

**UNC DSC Contract Management Committee Minutes**  
**Wednesday 20 October 2021**  
**via Teleconference**

<b>Attendees</b>			
Loraine O'Shaughnessy (Chair)	(LOS)	Joint Office	Non-Voting
Karen Visgarda (Secretary)	(KV)	Joint Office	Non-Voting
<b>Shipper User Representatives (Voting)</b>			
Oorlagh Chapman	(OC)	Centrica	Class A Voting + Class C
Phillipa Burton	(PB)	ScottishPower	Class A Voting
Rebecca Greer	(RG)	Corona Energy	Class B + Class C
Steve Mulinganie	(SM)	Gazprom Energy	Class B Voting
<b>Transporter Representatives (Voting)</b>			
Helen Chandler	(HC)	Northern Gas Networks	DNO Voting
Sally Hardman	(SHa)	SGN	DNO Voting
Richard Loukes	(RL)	National Grid	NTS Voting
Brandon Rodrigues	(BR)	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>			
Angela Clarke	(AC)	Xoserve	
Claire Louise Roberts	(CLR)	ScottishPower	
Dave Turpin	(DT)	Xoserve	
Ellie Rogers	(ER)	Xoserve	
Emma Lyndon	(EL)	Correla	
James Rigby	(JR)	Xoserve	
Jaimee LeResche	(JLR)	Xoserve	
Paul Orsler	(PO)	Xoserve	
Mark Pollard	(MP)	Correla	
Mark Lain	(ML)	E.ON	
Mike Orsler	(MO)	Correla	
Steve M Deery	(SD)	Correla	
<i>Copies of all papers are available at: <a href="https://www.gasgovernance.co.uk/dsc-contract/201021">https://www.gasgovernance.co.uk/dsc-contract/201021</a></i>			

## 1. Introduction

Lorraine O'Shaughnessy (LOS) welcomed all to the meeting, confirming the meeting to be quorate. LOS explained due to the time constraints on the industry due to other more pressing priorities and time deadlines, the agenda had been re assessed and certain areas would be deferred to a later meeting.

### 1.1. Apologies for absence

Andrea Godden  
Kundai Matirnge

### 1.2. Alternates

Richard Loukes for Andrea Godden National Grid  
Brandon Rodrigues for Kundai Matringe IGT Representative

### 1.3. Confirm Voting rights

LOS advised with the conclusion of the UNC nomination process, there had been a few changes to Shipper Members, she welcomed Phillipa Burton and Rebecca Greer to the Committee.

LOS explained that under the UNC rules, where a constituency does not have votes allocated as in this case Class C, as there were no member nominations during the election process, the votes will be reallocated as set out in UNC General Terms Section D CDSP and UK Link Annex D2 paragraph 2.2.8. Therefore, Class A and Class B would take 1 of the Class C votes each. This definition of Shipper Classes is detailed below:

#### *2 Shipper User Representatives*

##### *2.1 Classes of Shipper User Groups*

*2.1.1 A Shipper User Group is in Class A if at the Relevant Date the number of Supply Points in respect of which a relevant Shipper User is the Registered User exceeds, in aggregate, one million (1,000,000).*

*2.1.2 A Shipper User Group is in Class B if at the Relevant Date:*

*(a) it is not a Class A Shipper User Group; and*

*(b) in respect of Supply Points in relation to which a relevant Shipper User is the Registered User, not less than fifty per cent (50%) of such Supply Meter Points comprised in such Supply Points are assigned a Market Sector Code indicating the Supply Point Premises are Non-domestic Premises.*

*2.1.3 A Shipper User Group is in Class C if it is not in Class A or in Class B.*

Oorlagh Chapman (OC) confirmed she was happy to take the Shipper Class C vote. OC would take the Shipper Class C vote for the continuing period of the term.

Rebecca Greer (RG) confirmed he was happy to take the Shipper Class C vote. It was agreed she would take the vote for this meeting only. Steve Mulinganie (SM) would take the Shipper Class C vote for the continuing period of the term.

All Committee members confirmed their agreement with this allocation of the Shipper Class C votes.

Representative	Classification	Vote Count
<b>Shipper</b>		
Oorlagh Chapman	Shipper Class A + Class C	2 votes
Phillipa Burton	Shipper Class A	1 vote
Rebecca Greer	Shipper Class B + Class C	2 votes
Steve Mulinganie	Shipper Class B	1 vote
<b>Transporter</b>		
Helen Chandler	DNO	1 vote
Sally Hardman	DNO	1 vote
Richard Loukes (Alternate for Andrea Godden)	NTS	2 votes
Brandon Rodrigues (Alternate for Kundai Matiringe)	IGT	2 votes

#### 1.4. Approval of Minutes (15 September 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 had been pre-advised and were approved.

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

**Action 0901:** Xoserve (DA) to provide an update at the DSC Change Management Committee (ChMC) in October where he believes the consultation is at, based on the responses being received.

**Update:** DA confirmed he had provided an update at the ChMC and that the preferred option is Option 2 and that this would be encompassed in the Change Pack. The action was then closed. **Closed.**

**Action 0902:** Xoserve (DA) to carry out an assessment on how to communicate and assess REC-Cross Code Modifications and implications on Central systems by producing a simple table to review at future DSC Change and Contract meetings.

**Update:** DA provided an update and overview of the process, and the action was then closed. **Closed.**

**Action 0903:** *DCC Advanced Meters/exempt from DSC Service Charge Reporting* - CDSP (PO) to provide update to SM to support further engagement of issue and proposed resolution with ICOSS members.

**Update:** PO confirmed he will attend the ICOSS meeting to update the members on this topic on 11 November 2021, SM said that would be very beneficial. The action was then closed. **Closed**

## 2. Covid-19 Update

Angela Clarke (AC) confirmed there was no Covid-19 update and that it was proposed to take this topic off the agenda for now, and it would be reinstated if any further restrictions were reintroduced UK wide at a later date. AC also confirmed that the final COVID update had been published on Xoserve.com and no adverse feedback had been received in relation to ending these.

### 3. Approvals

#### 3.1. MAP API Enhancement

Mark Pollard (MP) provided an overview of the previous background and the associated issue. MP then high-levelled the solution and explained following the inclusion of the MAP ID into UKLink that Correla would like to enhance the service to allow MAPs to search via a new method, either an MPRN or MSN. He explained the API will then check if the MPRN or MSN number correlates to the customers' MAP ID. If it does, it will provide the data. This logic is used for Supplier and Shipper API services where Correla use Supplier ID and Shipper ID and it will bring the API in line with their other API services. MP added that no changes were needed to the Data Permission Matrix as part of this change.

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

All members were asked to approve the approval for MAP ID to be used to validate MAP API

Members voted unanimously in favour as follows:

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Oorlagh Chapman	2	For
Phillipa Burton	1	For
Rebecca Greer	2	For
Steve Mulinganie	1	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For</b>
Helen Chandler	1	For
Sally Hardman	1	For
Richard Loukes (Alternate for Andrea Godden)	2	For
Brandon Rodrigues (Alternate for Kundai Matiringe)	2	For
<b>Total</b>	<b>6</b>	<b>For</b>

#### 3.2. Market Domain Data (MDD) Changes

Mike Orsler (MO) provided an overview of the Market Domain Data Market Participant Identity Verification Approach Document proposed changes. Helen Chandler (HC) asked in future if these types of changes could be highlighted to the CDSP as part of the usual operating practices and both MO and David Addison (DA) confirmed this would be the case.

Oorlagh Chapman (OC) explained at the ChMC last week, she had raised some questions on behalf of Elly Laurence (EL) from EDF in relation to the MDD as detailed below:

*“In section 4.3 reference is made to “UNC Party Role Type” but this is not defined anywhere in document. The only definition we have is in section 4.3 which says:*

*“. the Market Participant Identity of a UNC Party Role Type (i.e., Supplier, Transporter, IGT or Shipper).”*

*This is not a definition as i.e., means for instance so that means other party role codes that are not on this list could be included without anyone knowing. A row on the table in section 3.1 for an unequivocal list of what roles are “UNC Party Role Types” is required and possibly something in section 6.*

*Also – I cannot see anything in the document that describes whether an MPID which hasn't been deleted can be reallocated to another legal entity (I have fed this back twice now and haven't seen any update). Section 4.3 is all about deleted MPIDs..."*

MO said he would respond directly to EL regarding this matter and that this was being taken into consideration.

MO then sought approval for the committee to approve the document pending the requested updates being made and confirmed he would email the completed document to the members as confirmation on 20 October 2021.

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

All members were asked to approve the Market Domain Data Market Participant Identity Verification Approach Document.

Members voted unanimously in favour as follows.

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Oorlagh Chapman	2	For
Phillipa Burton	1	For
Rebecca Greer	2	For
Steve Mulinganie	1	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
Richard Loukes (Alternate for Andrea Godden)	2	For
Brandon Rodrigues (Alternate for Kundai Matiringe)	2	For
<b>Total</b>	<b>6</b>	<b>For</b>

### 3.3. XRN5419 Changes to SDT Table v19 to support REC

Angela Clarke (AC) explained the function and role of SPAA had closed as of the 01 September 2021 as part of the transition to REC, henceforth all the SPAA obligations would now be governed under REC. AC explained following the update with REC last month, a piece of work has been carried out to identify any services within the DSC Service Description Table that had either transitioned to REC or could be removed as they were no longer required and the SDT has been amended to reflect the proposed changes.

AC for the lines below, Xoserve were seeking approval at the that the lines could be removed, as detailed below.

<b>Service line with effect from 01/04/21</b>	<b>Service Requirement Description</b>	<b>Proposed change to SDT v19</b>
ASGT-NC SA9-03	Provision of Distribution Network Operator Supply Point count to SPAA Ltd	Remove as REC have confirmed that they do not require this report
<del>ASIGT</del> NC SA9-01	Provision of <del>IGT</del> supply point count to SPAA Ltd	Remove as REC have confirmed that they do not require this report

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

All members were asked to approve the changes to the SDT Table to align with the REC.

Members voted unanimously in favour as follows.

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Oorlagh Chapman	2	For
Phillipa Burton	1	For
Rebecca Greer	2	For
Steve Mulinganie	1	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
Richard Loukes (Alternate for Andrea Godden)	2	For
Brandon Rodrigues (Alternate for Kundai Matiringe)	2	For
<b>Total</b>	<b>6</b>	<b>For</b>

### 3.4. DRR – XRN5352 Adding the RECCo as a new user type to the DPM

Jaimee LeResche (JLR) explained that RECCo had provided new data items which had been discussed with the Contract Managers previously. JLR noted the proposed amendments to the Data Permission Matrix are:

- a) Add the RECCo as a new user in order to access data
- b) Update the Conditionality document to detail the use case of data provided to the RPA

JLR said that the approval was to enable the additional release of data to the REC Performance Assurance (RPA) Code Manager.

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

All members were asked to approve the amendments to the Data Permission Matrix.

Members voted unanimously in favour as follows.

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Oorlagh Chapman	2	For
Phillipa Burton	1	For
Rebecca Greer	2	For
Steve Mulinganie	1	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
Richard Loukes (Alternate for Andrea Godden)	2	For

Brandon Rodrigues (Alternate for Kundai Matiringe)	2	For
<b>Total</b>	<b>6</b>	For

**3.5. XRN5235 – Request for access to SOQ data and capacity figures which influence transportation charges.**

Paul Orsler (PO) provided an update on the CP and explained XRN5235 had originally been raised with the previous title of; “Include SOQ in the “UIG Additional National Data” report (Originally introduced by XRN4806). The title was amended following a discussion with the Proposer, with the new title better reflecting the scope of the change. He added that more time had been requested to review this CP by the constituents at the last ChMC meeting in September and no further issues had been raised. Gazprom had originally raised the CP XRN5235 to request access to aggregated SOQ and AQ data to better understand how capacity levels had been changing and how this might affect the annual Distribution Network Transportation.

PO said at the previous ChMC meeting the Committee had been asked if this was still to be progressed as a DSC funded change if it was of benefit to other Shippers. He added that the expectations were that a Solution Option Change Pack was to be issued out to ChMC in October 2021, which outlined two solution options (if approval is given to proceed as above), with both being proposed to be published on the secure area of Xoserve.com. These were

Option 1: Use Existing BOPRI 2 (LDZ aggregation)

Option 2: Amend BOPRI 2 report for lower aggregation (e.g., EUC, no site specific)

Please note: If DSC decide it cannot proceed as DSC funded, this will be progressed as an ASR for specific Shipper entities, but discussions at CoMC for permissions are still required.

Existing BOPRI 2 Report Data Items:

- LDZ e.g., NW, EM, WM, EA etc
- Network ID e.g., NWT, EOE, WMIDS
- Aggregate AQ
- Aggregate SOQ
- Load Band
- Supply point count

1. Do CoMC approve to allow DSC customers (Shippers) visibility of national aggregated AQ/SOQ values, either at LDZ or Lower (e.g. EUC)?

2. Do CoMC approve the proposed publication (Secure Area on Xoserve.com as per UIG Stats)?

In the case of ASR, delivery mechanism to be determined but would be secure and on a one-to-one basis.

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

All members approved to allow DSC customers (Shippers) visibility of national aggregated AQ/SOQ values, either at LDZ or Lower (e.g. EUC) and the publication (Secure Area on Xoserve.com as per UIG Stats)

Members voted unanimously in favour as follows.

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Oorlagh Chapman	2	For
Phillipa Burton	1	For
Rebecca Greer	2	For
Steve Mulinganie	1	For
<b>Total</b>	<b>6</b>	For
Transporter Representatives	Voting Count	For/Against
Helen Chandler	1	For
Sally Hardman	1	For
Richard Loukes (Alternate for Andrea Godden)	2	For
Brandon Rodrigues (Alternate for Kundai Matiringe)	2	For
<b>Total</b>	<b>6</b>	For

#### 4. Business Plan Updates

##### 4.1. BP22

Dave Turpin (DT) thanked all for their feedback and explained the BP22 was being updated based on feedback received to date and we are aiming to publish on 29 October 2021. DT said that due to the present challenges and resource issues within the industry, that this may put the November 2021 Release at risk, with regards to progressing the migration of supplier points to Shippers supplying gas into the system. He added that he did not anticipate having to add any extra costs into the BP22 in relation to this matter.

DT said that the update regarding CMS would also be included in the second draft, and that from a Gemini perspective he was sure the costs would still hold true, due to the fact during the first year Gemini would still be active.

Steve Mulinganie (SM) asked in view of the SoLR situation with 2 million customers impacted, did Xoserve have the ability and resources to process these in a timely manner. DT said that there was a priority to balance system and all parties were working to ensure a 5-day resolution time frame, with a capacity to migrate 100,000 a day.

DT reiterated that all feedback relating to BP22 was welcomed and that to contact him directly: Dave Turpin [dave.turpin@xoserve.com](mailto:dave.turpin@xoserve.com)

The Draft Business Plan can be viewed at: <https://www.xoserve.com/news/we-ve-published-our-2022-draft-business-plan/>.

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

#### 5. Retail Energy Code (REC) Update

Jayne McGlone (JMc) provided an overview of the presentation which included a summary of the planned meetings, key milestones, key dates for the Ofgem Consultation, and advised that Xoserve were in discussions with RECCO with regards to negotiating what Xoserve will provide in terms of the Gas Enquiry Services. Xoserve will be reviewing the impacts V3 will have on the DSC and plan to feed this back to CoMC in due course.

DA explained that Modification 0784 - Transition to the Central Switching Service and the Retail Energy Code v3.0 was being presented to the October Panel, and the rules would be developed over a 3-month period based on the CSS implementation date – June 13 2022 – August 2022. The Modification would be included within the Distribution Workgroup.



Dave Addison said that conversations had been started with RPA for the RECv3.0 with regards to the obligations relating to the CDSP activities.

*Formal rest break taken for 15 minutes.*

**6. Class 1 Read Service**

**6.1. Procurement Exercise – Modification 0710**

Ellie Rogers (ER) provided a further update and advised that Xoserve had sent a Request for Information (RFI), this is the first step in the process to see who might tender, and that in December 2021 a Request for Proposal (RFP) would be issued.

**7. Monthly Contract Management Report**

**7.1. KPM Update**

**7.2. KPM – Customer Relationship Survey Results (Q1)**

Not discussed – deferred to the November meeting.

**7.3. Contract Metrics**

Paper published for information. No discussions held, deferred to the November meeting.

**7.4. Quarterly Invoice Update**

Not discussed – deferred to the November meeting.

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

**7.5. Xoserve Incident Summary**

Not discussed – deferred to the November meeting.

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

**7.6. UK Link Flow PIR**

Not discussed – deferred to the November meeting.

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

**7.7. Issue Management Updates**

Not discussed – deferred to the November meeting.

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

**7.6.1 Issue Management Dashboard**

Paper published for information. No discussions held.

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

Not discussed – deferred to the November meeting.

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

**9. Information Security Update**

Confidential paper circulated for information. No discussions held.

**10. Financial Information**

Paper provided for information. Deferred until November.

**11. Business Continuity Plan**

Paper provided for information. No discussions held.

**12. Contract Assurance Audit**

Paper provided for information. No discussions held.

**13. Key Committee Updates**

**13.1. DSC Change Management Committee**

Paper provided for information. No discussions held.

**14. Any Other Business**

**14.1. Supplier DCC Charging Issue**

PO provided a further update from the month and provided a high-level overview of the next steps as detailed below:

- New Advanced Meter Report provides an improved central system view of MPRN counts that are determined to be exempt from DCC Charging Methodology arrangements
- If deemed necessary, Xoserve can further improve the appropriateness of information being supplied to DCC by allowing Suppliers to Self-Report relevant datasets each month.
- This can include either.
  - A) Suppliers count of Micro-Business portfolio – which Xoserve do not presently hold and would therefore add to the improved Advanced Meter Report to reflect total count of exempt DCC MPRNs, or;
  - B) Suppliers count of MPRNs within portfolio that are deemed exempt from DCC charges – i.e., your ‘Supplier market share – count of all designated premises’.
- Suppliers to confirm if they plan to Self-Report, and to confirm whether this is for a) Micro-Business portfolio or b) Suppliers count of exempt MPRNs
- Snapshot from Suppliers systems to be taken as of 15th of each month
- To be Supplied to Xoserve by 25th of each month - using the following email address: commercial.enquiries@xoserve.com
- In absence of Supplier Self Reporting MPRN counts, Xoserve will use Advanced Meter Report MPRN counts as the default position

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

**14.2. Update on the assessing pre-COVID AQ values change**

JMc confirmed the pre COVID AQ values change had been encompassed in the Change Pack that had been circulated for industry consultation following approval of the DRR at the recent extraordinary CoMC meeting.

**14.3. Cloud Programme Overview**

DT provided a verbal update on the UK Link Cloud Programme and explained that migrating the current solution over to the Cloud would be taking place over the next few years and that it was anticipated this solution would be a SFT solution. DT added that the overall aim was to minimise the dual running of a Cloud based and IX based solution. DT confirmed that the IX Users would be communicated in due course to seek their views.

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

**14.4. CMS Re-build**

DT explained that the pros and cons were still being discussed regarding each of the models for example a subscription-based option was one that was under discussion.

#### 14. Recap of decisions made during meeting

Angela Clarke (AC) provided verbal overview of the decisions made during the meeting and all agreed with her summary and next steps.

#### 15. 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 17 November 2021	Microsoft Teams	Standard Agenda
09.30 Wednesday 15 December 2021	Microsoft Teams	Standard Agenda

**Action Table (as of 20 October 2021)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
0901	15/09/21	5.0	<i>Re-assignment of Supplier Identity in the event of an appointment of a Supplier of Last Resort (SoLR)</i> Xoserve (DA) to provide an update at the DSC Change Management Committee in October where he believes the consultation is at, based on the responses being received.	Xoserve (DA)	October 2021	Closed
0902	15/09/21		Xoserve (DA) to carry out an assessment on how to communicate and assess REC-Cross Code Modifications and implications on Central systems by producing a simple table to review at future DSC Change and Contract meetings	Xoserve (DA)	October 2021	Closed
0903	15/09/21	14.2	<i>DCC Advanced Meters/exempt from DSC Service Charge Reporting - CDSP (PO) to provide update to SM to support further engagement of issue and proposed resolution with ICOSS members.</i>	CDSP (PO)	October 2021	Closed