

UNC DSC Change Management Committee Minutes
Wednesday 13 July 2022
Via teleconference

Attendees			
Bob Fletcher (Chair)	(BF)	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 + Class C Voting
Oorlagh Chapman	(CM)	Centrica	Class A Voting
Lisa Saycell	(LS)	Gazprom Energy	Class B Voting
Ross Easton	(RE)	Total Gas & Power	Class B Voting + Class C Voting
Transporter Representatives (Voting)			
Guv Dosanjh	(GD)	Cadent	DNO Voting
Tom Stuart	(TS)	Wales & West Utilities	DNO Voting
Bill Goode + Alternate for Richard Loukes	(BG)	National Grid	NTS Voting
Heather Ward	(HW)	Energy Assets	IGT Voting
Kundai Matiringe	(KM)	BUUK	IGT Voting
CDSP Change Management Representatives (Non-Voting)			
Paul Orsler	(PO)	Xoserve	
James Rigby	(JR)	Xoserve	
Emma Smith	(ES)	Xoserve	
Observers/Presenters (Non-Voting)			
Andy Clasper	(AC)	Cadent	
Ben Mulcahy	(BM)	Northern Gas Networks	
Clare Manning	(CM)	EON	
David Addison	(DA)	Xoserve	
David Newman	(DN)	Xoserve	
James Barlow	(JB)	Xoserve	
Emma Catton	(EC)	Xoserve	
Emma Lyndon	(EL)	Correla on behalf of Xoserve	
Jo Williams	(JW)	Xoserve	
Kirsty Dudley	(KD)	E.ON	
Michelle Niits	(MN)	Corrlea	
Molly Hayley	(MH)	Xoserve	
Peter Hopkins	(PH)	Xoserve	
Rachel Taggart	(RT)	Xoserve	
Rajiv Patel	(RP)	Xoserve	
Richard Hadfield	(RH)	Xoserve	
Sally Hardman	(SH)	SGN	
Simon Harris	(Sha)	Xoserve	

Vikki Orsler	(VO)	Xoserve
<i>Copies of all papers are available at: http://www.gasgovernance.co.uk/dsc-change/130722</i>		

1. Introduction

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

1.1. Apologies for absence

Richard Loukes, National Grid NTS

1.2. Alternates

Bill Goode for Richard Loukes

1.3. Confirm Voting rights

BF confirmed the voting rights as detailed below:

Representative	Classification	Vote Count
Shipper		
Claire Louise Roberts	Shipper Class A & C	2 votes
Oorlagh Chapman	Shipper Class A	1 vote
Lisa Saycell	Shipper Class B	1 vote
Ross Easton	Shipper Class B & C	2 votes
Transporter		
Guv Dosanjh	DNO	1 vote
Tom Stuart	DNO	1 vote
Bill Goode + (Alternate for Richard Loukes)	NTS	2 votes
Heather Ward	IGT	1 vote
Kundai Matiringe	IGT	1 vote

1.4. Approval of Minutes (08 June 2022)

The minutes of the previous meeting were approved.

1.5. Review of Outstanding Actions

Action 0105: Change Pipeline - Xoserve (PO) to review how the Change Pipeline information is presented/delivered going forward.

Update: Paul Orsler (PO) confirmed this action could be closed as the Change Pipeline was for discussion within Section 2 below. **Closed.**

Action 0106: CDSP (PO) to put in place a process which ensures that DSC Change Management Team are kept fully informed of future communications and decisions that involve Change Proposals with the DDP Team and provide an overview of the governance process.

Update: PO confirmed this action could be closed as the information would be discussed within the DDP Section 4 below. **Closed.**

Action 0206: CDSP PH/PO to present the scope candidates for a February / June 2023 Major Release.

Update: PO confirmed this action could be closed as this topic would be discussed within Section 2 below. **Closed.**

1.6. UNC User Representative Update

BF advised there had only been 3 nominations for the 2022/23 User Representative positions on the DSC Change Management Committee, so there could be a risk from October 2022 that a meeting may not be quorate due to the minimum requirement for 3 Shipper User members to be present. An unexpected or unplanned event might impact 1 or more Shipper User members or their alternate being present.

James Rigby (JR) explained that the DSC ChMC was an important committee and that it should be well attended with the appropriate User Representatives.

BF stated the present vacancies were:

- 1 vacancy for Shipper Class A
- 2 vacancies for Shipper Class C.

BF highlighted that if there were no nominations for a particular Class the votes would be apportioned to the other Shipper Class members' and this could mean that a Shipper Class could have 3 members if they receive 3 nominations.

JR confirmed that he would write out to the Contract Managers to garner more support and this would hopefully instigate more nominations.

New Action 0107: James Rigby (JR) Xoserve to write out to DSC Shipper User Contract Managers to request further User Representative nominations for the DSC ChMC.

2. DSC Change Budget Update & Horizon Planning

2.1. Change Budget Update

James Rigby (JR) provided an overview of the Change Budget for 2023, the full presentation can be accessed via the link: <https://www.gasgovernance.co.uk/dsc-change/130722>

BF challenged the consistency of terminology between the presentation and the DSC Change Management Procedures.

JR stated that he would be assessing the overall Change documentation to ensure it was still fit for purpose, as it was produced pre-Retail Energy Code (REC). It was agreed this was a sensible approach and Lisa Saycell (LS) requested that the Change Catalogue should be encompassed within this review.

New Action 0207: JR (Xoserve) to assess the DSC Change related procedures and documents to ensure they are still fit for purpose.

JR stated the proposed 2023 Budget was not asking for any more funds and that the split was the same as 2022. He confirmed most costs were for major release costs and standalone costs with PAC having £125k for new PARR Reports.

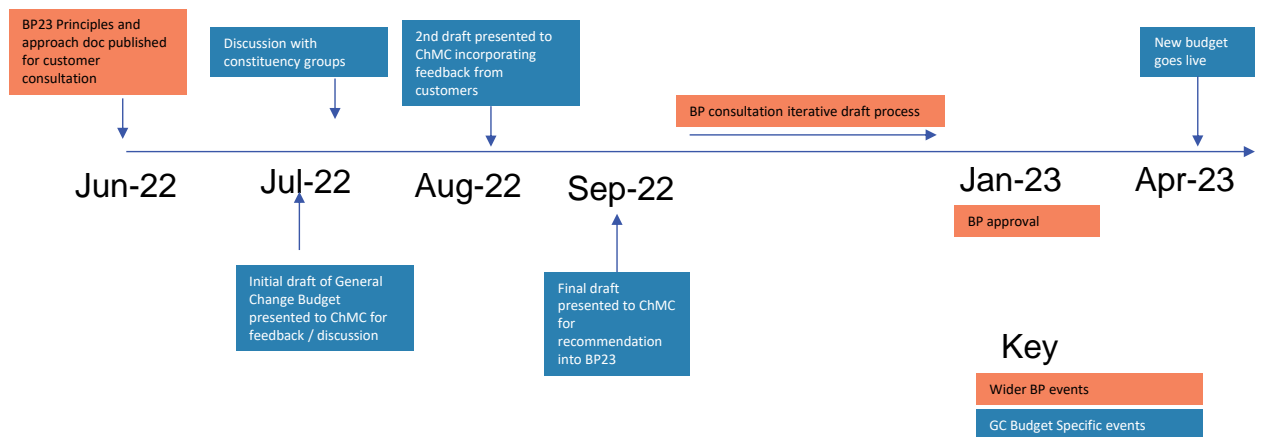
JR noted that the design costs would be ring fenced and that the Releases would be discussed prior to the design phase, to reduce the amount of decision changes regarding the scope. He added this would be managed on a change-by-change basis rather than on a release basis and would be better value with the Releases touching the Common Code.

JR overviewed the split as detailed below:

- Shippers have committed 8% of their approved BP22 budget
- DNOs have committed 5%
- IGTs have committed 5%
- NTS 0%.

JR then provided an overview of the timeline as below:

Timeline for Next Steps



JR requested that any questions or comments regarding the proposed Change Budget should be directed to him in the first instance, and that he was more than happy to discuss this with individuals direct. James.Rigby@xoserve.com

Kundai Matiringe (KM) enquired about the status of the appeal for BP22 and whether this would be resolved prior to finalisation of BP23. Emma Smith (ES) stated Xoserve were still awaiting an update from Ofgem and Oorlagh Chapman (OC) said this was the same situation from Centrica’s perspective.

2.2. Change Pipeline

Paul Orsler (PO) presented the Change Development and Delivery Pipeline and noted that following the feedback, Xoserve had now simplified the Customer User experience, a view of Delivery Pipeline for 2022/2023 was then presented. All agreed the information contained was very helpful and it was confirmed that this format would now be shared monthly.

OC agreed this information was beneficial, and she again reiterated that the Xoserve website still needed to show up-to-date information on it, with one defined location, rather than having to search in different areas to access the required information.

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

2.3. Scope candidates for a Feb/June 2023 Major Release

Peter Hopkins (PH) provided an overview of the UK Link February 2023 Major Release and explained it would ‘go live’ over a weekend as there were no associated REC changes required.

PH stated once approval was gained, then BER would be prepared in readiness for the extraordinary meeting to be held at 10.00am on Friday 22 July 2022 for approval. <https://www.gasgovernance.co.uk/dsc-change/220722>

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

Shipper, DNO, and IGTs Representatives were asked to support the scope of the UK Link February 23 Major Release. The vote was taken by exception and unanimous approval was recorded.

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Lisa Saycell	1	For
Ross Easton	2	For

Total	6	For
Transporter Representatives	Voting Count	For
Guv Dosanjh	1	For
Tom Stuart	1	For
Heather Ward	1	For
Kundai Matiringe	1	For
Total	4	For

3. Capture

3.1. New Change Proposals – For Approval

3.1.1 XRN5529 – UNC Derogation process – Modification 0800

Simon Harris (SHa) provided an update to XRN5529 and advised this Change was raised to support Modification 0800 - *Introducing the concept of a derogation framework into Uniform Network Code (UNC)*, which is seeking to introduce the concept of derogation into UNC Code and the associated Governance.

SHa noted the CDSP would need a process set up in which to receive, process and handle these derogation requests.

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

Shipper, DNO, National Grid NTS and IGTs Representatives were asked to support the Change Proposal proceeding into the Capture phase. The vote was taken by exception and unanimous approval was recorded.

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Lisa Saycell	1	For
Ross Easton	2	For
Total	6	For
Transporter Representatives	Voting Count	
Guv Dosanjh	1	For
Tom Stuart	1	For
Bill Goode + (Alternate for Richard Loukes)	2	For
Heather Ward	1	For
Kundai Matiringe	1	For
Total	6	For

3.1.2 XRN5531 – Hydrogen Village Trial

SHA advised that XRN5531 Change was raised to allow the CDSP to undertake an assessment establishing the potential impacts and DSC process changes to facilitate the consumption of a Hydrogen CV and that a settlement and billing process is in place for the affected Trial areas utilising Hydrogen.

SHA explained the processes designed as part of this Hydrogen Village Trial will need to be replicable for the next phase of Hydrogen development, so cannot be designed specifically for this trial alone. Items for Xoserve to consider but not be limited to:

- Transporter, Shipper, and Supplier Licences
- Gas Act
- Gas (Calculation of Thermal Energy) Regulations
- UNC & IGTUNC
- REC
- Settlement
- Energy tracking and Billing systems and processes
- IGT Networks
- Metering
- Calorific Value
- LPG Networks

Some of the impacted items identified by this Change Proposal may not be required for the Hydrogen Village Trial but may be applicable to later trials. Xoserve will also be required to lead/support DNOs with Industry communications.

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

Shipper, DNO, National Grid NTS and IGT Representatives were asked to support the Change Proposal proceeding into the Capture phase. The vote was taken by exception and unanimous approval was recorded.

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Lisa Saycell	1	For
Ross Easton	2	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Tom Stuart	1	For
Bill Goode + (Alternate for Richard Loukes)	2	For
Heather Ward	1	For
Kundai Matiringe	1	For
Total	6	For

3.1.3 XRN5532 – Hydrogen Town Trial

SHa provided an update for XRN5532 and advised this Change was raised for the CDSP to undertake an assessment establishing the potential impacts and DSC process changes to facilitate the consumption of a Hydrogen CV and that a settlement and billing process is in place for the affected Town areas utilising Hydrogen.

SHa added the processes designed as part of the Hydrogen Village Trial will need to be replicable for the next phase of Hydrogen development, so Hydrogen Town design needs to be considered at the same time as Hydrogen Village – ensuring that long term roll out of Hydrogen design is considered. Items for Xoserve to consider but not be limited to:

- Transporter, Shipper, and Supplier Licences
- Gas Act
- Gas (Calculation of Thermal Energy) Regulations
- UNC & IGTUNC
- REC
- Settlement
- Energy tracking and Billing systems and processes
- IGT Networks
- Metering
- Calorific Value
- LPG Networks

Some of the impacted items identified by this Change Proposal may not be required for the Hydrogen Village Trial but may be applicable to Town so understanding the full design requirements is crucial to develop robust requirements for Hydrogen Town and beyond. Xoserve will also be required to lead/support DNOs with Industry communications ensuring that all Industry parties are aware of the projects, impacts, and the change requirements.

Lisa Saycell (LS) asked if there was a process to update the industry on the implications and communications of the trials. SHa confirmed that the industry would be receiving regular updates and communications on the trials in due course.

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

Shipper, DNO, National Grid NTS and IGT Representatives were asked to support the Change Proposal proceeding into the Capture phase. The vote was taken by exception and a unanimous approval was recorded.

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Lisa Saycell	1	For
Ross Easton	2	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Tom Stuart	1	For
Bill Goode + (Alternate for Richard Loukes)	2	For
Heather Ward	1	For
Kundai Matiringe	1	For
Total	6	For

3.1.4 XRN5535 – Processing of CSS Switch Requests Received in ‘Time Period 5’

David Addison (DA) advised that XRN5535 Change was raised to mitigate the circumstances where the GRDA receives messages after 02:59:59, he added that these should be exceptionally rare – i.e., systems have failed in normal operation; the resilience built into the system to maintain contiguous service have failed, such that they cannot be restored within the 1-hour RTO; Target DR Recovery has been missed AND Maximum DR Recovery has also been missed.

DA noted, since this change is required in such rare circumstances this change needs to identify a solution that is cost effective to implement so that these Registrations can be recorded in UK Link systems.

DA advised this change should focus on short term options for implementation. It is not proposed to initiate a large investment given the extremely low likelihood of this scenario occurring.

LS asked how an issue would be communicated, and DA noted that the standard communications would be sent to the DSC Contract Managers in the first instance.

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

Shipper, DNO, National Grid NTS and IGT Representatives were asked to support the Change Proposal proceeding into the Capture phase. The vote was taken by exception and unanimous approval was recorded.

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Lisa Saycell	1	For
Ross Easton	2	For
Total	6	For
Transporter Representatives	Voting Count	For
Guv Dosanjh	1	For
Tom Stuart	1	For
Bill Goode + (Alternate for Richard Loukes)	2	For
Heather Ward	1	For
Kundai Matiringe	1	For
Total	6	For

3.2. Solution Review – For Approval

3.2.1 XRN5469 – Increasing the Frequency of FSG payments

PO provided an overview of XRN5469 and explained this had been published in June Change Pack.

PO advised this BER was requesting approval of funding of this change request for an additional 1.0 FTE, at a cost of £36,900 from September 2022 to March 2023 (and £63,300 from April 2023 to April 2024, and per annum thereafter but subject to any future DSC+ schedule changes that affect the daily FTE rate card) be added to the Business Operations Invoicing Team in order to provide a faster payment service for “Failure to Supply Gas” (FSG GSoP1) payments.

For full details please refer to the papers published.

Shipper and DNO Representatives were asked to approve the Solution Option 1. The vote was taken by exception and unanimous approval was recorded.

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Lisa Saycell	1	For
Ross Easton	2	For
Total	6	For
DNO Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Tom Stuart	1	For
Total	2	For

4. Design & Delivery

4.1. Detailed Design – For Approval

4.1.1. XRN5091 – Deferral of creation of Class change reads at transfer of ownership

James Barlow (JB) provided a Detailed Design Consultation Summary for XRN5091 and advised he would be seeking approval of this design.

JB explained currently, where there is a Class Change coincident with a transfer, a Class Change estimated read is issued by the CDSP. This prevents the Shipper from having a normal Opening read accepted. The change seeks to prevent the estimation of a Class Change read in this scenario.

A design was previously approved at the April 2021 meeting for this change, however it was also descoped from the November 2021 major release due to the impact on the CSSC code base. There are no major changes in this revised design, it has been focused on taking into account the changes to be implemented as a result of the CSS programme.

Shipper Representatives were asked to approve the Detailed Design Change Pack. The vote was taken by exception and unanimous approval was recorded.

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

4.1.2. XRN5186 – Modification 0701: Aligning Capacity booking under the UNC and arrangements set out in relevant NexAs

Ellie Rogers (ER) provided a Detailed Design Consultation Summary for XRN5186 and advised she would be seeking approval of this design. ER confirmed that this Change Proposal did not apply to CSEP sites.

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

Shipper and DNO Representatives were asked to approve the Detailed Design Change Pack.

The vote was taken by exception and unanimous approval was recorded.

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Lisa Saycell	1	For
Ross Easton	2	For
Total	6	For
DNO Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Tom Stuart	1	For
Total	2	For

4.1.3. XRN5316 – Rejecting a replacement read with a pre-Line in the Sand (LIS) read date Pack

JB provided an update for the Detailed Design Consultation Summary for XRN4992b and advised he would be seeking approval of this design.

JB advised the change seeks to reject replacement reads where the read date is prior to the Code Cut Off Date (Line in the Sand (LIS)) as per detail within the UNC. One representation has been received on the change pack and is in support of the design however, when taken for review at Distribution Work Group (DWG) it was confirmed that there was not the allowance within code for the proposed exception i.e., to allow a replacement prior to LIS where a read does not exist on LIS.

As such the CDSP would seek to defer the vote on this design and will issue a revised design change pack to be issued this month and voted on at the August ChMC meeting.

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

Shipper Representatives were requested to defer this Detailed Design Change Pack because when it was presented at Distribution Workgroup (DWG) it was confirmed that there was not the allowance within the UNC for the proposed exception. Therefore, the Change Pack is going to be updated and redistributed in July.

The vote was taken by exception and unanimous approval to defer was recorded.

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Lisa Saycell	1	For
Ross Easton	2	For

Total	6	For
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4.1.4. XRN5515 – Hydeploy close down

SHa provided an update to the Detailed Design Change Pack close down activities and stated there were no direct impacts. He noted once approved the Change Completion Report (CCR) would then be produced regarding the activities undertaken.

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

Shipper and DNO Representatives were asked to approve the Detailed Design Change Pack close down. The vote was taken by exception and unanimous approval was recorded.

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Lisa Saycell	1	For
Ross Easton	2	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Tom Stuart	1	For
Total	2	For

4.2. Standalone Change Documents for Approval (BER, CCR, EQR)

4.2.1. BER for XRN5469 – Increase Frequency of FSG Payments

Rajiv Patel (RP) introduced the BER for XRN5469 and advised the BER requests approval of funding of this change request for an additional 1.0 FTE, at a cost of £36,900 from September 2022 to March 2023 (and £63,300 from April 2023 to April 2024, and per annum thereafter but subject to any future DSC+ schedule changes that affect the daily FTE rate card) be added to the Business Operations Invoicing Team in order to provide a faster payment service for “Failure to Supply Gas” (FSG GSoP1) payments.

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

DNO Representatives supported the BER for XRN5469. The vote was taken by exception and unanimous approval was recorded.

Voting Outcome:		
Transporter Representatives	Voting Count	For
Guv Dosanjh	1	For
Tom Stuart	1	For
Total	2	For

4.3. Project Updates

4.3.1. XRN5231 – Provision of a FWACV Service

Tom Lineham (TL) provided an update of XRN5231 and explained the overall status was amber, though Dual Run and Market Trials were currently behind plan due to a delay in full connectivity for all DNOs. TL confirmed a revised Go Live date of 01 September had been agreed with a contingency date of 14 September 2022.

TL noted a revised Change Pack, with Lowest CV requirement included was presented to project Focus Group on 21 June 2022. To be formally approved in July following Focus Group Sign Off

Next Steps:

- Gain approval of revised BER
- Finalise Data Migration, Cutover and Transition Approach
- Finalise GONG criteria
- Progress Dual Run/ Market Trails testing phase, working to completion by end of July
- Draft and agree detailed Implementation Plan

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

Project Update

BER

4.3.2. XRN5231 Provision of a FWACV Service

TL advised that a revised BER needed approval, as a few scope and requirement issues had been identified during the delivery of the project that had resulted in a need to complete an impact assessment on the impacts to the plan, design, transition & cutover, and costs to deliver the project.

The BER is to approve the revised firm costs for the full delivery project to deliver the changes to the agreed solution design and the revised ongoing Manage the Business (MTB) Costs for the service to be operated.

Activities covered by this BER include:

- The revised full costs to deliver the agreed Flow Weighted Average CV solution under XRN5231.
- Delivery of the agreed Gemini consequential changes.
- 1st Year MTB costs for the ongoing operation of the new FWACV service.

For full detail please refer to the published material on the meeting page.

DNO and National Grid NTS Representatives supported the BER for XRN5231 The vote was taken by exception and unanimous approval was recorded.

Voting Outcome:		
Transporter Representatives	Voting Count	
Guv Dosanjh	1	For
Tom Stuart	1	For
Bill Goode + (Alternate for Richard Loukes)	2	For
Total	4	For

4.3.3. XRN5231 – Provision of a FWACV Service

Approval of Budget Change

TL advised that a revised budget needed approval, as several scope and requirement issues had been identified during the delivery of the project that had resulted in a need to complete an impact assessment on the impacts to the plan, design, transition & cutover, and costs to deliver the project. This had in turn had increased the overall cost.

DNO Representatives supported the budget change for XRN5231 The vote was taken by exception and unanimous approval was recorded.

Voting Outcome:		
Transporter Representatives	Voting Count	
Guv Dosanjh	1	For
Tom Stuart	1	For
Total	2	For

4.3.4. XRN5289 November 2021 Major Release

PH provided a status update for the November 2021 Major Release and advised it was now complete. PH advised he was seeking approval of November 2021 Change Completion Report (CCR) and provided an overview of the costs.

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

Shipper, DNO and IGT Representatives were asked to approve the CCR for the November 2021 Change Completion Report (CCR).

The vote was taken by exception and unanimous approval was recorded.

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Lisa Saycell	1	For
Ross Easton	2	For

Total	6	For
Transporter Representatives	Voting Count	For
Guv Dosanjh	1	For
Tom Stuart	1	For
Heather Ward	1	For
Kundai Matiringe	1	For
Total	6	For

4.3.5. December 2021 – April 22 Change in design

PH presented the status update for December 2021 to April 2022 Changes in Design for information and confirmed all had been approved.

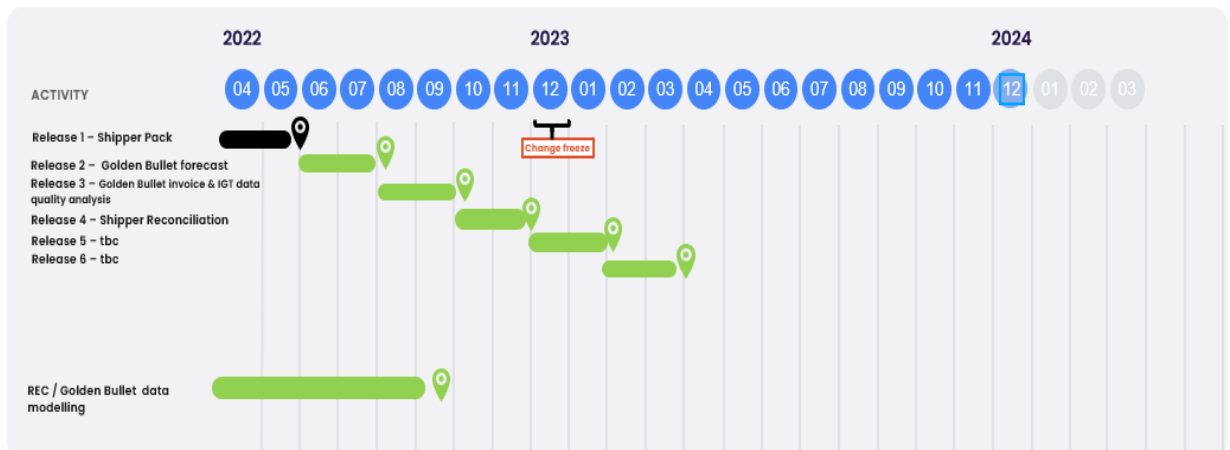
For a detailed update, please refer to the published slides on the meeting page.

4.3.6. Data Discovery Platform (DDP) Update

David Newman (DN) provided an overview of the DDP update and drew attention to specific areas of interest, the Roadmap, and the Shipper Delivery Pack. As detailed below:

Roadmap

PRODUCT DEVELOPMENT AND ROLLOUT



KEY

- On track
- Issue - (Requires escalation/support)
- At risk - (Risk is being managed)
- Complete
- Milestone

DN advised that from the Shipper Pack delivery there were still some outstanding issues as noted.

Kirsty Dudley (KD) wanted to know who was still using which aspects in relation to the DDP, and she stated she was keen to bring this area to a long-awaited resolution and switch off the DDP. KD advised that DN would be writing out to the DSC Contract Managers to confirm who was using what aspects of the DDP and to ascertain what data was needed and why. LS suggested that the Performance Assurance Committee members should also be made aware.

New Action 0307: David Newman (Xoserve) to write out DSC Contract Managers to ascertain what areas of the DDP were still being used. To make the Performance Assurance Committee aware of the intention to switch off the DDP.

XRN5200 – Shipper Pack delivery Update

Shipper Pack Topic	Delivery Status
Meter Point Status	✓
Meter Status	✓
Read Performance	✓
Blank MAMs	✓
No Meter Recorded in the supply point register	✓
No Meter recorded with data flow	✓
No Reads	✓
Standard Correction Factor	✓
Estimate Reads	✓
Check reads	✓
Transfer Reads	✓
Count of supply points GTs (standard and non standard)	✓
Count of supply point IGTs (standard only)	✓
Must Reads	✓
RGMA traffic flow (onjob and ONUPD)	✓
Incorrect Meter Read Factor and Units	✗
TOG (Theft of Gas)	✓
Count of Supply Point IGTs – Non-standard sites	✗
Meter read validity monitoring	✗
Must Reads – pending Percentage and industry total	<i>Partially delivered</i>
Confirmed No Asset	✗
Dead Report – pending monthly trend live view available	<i>Partially delivered</i>
AQ corrections	✓
Replaced Meter Reads	✗

Update:

- 17 elements of the Shipper Pack delivered into DDP
- Additional 2 partially delivered
- 5 Reports outstanding
- Shippers primary focus aligned to the roadmap is Reconciliation data. DDP delivery capacity is aligning to that priority

4.3.7. NG Horizon Plan

Emma Catton (EC) provided an updated for the National Grid Transmission Change Horizon Plan and stated all was on track and there were no red areas

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

5. Non-DSC Change Budget Impacting Programmes

5.1. CSSC Programme Update

Emma Lyndon (EL) provided an update on the CSSC Programme and advised the Programme is green across all key areas. She noted the Programme would be going live on 18 July 2022.

Transition Stage 3

- Activities continue to track to plan. Key documentation has been reviewed and signed off by all key stakeholders in readiness for governance and Go/No Go activities.
- Internal Go/No Go is planned and is on track for a Go decision.
- All cutover activities are tracking to plan with all resource, governance and processes in place for the cutover weekend.

Post Implementation Support (PIS)

- PIS approach has been signed off with parties all clear and roles and activities for this period. All activities are tracking to plan for both readiness and support.
- War room is set up with appropriate model and processes in place. Bridge and processes are in place with the central switching team in readiness for Day 1.

Business Change

- Tracking to plan with internal governance and criteria in place and approved in readiness for Go/No Go decision.
- Awareness and knowledge transfer will be completed for Go-Live.

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

5.2. CMS Rebuild Update

Joanne Williams (JW) presented the progress to date of the CMS Rebuild and advised the Team had now completed the Meter Number Creation Process (MNC) and have commenced building the new Supplier Theft of Gas (SUT). JW confirmed that Release 1 was still targeted to be released in October / November 2022. The delivery date will be communicated out by the end of July.

JW noted that Xoserve are launching Alpha Trials in July to the Customer Focus Group attendees. This will provide those attendees access to a sandbox environment which they can navigate through the processes as they are being developed. Alpha Trials will enable Xoserve to obtain real-time feedback from customers on the solution, showcase Agile delivery and generate familiarisation. This will assist with the Beta Trials (External UAT) rollout which we are currently scheduling for September 2022.

The Customer Focus Groups have now been set up and communicated, the first one was held on 06 April 2022, future dates are as follows:

Date	Time Start	Time end
09/08/2022	10:00	12:00
09/09/2022	10:00	12:00
14/10/2022	10:00	12:00
08/11/2022	10:00	12:00
09/12/2022	10:00	12:00
10/01/2023	10:00	12:00
07/02/2023	10:00	12:00
07/03/2023	10:00	12:00

5.3. M2C Verbal Update

EL provided a high-level verbal update with regards to the Move 2 Cloud, and she reiterated the technology used to access the Xoserve Services Portal for DES and UK Link is nearing end of life.

EL stated the first portal migration is in flight for GES and will go live at 08.00hrs on Monday 18 July 2022 and this can be accessed via the existing URL. EL stated that users will receive a system generated email, which will contain their username and temporary password and those users will be able to log in from Monday 18 July 2022.

EL advised this weekend is the cut-over weekend and there will be a dedicated team available on Sunday 17 July 2022 to assist any users who want to test their credentials after Saturday 16 July 2022 from 19.00hrs onwards.

EL noted that the slides in reference to the Transition Execution Group (TEG) can be viewed via the link: <https://www.gasgovernance.co.uk/dsc-change/130722>

Further updates will be provided to the August 2022 DSC Change Management Committee.

6. Any Other Business

6.1. New Format of ROM Requests

ER provided an overview of the newly design ROM Template and explained that Xoserve had re-designed it to make it more customer friendly. ER advised this was its first airing and that she would be taking it to the Transmission and Distribution Workgroups, as well as sharing it with individual customers to gain feedback.

7. Diary Planning

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

Time/Date	Meeting Paper Deadline	Venue	Programme
10.00 Friday 22 July 2022 (<i>Extra-ordinary meeting</i>)	14 July 2022	Microsoft Teams	Approval of XRN5216
10.00 Wednesday 10 August 2022	01 August 2022	Microsoft Teams	Standard Agenda

10.00 Wednesday 07 September 2022	29 August 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 12 October 2022	03 October 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 09 November 2022	31 October 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 07 December 2022	28 November 2022	Microsoft Teams	Standard Agenda

Action Table (as of 13 July 2022)

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
0105	11/05/22	2.2	Change Pipeline - Xoserve (PO) to review how the Change Pipeline information is presented/delivered going forward	Xoserve (PO)	Closed
0106	08/06/22	4.2.2	CDSP (PO) to put in place a process which ensures that DSC Change Management Team are kept fully informed of future communications and decisions that involve Change Proposals with the DDP Team and provide an overview of the governance process.	Xoserve (PO)	Closed
0206	08/06/22	4.2.2	BER for XRN5516 – November 22 Major Release Scope: Xoserve PH/PO to present the scope candidates for a February / June 2023 Release	Xoserve (PO)	Closed
0107	13/07/22	1.6	James Rigby (JR) Xoserve to write out to DSC Shipper User Contract Managers to request further User Representative nominations for the DSC ChMC.	Xoserve (JR)	Pending
0207	13/07/22	2.1	JR (Xoserve) to assess the DSC Change related procedures and documents to ensure they are still fit for purpose.	Xoserve (JR)	Pending
0307	13/07/22	4.3.6	David Newman (Xoserve) to write out DSC Contract Managers to ascertain what areas of the DDP were still being used. To make the Performance Assurance Committee aware of the intention to switch off the DDP.	Xoserve (DN)	Pending