Change Management Committee (ChMC) is scheduled to convene on Wednesday 13th March. Below is a summary of the agenda items and the actions for Committee members relating to each agenda item; all material is available here:

<https://www.gasgovernance.co.uk/dsc-change/130319>

**2. New Change Proposals - Initial Review**

 **2.1 XRN4865 Amendment to Treatment and Reporting of CYCL Reads**

This new Change Proposal is sponsored by Xoserve.

An issue has been identified with the estimated read created for the confirmation effective date (CED) for class 3 and 4 meter points in the case where the asset is installed for a date prior to the confirmation effective date. The estimated read which is currently stored in the system as a CYCL read is reported to the shippers in the MBR file. Below are the issues identified on this read:

1. The CYCL estimated read is being incorrectly treated as an actual read for any subsequent read validations, even though it is an estimate. Since the CYCL read which is an estimated read is being used for read validations, it is resulting in subsequent reads being incorrectly rejected if they are lower than the CYCL read.

2. The read type in the MBR file for the CYCL estimated read is being incorrectly reported as N (normal) instead of E (estimate).

3. The read reason code description in the MBR file format does not state that CYCL read can relate to a Back Billing estimated read for Confirmation effective date. Although it was agreed as a part of an industry workaround to send such estimated reads as CYCL reads in the MBR file, there was no change done to the file format description which is now not consistent with what is being reported in the file.

Once XRN4534 (Amendment to RGMA validations) is implemented as part of Future Release 3 Track 2B in March 2019, the instances of generation of such estimated CYCL reads will increase. Due to the consequential impact to read rejections and inconsistent reporting of reads in MBR file, this change needs to be implemented as soon as possible. Customers are aware of the issue and tickets have been raised regarding this.

Shipper Users will be expected to vote on whether this change should proceed. The funding section of the Change Proposal indicates that this change can be funded by the Xoserve Improvement Budget.

**2.2 XRN4866 – Removal of Validation on Uncorrected Read (UIG Recommendation)**

This new Change Proposal is sponsored by Xoserve.

In conjunction with change XRN4621 due for November 2019 release, we require the system UK Link to remove the validation on the uncorrected read to prevent it from being rejected on rejection code MRE00458 (New uncorrected reading is less than previous uncorrected reading)

Shipper Users and Distribution Network Operators will be expected to vote on whether this change should proceed. The funding section of the Change Proposal is populated with DSC Service Area 5 (Metered Volume and Quantity), which is 33% Shipper funded and 67% DNO funded.

**2.3 XRN4869 – DC Exit Programme**

This new Change Proposal is sponsored by Xoserve.

This request is raised in order to manage the delivery of two separate projects under 1 programme named DC Exit.

The details of two projects managed as part of the programme are as follows:

1. Gemini Migration (Re-platform is a separate Change proposal funded by National Grid Transmission – CP4550)
2. Data Centre Exit (Shared Components) Delivery – CR has been raised in parallel to this CP (4869). Reference number for the CR is 4870.

The purpose of the two projects is to migrate and host all components currently within Peterborough and Kettering Data centre to ‘Platform as a Service’ hosting solution. The reason these projects are being delivered separately is mainly due to the funding arrangements as GRP project will be funded by NG Transmission and the remainder of the systems / components will be dealt via an internal change.

This change has been raised specifically in order to deliver the following deliverables at a programme level:

* Board Paper (in order to agree the funding arrangements for both projects)
* PAT Tool for the programme
* L1 Milestone plan
* Stage Gating approach for both project deliveries

Change driver: In 2016 Xoserve undertook a review of its Data Centre Strategy and the strategic hosting options and the conclusion of this review was for Xoserve to move away from owning assets and instead to move to a managed service model. There is also a cost benefit associated with this model.

The current hosting contract with the existing supplier runs until June 2020 therefore the aim is to migrate all components by summer 2020 managed as part of two separate projects.

This new Change Proposal will be presented to ChMC for information purposes. The funding section of the Change Proposal can be funded by the Xoserve BP19/20 Budget.

* 1. **XRN4871 – Modification 0665 – Changes to Ratchet Regime**

This new Change Proposal is sponsored by Gazprom.

[Modification 0665](http://www.gasgovernance.co.uk/0665) has been raised and seeks to amend the current Class 2 Ratchet Charging Arrangement and it allows Transporters designate Supply Points (Network Designated) that should, in addition to mandatory Class 1 Supply Points, be subject to the existing Class 1 Ratchet Charging Arrangement. It is expected to be voted on by UNC Panel in March with final approval by Ofgem in April 2019.

This Change Proposal has been raised to deliver the system requirements set out within this modification. Due to the proposed timescales and the requirement to implement the changes by 01 October 2019, the Change Proposal has been raised ahead of the modification being officially approved.

In summary please see the modification requirements for the CDSP:

* Implementation of an amended Ratchet Charging Arrangement applicable for Daily Metered Supply Meter Points that are not Network Designated.
* The Revised Ratchet Charge for Class 2 sites is described in the Modification.
* A mechanism is required to flag in UK Link where a Network has designated a Supply Meter Point which should be subject to the existing Class 1 Ratchet Charge
* When a Supply Meter Point has been Network Designated the CDSP shall notify the registered Shipper, and the relevant Supply Point will as soon as reasonably practicable be required to be a Class 1 Supply Point
* If a Shipper does not reclassify the Supply Point as Class 1 within 20 Supply Point Systems Business Days of the notice of Designation, then the CDSP will reclassify the site as Class 1 after so notifying the relevant Shipper and providing not less than 20 Supply Point Systems Business Days’ notice of the revised classification effective date unless the CDSP has been informed that the Supply Meter Point is unable to be Daily Read in accordance with current code requirements.

For full details, please refer to the modification.

Shipper Users, Distribution Network Operators and IGTs will be expected to vote on whether this change should proceed. This change could be included in the scope of the July 2019 Minor Release. The funding section is currently populated with DSC Service Area 7: NTS Capacity, LDZ Capacity, Commodity, Reconciliation, Ad-hoc adjustment and balancing invoices, which is 17% funded by National Grid Transmission funded and 83% DNO funded.

The above funding split is based on what is specified by the DSC Service Area on the Budget and Charging Methodology document. An automated solution would not cause any change to the ongoing delivery of the service lines.

* 1. **XRN4876 - Changes to PARR Reporting – providing further data to PAFA to aid analysis of performance reporting**

This new Change Proposal is sponsored by PAFA/PAC.

Provide additional data items to the PAFA to support reporting they produce for PAC.

The additional data items will provide more context to the reporting to aid PAFA with analysis of the data.

Shipper Users will be expected to vote on whether this change should proceed. This change can be funded from the DSC Change PAC budget.

* 1. **XRN4867 Service Description Table**

This new Change Proposal is sponsored by Xoserve.

The Service Description Table has been reviewed against the relevant UNC sections and some code reference updates and Service Line updates are required. Customers have requested changes to, or additional Service Lines as part of ongoing development work. The changes proposed are classified as “cosmetic / housekeeping”.

**Note:** No new service is being created, or an existing service amended or deleted by this Change Proposal, there is nothing to physically implement. The Change Management Committee is requested to vary the Service Change Procedures, such that an Evaluation Quotation Report and Business Evaluation Report are not required for this Change Proposal. These documents would add no value to the Change Proposal and would be an inefficient overhead for the CDSP and Change Management Committee. This request will be made as per Service Change Procedures para 4.1.3.

All parties will be expected to vote on whether this change should proceed.

* 1. **XRN4888 – Removing duplicate address update validation for IGT Supply Meter Points via Contact Management Service (CMS)**

This new Change Proposal is sponsored by BUUK.

As an IGT, I need Xoserve to process my address updates in order to reflect the most accurate and up to date information associated to address details held against IGT Supply Meter Points in UK Link systems.

The current duplicate address validation performed within Contact Management Service (CMS) was not designed with a full understanding of IGT address management processes, particularly those associated to the new housing development market. As such, CMS restricts IGTs in their ability to keep IGT Supply Meter Point address data up to date in line with changes that are made to plans on new housing developments.

IGTs are therefore seeking to remove the duplicate validations performed on address updates, in order to ensure address changes to IGT Supply Meter Points can be made within UK Link systems, as and when housing development plans are updated.

As part of this change enduring reports and management information (MI) will need to be developed and implemented. Reports will need to provide detail of the address amendments that have resulted in a duplicate addresses being created in UK Link systems. Reports are proposed to be issued to IGTs, who in turn will be responsible to investigate and take the relevant course of action. Management Information should also be created to demonstrate whether improvements are being made to Supply Meter Point address data quality, and to quantify whether further improvements can be made to the process.

No data migration or cleansing activities are required to be delivered as part of this change, with IGTs continuing to work closely with Xoserve operational teams to work around the limitations that exist with the current process.

Shipper Users, Distribution Network Operators and IGTs will be expected to vote on whether this change should proceed.

This change closest aligned to Service Area 2: Provide query management – However this Service Area isn’t currently funded by IGTs.

No alternative Service Areas can be used to cover a 100% IGT funded change. An agreement to be sought with Xoserve and ChMC on the most appropriate way to fund this change.

1. **New Change Proposals – Post Initial Review**

**3.1 XRN4850 Notification of Customer Contact Details to Transporters**

Xoserve issued this new Change Proposal out for a 10 working day initial review consultation, within the February Change Pack, to the industry: seven responses were received, five approvals and two deferrals.

Shipper Users, Distribution Network Operators and IGTs will be expected to vote on whether this change should proceed to DSG or an alternative forum.

**3.2 XRN4851 Moving Market Participant Ownership from SPAA to UNC/DSC**

Xoserve issued this new Change Proposal out for a 20 working day initial review consultation, within the February Change Pack, to the industry: three approvals in principle have been received thus far.

The consultation period closes out on 15th March; therefore, this agenda item is for information purposes.

**3.3 XRN4853 UIG Recommendation 3.1 Option 5 (Interim process to monitor & manually load rejected reads into UK Link where the read was rejected for reason code MRE00458 only)**

Xoserve issued this new Change Proposal out for a 10 working day initial review consultation, within the February Change Pack, to the industry: four responses were received, three approvals and one rejection.

Shipper Users and Distribution Network Operators will be expected to vote on whether this change should proceed to DSG or an alternative forum.

**3.4 XRN4860 National Temporary UIG Monitoring (Projection of National UiG from Allocation through to reconciliation (Code Cut-off Date))**

Xoserve issued this new Change Proposal out for a 20 working day initial review consultation, within the February Change Pack, to the industry: three responses have been received thus far, two approvals and one deferral.

The consultation period closes out on 15th March

The consultation period closes out on 15th March; therefore, this agenda item is for information purposes.

**4. New Change Proposals – Post Solution Review**

**4.1 XRN4772 Composite Weather Variables**

Following the completion of the solution review Change Pack, ChMC will be asked to vote a solution option and a release for implementation.

There is only one solution option and the responses in the Change Pack supported it. The solution option seeks to amend the existing means that data is loaded to UK Link systems to be used in the CWV calculation process.

Xoserve intends to include this change in the scope of the June 2020 release, and would like ChMC to discuss whether this approach can be supported.

**4.2 XRN4686 Smart Metering Report**

Following the completion of the solution review Change Pack, ChMC will be asked to vote a solution option and a release for implementation.

The proposed solution is to produce this SMART Metering report on a monthly basis as a snapshot as soon as reasonably practicable and published on Xoserve.com in secure area of UK link documentation in a new folder (proposed Folder 34)

Xoserve intends to implement this change as soon as the BER for delivery has been approved (agenda item 6.1)

**4.3 XRN4790 - Introduction of winter read consumption reports and associated obligation**

Following the completion of the solution review Change Pack, ChMC will be asked to vote a solution option and an approach for implementation.

Solution Option One (as providing data and set requirements are set out in MOD652) there is only one solution option with two delivery mechanisms):

Provide a selection of reports to the Registered User and add reporting to the Performance Assurance Report Register (PARR) schedule for the Performance Assurance Committee (PAC) to provide information around the submission of reads to generate a Winter Consumption Calculation. Where reads were not available, submission of Winter Consumption Correction, in order that a Supply Meter Point in EUC03-09 has a calculated or corrected Winter Consumption Value each year and is not assigned a default War Band.

Xoserve intends to implement this change in April 2019.

**5. Xoserve DSC Implementation Plan**

There is one functional change for approval (XRN4806 - Additional data at National Level to support UIG Allocation validation). In February, ChMC permitted Xoserve to provide the additional information at national level to support customers with the validation of UIG Allocation on a monthly basis for the previous calendar month.

As agreed at ChMC in February, this Change was sent out in the February Change Pack to confirm an ad-hoc implementation within March 2019.

There are four outages to communicate to ChMC:

* EFT from 05:00 to 07:00 on 17th March
* IX from 20:00 on 18th March to 06:00 on 19th March
* Gemini and Gemini Exit Disaster Recovery Tests from 03:15 to 07:30 on 13th April, and 03:00 to 07:30 on 14th April.

**6.0 Approval of Change Documents**

 **6.1 XRN 4686 - Smart Metering Report (BER)**

A Business Evaluation Report (BER) for the above change will be presented to ChMC for approval.

**6.2 XRN3667a - Formula Year AQSOQ to proposing Users via API (CCR)**

A Change Completion Report (CCR) for the above change will be presented to ChMC for approval.

**6.3 XRN4542 - Changes to the Shipper Portfolio Summary Report (CCR)**

A CCR for the above change will be presented to ChMC for approval.

**6.4 XRN4790 - Introduction of winter read consumption reports and associated obligation (Mod 0652) (BER)**

A BER for the above change will be presented to ChMC for approval.

**7.0 Release Approvals**

**7.1 Release 3 Project Dashboards**

The latest progress of the Release 3 (Track 1 and Track 2) will be presented to ChMC for information purposes.

**7.2 February 2019 Releases – Delivery Plan**

The latest position of the February Releases will be presented to ChMC for information purposes. The February Releases include the following:

* Release 3 Track 2 – successfully implemented on 1st/2nd February
* Minor Release Drop – successfully implemented on 16th February
* February Documentation Release – successfully implemented on 1st March
* XRN4534 (Amendment to RGMA Rules for MTR Install Date) – successfully implemented on 1st March

**7.3 June 2019 Release – Delivery Plan**

The latest position of the June 2019 release will be presented to ChMC for information purposes.

**7.4 XRN4665 - Creation of New End User Categories - Delivery Plan**

The latest position of the EUC release will be presented to ChMC for information purposes.

 **7.5 Minor Release Drop 4 (Scope and Delivery Plan)**

The potential scope of Minor Release Drop 4 will be presented to ChMC for information purposes.

**7.6 November 2019 Release – Delivery Plan**

The latest position of the November 2019 Release will be presented to ChMC for information purposes.

**7.6.1 Market Trials for November 2019 – approval of approach (do we do Market Trials or not?)**

The Xoserve project team for the November 2019 Release will be looking for a decision from ChMC regarding whether Market Trials is necessary for the release. This agenda item is for approval.

**7.7 Change Assurance Update**

A Change Assurance Update regarding the June 2019 and EUC releases will be presented to ChMC.

**8.0 CSS Consequential Update (CSSC) Update)**

The latest position of CSSC will be presented for information purposes.

**9.0 XRN4695 UIG Taskforce Update**

The UIG Taskforce will present a set of slides to ChMC for information purposes. This will include a POAP, Taskforce Funding, and Next Steps.

**10. Amendment Invoice – Verbal Update**

A Verbal Update regarding the Amendment Invoice issues will be presented to ChMC for information purposes.

**11. Horizon and Future Release Change Planning**

**11.1 ‘Bubbling Under’ Report**

The bubbling under report highlighting potential future work for Xoserve will be presented.

**11.2 Gemini Horizon Planning**

A POAP for Gemini related change will be presented for information purposes.

**11.3 UK Link Changes Plan on a Page**

A POAP for UK Link related changes will be presented for information purposes.

**11.4 Prioritisation of Data Office Changes**

A set of Data Office changes will be presented to ChMC. This is a new standing agenda item, and the first occurrence is for ChMC to approve the priority of the Data Office changes.

**12.0 Finance and General Change Budget Update**

The Finance and General budget will be discussed. We would invite Committee members to familiarise themselves with this document prior to Wednesday to enable any questions to be asked within the meeting.

**14.0 Any Other Business (all for information and discussion purposes)**

**14.1 IX Refresh Update**

The slides will be discussed regarding the IX update.

**14.2 Published Change Proposals – moving from the Joint Office as a reference to Xoserve.com**

Xoserve and the Joint Office of Gas Transporters can put this proposal into practice following the ChMC meeting in March.

**14.3 DSC Change Management Governance Group**

Emma Smith will provide a verbal update this group to ChMC.

**14.4 XRN4795 Amendment to PARR Reports**

A verbal update regarding this change will be provided to ChMC.

**14.5 Change Pack Process on Xoserve.com**

A verbal update regarding the latest progress with this initiative will be presented to ChMC for information purposes.

**14.6 Strategy on the Future of MIS**

A set of slides regarding this topic will be presented to ChMC for information purposes.