

UNC DSC Change Management Committee Minutes
Wednesday 08 May 2024
Via Microsoft Teams

Attendees			
Rebecca Hailes (Chair)	(RHa)	Joint Office	Non-Voting
Harmandeep Kaur (Secretary)	(HK)	Joint Office	Non-Voting
Shipper User Representatives (Voting)			
Andrew Eisenberg	(AE)	Scottish Power	Class A
Lee Greenwood for Oorlagh Chapman	(LG)	Centrica	Class A & Class C
Lisa Saycell	(LS)	SEFE Energy	Class B
Louise Hellyer for Swetta Coopamah	(LH)	Total Energies	Class B & Class C
Transporter Representatives (Voting)			
Edward Allard	(EA)	Cadent	DNO Voting
Tom Stuart	(TS)	Wales and West Utilities	DNO Voting
Bill Goode + Alternate for Richard Loukes	(BG)	National Gas Transmission	NTS Voting
Michelle Brown	(MB)	Energy Assets	IGT Voting
Kundai Matiringe	(KM)	BUUK	IGT Voting
CDSP Change Management Representatives (Non-Voting)			
Emma Smith	(ES)	Xoserve	
Paul Orsler	(PO)	Xoserve	
Observers/Presenters (Non-Voting)			
Andy Clasper	(AC)	Cadent	
Dave Addison	(DA)	Xoserve	
James Barlow	(JB)	Xoserve	
Joanna Williams	(JW)	Xoserve	
John Welch	(JWe)	Xoserve	
Kathryn Adeseye	(KA)	Xoserve	
Lorraine O'Shaughnessy	(LO)	Xoserve	
Mark Jones	(MJ)	SSE	
Molly Haley	(MH)	Xoserve	
Rachel Taggart	(RT)	Xoserve	
Rob Westwood	(RW)	Xoserve	
Sarah Brown	(SB)	BUUK	
Sharon Dudley	(SD)	Xoserve	
Simon Harris	(SH)	Xoserve	
<p><i>DSC Change Management 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 seven (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-change/080524</i></p>			

1. Introduction

Rebecca Hailes (RHa) welcomed all attendees to the meeting and confirmed the meeting was quorate.

1.1. Apologies for absence

Oorlagh Chapman - Shipper Representative
 Swetta Coopamah – Shipper Representative
 Richard Loukes - NTS Representative

1.2. Alternates

Lee Greenwood for Oorlagh Chapman
 Louise Hellyer for Swetta Coopamah
 Bill Goode for Richard Loukes

1.3. Confirm Voting rights

The voting rights were confirmed as below:

Representative	Classification	Vote Count
Shipper		
Andrew Eisenberg	Shipper Class A	1 vote
Lee Greenwood, Alternate for Oorlagh Chapman	Shipper Class A & C	2 votes
Lisa Saycell	Shipper Class B	1 vote
Louise Hellyer, Alternate for Swetta Coopamah	Shipper Class B & C	2 votes
Transporter		
Edward Allard	DNO	1 vote
Tom Stuart	DNO	1 vote
Bill Goode + Alternate for Richard Loukes	NTS	2 votes
Michelle Brown	IGT	1 vote
Kundai Matiringe	IGT	1 vote

1.4. Approval of Late Papers

Slide 20 of DSC Change Management Presentation pack was updated late. The slide was approved.

1.5. Approval of Minutes (10 April 2024)

The minutes of the previous meeting were approved.

1.6. Review of Outstanding Actions

0102: CDSP (DA) to provide Committee with costs associated to issues discovered following implementation of REC0067.

Update: Rachel Taggart (RT) confirmed that a CCR has been raised and will be voted upon in this meeting. An overview of the costs was provided as part of the CCR presentation. See item 4.2.
Closed.

0301: CDSP to confirm whether any changes to the DSC Change Management Document have already been drafted that address making the governance and voting structure more equitable and sustainable.

Update: Paul Orsler (PO) informed the Committee that, in the last Committee meeting, he presented an analysis of the DSC Change Management Procedures and discussed some options that could be explored to amend the contract to adjust the voting arrangements.

For further information, please refer to the published slides for the update provided on Action 0301 on 10 April 2024 at: https://www.gasgovernance.co.uk/sites/default/files/ggf/2024-04/Change%20Management%20Procedure%20Review_Funding%20Splits%20Voting%20Arrangements%20and%20Options_For%20Info.pdf.

PO advised that CDSP have not received any responses from customers asking to explore any of the options. PO reminded customers to look at the material again and contact CDSP if they have any views regarding the options presented.

Lee Greenwood (LG) noted that the options presented relate to DSC Change and queried whether any solution options are available for Modification funding. PO explained that the DSC Change Management Procedures are written in a way so that DSC does not act as a blocker to Modification development or delivery. PO explained that from a funding perspective, where CDSP costs are involved in implementing a Modification, they will look to get clarification on funding through the Workgroups. PO referred to the UIG Reconciliation Modification 0862 as an example and noted that the Change Pack for this Modification is being presented later in the meeting. PO explained that CDSP took the proposer's view on the funding which has been included in the Change Pack. CDSP is hoping that this will help clarify funding going forward. PO noted that there will still be risk of potential disputes for contentious Modifications where parties disagree with the funding split.

LG queried what happens in the cases where parties disagree on the funding split. PO advised that in those cases, they would default to the proposed funding arrangements for that service area as per the Budget and Charging Methodology.

RHa proposed closing the Action. Andrew Eisenberg (AE) queried whether the action was to bring the information to the committee and whether it is now up to the customers to take the issue forward if they wish to. RHa confirmed that as correct. Committee Members agreed to close the action on that basis. **Closed.**

0302: Chair (RH) to create a DSC Change Management Issue Register.

Update: Rebecca Hailes (RHa) confirmed that a DSC Change Management Issue Register has been created and it is saved to the main DSC Change Management Committee page (<https://www.gasgovernance.co.uk/DSC-Change>).

The first issue on the register relates to Action 0301. RHa explained that the Action was raised to address the issue that if a change had an indicated funding split that would lead to a voting imbalance, it is difficult for the constituency represented by smaller numbers of votes to have an equitable voice. RHa noted that the discussions around Action 0301 in this and the previous meeting do not address the issue. PO explained that CDSP have provided an analysis of the process and have presented solution options. If the customers wish to proceed with the options in order to address the issue, they need to provide an indication.

RHa suggested reviewing the issue again in the next Committee meeting to see whether CDSP have receive any customer responses. EA agreed noting that Action 0301 was a subset of the issue which can be closed, however, the overall issue is not resolved, and it is now upon customers to take the issue forward.

EA enquired about the process of adding an issue to the register. RHa explained that the process is as simple as a party raising an issue in the Committee Meeting which will be added to the register, and it will be discussed as a committee.

The Action was closed as the register has now been created. **Closed.**

0401: CDSP (PO) to consider whether the CDSP can specify within the Rough Order of Magnitude (ROM) what each change proposal's default funding split would be in accordance with the Budget and Charging Methodology to highlight this for the Workgroup to discuss.

Update: As per the discussions under Action 0301, the CDSP will add the default funding split to the ROM. CDSP will also seek the proposer's views on funding and ask the Workgroup to discuss a funding split. **Closed.**

0402: CDSP (PO) to inform the Contract Managers at the DSC Contract Management Committee of the discussions regarding this outstanding action.

Update: PO confirmed that they have been to the DSC Contract Management Committee and informed them of the Actions. PO advised that the Committee has asked to be kept up to date if any recommendations are made to change the voting arrangements. PO confirmed that he has agreed to keep them informed. **Closed.**

0403: CDSP (PO) to consider the provision of better evidence of the costs associated with the scope of this Change (XRN5616b) to allow the Committee to scrutinise and validate how the costs had been reached.

Update: PO advised that CDSP is currently to provide the evidence and breakdown of cost estimate for XRN5616b. CDSP is also considering alternative delivery options to reduce the cost impact. PO asked for the Action to be deferred to July 2024. PO asked that XRN5616b is added in the Action title.

Tom Stuart (TS) agreed with the action being deferred to July and asked for discussions in the background to discuss the alternative options. EA referred to the November 24 Major Release and the options presented for the release of the Change. EA queried the timeline for the release of XRN5616b noting that this timeline will impact their decision on the November 24 release. PO explained that XRN5616b being released in November is presented as 'Not Viable' option in the November 24 Major Release Pack. PO advised that this is because CDSP need to re-assess the detailed design for XRN5616, therefore, CDSP is not recommending including the Change in November 24 release. EA noted that it makes sense that the Change is not being included in the November 24 release vote until the costs are confirmed. **Carried Forward.**

0404: CDSP (PO) to consider the timeline for delivery in November 2024 and the likelihood of slippage of the agreed timeline.

Update: See item 4.3. **Carried Forward.**

0405: DNO (EA/TS) to provide the Committee with further information regarding the impact of the problem, using anecdotal evidence.

Update: Tom Stuart (TS) confirmed that DNOs and IGTs have had a useful offline discussion in relation to the shared gas security and licence conditions. They have discussed examples of sites that exceeded AQ and found examples of inconsistencies in Xoserve's system. TS confirmed that they have a couple of next steps to discuss with Xoserve. TS and EA advised that the action can be closed. **Closed.**

0406: CDSP (KD) to provide further information on Risks identified as Amber for XRN5564 Gemini Sustain Plus Programme Update in presentation for May 2024.

Update: See item 4.7. **Closed.**

2. DSC Change Budget Update & Horizon Planning

2.1. General Change Budget BP24

CDSP provided a graph to illustrate the current forecast for financial year-end utilisation of the General Change investment budget.

Please refer to the published slides for full details.

2.2. Change Delivery Pipeline

CDSP provided the Change Delivery Pipeline which included a delivery plan of all live changes from January 2024 to March 2025. This was broken down into sections for the following periods: Change Delivery Plan for January 2024 – July 2024, the Change Backlog Details, the list of changes on hold, and an update on the DSC Change Consultation Plan.

Please refer to the published slides for full details.

CDSP clarified that XRN5345 and XRN5454 have been closed because there are existing solutions and services in place that meet the needs of the changes.

The Committee discussed the meaning of 'Change Backlog' further to a query raised by Kundai Matiringe (KM) asking what it means. CDSP clarified that 'Change Backlog Details' is a list of all the changes CDSP work on which are in change development in the order that they have been raised and in priority order. The Committee discussed the negative association with the word 'backlog'. KM noted that her understanding of 'Change Backlog Details' was that it is a list of changes that were hanging in the background. KM explained that she was particularly interested in XRN5614 and could not see the implementation timeline. CDSP advised that the word 'backlog' is standard terminology for managing change and the 'ChMC Update' section in the table provides further information about the release. KM noted that she would expect XRN5614 to be above XRN5720 in the list. CDSP clarified that the changes with a set release date move to the top of the list.

AE noted that the word 'backlog' does sound negative, however, if it is a standard term and it is understood by parties, it is not an issue. AE suggested colour coding the changes on the list to reflect priority. CDSP agreed to review this.

2.3. Retail Energy Code (REC) Changes

CDSP provided an overview of the ongoing REC Changes, providing a table of the Changes in progress, a summary of the related XRN Changes, and Changes under prioritisation review. An additional line had been included to inform the Committee of the expected impact for each change.

Please refer to the presentation slides published for the detailed update.

Further information on all the Changes can be found on the REC Portal at: <https://recportal.co.uk/recportal>.

3. Capture

New Change Proposals – For Approval

3.1. XRN5784 Modification 0862 Amendments to the current Unidentified Gas Reconciliation Period arrangements)

An overview of the Change Proposal was provided for information.

This had been raised to deliver the requirements outlined in Modification 0862 - *Amendments to the current Unidentified Gas Reconciliation Period arrangements*.

Modification 0862 seeks to amend the UIG Reconciliation Period so that UIG is reconciled in the same month/s that the energy originated from. UIG Reconciliation should cover the whole month or months wherein the energy was consumed. Reconciliation must not be limited to the exact dates that the energy originated from. UIG Reconciliation should continue to be reconciled back to Line in the Sand to ensure that no UIG is unaccounted for.

Please refer to the presentation slides published for the detailed Change Proposal.

AE asked for clarification on the 100% Shipper funding. CDSP clarified that the proposer, SEFE Energy, has suggested 100% Shipper funding. The rationale from the proposer is that a Shipper is proposing a different way of proportioning UIG Allocation. The Shippers stand to benefit from the rules proposed in the Modification and it has therefore been proposed as 100% Shipper funding. RHa noted that the impacted Service Area 10 suggests 12% NTS and 88% DNO. PO explained that this is the impacted Service Area but the proposed funding of the change itself is proposed to be 100% Shippers.

RHa pointed out that the 'DSC Service Area Associated Funding Split' table in the presented Change Pack does not include the Split. PO agreed to include this going forward.

TS queried whether there are any wider impacts for the AUGÉ process that would end up being funded by a Service Area that is not included in the Service Area split. CDSP clarified that the change relates to invoicing and the Modification is looking to amend the UIG Reconciliation period. It is not making any changes to the AUGÉ process.

Shipper, DNO and NTS Members were asked to vote to approve the change into development only, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Andrew Eisenberg	1	For
Lee Greenwood for Oorlagh Chapman	2	For
Lisa Saycell	1	For
Louise Hellyer for Swetta Coopamah	2	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Edward Allard (DNO)	1	For
Tom Stuart (DNO)	1	For
Bill Goode (NTS) + Alternate for Richard Loukes (NTS)	2	For
Total	4	For

For Information

3.2. XRN5781 Gemini Regulatory Change FY24/25

An overview of the Change Proposal was provided for information which relates to an 'umbrella' Change Proposal the scope of which will be defined throughout FY25 via Change Variation's (CV) drawing down costs against this CP.

Please refer to the published Change Proposal for full details.

3.3. XRN5785 DDP Release 2 2024/2025

An overview of the Change Proposal was provided for information which relates to the changes within scope of DDP Release 2 2024/25 –this aims to provide transparency so the rationale of the priority being applied to DDP scope can be clearly understood.

Please refer to the published Change Proposal for full details.

AE queried whether the Hydrogen Trials are planned to be in place for H100 Fife Hydrogen Trials going live. CDSP confirmed that the plan is to have it ready by end of July in time for the go live date.

4. Design & Delivery

Standalone Documents for Approval (BER, CCR, EQR)

4.1. CCR for XRN5682 UK Link February 24 Release

The detailed Change Completion Report (CCR) was presented for approval.

The February 24 release has been delivered in full within the approved budget and CDSP has not utilised the risk margin as there were no changes to the February 24 scope. This has resulted in total returned monies of £27, 882 unspent Customer Contingency.

Shipper and IGT Members were asked to vote to approve the CCR for the final costs and project closedown, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Andrew Eisenberg	1	For
Lee Greenwood for Oorlagh Chapman	2	For
Lisa Saycell	1	For
Louise Hellyer for Swetta Coopamah	2	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Michelle Brown (IGT)	1	For
Kundai Matiringe (IGT)	1	For
Total	2	For

4.2. CCR for XRN5567 Implementation of Resend Functionality for Messages from CSS to GRDA (REC CP R0067)

The detailed Change Completion Report (CCR) was presented for approval.

David Addison (DA) advised that the post-implementation period was extended due to 3 issues. CDSP fixed one of the issues and was waiting for this to be fixed before the project could be closed. DA noted that CDSP included Risk Margins in the costs and the project remained within the original forecast cost of £164,630, of which £45,827 customer contingency is to be returned.

Shipper Members were asked to vote to approve the CCR for the final costs and project closedown, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Andrew Eisenberg	1	For
Lee Greenwood for Oorlagh Chapman	2	For
Lisa Saycell	1	For
Louise Hellyer for Swetta Coopamah	2	For
Total	6	For

Projects – For Approval

4.3. November 24 Major Release Scope Update

RW provided an update on the November 24 Major Release. RW presented three options for the scope of the release and provided an overview of the impact of each one of the options.

Option 1 includes the delivery of XRN5 5585, 5615 and 5720 in November 24 Major Release. Under this option, XRN5 5614 and 5616b will be released in February 25 Major Release. This is the recommended option by CDSP as it presents the lowest risk and there is a potential opportunity of cost savings of between 5% and 15% with the combined delivery of XRN5614 and XRN5616b in February Major Release.

Option 2 includes the delivery of XRN5585, 5615, 5720 and 5614 in November 24 Major Release with XRN5616b delivered in February 2025. The risk level with this option is higher than Option 1 as there will be no opportunity to assess combined delivery cost benefit of XRN5614 and 5616b.

Option 3 was presented as a Not Viable option and includes the delivery of XRN5585, XRN5614, XRN5720, XRN5616b & XRN5615. The risk level with this option is very high large with limited synergies & therefore, limited delivery benefits.

For the detailed updates, please refer to the published presentation.

AE asked how confident CDSP are about the cost savings with Option 1. RW noted that he would be surprised if the saving margin is lower than anticipated (5% to 15%) and they will know better once they understand XRN5616b better. PO added that XRN5614 in November would be scoped by itself with its separate resources whereas if XRN5614 and XRN5616b are released together, they would benefit from shared resources, resulting in a cost saving. PO noted that February 25 release for these two changes will also allow enough time for change development.

Shipper, DNO and IGT Members were asked to vote to remove Option 3 from the table recognising that CDSP believe the option is not viable, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Andrew Eisenberg	1	For
Lee Greenwood for Oorlagh Chapman	2	For
Lisa Saycell	1	For
Louise Hellyer for Swetta Coopamah	2	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Edward Allard (DNO)	1	For
Tom Stuart (DNO)	1	For
Michelle Brown (IGT)	1	For
Kundai Matiringe (IGT)	1	For
Total	4	For

KM noted that XRN5616b is still being looked at and enquired what happens with XRN5614 if XRN5616b does not go through. PO suggested taking a formalised action that will explain what the alternative options for XRN5614 would be. KM agreed to approve Option 1 with the caveat of the action being completed by CDSP.

Action 0501: CDSP (PO) to confirm a plan to re-introduce XRN5614 into November 2024 Major Release or as a stand-alone solution if XRN5616b is delayed or changes significantly. (Update expected in July 2024)

Shipper, DNO and IGT Members were asked to vote to approve Option 1 for the November 2024 release scope, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Andrew Eisenberg	1	For
Lee Greenwood for Oorlagh Chapman	2	For
Lisa Saycell	1	For
Louise Hellyer for Swetta Coopamah	2	For
Total	6	For
Transporter Representatives	Voting Count	For/Against

Edward Allard (DNO)	1	For
Tom Stuart (DNO)	1	For
Michelle Brown (IGT)	1	For
Kundai Matiringe (IGT)	1	For
Total	6	For

Project Updates

For the detailed updates, please refer to the published presentation.

4.4. XRN5682 February 24 Major Release Update

CDSP provided an update confirming February 24 Major Release was implemented as planned and the CCR was approved.

4.5. XRN5727 Minor Release 12

CDSP provided an update for the Minor Release 12. RW confirmed that they are on track for the implementation on 10 May 2025. RW noted that the change covers only the UK Link aspects of the end-to-end process which also involves Gemini. A decision has been taken to defer the delivery of the Gemini elements of this change which need to be in place for the benefits to be realised until the delivery of the Gemini Sustain+ programme is completed.

For the detailed update, please refer to the published presentation.

4.6. XRN5711 June 2024 Major Release Update

CDSP provided an update for the June 2024 Major Release and the Implementation Approach for XRN5573b and XRN5675. RW confirmed that there are no deviations from the previous updates.

RW highlighted an error with the presentation slides noting that the standard maintenance window should be 3am to 7am and agreed to correct this. RW also agreed to update the link on the 'Further Communications' slide.

For the detailed update, please refer to the published presentation.

Lee Greenwood (LG) enquired about the changes to TMC, TRS and TRF files in the detailed design pack. PO explained that the changes were made to allowable value changes. LG noted that the issue might be the language as the pack says there are no changes to customer files, however, they will have to make system changes for the new allowable value. RW explained that the wording is standard pack wording and agreed to add commentary to reflect the conversations.

EA suggested that it would be useful if Xoserve provided updates on the assurance and testing processes before the Changes go live and avoiding unintended consequences on other systems. EA noted that he would like to understand the process and asked if that could be included in the June 2024 DSC Change Management session. PO and RW agreed to compile some information for the June 2024 session.

EA asked if PO could add information about how Xoserve work with Correla in some cases to the update as well. PO explained that Correla is Xoserve's supplier working on their behalf. If EA wants to see the assurance activities they take on with their supplier, Xoserve can discuss this offline with EA. EA agreed that an update on Xoserve relationship with customers is sufficient for this forum.

4.7. XRN5564 Gemini Sustain Plus Programme Update

CDSP provided an update on the Gemini Sustain Plus Programme, providing an overall view of the programme. Rachel Addison (RA) confirmed that end-to-end testing has started, however, it is running slower than they would like.

RA advised that CDSP is working to resolve some defects. The Focus Group sessions are continuing. RA urged parties to try and connect the Gemini Sustain Plus landing page to ensure they can connect, and help to make the transition is as smooth as possible when it goes live. Market trials commence on 3 June 2024 and the team is working on having the training packs ready prior to the trials.

RA provided an overview of the below risks:

- There is a risk that the commencement of Market Trials is delayed due to the dependency on the development of the modules required to complete the training package.
- There is a risk that the start of Market Trials (MT) is delayed due to the dependency on system components completing the full development and test cycles, including End to End testing in advance. There are some small delays in these processes which may have a knock on impact to the start of MT.
- There is a risk that should the target September implementation date be deferred; the Programme will be impacted by the constraints of the Winter period.

RA presented the steps CDSP are taking to mitigate the risk. RA advised that they are currently assessing implementation opportunities to try and understand the level of risk and hoping to finish the assessment ahead of the next Focus Group on 20 May 2024. RA invited parties to attend the Focus Group and contact her at geminengagement@correla.com if they would like to receive an invitation.

EA explained that he had raised a point in relation to the Risk box being highlighted as amber on the slides without any information or context in relation to the risks. EA noted that the today's update covers the risks well. Action 0406 was closed as the risks were covered in the presentation.

4.8. Data Discovery Platform (DDP) Update

CDSP provided an update on the DDP, which included a roadmap of the releases. John Welch (JWe) confirmed that Release 1 which focuses on Hydrogen Trials is currently in progress. Release 2 will be between June and July and will focus on Hydrogen Trials, AQ and Shipper Pack. JWe provided an overview of the goals and outcomes of Release 1 and Release 2.

For the detailed update, please refer to the published presentation.

5. Non-DSC Change Budget Impacting Programmes

5.1. CMS Rebuild Update

CDSP provided an overview of the CMS rebuild delivery progress update. Joanne Williams (JW) confirmed that version 1.10 was successfully delivered. The customer support call will remain open until 10 May 2024 and going forward, the Focus Group will be held quarterly.

For the detailed update please refer to the published slides and Rebuild webpages at: <https://www.xoserve.com/products-services/data-products/contact-management-service-cms/cms-rebuild/>

For the detailed update please refer to the published slides.

6. Delivery Sub-Group Summary

James Barlow (JB) provided an update further to the Delivery Sub-Group (DSG) held on 22 April 2024. JB advised that not much was raised to discuss in the meeting. JB noted that they will keep encouraging people to join the Sub-Group. JB provided an overview of New Change Proposals being discussed and the Standing Agenda Item.

For the detailed update please refer to the published slides.

7. Any Other Business

7.1. KVI Survey Results

Paul Orsler (PO) provided an update on the KVI Survey Results. PO advised that for the period of January to March, they received a score of 8.8 from 6 responses. The year-to-date scorecard for the 23/24 is 9.3 which is above the target score of 8 with 17 targets altogether.

For further information please refer to the published slides.

7.2. 2024-25 User Representation Process

RHa provided an overview of the User Representation Process which mainly effects the Shipper users noting that the membership of most Committees lasts for 1 year and the nominations window is coming up. RHa reported that the Single Point of Contact (SPoC) Registration will be between 13 and 31 May 2024. Shippers need a SPoC in place in order to participant in the process. The nominations window is between 10 and 28 June 2024. If elections are required, these will be between 22 July and 2 August 2024.

For the detailed update please refer to the published slides.

8. 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 Wednesday 12 June 2024	5pm Tuesday 04 June 2024	Microsoft Teams	Standard Agenda
10:00 Wednesday 10 July 2024	5pm Tuesday 02 July 2024	Microsoft Teams	Standard Agenda
10:00 Wednesday 7 August 2024	5pm Tuesday 30 July 2024	Microsoft Teams	Standard Agenda
10:00 Wednesday 11 September 2024	5pm Tuesday 03 September 2024	Microsoft Teams	Standard Agenda
10:00 Wednesday 09 October 2024	5pm Tuesday 01 October 2024	Microsoft Teams	Standard Agenda

DSC Change Action Table						
Action Ref	Meeting Date	Min Ref	Action	Owner	Reporting Month	Status Update
0102	10/01/24	6.4	CDSP (DA) to provide Committee with costs associated to issues discovered following implementation of REC0067.	CDSP (DA)	March 2024	Closed
0301	13/03/24	3.7	CDSP to confirm whether any changes to the DSC Change Management Document have already been drafted that address making the governance and voting structure more equitable and sustainable.	CDSP (PO)	April 2024	Closed
0302	13/03/24	3.7	Chair (RH) to create a DSC Change Management Issue Register.	Chair (RH)	April 2024	Closed
0401	10/04/24	1.6	CDSP (PO) to consider whether the CDSP can specify within the Rough Order of Magnitude (ROM) what each change proposal's default funding split would be in accordance with the Budget and Charging Methodology to highlight this for the Workgroup to discuss.	CDSP (PO)	May 2024	Closed
0402	10/04/24	1.6	CDSP (PO) to inform the Contract Managers at the DSC Contract Management Committee of the discussions regarding this outstanding action.	CDSP (PO)	May 2024	Closed
0403	10/04/24	3.2	CDSP (PO) to consider the provision of better evidence of the costs associated with the scope of XRN5616b to allow the Committee to scrutinise and validate how the costs had been reached.	CDSP (PO)	May 2024	Carried Forward
0404	10/04/24	3.2	CDSP (PO) to consider the timeline for delivery in November 2024 and the likelihood of slippage of the agreed timeline.	CDSP (PO)	May 2024	Carried Forward
0405	10/04/24	3.2	DNO (EA/TS) to provide the Committee with further information regarding the impact of the problem, using anecdotal evidence	DNO (EA/TS)	May 2024	Closed
0406	10/04/24	4.8	CDSP (KD) to provide further information on and Risks identified as Amber for XRN5564 Gemini Sustain Plus Programme Update in presentation for May 2024	CDSP (KD)	May 2024	Closed
0501	09/05/24	4.3	CDSP (PO) to confirm a plan to re-introduce XRN5614 into	CDSP (PO)	July 2024	Pending

			November 2024 Major Release or as a stand-alone solution if XRN5616b is delayed or changes significantly.			
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