

UNC DSC Change Management Committee Minutes

Wednesday 10 January 2024

Via Microsoft Teams

at Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA

Attendees			
Rebecca Hailes (Chair) (10:00 – 11:00)	(RH)	Joint Office	Non-Voting
Kate Elleman (Chair) – (11:00 onwards)	(KE)	Joint Office	Non-Voting
Niamh Holden (Secretary)	(NH)	Joint Office	Non-Voting
Shipper User Representatives (Voting)			
Andy Eisenberg	(AE)	E.ON	Class A
Oorlagh Chapman	(OC)	Centrica	Class A & Class C
Lisa Saycell	(LS)	SEFE Energy	Class B
Swetta Coopamah	(SC)	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 (2)
Michelle Brown	(MB)	Energy Assets	IGT Voting
Kundai Matiringe	(KM)	BUUK	IGT Voting
CDSP Change Management Representatives (Non-Voting)			
Paul Orsler	(PO)	Xoserve	
Observers/Presenters (Non-Voting)			
Andy Clasper	(AC)	Cadent	
Dave Addison	(DA)	Xoserve	
Gareth Powell	(GP)	E.ON	
James Barlow	(JB)	Xoserve	
James Verdon	(JV)	Xoserve	
Josie Lewis	(JL)	Xoserve	
Jo Williams	(JW)	Xoserve	
Kate Lancaster	(KL)	Xoserve	
Karl Davidson	(KDa)	Xoserve	
Kirsty Dudley	(KD)	E.ON	
Lee Greenwood	(LG)	Centrica	
Loraine O'Shaughnessy	(LO)	Xoserve	
Mark Jones	(MJ)	SSE	
Molly Haley	(MH)	Xoserve	
Richard Johnson	(RJ)	Xoserve	
Rob Westwood	(RW)	Xoserve	
Sarah Brown	(SB)	BUUK	
Sally Hardman	(SH)	SGN	
Sharon Dudley	(SD)	Xoserve	
Steve Pownall	(SP)	Xoserve	

Tom Jenkins	(TJ)	ESP
<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/100124</i></p>		

1. Introduction

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

1.1. Apologies for absence

Richard Loukes – NTS Representative

Ross Easton – Total Energies

1.2. Alternates

Bill Goode for Richard Loukes

Swetta Coopamah for Ross Easton

1.3. Confirm Voting rights

In accordance with UNC GT Section D Annex D-2 Para 2.2.9, the Chair randomly allocated the two Class C votes. One was randomly allocated to one of the two class A representatives, and another was randomly allocated to one of the two class B representatives.

Accordingly, Orlagh Chapman will hold a Class C vote for the remainder of the Gas Year and Swetta Coopamah will hold a Class C vote for the remainder of the Gas Year.

The voting rights were confirmed as below:

Representative	Classification	Vote Count
Shipper		
Andy Eisenberg	Shipper Class A	1 vote
Orlagh Chapman	Shipper Class A & C	2 votes
Lisa Saycell	Shipper Class B	1 vote
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

There were no late papers to be approved.

1.5. Approval of Minutes (13 December 2023)

The minutes of the previous meeting were approved.

1.6. Review of Outstanding Actions

1201: CDSP (PO) to confirm the likely cost for detailed design of XRN5614.

Update: Paul Orsler (PO) advised that the cost had been reviewed with the team and the detailed design for XRN5614 was expected to cost between £15,000 to £19,000. PO explained that this accounted for 9% of the total change cost and that the low-cost estimate for design effort is £15,000 and the high-cost estimate is £19,000.

PO added that the detailed design would be funded by the Change Budget and there was an expectation to present the design to the Committee in March. **Closed.**

Andy Eisenberg (AE) queried whether there was an outstanding action to collate quantities and volume trend in relation to XRN5614. CDSP confirmed this was still outstanding and the Committee agreed to add this as a new action.

New Action 0101: CDSP (PO) XRN 5614: Please provide analysis of current and expected impacted meter point quantities, scenarios, and volume trend. To be provided alongside detailed design of XRN5614.

2. DSC Change Budget Update & Horizon Planning

2.1. General Change Budget BP23

CDSP provided an update on the General Change Budget and provided the Committee with the Forecasted Year End Spend.

Kate Lancaster (KL) advised that the only update in relation to the Change Budget was that XRN5614 had an adjusted budget, and the funds had been added to the IGT. These funds which had been approved but were uncommitted used the remainder of the IGT budget, which is now overspent. KL advised that unless these funds were committed by the end of the financial year, it would fall into next year's budget.

Kundai Matiringe (KM) requested clarification on whether there is an overspend based on the previously discussed funding split of 75/25 IGT/Shipper.

PO explained that it is not yet committed, and this includes costs for changes being developed, he advised that there is a likelihood that these costs will change once delivery costs are agreed. The figures provided reflected the worst-case scenario in order to show transparency.

Please see the published slides for full details.

2.2. Change Pipeline

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

PO provided an update on the status of the Changes and advised that CDSP had some certainty on what could be implemented until June 2024, there is then less certainty past June 2024, but PO confirmed that they would work with customers to determine what needs to be delivered.

PO reported that two Changes had been added to the Change Backlog, XRN 5720 and 5719, which were up for decision today. In relation to the Change Backlog - On Hold, PO advised that the changes included, with the exception of XRN 5701 have a lower priority and are not business critical.

Edward Allard (EA) queried whether the slides, presented within the meeting, cover all legacy and historic Changes which haven't yet been implemented. PO advised that the only changes excluded from the presentation are Internal Changes.

Please refer to the published slides for full details.

3. Change Development

New Change Proposals – Internal Review – For Approval

3.1. **XRN 5719 – Provision of consolidated Specific Services Invoice and Supporting Information**

PO provided an overview of the Change Proposal to the Committee.

This had been raised on behalf of the operational team and seeks to address a pain point for customers regarding invoices. The CDSP currently send two separate emails when invoicing customers, one which includes the invoice and one which includes the supporting information, PO confirmed that these emails are sent to circa 50 customers.

PO advised that this Change Proposal seeks to combine production of the invoice and the information on a consolidated email, effectively reducing the number of emails sent to customers.

Kirsty Dudley (KD) questioned whether this consolidation would be optional to customers, stating that some customers may need the information and invoice to be separate for billing purposes. PO noted this concern and advised that this would be discussed within consultation.

KD asked whether the distribution lists used are identical and whether some customers may drop off following consolidation and not receive any correspondence. PO agreed to take this question away and determine whether CDSP hold separate lists. PO explained that this is a good example as to why CDSP wanted to raise this change as there was some uncertainty in relation customer preference and how they prefer to receive this information.

PO noted that there is no current date for implementation. KD queried why this change was not coming through the usual process, PO explained that the rationale for raising the Change was for service improvement.

RH queried whether there were any costs involved with this Change, PO advised there was not.

Please see the published slides for further information.

Shipper, DNO, NTS and IGT 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
Andy Eisenberg	1	For
Oorlagh Chapman	2	For
Lisa Saycell	1	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	2	For
Michelle Brown (IGT)	1	For
Kundai Matiringe (IGT)	1	For
Total	6	For

3.2. **XRN 5750 – Gateway delivery for RPC backing data (IGT173)**

An overview of the Change Proposal was provided for information.

This had been raised in order to use IX as a Gateway to deliver RPC backing data and support Modification IGT173. Karl Davidson (KDa) explained that this Change went to IGT Panel in December and was accepted, noting that nothing is done to the content of the files, but they would essentially act as a postman and deliver the files via the IX.

KDa advised that the intended implementation date is November 2024 as this goes with the timeline of the IGT Modification and they can therefore develop together.

Lisa Saycell (LS) advised that they had previously had issues when files were delivered by the IX, explaining that there wasn't any support for when these issues occurred. KDa advised that this is referenced within the Modification, noting that this would form part of the discussion surrounding the Change.

LS noted that there didn't seem to be a proper way to log discussions and it was unclear on who was responsible. PO reported that part of the development process of this Change is to look into the query process.

KM queried whether a UNC Modification needed to be raised in relation to this Change. KDa advised that this was discussed at the Workgroup and a UNC Modification did not need to be raised at this time.

KDa advised that should any members require further information; the IGT Workgroup was scheduled for 11th January 2024.

Please see the published slides for further information.

Shipper and IGT 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
Andy Eisenberg	1	For
Oorlagh Chapman	2	For
Lisa Saycell	1	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

For information

3.3. XRN5556I – CMS Rebuild – Delivery of XRN5604 and XRN5605

Joanna Williams (JW) provided an overview of the Change Proposal, which seeks to to deliver the new processes detailed in XRN 5604 and XRN 5605. JW advised that this Change is due to be delivery in February, stating that it has been raised separately as it ties in directly to training materials and the CDSP's versions of releases.

Please refer to the published slides for further information.

3.4. XRN5556J – CMS Rebuild – Delivery of Must Reads

An overview of the Change Proposal was provided by JW. This Change seeks to deliver additional functionality and improve the Must Reads Process (MUR). JW advised that this is targeted to be released in March 2024.

Please refer to the published slides for further information.

3.5. XRN5556K – CMS Rebuild - Delivery of DMQ and Generic Workflows

An overview of the Change Proposal was provided by JW. This Change seeks to deliver the Daily Metered Query (DMQ) and the generic workflows into the new CMS. JW noted that change packs are to be issued in March and any updates will be communicated through the normal forums (DSC

Change Management Committee and DSC Contract Management Committee) and Customer Focus Groups.

Please refer to the published slides for further information.

Solution Option Change Packs – Vote

3.6. XRN5585 – FWACV Phase 2

An update on the Change Proposal was provided.

PO reported that two positive responses to the Change Pack had been received. PO advised that they had spent a lot of time working on the solution options, in order to get these into a position where there is a good level of support.

PO explained that within Solution Option one, the Change Pack noted a medium level of impact and they had received some queries from National Gas Transmission (NGT) that they were looking to address and explain the rationale behind this. PO noted that a direct response would be provided to Bill Goode (BG).

BG thanked PO, explaining that they would just like to be fully aware of the impact of this Change. Tom Stuart (TS) queried whether the issues raised by NGT had any effect on the solution provided.

PO advised that they would not but might introduce a new rejection code, so there is a possibility that this may need to be included in the flow back to NGT. BG added that NGT just wanted assurance and had no concerns that this would impact the Solution.

Steve Pownall (SP) advised he would address the issues raised by NGT with BG later that day.

Kate Elleman (KE) asked PO whether any of the issues raised would prevent the committee from voting, PO confirmed it would not.

Vote 1: Solution Option (impacting parties)

DNO and NGT Members were asked to vote to approve the Solution Option to progress into Detailed Design, with unanimous approval recorded as follows:

Voting Outcome:		
Transporter Representatives	Voting Count	For/Against
Edward Allard (DNO)	1	For
Tom Stuart (DNO)	1	For
Bill Goode (NTS) + Alternate for Richard Loukes	2	For
Total	6	For

Vote 2: Funding Split

DNO Members were asked to vote to approve the funding split between ChMC Constituencies for the approved option, with unanimous approval recorded as follows

Voting Outcome:		
Transporter Representatives	Voting Count	For/Against
Edward Allard (DNO)	1	For
Tom Stuart (DNO)	1	For
Total	2	For

4. Design & Delivery

Design Change Packs – For Approval

Shippers were asked to vote to approve delivery of the detailed design, for the following changes:

4.1. XRN 5665 – DN Annual Connection AQ Review Process

An update was provided on the design consultation, confirming one representation had been received supporting the Change Pack.

Rob Westwood (RW) advised that they were looking to embed the process that was initiated last year as a BAU process.

RW noted that a Solution Option was not required at this stage.

Shipper and DNO Members were asked to vote to approve the detailed design and progress into delivery, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Andy Eisenberg	1	For
Oorlagh Chapman	2	For
Lisa Saycell	1	For
Swetta Coopamah	2	For
Total	6	For
Voting Outcome:		
Transporter Representatives	Voting Count	For/Against
Edward Allard (DNO)	1	For
Tom Stuart (DNO)	1	For
Total	2	For

4.2. XRN 5690 – Creating a loadable Billing Calendar File for DSC Customers

An update was provided on the design consultation, confirming three representations had been received in support of the Change Pack.

RW explained that CDSP were looking to add a new loadable Billing Calendar in addition to the current PDF version and this was expected to be implemented at the end of January. The Committee were advised that they were voting to move this Change from detailed design and progress into delivery.

Oorlagh Chapman (OC) advised that they had initially not provided any feedback on this Change but had received some internally. OC explained that there was some concern regarding the format of the Calendar.

KD explained that the reason the Calendar is formatted to read year, month and then day is that this avoids issues with the American date format.

OC added that there was further concern surrounding unquoted string values, explaining that they wanted to raise this as it seems to have gone straight into detailed design phase without approval. KD argued that the Change has followed the process and stressed that it been introduced to help customers.

OC referred to the published slides which stated that it had proceeded straight into the detailed design phase. PO explained that the Change is a value add, which was identified by E.ON and KD had endorsed, PO added that the PDF version would remain untouched and having the new Calendar provides customers with a choice.

OC confirmed that she did not wish to delay or defer the change and was merely bringing the feedback to their attention. SP advised that he would follow up with OC later in the week to discuss the feedback raised.

KE asked whether the Committee were comfortable to go to a Vote. The Committee Members confirmed that they were happy to vote.

Shipper Members were asked to vote to approve the detailed design and progress into delivery, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Andy Eisenberg	1	For
Oorlagh Chapman	2	For
Lisa Saycell	1	For
Swetta Coopamah	2	For
Total	6	For

For Information

4.3. XRN 5682 February 24 Major Release Update

CDSP provided an update on the February 2024 Major Release. RW reported that there had been three changes to the scope, but they were otherwise progressing well in respect of the milestones.

RW advised the Committee that there will be an external training awareness session, he asked that Members make their colleagues aware of this session, as from previous feedback received, it is apparent that these sessions are extremely useful.

Please see the slides for further information.

4.4. XRN 5629 November 2023 Major Release Update

CDSP provided an update on the November 2023 Major Release. RW reminded the Committee of the Scope for the November Release and advised that they were not currently aware of any issues raised against the Release.

RW noted that they should be able to provide more information in relation to the matrix of the release in the next meeting but there had overall been good engagement and it should be a successful change.

Please see the slides for further information.

4.5. XRN 5564 Gemini Sustain Plus Programme Update

Karl Davidson (KDa) provided a brief overview of the Gemini Sustain Plus Programme and reported that they were currently running at an Amber Status, therefore are cautious in respect of how much testing that needs to be done but are otherwise meeting the implementation date.

KDa advised the Committee that further information can be found on their website: geminichanges@correla.com or Members could contact them via email at geminiengagement@correla.com.

Please see the slides for further information.

4.6. DDP Update

Richard Johnson (RJ) presented an update on the DDP highlighting the current position on the roadmap and that Release 4 was completed on time and their current focus was Release 5. This

release includes two elements: XRN 5605 – the development and testing of new dashboards and XRN 5607 – work on existing dashboards for new reason codes.

Please see published slides for further information.

5. Non-DSC Change Budget Impacting Programmes

5.1. CMS Rebuild Update

CDSP provided an overview of the CMS rebuild delivery roadmap and progress to date. JW confirmed that some demos would be provided within focus groups scheduled for this week, JW added that these sessions would be led by the training team.

JW reported that a rough agenda of the focus groups would be provided to customers to include timings for associated or impacted parties, should customers want to join for only sections of the agenda which apply to them.

JW advised that there were only a small number of releases left to be implemented and CDSP have an opportunity to deliver the DMQ process early, however delivery dates for V1.9 and V1.10 are still to be decided.

JW noted that a walkthrough is scheduled to take place on 22 January 2024.

The CMS Rebuild webpages continue to be updated to reflect activities 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. Any Other Business

6.1. Modification 0865 Permitting DNOs to charge Shippers negative SOLR unit rates

CDSP provided an overview of Modification 0865, advising that the Modification had been raised within the last few weeks.

PO provided some background in relation to the change in that it was raised to enable negative unit rates and advised that as a result of Modification 0865, CDSP had discovered they were already able to apply both positive and negative rates.

PO advised that they wanted to raise this to the Committee for awareness, as if this Modification was to be implemented, nothing from the solution side will change as this function already exists.

Tom Stuart (TS) advised that they had originally raised the Modification as it was believed that between 2024 and 2025 there would be a net negative, however it has since been published that it would be net positive.

AE asked whether this had been confirmed and there would be no negative within 2024 to 2025. TS advised that there was potential to be a net negative in the following year but no negative between 2024 to 2025.

KM queried whether this needed to go to consultation, KE advised that it had already gone out and 6 representations had been received which were all positive: [0865S - Permitting DNOs to charge Shippers negative Supplier of Last Resort \(SoLR\) unit rates | Joint Office of Gas Transporters \(gasgovernance.co.uk\)](#)

Please refer to published slides for further information.

6.2. Delivery Sub-Group Summary

James Barlow (JB) provided a brief update on Delivery Sub-Group and took the Committee through the meeting Agenda Items and Outcomes. JB reported that the meeting attendance was good and that engagement month by month is improving.

Please refer to the published slides for further information.

6.3. KVI Survey Q3 2023 – Verbal Update

CDSP provided the Committee with the link to complete the KVI Survey Q3, noting that there had been a low response rate. CDSP urged Members to complete the Survey as all feedback is encouraged.

6.4. REC Update

CDSP highlighted an issue which had been discovered following the implementation of REC0067 in December. David Addison (DA) explained that following implementation, there were no missing messages and CDSP informed the Code Manager that they would fabricate a missing message in order to demonstrate that everything was working as it should. DA advised that this had unearthed multiple issues which need to be addressed and as a result, DA confirmed that the PIS period had been extended.

DA also confirmed that the costs associated with the initial PIS period had been absorbed by the CDSP, however, the extended PIS period will be funded through the value which had been previously approved as part of the risk margin.

LS asked whether a breakdown of costs could be supplied to the Committee in the next scheduled meeting. LS appreciated that the CDSP will not go over the previously agreed value but believed this would be helpful to have as these issues tend to drag on. DA agreed that he would provide this within the next meeting.

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

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 Wednesday 7 February 2024	5pm Wednesday 31 January 2024	Microsoft Teams	Standard Agenda

DSC Change Action Table						
Action Ref	Meeting Date	Min Ref	Action	Owner	Reporting Month	Status Update
0101	10/01/24	1.6	CDSP (PO) XRN 5614: Please provide analysis of current and expected impacted meter point quantities, scenarios, and volume trend. To be provided alongside detailed design of XRN5614.	CDSP (PO)	March 2024	Pending
0102	10/01/24	6.4	CDSP (DA) to provide Committee with costs associated to issues discovered following implementation of REC0067.	CDSP (DA)	February 2024	Pending