which encompassed the following areas:

- Customers being able to access updated information;
- Making Change Proposals easier to navigate through;
- Clear and concise view of Change Register – more customer friendly.

MT confirmed communications were being circulated regarding the processes and the interest was being monitored.

JR also thanked all members for their input and time, and he reiterated the value and usefulness of the comments provided in the KVI survey and confirmed that these were being actively addressed and investigated.

6.4 UNC User Representatives

LOS noted DSC Change Management Committee did not have any Shipper Class C representation from 01 October 2021 due to a lack of nominations this year.

Bob Fletcher (BF) explained as such, the votes would be allocated slightly differently from October 2021 in line with the UNC General Terms – Section D CDSP and UK Link regarding the reallocation of votes. If a Shipper Class has no representation, the Shipper Class Votes will be allocated to the other two Shipper classes and in this example 1 vote to Class A and 1 vote to Class B, allocated randomly to a member in each class.

Bob Fletcher (BF) confirmed a full list of DSC Committee, UNC Panel and UNC Committee members would be issued in due course in line with the Guidelines for the User Representatives Appointment Process.

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 08 September 2021	Microsoft Teams	Standard Agenda
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 11 August 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)	Carried Forward

Joint Office of Gas Transporters

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)	Pending
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)	Pending