

UNC DSC Contract Management Committee Minutes
Wednesday 15 March 2023
via Teleconference

Attendees			
Rebecca Hailes (Chair)	(RH)	Joint Office	Non-Voting
Helen Bennett (Secretary)	(HB)	Joint Office	Non-Voting
Shipper User Representatives (Voting)			
Cathy Mulliss (Alternate for Clare Manning)	(CM)	E. ON	Class A & C Voting
Oorlagh Chapman	(OC)	Centrica	Class A Voting
Steve Mulinganie	(SM)	SEFE	Class B & C Voting
Transporter Representatives (Voting)			
Helen Chandler	(HCh)	Northern Gas Networks	DNO Voting
Sally Hardman	(SH)	Scotia Gas Networks	DNO Voting
Richard Loukes (+ Alternate for Andrea Godden)	(AG)	National Grid	NTS Voting
Brandon Rodrigues	(BR)	ESP	IGT Voting
Jenny Rawlinson	(JR)	BU-UK Ltd	IGT Voting
CDSP Contract Management Representatives (Non-Voting)			
David Addison	(DA)	Xoserve	
David Turpin	(DT)	Xoserve	
Jayne McGlone	(JMc)	Xoserve	
Observers/Presenters (Non-Voting)			
Angela Clarke	(AC)	Xoserve	
Cathy Mullis	(CM)	E.ON	
Deborah Sherlock	(DS)	Xoserve	
Ellie Rogers	(ER)	Xoserve	
Guv Dosanjh	(GD)	Cadent	
Helen Chandler	(HC)	Northern Gas Networks	
James Rigby	(JRi)	Xoserve	
Joanne Williams	(JW)	Xoserve	
Lee Warren	(LW)	Xoserve	
Michele Downes	(MD)	Xoserve	
Phil Wood	(PW)	Xoserve	
Richard Pomroy	(RP)	Wales & West Utilities	
Steve Deery	(SD)	Xoserve	
<p><i>DSC Contract Management Committee meetings will be quorate where: Committee Representatives of at least two (2) shall be Shipper Representatives and three (3) shall be DNO Representatives, NTS Representatives or IGT Representatives, are present at a meeting who can exercise six (6) votes.</i></p> <p><i>Please note these minutes do not replicate/include detailed content provided within the presentation slides, therefore it is recommended that the published presentation material is reviewed in conjunction with these minutes. Copies of all papers are available at: https://www.gasgovernance.co.uk/dsc-contract/150323</i></p>			

1. Introduction

Rebecca Hailes (RH) welcomed all to the meeting, confirming the meeting to be quorate.

1.1. Apologies for absence

Clare Manning Shipper Voting
Andrea Godden NTS Voting

1.2. Alternates

Cathy Mulliss for Clare Manning, Shipper Representative
Richard Loukes for Andrea Godden, NTS Representative

1.3. Confirm Voting rights

Helen Bennett (HB) confirmed the voting rights as detailed below:

Representative	Classification	Vote Count
Shipper		
Cathy Mulliss	Shipper Class A + Class C	1 A vote 1 C vote
Oorlagh Chapman	Shipper Class A	1 A vote
Steve Mulinganie	Shipper Class B + Class C	2 B votes 1 C vote
Transporter		
Helen Chandler	DNO	1 vote
Sally Hardman	DNO	1 vote
Richard Loukes (+ Alternate for Andrea Godden)	NTS	2 votes
Brandon Rodrigues	IGT	1 vote
Jenny Rawlinson	IGT	1 vote

1.4. Approval of Minutes (15 February 2023)

The minutes from the previous meeting were approved.

1.5. Approval of Late Papers

It was noted that the material provided by CDSP and Centrica for Action 0201 were both received on the day of the meeting.

1.6. Review of Outstanding Actions

Action 0101: *Outstanding Action 1202* -

- Express the Committee's concern at the lack of industry engagement by Shipper-nominated board directors.
- Confirm the process for appointing Shipper nominated director membership of the Xoserve board.
- Confirm when the date of the next Shipper Nominations Forum meeting is.

Update: Jayne McGlone (JMc) provided a brief update and advised that the secretary for the Board meetings has confirmed the Board have a specific action to address the comments made by the DSC Contract Management Committee members at the next meeting.

Oorlagh Chapman (OC) commented that she found the update disappointing and requested more information about the nomination process to be put in writing back to the Committee.

JMc agreed to confirm the process for appointing a Shipper Nominated Director membership.

As this is a funded service, Steve Mulinganie (SM) requested a firm commitment of engagement is sought.

Committee members agreed, as a way forward, to split this action into the following:

0101a: Confirmation of the plan for engagement with Stakeholders going forward.

0101b: Confirmation of the process for appointing a Shipper Nominated Director to the Committee.

Carried Forward

Action 0102: DPM v22 - CDSP (ER/DA) will provide a revised view of the DPM and provide options of how best to present changes to the DPM going forward.

Update: This action was completed during agenda item 2.5 of the agenda where Dave Addison (DA) requested approval of the changes to the DPM. **Closed**

Action 0201: Xoserve (JMc/DT) to review the Budget and Charging Methodology rules (4.9.1 and 4.9.2) and bring back draft wording to the Committee to review.

Update: The update for this action was completed as part of Agenda 3.2 and will be Carried Forward to April 2023 pending submission of draft wording to the Budget and Charging Methodology rules (4.9.1 and 4.9.2). for full detail of the progress made, please refer to agenda item 3.2. **Carried Forward**

2. Approvals

2.1. XRN 5622 Amendments to DSC Service Description Table v28

Angela Clarke (AC) provided an update and highlighted the amendments that the Committee will be asked to approve that have been made to the DSC Service Description Table v28 which support the following:

- 1) Amendments to the Service Description Table that are required to support t Modification 0710S – Provision of Class 1 Service by CDSP
- 2) New Service Line to support the implementation of XRN5143 (*Discharge of Cadent, WWU and NGN NDM sampling obligations by the CDSP*).
- 3) The Introduction of a new service Line to support XRN4990 (*Transfer of Sites with Low Read Submission Performance from Class 2 and 3 into Class 4 (MOD0664)*) which is part of the February 2023 Major Release
- 4) The introduction of a new Service Line to initiate registration in the absence of Secured active Notification from CSS
 - a. DA confirmed this has been introduced for the circa 120 registrations missed messages from CSS, the impacted Shippers have been written to and the process for the way forward was agreed at DSC Change Committee in February 2023.

When asked, AC agreed to include the title of the XRN going forward.

OC asked for clarification whether 20 days referred to Calendar or Business Days in section 3 of the document (“Non receipt of class change within **20 days** of report issue to shippers”). Dave Addison (DA) confirmed this refers to Calendar days.

AC confirmed CDSP is seeking approval of the changes made to DSC Service Description Table v28:

Steve Mulinganie was not present for this vote and had passed his vote to Oorlagh Chapman.

All voting Members were asked to vote to approve the changes made to DSC Service Description Table v28, which resulted in unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Cathy Mulliss Alternate for Clare Manning	2	For
Oorlagh Chapman + Alternate for Steve Mulinganie	4	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Helen Chandler (DNO)	1	For
Sally Hardman (DNO)	1	For

Richard Loukes + Alternate for Andrea Godden	2	For
Brandon Rodrigues	1	For
Jenny Rawlinson	1	For
Total	6	For

AC confirmed the approved version will be published as of 01 April 2023.

2.2. DSC Class 1 Read Service Supporting Document

Ellie Rogers (ER) provided a view of the DSC Class 1 Read Service Supporting Document which was shared at the DSC Contract Management Committee meeting held in January 2023. It is made up of four key areas:

- Performance standards
- Additional Services
- Incentive logic
- User Dependencies.

Steve Mulinganie was not present for this vote and had passed his vote to Oorlagh Chapman.

All voting Members were asked to vote to approve the changes made to the DSC Class 1 Read Service Supporting Document v1.2, which resulted in unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Cathy Mulliss Alternate for Clare Manning	2	For
Oorlagh Chapman + Alternate for Steve Mulinganie	4	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Helen Chandler (DNO)	1	For
Sally Hardman (DNO)	1	For
Richard Loukes + Alternate for Andrea Godden	2	For
Brandon Rodrigues	1	For
Jenny Rawlinson	1	For
Total	6	For

ER confirmed the approved version will be published as of 01 April 2023.

2.3. Update to the CDSP DSC Annual Charging Statement for the period of 01 April 2023 – 31 March 2024

ER provided a view of the updates made to the CDSP DSC Annual Charging Statement for the period of 01 April 2023 – 31 March 2024 which can be found on page 13 of the published document: [DSC Contract Management Committee 15 March 2023 | Joint Office of Gas Transporters \(gasgovernance.co.uk\)](https://www.gasgovernance.co.uk/dsc-contract-management-committee-15-march-2023-joint-office-of-gas-transporters).

All voting Members were asked to vote to approve the changes made to CDSP DSC Annual Charging Statement for the period of 01 April 2023 – 31 March 2024 v2, which resulted in unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Cathy Mulliss Alternate for Clare Manning	2	For
Oorlagh Chapman	1	For
Steve Mulinganie	3	For
Total	6	For

Transporter Representatives	Voting Count	For/Against
Helen Chandler (DNO)	1	For
Sally Hardman (DNO)	1	For
Richard Loukes + Alternate for Andrea Godden	2	For
Brandon Rodrigues	1	For
Jenny Rawlinson	1	For
Total	6	For

2.4. XRN5379 – DRR to update the DPM Conditionality Document

ER provided an update to the Data Permissions Matrix – Conditionality Document and advised of a new optional service which has been included at the request of Shipper parties and is for hourly read data up to 18 months after the date that the hourly read was originally taken.

ER asked Committee members to note that Retrospective data cannot be provided before the 01 April 2023. The earliest point a Shipper could receive the full 18-months of retrospective data is November 2024.

ER noted that, due to the extended period of time during which data can be requested by a non-domestic end consumer (or approved Third Parties), the requesting Registered Shipper User may not be the Portfolio Shipper for the entire period of consumption requested under this service. In this instance, the data requested will be considered as Portfolio data and provided to the requesting Registered Shipper User

All voting Members were asked to vote to approve the changes made to Data Permissions Matrix – Conditionality Document v14.0, which resulted in unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Cathy Mulliss Alternate for Clare Manning	2	For
Oorlagh Chapman	1	For
Steve Mulinganie	3	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Helen Chandler (DNO)	1	For
Sally Hardman (DNO)	1	For
Richard Loukes + Alternate for Andrea Godden	2	For
Brandon Rodrigues	1	For
Jenny Rawlinson	1	For
Total	6	For

2.5. DPM Update (as per Action 0102) – pre-Covid AQ removal

DA provided an update and a view of the amendments made to the Data Permissions Matrix as an update for outstanding **Action 0102**: DPM v22 - CDSP (ER/DA) will provide a revised view of the DPM and provide options of how best to present changes to the DPM going forward.

Referring to the presentation provided and published here: [DSC Contract Management Committee 15 March 2023 | Joint Office of Gas Transporters \(gasgovernance.co.uk\)](https://www.gasgovernance.co.uk/wp-content/uploads/2023/03/DSC-Contract-Management-Committee-15-March-2023-Joint-Office-of-Gas-Transporters-gasgovernance.co.uk).

DA apologised that there are parts where National Grid Transmission has been referred to rather than National Gas Transmission which also occur within the DPM itself. DA confirmed these will be corrected.

DA confirmed that a thorough review of the DPM has taken place which has identified a number of updates required, which, in summary are as follows:

- Removal of COVID AQ Service
- Changes to reflect derived values required for Within Day Read Service to Portfolio Shipper (DRR - Mar-01-23 refers)
- Change NTS to 'National Gas Transmission'
- Updated notation to reflect DAM / DPM relationship
- Administrative Changes
 - Removal of duplicated data items
 - Clarification that Previous MAM can include the name, and update to the REL equivalent name
 - Correction of typographical error - 'CSEP Connection Date' to 'CSEP Connection Date'
 - Include REL Equivalent 'Domestic Premises Indicator' for Metric Imperial Indicator

DA requested a number of approvals from Shipper and DNO Members, as follows:

Vote 1: All voting Members were asked to vote to approve the name change to National Gas Transmission within the DPM which resulted in unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Cathy Mulliss Alternate for Clare Manning	2	For
Oorlagh Chapman	1	For
Steve Mulinganie	3	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Helen Chandler (DNO)	1	For
Sally Hardman (DNO)	1	For
Richard Loukes + Alternate for Andrea Godden	2	For
Brandon Rodrigues	1	For
Jenny Rawlinson	1	For
Total	6	For

Vote 2: All voting Members were asked to vote to approve the new text inserted into the DPM to highlight that parties will normally look to the DAM for the release of data which resulted in unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Cathy Mulliss Alternate for Clare Manning	2	For
Oorlagh Chapman	1	For
Steve Mulinganie	3	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Helen Chandler (DNO)	1	For
Sally Hardman (DNO)	1	For
Richard Loukes + Alternate for Andrea Godden	2	For
Brandon Rodrigues	1	For
Jenny Rawlinson	1	For
Total	6	For

Vote 3: All voting Members were asked to vote to approve the removal of data item line 127 which refers to the service that was developed to allow Shippers to request the AQ of a Supply Meter Point from March 2020 which concluded on 01 October 2022, which resulted in unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Cathy Mulliss Alternate for Clare Manning	2	For
Oorlagh Chapman	1	For
Steve Mulinganie	3	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Helen Chandler (DNO)	1	For
Sally Hardman (DNO)	1	For
Richard Loukes + Alternate for Andrea Godden	2	For
Brandon Rodrigues	1	For
Jenny Rawlinson	1	For
Total	6	For

Vote 4: All voting Members were asked to vote to approve several housekeeping changes, specifically:

- Line 256 – typo – ‘CSEP Connetion Date’ to be changed to ‘CSEP Connection Date’
- Add REC terminology for ‘Imperial Indicator’ – Domestic Premises Indicator
- CSEP Id duplicated in lines 214 and 249 – delete line 214
- Previous MAM – updated to reflect other organisation data – i.e. can be reflected as Short Code or Name; also duplicated in line 232 and 233 – delete line 233
- Delete line 216 ‘Transitional Meter Point’ this was a data item that indicated that a Supply Meter Point was incorrectly registered in the wrong Exit Zone prior to Nexus we required a new Confirmation – which impacted Shipper Supply Point records so took a long time to action – Nexus resolved this, therefore, this data item is now obsolete

The vote was resulted in unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Cathy Mulliss Alternate for Clare Manning	2	For
Oorlagh Chapman	1	For
Steve Mulinganie	3	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Helen Chandler (DNO)	1	For
Sally Hardman (DNO)	1	For
Richard Loukes + Alternate for Andrea Godden	2	For
Brandon Rodrigues	1	For
Jenny Rawlinson	1	For
Total	6	For

This concluded the review and approval of the administrative amendments to the DPM and closure of Action 0102.

3. Business Plan Updates

3.1. BP Updates

James Rigby (JRi) provided an update and advised he plans to provide an update to the April or May 2023 DSC Contract Committee to discuss the scope of plans for BP24.

BP23 update and the Centrica appeal to BP23

JRi advised:

- The appeal is now with Ofgem.
- CDSP complied with the Budget and Charging Methodology to inform Ofgem of the CDSP opinion which has also been circulated to DSC Contract Management Committee members.
- A view in support of the Centrica Appeal raised by BU-UK has been put forward to Ofgem and circulated to the DSC Contract Management Committee members.
- It is the opinion of CDSP that the grounds raised in the Appeal are invalid.
- Now awaiting Ofgem's direction.

Oorlagh Chapman (OC) advised that OVO Energy had also sent a supporting view directly to Ofgem. JMc advised that this should be sent to the CDSP and Joint Office so that it can be circulated on to DSC Contract Management Committee members.

Steve Mulinganie (SM) commented that Ofgem's opinion is sought on certain actions within the Appeal but Ofgem has not yet considered previous Appeals. He said they sound like good things to have but it could be a long time before an Ofgem opinion is received.

JRi confirmed he will consider the approach.

3.2. Efficiency Review 2023 update

JRi provided an update on the 2023 Efficiency Review and advised he will be seeking nominees for the Stakeholder Engagement Panel.

Referring to the presentation provided for the meeting and published here: [DSC Contract Management Committee 15 March 2023 | Joint Office of Gas Transporters \(gasgovernance.co.uk\)](https://www.gasgovernance.co.uk/news/dsc-contract-management-committee-15-march-2023-joint-office-of-gas-transporters), JRi updated the Committee that Xoserve is inviting 3rd Party organisations, with a demonstrable track record of benchmarking activity, to articulate a methodology and approach that they would deploy to assess the cost efficiency of services delivered by / on behalf of the Central Data Service Provider (CDSP, Xoserve) to its customers. He also provided an update on the costs that are in scope, the available resources and what the proposals should include.

The aim is to have this in place in August 2023 before the first draft of BP24 is released in October 2023.

JRi provided clarification of the role of the Stakeholder Evaluation Panel as follows:

Once nominated, the panel will be required to:

- Assist in finalising the scope
- Complete an independent review of the RFP responses against the agreed scoring criteria
- Jointly score all RFP responses with other SEP members, against the scoring criteria, providing the rationale for scores as requested
- Join Xoserve meetings with the short-listed suppliers for presentation/clarification of responses (meetings to be organised by Xoserve at mutually convenient dates/times)
- Provide joint SEP recommendation for a preferred bidder based on the results of the scoring exercise

JRi suggested the Panel should consist of 2 Shippers, a DN, NGT and IGT representation and sought volunteers, which resulted in the following:

Shipper nominations:

- Steve Mulinganie nominated himself
- Oorlagh Chapman nominated herself

DN nomination

- Helen Chandler nominated herself

National Gas Transmission nomination

- Andrea Godden nominated by Richard Loukes

IGT nomination

- Brandon Rodrigues

When RH asked what funding would be in place, JRi noted that it is Centrica's opinion that funding should be provided by the Service and Operate part of the budget.

JRi will confirm the requirements for the panel meetings and provide reading material.

3.3. Centrica Dispute:

RH advised the Committee of the intention to finalise the Committee response to the Centrica Dispute and invited CDSP to update the Committee on the review of the Budget and Charging Methodology rules (4.9.1 and 4.9.2) which was an action taken from the last discussion held in February 2023:

Action 0201: Xoserve (JMc/DT) to review the Budget and Charging Methodology rules (4.9.1 and 4.9.2) and bring back draft wording to the Committee to review.

The CDSP proposed drafting was shown onscreen and JMc explained the proposed changes which are notably paragraph 4.9.1 c) and 4.9.3:

4.9.1 This paragraph 4.9 applies if at any time following the finalisation of the CDSP Budget for the Charging Year:

(a) it appears to the CDSP that:

- (i) it will, during the Charging Year, incur Costs which were not included in the CDSP Budget;*
- (ii) as a result, it will or is likely at any time within the CDSP Year to be unable to pay its Costs as they fall due for payment (**financial deficit**); and*
- (iii) it is not feasible to resolve the financial deficit by rescheduling activities so as to defer or avoid the incidence of Costs without failing or risking failure to meet any of its obligations or responsibilities under the DSC or any TPS Agreement; or*

(b) it appears to the CDSP that (i) it will not incur Costs during the Charging Year which were included in the CDSP Budget.; and

- (ii) the amount of such Costs (in aggregate, and net of any increase in other Costs) exceeds 15% of the total Costs in the CDSP Budget (or such other threshold as the Committee may agree).*

- c) *It appears to the CDSP that:*
 - i) *it will not incur Costs during the Charging Year which were included in the CDSP Budget; and*
 - ii) *the amount of such Costs (in aggregate, and net of any increase in other Costs) are less than 15% of the total Costs in the CDSP Budget; and*
 - iii) *the CDSP believe there is a requirement to amend the Annual Charging Statement.*

4.9.2 Where paragraph 4.9.1(a) applies:

- (a) *the CDSP shall promptly inform the Committee of the situation and discuss with the Committee any measures (including any rescheduling of activities under the Service Change Procedures or in respect of any infrastructure development) which may avoid or mitigate the financial deficit without any material impact on the provision by the CDSP of Services;*
- (b) *unless the financial deficit can be avoided by measures approved by the Committee under paragraph (a), the CDSP Budget shall be amended to include such additional Costs, as follows;*
- (c) *the CDSP shall prepare and send to each Customer and the Committee:*
 - (i) *a draft of the amended CDSP Budget (and if appropriate an amendment of the Statement of Planning Principles) which will address the financial deficit; and*
 - (ii) *a proposed timetable for review and finalisation of the Budget Amendment;*
- (d) *steps equivalent to those in paragraph 4.7.3 shall apply in relation to the Budget Amendment on the basis of such timetable (as it may be revised by agreement between the CDSP and the Committee); and*
- (e) *paragraph 4.10 shall apply.*

4.9.3 Where *either* paragraph 4.9.1(b) *or* 4.9.1(c) applies:

- (a) *the CDSP shall promptly inform the Committee of the situation, and discuss with the Committee whether the relevant Costs are likely to be incurred in the following CDSP Year, or there are activities of the CDSP planned for the following CDSP Year which could be brought forward; and*
- (b) *following such discussions, if (having regard to the inconvenience for Customers of a revision of the Annual Charging Statement) the Committee requires, the CDSP Budget shall be amended to exclude such avoided Costs (or such amount of them as the Committee requires).*

4.9.4 *The CDSP on behalf of the Transporters shall notify the Authority of the Budget Amendment and the consequent increase or decrease in Charges as provided in paragraph 4.9 as soon as the Budget Amendment is made.*

4.9.5 *Unless the Authority directs the Transporters to the contrary, a Budget Amendment may not be appealed under paragraph 4.8.*

Centrica proposed Drafting

Referring to the minutes and agreements from the February 2023 meeting, OC noted that CDSP should have come to the Committee to *discuss* the proposed changes and Centrica does not believe that has happened.

OC advised that Centrica's alternative proposed drafting makes it explicit that the methodology does not allow the CDSP to exercise discretion.

OC reiterated her thoughts that Centrica believes, in the event that anything changes with the Budget, every change should be presented to the Committee for review/discussion.

Referring to the drafting provided by Centrica, OC outlined the wording that Centrica believes should be in place:

4.9 Budget Amendment

4.9.1 *This paragraph 4.9 applies if at any time following the finalisation of the CDSP Budget for the Charging Year:*

- (a) *it appears to the CDSP that:*
 - (iv) *it will, during the Charging Year, incur Costs which were not included in the CDSP Budget;*
 - (v) *as a result, it will or is likely at any time within the CDSP Year to be unable to pay its Costs as they fall due for payment (**financial deficit**); and*
 - (vi) *it is not feasible to resolve the financial deficit by rescheduling activities so as to defer or avoid the incidence of Costs without failing or risking failure to meet any of its obligations or responsibilities under the DSC or any TPS Agreement; or*
- (b) *it appears to the CDSP that*
 - (i) *it will not incur Costs during the Charging Year which were included in the CDSP Budget.; and*
 - (ii) *the amount of such Costs (in aggregate, and net of any increase in other Costs) either:*
 - (aa) *exceeds 15% of the total Costs in the CDSP Budget; or*
 - (bb) *a lower threshold specified by the Committee if the Committee considers that a lower threshold is appropriate, following the CDSP discussing the need for a lower threshold with the Committee and justifying a proposed lower threshold to the Committee.*

4.9.2 *Where paragraph 4.9.1(a) applies:*

- (a) *the CDSP shall promptly inform the Committee of the situation and discuss with the Committee any measures (including any rescheduling of activities under the Service Change Procedures or in respect of any infrastructure development) which may avoid or mitigate the financial deficit without any material impact on the provision by the CDSP of Services;*
- (b) *unless the financial deficit can be avoided by measures approved by the Committee under paragraph (a), the CDSP Budget shall be amended to include such additional Costs, as follows;*
- (c) *the CDSP shall prepare and send to each Customer and the Committee:*
 - (iii) *a draft of the amended CDSP Budget (and if appropriate an amendment of the Statement of Planning Principles) which will address the financial deficit; and*

- (iv) a proposed timetable for review and finalisation of the Budget Amendment;
- (d) steps equivalent to those in paragraph 4.7.3 shall apply in relation to the Budget Amendment on the basis of such timetable (as it may be revised by agreement between the CDSP and the Committee); and
- (e) paragraph 4.10 shall apply.

4.9.3 Where paragraph 4.9.1(b) applies:

- (a) the CDSP shall promptly inform the Committee of the situation, and discuss with the Committee whether the relevant Costs are likely to be incurred in the following CDSP Year, or there are activities of the CDSP planned for the following CDSP Year which could be brought forward; and
- (b) following such discussions, if (having regard to the inconvenience for Customers of a revision of the Annual Charging Statement) the Committee requires, the CDSP Budget shall be amended to exclude such avoided Costs (or such amount of them as the Committee requires).

4.9.4 For the avoidance of doubt, the CDSP shall not amend the CDSP Budget without first discussing the proposed amendment with the Committee and without the consent of the Committee.

4.9.5 The CDSP on behalf of the Transporters shall notify the Authority of the Budget Amendment and the consequent increase or decrease in Charges as provided in paragraph 4.9 as soon as the Budget Amendment is made.

4.9.6 Unless the Authority directs the Transporters to the contrary, a Budget Amendment may not be appealed under paragraph 4.8.

It was noted that the difference between the two proposals are:

- CDSP propose less than a 15% value of change does not go to the Committee for review or approval of change to the budget;
- Centrica propose that all changes are reviewed by the Committee, no matter what the % of change or the value of change.

SM noted that a value could be included in clause 4.9, which would be the value of change less than a certain amount, e.g representing the value of less than a certain amount e.g £100,000 or a lump sum change of up to £100,000 as matters of this level are not relevant to the Contract Committee.

SM believed that every minor change does not need to be presented to the Committee.

When Helen Chandler (HCh) asked if this discussion would fall under the scope of new Modification 0841 - *Introduction of cost efficiency and transparency requirements for the CDSP Budget, and revisions to DSC change processes*, OC explained that these discussions have to be held as they relate to the Dispute and not the new Modification.

RH explained that Modification 0841 would be presented to the UNC Modification Panel on Thursday 16 March 2023 where the Panel will determine where Modification assessment will take place.

It was highlighted that the changes proposed under Modification 0841 cannot go forward until the Budget and Charging Methodology is baselined.

Post Meeting Note:

Workgroup 0841 - *Introduction of cost efficiency and transparency requirements for the CDSP Budget, and revisions to DSC change processes* will be included in the Governance Workgroup, the first meeting is being held on Monday 20 March.

It was agreed that CDSP and Centrica will attempt to collaboratively draft the changes required to clause 4.9 together and they would submit the proposed wording 5 days before the meeting (11 April 2023) for consideration by the Committee at its next meeting.

OC representing Centrica agreed to this proposal.

The Committee unanimously agreed to defer discussion of the Budget and Pricing Methodology related to the Centrica dispute until the April DSC Contract Committee meeting, with Centrica's consent, when approval of the draft proposal will be sought.

4. Class 1 Read Service

4.1. Procurement Exercise - Modification 0710

- ER confirmed that Technolog have been appointed and individual communications have been sent to impacted parties.
- ER also noted that Training material will be available soon and the project is on track for launch on 01 April 2023.
- If anybody would like any further information, please contact Ellie Rogers

5. Monthly Contract Management Report

5.1. KPM Update

AC provided an update and overview of each KPM area and the Performance measures. The presentation and specific slides can be viewed via: <https://www.gasgovernance.co.uk/dsc-contract/150323>.

AC advised of two failures both of which have had remedial actions put in place to mitigate the failure.

5.2. KPM – Customer Relationship Survey Results

This agenda item update is due April 2023.

5.3. Monthly Contract Management Reports

AC provided a high-level overview of the Communications Highlights; Performance Monitoring; Meter Count Report and the Customer Highlights as detailed below:

For full details of the update please refer to the presentation published.

Third Party and Additional Services Reporting

Reporting Area	Feb-23	Year to date
Additional Services	£3163.00	£111,567.08
Third Party Services	£3632.09	£286,124.56

Gemini Performance and UK Link Availability

Gemini Service Performance	
Target	Actual
99%	100%

UK Link Availability and Performance		
	Target	Actual
Batch Transfer	99%	100%
Service Desk Availability	99%	100%

Meter Count Report (January 2023)

AC explained this table represents how many MPRNs are within each class and the % of how many are classed as being Smart Meters. Overall, 52% of the entire Meter Portfolio is Smart.

Class	MPRN Count	Smart Count	Total	Smart %
1	624	0	624	0.00%
2	694	0	694	0.00%
3	199218	4609920	4809138	95.86%
4	11705927	8527875	20233804	42.15%

AC referred the Committee to the **Comms Highlights – February 2023** provided within the presentation which includes ‘A Look Back’, ‘Looking Ahead’ and ‘Events’.

5.4. Xoserve Incident Summary

It was confirmed that during February 2023 there were no P1/P2 incidents.

5.5. Issue Management Dashboard

Michele Downes (MD) provided an overview of the open issues that are impacting Distribution Network Operators; Shippers and IGTs. Within the update MD provided up to date reconciliation pertaining to the following areas:

Missing Secured Active Messages:

Latest position on missing messages (as of 3 March 2023)

Of the 352 missing messages relating to switching activities, 157 have been completed, 150 are awaiting DCC to respond and 45 are in progress with CDSP.

For full and detailed information please see the published presentation.

5.6. GRDA (Gas Retail Data Agent) Reporting

DA provided an overview of the GRDA Reporting which showed the availability of the CSS gateway fell to 9971 on 25 January 2023 which is an SLA fail.

DA highlighted Key points to note:

- 2 of 24 days at average volume with at least one missing message.
- 1 of 4 days at sub peak volume with at least one missing message
- 90th percentile response being >10 seconds for 2 hours in month
 - This is being investigated and DA will update the Distribution Networks as it is their obligation that is affected.

For full details please refer to the published presentation.

6. Information Security Update

This agenda item update is due May 2023.

7. Financial Information

This agenda item update is due May 2023.

8. Business Continuity Plan

This agenda item update is due May 2023.

9. Contract Assurance Audit

This agenda item update is due May 2023.

10. Key Committee Updates

10.1. DSC Change Management Committee

Rachel Taggart (RT) provided an overview of the DSC Change Management Committee summary.

The full DSC Change Committee minutes can be found here: www.gasgovernance.co.uk/dsc-contract/080323.

10.2. REC Updates to DSC

DA provided an update to REC Change Proposal R0067 and advised implementation is expected late November 2023/early December 2023. DA advised the scope has changed for R0067 and CDSP has asked for the Design documents.

The REC Change Proposal R0067 aims to introduce refresh or resend functionality to four CSS messages, two of which have been deemed of high priority:

- **High Priority:** *Registration Secured Active Synchronisation; Registration Cancelled Synchronisation*
- **Medium Priority:** *RMP Event Synchronisation; Registration Event Synchronisation*

GRDA

GRDA Performance report based on initial RPA Reporting has been investigated and updated to 100% and resubmitted to the Performance Assurance Board.

Disaster Recovery

DA advised the planned Disaster Recovery exercise has been cancelled and he will confirm when it is rescheduled

REC proposal

DA advised, there is a REC proposal that describes, in the event of a Supplier of Last Resort (SoLR) the Market Participant Identity (MPID) would be reassigned, this has been challenged as it would need to go through registration.

DA advised he has drafted a derogation which will allow the identified Shipper to go through the registration process and the new Supplier will then deactivate the isolated site once it is in their portfolio.

10.3. Energy Scheme

DT clarified that at the moment there is nothing to report for this Agenda item.

10.4. ODCC (Open Data and Consumer Consent)

Placeholder – no update this month.

11. Any Other Business

11.1. CMS Update

Joanne Williams (JW) provided a brief update advising:

- Work continues with the UK Link change team to deliver two changes that have CMS rebuild impacts.
- Customer Focus Group placeholders for the remainder of the year have now been issued.
- The CMS Rebuild webpages continue to be updated to reflect activities at: www.xoserve.com/products-services/data-products/contact-management-service-cms/cms-rebuild/
- XRN5556.d containing the Isolations (ISO) and Dead to Lives (DTL) processes are targeting a launch date of 24 April 2023 which is still on track.

11.2. Consider Xoserve response to the Centrica CDSP BP23 Appeal – update

It was confirmed that CDSP has submitted their response to Ofgem regarding the Centrica CDSP BP23 Appeal.

12. Recap of decisions made during meeting

Angela Clarke (AC) provided an overview of discussions, decisions and actions made during the meeting.

14. Diary Planning

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

Time/Date	Paper Publication Deadline	Venue	Programme
10:00 Wednesday 19 April 2023	5pm Tuesday 11 April 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 17 May 2023	5pm Tuesday 09 May 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 14 June 2023	5pm Tuesday 06 June 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 19 July 2023	5pm Tuesday 11 July 2023	Microsoft Teams	Standard Agenda

10:00 Wednesday 16 August 2023	5pm Tuesday 08 August 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 20 September 2023	5pm Tuesday 12 September 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 18 October 2023	5pm Tuesday 10 October 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 15 November 2023	5pm Tuesday 07 November 2023	Microsoft Teams	Standard Agenda

Action Table (as of 15 March 2023)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
0101a	18/01/23	1.6	CDSP (DT) to provide confirmation of the plan for engagement with Stakeholders going forward.	CDSP (DT)	February-2023 April 2023	Carried Forward
0101b	18/01/23	1.6	CDSP (DT) to provide confirmation of the process for appointing a Shipper Nominated Director to the Committee.	CDSP (DT)	February-2023 April 2023	Carried Forward
0102	18/01/23	2.4	<i>DPM v22</i> CDSP (ER/DA) will provide a revised view of the DPM and provide options of how best to present changes to the DPM going forward.	CDSP (ER/DA)	February 2023	Closed
0201	14/02/23		<i>Dispute - Charging Statement for the period 1st April 2022 – 31st March 2023 (Version 2)</i> Xoserve (JMc/DT) to review the Budget and Charging Methodology rules (4.9.1 and 4.9.2) and bring back draft wording to the Committee to review	Xoserve (JMc/DT)	March 2023	Carried Forward