

UNC DSC Change Management Committee Minutes

Monday 27 November 2017

Teleconference

Attendees

| | | | |
|------------------------|-------|--------------|------------|
| Rebecca Hailes (Chair) | (RH) | Joint Office | Non-Voting |
| Helen Cuin (Secretary) | (HCu) | Joint Office | Non-Voting |

Shipper User Representatives

| | | | |
|---------------|-------|---------|--------|
| Kirsty Dudley | (KD) | E.ON | Voting |
| James Rigby | (JR) | Npower | Voting |
| Alison Neild | (ANi) | Gazprom | Voting |

Transporter Representatives

| | | | |
|--------------|------|-------------------|------------------------|
| Chris Warner | (CW) | Cadent | DNO - Voting |
| Phil Lucas | (PL) | National Grid NTS | NTS - Voting (2 votes) |
| Katy Binch | (KB) | ESP | iGT - Voting |
| Nicky Rozier | (NR) | BU UK | iGT - Voting |

CDSP Change Management Representatives

| | | | |
|---------------|-------|---------|------------|
| Dave Turpin | (DT) | Xoserve | Non-Voting |
| Emma Smith | (ESm) | Xoserve | Non-Voting |
| Lorraine Cave | (LCa) | Xoserve | Non-Voting |

Observers

| | | | |
|-------------------|-------|-----------------------|------------|
| Christina Francis | (CF) | Xoserve | Non-Voting |
| Hilary Chapman | (HCh) | Scotia Gas Networks | Non-Voting |
| Lee Foster | (LF) | Xoserve | Non-Voting |
| Mark Jones | (MJ) | SSE | Non-Voting |
| Neil Brinkley | (NB) | BU UK | Non-Voting |
| Rachel Hinsley | (RHi) | Xoserve | Non-Voting |
| Debbie Brace | (DB) | National Grid NTS | Non-Voting |
| Shane Preston | (SPr) | Scottish Power | Non-Voting |
| Shanna Key | (SK) | Northern Gas Networks | Non-Voting |
| Tahera Choudhury | (TCh) | Xoserve | Non-Voting |

Apologies

| | | | |
|----------------|-------|-------------------|------------------|
| Andrew Margan | (AMa) | British Gas | Voting |
| Beverley Viney | (BVi) | National Grid NTS | Voting |
| Lorna Lewin | (LL) | Orsted Sales | Voting (2 votes) |
| Richard Pomroy | (RP) | WWU | DNO - Voting |

* Via teleconference

Copies of all papers are available at: <https://www.gasgovernance.co.uk/DSC-Change>
<https://www.gasgovernance.co.uk/DSC-Change/271117>.

1. Introduction

RH welcomed all to the meeting, which was confirmed to be quorate.

1.1. Apologies for absence

See above table.

1.2. Alternates

Phil Lucas for Beverley Viney.

1.3. Confirm Voting rights

The voting rights for each member were as follows:

| Representative | Classification | Vote Count |
|---|-----------------|--|
| Kirsty Dudley | Shipper Class A | 1 vote |
| James Rigby | Shipper Class A | 1 vote (2.2.9 applies = Shipper Class C) |
| Alison Neild | Shipper Class B | 1 vote |
| (None) | Shipper Class C | |
| Chris Warner | DNO | 1 vote |
| Phil Lucas (and alternate for Beverley Viney) | NTS | 2 votes |
| Katy Binch | iGT | 1 vote |
| Nicky Rozier | iGT | 1 vote |

1.4. Approval of Minutes (08 November 2017)

The approval of minutes was deferred until 13 December 2017.

2. XRN4361 - UK Link Future Release 2 – EQR For Approval

DT introduced the De-scope & secondary scope review presentation, and confirmed that no additional feedback had been provided to Xoserve since the presentation had been published.

DT confirmed that on 08 November 2017, it had been proposed to de-scope 8 Change Request from Release 2, and Xoserve agreed to provide further assessment information to support the reasons behind the de-scoping and if there was deemed to be any capacity, additional scope could be added to R2 in replacement of that which was proposed for removal.

DT provided a table summarising the 8 Change Requests that had been submitted for de-scoping and the reasons why. DT asked parties if they wanted to discuss any items that have been de-scoped.

NR asked if the items that have been de-scoped would go into Release 3. DT clarified that the proposal was for these to be taken off the list and not re-scheduled. The assessment from Xoserve was that these items were not worth delivery. KD confirmed that she was satisfied that these items could be de-scoped.

DT went on to provide the Proposed Secondary Scope (Slide 7) and asked parties if they wanted to discuss any items from the Secondary Scope Review. DT summarised the inclusion of 4 changes, these were: XRN4249, XRN4454, XRN4513 and XRN4514. These had been deferred out of UK Link but flagged as required. A further assessment on the secondary scope assessment was provided to highlight suggestions for High, Medium and Low priority changes against certain criteria.

KD asked about the certainty of delivery and the ability for the industry to support delivery. DT suggested that Xoserve may need to consider other parties ability to support delivery timings being suggested before they were deemed “good to go”.

DT explained that a fair bit of testing will need to take place for some changes, in particular the invoicing changes; some additional testing will be needed internally to ensure certain changes are deliverable.

DT confirmed Change Requests: XRN4249, XRN4513 and XRN4514 were all “good to go”. However, Change Request XRN4454 – Invoicing, which had a medium level of confidence, with a high level of complexity, needed more testing to understand its deliverability. Cadent had asked for this change to be included, with further consideration required on the basis of complexity to understand deliverability.

PL asked whether the inclusion of changes XRN4249, XRN4513 and XRN4514 would reduce the overall delivery confidence level for XRN4454. DT confirmed that the inclusion of these 3 changes would not adversely impact the deliverability of XRN4454.

LF stressed that Xoserve want more confidence on what the complexities are, what the Cadent requirements are, and to consider the risks.

It was suggested that the Next Steps for XRN4454 should be to include the change within the scope and continue to look at the detailed requirements and design and then consider at the next DSC Change Management Committee whether the change request should pass a “Stage Gate” to determine whether this change can still be included in release 2.1. Alternatively, the committee could simply vote at this meeting (27 November) to exclude this change.

DT suggested that Xoserve may be able to look at other items for inclusion if the committee decided to remove XRN4454. There may be a possibility of adding some elements for Release 2, with some added to an extraordinary release (e.g. R2.1) as well.

DT explained that Xoserve would need a final decision in December as to whether XRN4454 should be included and the committee should consider the voting on 13 December as a “go no go” decision.

LF explained that once Xoserve better understands the design, there should be more certainty to help the decision with the risk assessment and whether it can or cannot be delivered. It was suggested that it may be an option to consider for Release 3, or include in Release 2.

The Shipper Committee Representatives considered:

1. De-scoping the 8 changes from Release 2;
2. Including changes XRN4219, XRN4513 & XRN4514; and
3. Including XRN4454 – Cadent Invoicing, once assessed, considering stage gate decisions.

The Committee Representatives considered approving the Change Requests; and approved the changes as follows:

| 1. Voting Outcome: | | De-scope 8 changes from Release 2 | |
|-----------------------------------|---------------------|--|--|
| Shipper Representative | Voting Count | For/Against | |
| Kirsty Dudley | 1 | For | |
| James Rigby | 1 | For | |
| Alison Neild | 1 | For | |
| Total | 3 | 3 | |
| Transporter Representative | Voting Count | For/Against | |
| Chris Warner | 1 | For | |
| Phil Lucas | 2 | For (2) | |
| Nicky Rozier | 1 | For | |
| Katy Binch | 1 | For | |
| Total | 5 | 5 | |

| 2. Voting Outcome: | | Include XRN4219, XRN4513 & XRN4514 in Release 2 | |
|-------------------------------|---------------------|--|--|
| Shipper Representative | Voting Count | For/Against | |
| Kirsty Dudley | 1 | For | |
| James Rigby | 1 | For | |

| | | |
|-----------------------------------|---------------------|--------------------|
| Alison Neild | 1 | For |
| Total | 3 | 3 |
| Transporter Representative | Voting Count | For/Against |
| Chris Warner | 1 | For |
| Phil Lucas | 2 | For (2) |
| Nicky Rozier | 1 | For |
| Katy Binch | 1 | For |
| Total | 5 | 5 |

| | | |
|-----------------------------------|---|--------------------|
| 3. Voting Outcome: | Include in Release 2 XRN4454 – Cadent Invoicing, once assessed, with review/stage gate decision on 13 December 2017. | |
| Shipper Representative | Voting Count | For/Against |
| Kirsty Dudley | 1 | For |
| James Rigby | 1 | For |
| Alison Neild | 1 | For |
| Total | 3 | 3 |
| Transporter Representative | Voting Count | For/Against |
| Chris Warner | 1 | For |
| Phil Lucas | 2 | For (2) |
| Nicky Rozier | 1 | For |
| Katy Binch | 1 | For |
| Total | 5 | 5 |

ESm suggested Xoserve would raise a new EQR for Release 2 of the Cadent Billing.

DT confirmed that Xoserve undertakes at all stages in the delivery cycle, to assess changes to ensure they are fit for purpose and cost effective.

3. XRN4510 - Negative Consumption Period For Rolling AQ20171023

RHi confirmed that where the AQ has recalculated, where it is positive but understated, a data-fix has been undertaken within the system. RHi confirmed an implementation date of the 08 December 2017.

4. Outstanding Action(s) carried forward to next meeting

1001: Xoserve (LF) to confirm UKLP281 is not able to be implemented as a special release between R2 and R3.

1101: Xoserve to liaise with PAC and confirm that the reports required match the change proposal and ensure the definition of these reports is correct.

1102: Xoserve to update and provide the APi /DPA client confidentiality and build compliance document and recirculate with the maximum notice possible (minimum of 10 days) ahead of next change committee.

1103: Transporters to provide an Implementation Date for UNC 0593V - Provision of access to Domestic Consumer data for Price Comparison Websites and Third-Party Intermediaries.

1104: All parties to provide feedback to Emma Smith Xoserve on what Project Documents they would like to be kept and provide feedback on Xoserve's retention proposals.

5. Next Steps

6. Any Other Business

None Raised.

7. Diary Planning

Further details of planned meetings are available at: www.gasgovernance.co.uk/Diary

It was agreed that the December meeting would be one day only.

Meetings will take place as follows:

| Time/Date | Venue | Programme |
|------------------------------------|---|---|
| 10.15 Thursday 13 December 2017 | Lansdowne Gate, 65 New Road, Solihull B91 3DL | Standard Agenda items, and any other matters arising: XRN4273 - Introducing IHD (In-Home Display) Installed Status of Failed (Approval) Future Industry Change Delivery Governance <i>Standing AOB items for updates:</i> Xoserve/Gemserv MIS Collaboration API Platform Implementation Paper |

Action Table (as at 27 November 2017)

| Action Ref | Meeting Date | Minute Ref | Action | Owner | Status Update |
|------------|--------------|------------|--|--------------|-----------------|
| 1001 | 11/10/17 | 2.3 | Xoserve to confirm UKLP281 is not able to be implemented as a special release between R2 and R3. | Xoserve (LF) | Carried Forward |

| | | | | | |
|-------------|----------|------|---|---------------|------------------------|
| 1101 | 08/11/17 | 2.3 | XRN4225: Xoserve to liaise with PAC and confirm that the reports required match the change proposal and ensure the definition of these reports is correct. | Xoserve | Carried Forward |
| 1102 | 08/11/17 | 10.3 | 0593V - Xoserve to update and provide the APi /DPA client confidentiality and build compliance document and recirculate with the maximum notice possible (minimum of 10 days) ahead of next change committee. | Xoserve (TCh) | Carried Forward |
| 1103 | 08/11/17 | 10.4 | Transporters provide an Implementation Date for UNC 0593V - Provision of access to Domestic Consumer data for Price Comparison Websites and Third Party Intermediaries. | Transporters | Carried Forward |
| 1104 | 08/11/17 | 10.4 | All parties to provide feedback to Emma Smith Xoserve on what Project Documents they would like to be kept and provide feedback on Xoserve's retention proposals | All | Carried Forward |