Change Management Committee (ChMC) is scheduled to convene on Wednesday 10th April 2019. 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/index.php/dsc-change/100419>

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

**2.1 XRN4894 Shipperless and Unregistered Pre-Payment SPs Reconciliation**

This new Change Proposal is sponsored by SGN.

This proposal would allow Xoserve to release the Shipperless and Unregistered sites data to Siemens who currently hold a register of all the pre-payment Supply Points. The release of data to Siemens would allow them to undertake a data matching exercise against the data that they hold for pre-payment Supply Points which they would then provide back to Xoserve to allow the Supply Point Registration process to commence. As the Shipperless and Unregistered sites data doesn’t have any customers registered to them there are no data protection issues.

This piece of work needs to take place as we have been discovering a number of sites with prepayment meters that are using gas which are currently unregistered, all of which are adding to unidentified gas volumes that the industry is working to remove.

The matching exercise with Siemens has been documented in the attached letter that Xoserve have helped to pull together which covers the legal obligations that must be adhered to by Siemens. The DN’s believe that this piece of work should be considered by the UIG Task Force as it is closely linked to unidentified gas.

Shipper Users, Distribution Network Operators and IGTs will be expected to vote on whether this change should proceed. An agreement regarding the funding arrangements will be expected. Currently, the Change Proposal indicates the DSC Service Area as 16: *Provision of Supply Point Information Services and Other Service Required to be provided under Condition of the GT License,* the funding of which is split between GT and IGTs.

**2.2 XRN4914 Modification 0651 Retrospective Data Update Provisions**

This new Change Proposal is sponsored by Cadent.

Following Ofgem’s decision to approve UNC modification 0651 *‘Changes to Retrospective Data Update Provisions’* a change is needed to progress the delivery of requirements set out in this modification.

Modification 0651 specifies that the CDSP will facilitate an industry wide Asset Data Cleaning exercise, allowing Shippers an opportunity to correct pre-existing asset data discrepancies by submitting an extract of their portfolio to Xoserve. Xoserve will then work collaboratively with Shippers to compare datasets and share outputs before agreeing on the course of action to be taken to apply updates to the Supply Point Register. In addition, 0651 sets out the principles of an enduring Retrospective Update solution which will allow Shippers to correct asset data discrepancies as and when these are identified. The principles of the Change are outlined below:

Data Cleansing Exercise

* Shippers to provide asset data as maintained within their systems in an agreed format
* Xoserve to compare the data contained in both sources (Shipper dataset and UK Link)
* Highlight any anomalies and cleanse, applying the same process as was undertaken for data validation during Project Nexus
* Shippers are able to provide Metered Volume within agreed format for relevant retrospective update period
* Xoserve process Consumption Adjustment and apply calculate charges

With respect to the Data Cleansing Exercise, a number of business rules were articulated in Mod0651, and can be found below:

The following activities will form the basis of the exercise:

1. The CDSP to provide pre-notification of the Retrospective Update Data cleansing exercise 60 Business Days prior to the agreed data extract date
2. The CDSP will provide to each Shipper User an extract of their Supply Point portfolio as held on the Supply Point Register on the agreed data extract date
3. Shipper Users to take an extract (asset portfolio extract) of the data held within their respective systems
4. The asset Portfolio extract will include, but will not be limited to, the data items outlined within the Retrospective Data Update Candidate Data Items table (as detailed within the spreadsheet within the Change Proposal)

The data items required within the asset portfolio extract will form part of the UK Link Manual and will be determined by the DSC Change Management Committee

1. Shipper Users to submit their asset portfolio extract to the CDSP within 20 Business Days of the agreed extract date
2. The CDSP will complete a portfolio comparison exercise within 20 Business Days of the receipt of the asset portfolio extract.
3. The CDSP will identify, and report, and data misalignment, discussing these with the individual Shipper User and following agreement, will apply the relevant updates to the Supply Point Register
4. Where deemed necessary by the Shipper User, a Consumption Adjustment may also be requested in conjunction with the relevant asset portfolio data.
5. Any Consumption Adjustment request will be subject to the existing conditions and validations in place as part of the Request for Adjustments (RFA) process

Enduring Retrospective Data Update ‘Timestamp’ solution

* Asset data corrected via automated process (i.e. file submission)
* Applicable to current Asset only
* Data will be ‘timestamped’ – notifying the date retrospective update was applied to system
* Data will be presented with correct Effective Dates to relevant organisations e.g. file flows, Data Enquiry, etc.
* Start and End Read to be provided by Shipper
* Shipper provides Metered Volume as part of file submission for whole period
* Xoserve process Consumption Adjustment
* Financial Adjustments based on volume provided

Further details on the Modification including the associated Legal Text can be found on the Joint Office website. The funding section of the Change Proposal is populated with the following DSC Service Areas:

* Service Area 1 – Manage Supply Point Registration
* Service Area 3 – Record, Submit Data in Accordance with UNC, Service Area 5 – Metered Volume and Quantity
* Service Area 7 – NTS Capacity, LDZ Capacity, Commodity, Reconciliation, Adhoc Adjustment and Balancing Invoices

This change is expected to be GT and NTS funded, however all DSC Customer Classes will be expected to vote as this has an impact on Shipper Users as well.

**3. 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.

The funding arrangements of this Change Proposal were discussed during the March ChMC meeting, and it was agreed that it would return to April’s meeting for approval.

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: five approvals in principle have been received, and one deferral.

All DSC Customer Classes will be expected to vote on whether this change should proceed to DSG or an alternative forum. The funding section of the Change Proposal is populated with DSC Service Area 1: *Manage Supply Point Registration,* which is 100% Shipper Funded.

**3.3 XRN4860 National Temporary UIG Monitoring / Impact of Reconciliation on Temporary UIG Overtime**

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

Shipper Users will be expected to vote on whether this change should proceed to DSG or an alternative forum. The funding section of the Change Proposal is currently populated with DSC Service Area 3, *Record; submit data in compliance with UNC*, which is 100% Shipper Funded.

**3.4 XRN4876 Change to PARR Reporting – providing further analysis of performance reporting**

Xoserve issued this new Change Proposal out for a 10 working day initial review consultation, within the March Change Pack, to the industry: one approval was received.

Shipper Users will be expected to vote on whether this change should proceed to DSG or an alternative forum. The funding section of the Change Proposal is currently populated with DSC Service Area with Xoserve’s intention to fund this change from the PAC Budget.

**3.5 XRN4888 Removing Duplicate Address Update Validation for IGT Supply Meter Points via Contact Management System (CMS)**

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

Shipper Users, Distribution Network Operators and IGTs will be expected to vote on whether this change should proceed to DSG or an alternative forum. The funding arrangements have not yet been agreed as indicated in the funding section of the Change Proposal.

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

**4.1 XRN4686 Smart Metering Report**

At the previous ChMC meeting in March, it was agreed for the approval of the release and solution option to be deferred to April’s meeting, following a recommendation by DSG on the usefulness of the reports associated with this change.

DSG decided, in the DSG meeting on 18th March, to provide a recommendation to reject this change as they detected no benefit with the reports.

A rejection will be sought at ChMC.

**4.2 XRN4691 IGT and GT File Formats (CGI Files)**

Following the IGT data cleanse associated with this change, which was completed in early April; approval will be sought at ChMC to assign the implementation of this change in the June 2020 release.

Distribution Network Operators and IGTs will be expected to vote on whether this change should be implemented within the June 2020 release.

**4.3 XRN4692 IGT and GT File Formats (CIN Files)**

The originator of this change has added three additional requirements to this change, which are expected to be ratified at ChMC in April.

Distribution Network Operators and IGTs will be expected to vote on whether this change should proceed to DSG for work on the additional requirements.

We have split XRN4691 to 4694 into four individual changes. XRNs 4693 and 4694 are currently on hold, and their implementation is dependent on 4691 and 4692 being implemented first.

**5. Xoserve DSC Implementation Plan**

April’s ChMC implementation plan includes the following:

* Confirmation of the implementation dates for XRN4665 Creation of New End User Categories
	+ Part A on 3rd August 2019
	+ Part B on 31st August 2019
	+ Contingency on 7th September 2019
* Notification that the implementation of XRN4806 Additional Data at National Level to support UIG Allocation Validation was approved at March’s meeting
* Notification of three outages
	+ Gemini and Gemini Exit Disaster Recovery Test from 13th April to 14th April
	+ Peterborough Power Outage from 18th May to 19th May

**6.0 Approval of Change Documents**

**6.1 BER for XRN4550 Gemini Replatfomring**

A Business Evaluation Report (BER), for this change, will be presented to ChMC for approval. NTS will be expected to vote regarding the approval of this BER.

**6.2 CCR for XRN4572 – Release 3**

A Change Completion Report (CCR) for Release 3 will be presented to ChMC for approval. All parties will be expected to vote regarding the approval of this CCR.

**6.3 XRN4653 iConversion Phase One**

A BER for the above change will be presented to ChMC for approval. NTS will be expected to vote regarding the approval of this BER.

**6.4 Amended BER for XRN4665 Creation of New End User Categories**

An amended BER for this change will be presented to ChMC for approval. The BER has been amended because XRN4665 requires additional funding (of £20,000), which we’ve proposed can be taken from the June 2019 release. Shipper Users will be expected to vote regarding the approval of this BER.

**6.5 BER for XRN4686 Smart Metering**

We expect the BER for this change to be rejected as per the purpose of agenda item 4.1. Shipper Users will be expected to vote.

**6.6 Amended BER for XRN4706 National Grid Test Support and Consultancy**

An amended BER for this change will be presented to ChMC for approval. NTS will be expected to vote regarding the approval of this BER.

**6.7 Amended BER for XRN4732 June 2019 Release**

An amended BER for the June 2019 Release, to reduce the funding by £20,000, will be presented to ChMC for approval for reasons discussed in 6.4. Shipper Users will be expected to vote regarding the approval of this BER.

**6.8 CCR for XRN4802 Minor Release Drop 3**

A CCR for Minor Release Drop 3 will be presented to ChMC for approval. Shipper Users will be expected to vote regarding the approval of this CCR.

**6.9 BER for XRN4828 November 2019 Release**

A BER for the November 2019 Release will be presented to ChMC for approval. Shipper Users will be expected to vote regarding the approval of this BER.

**7.0 Release Updates**

**7.1 Release 3 Dashboard**

The latest dashboard of Release 3 will be presented to ChMC for information purposes. Post Implementation Support is now complete, and the approval of the CCR (agenda item 6.7) is expected in April.

**7.2 June 2019 Release – Delivery Plan**

The latest position of the June 2019 Release will be presented to ChMC for information purposes. The slides will include the implementation timelines for the release.

**7.3 XRN4665 Creation of New End User Categories**

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

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

The potential scope of MiR Drop 4, including a timeline for implementation, will be presented to ChMC for information purposes.

**7.5 November 2019 Release – Delivery Plan**

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

Furthermore, under agenda item *7.5.1 Market Trials for November 2019 – Approval of Approach,* the approach for Market Trials will be discussed.

**7.6 R&N Update – Unallocated Changes**

A list of the currently unallocated and allocated UK Link related changes will be presented to ChMC for information purposes.

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

The latest position of CSSC will be presented for information purposes. Furthermore the CSSC Business Requirement Documents (BRDs) will be presented to ChMC for approval; these include the BRDs for the following:

* Gemini
* GTs and IGTs
* Shipper Users

**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 for approval of prioritisation. All parties will be expected to vote.

**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 Q&A with Xoserve CEO**

Sian Jones will provide a verbal presentation at ChMC, and address any questions by the Change Managers. This agenda item will occur at the start of the meeting, at roughly 10:35.

**14.2 IX Refresh Update**

The latest position of the IX Refresh project will be presented to ChMC for information purposes.

**14.3 KVI Change Management Survey**

The results of the KVI Change Management Survey will be presented to ChMC for information purposes.

**14.4 Terms of Reference for DSC Governance Review Group**

The Terms of Reference document for the DSC Governance Review Group will be presented to ChMC for approval. On the Joint Office website, there is a tracked changes version and a clean version for the Change Managers to peruse.

**14.5 MIS Overview**

An overview of the Market Intelligence Service (MIS) will be presented to ChMC for information purposes.