

UNC DSC Change Management Committee Minutes
Wednesday 08 May 2019
at Lansdowne Gate, 65 New Road, Solihull B91 3DL

Attendees			
Chris Shanley (Chair)	(CS)	Joint Office	Non-Voting
Karen Visgarda (Secretary)	(KV)	Joint Office	Non-Voting
Shipper User Representatives			
Kirsty Dudley*	(KD)	E.ON	Class A-Voting
Alison Neild	(AN)	Gazprom	Class B-Voting
Transporter Representatives			
Guv Dosanjh	(GD)	Cadent	DNO-Voting
Richard Pomroy	(RP)	Northern Gas Networks	DNO-Voting
Richard Loukes	(GD)	National Grid NTS	NTS-Voting
John Cooper*	(CB)	IGT Representative	IGT-Voting
Kevin Duddy*	(KD)	IGT Representative	IGT-Voting
CDSP Change Management Representatives			
Emma Smith	(ESm)	Xoserve	Non-Voting
Observers/Presenters			
Alex Stuart	(AS)	Xoserve	Non-Voting
Andy Clasper	(AC)	Cadent	Non-Voting
Claire Louise Roberts	(CLR)	ScottishPower	Non-Voting
Ellie Rogers	(ER)	Xoserve	Non-Voting
Emily Pickard	(EP)	Xoserve	Non-Voting
Emma Lyndon	(EL)	Xoserve	Non-Voting
Fiona Cottam	(FC)	Xoserve	Non-Voting
Hannah Reddy	(HR)	Xoserve	Non-Voting
Helen Chandler*	(HC)	Northern Gas Networks	Non-Voting
Jane Goodes	(JG)	Xoserve	Non-Voting
Kate Mulvany	(KV)	Centrica	Non-Voting
Leanne Jackson	(LJ)	Xoserve	Non-Voting
Lee Foster	(LF)	Xoserve	Non-Voting
Lisa Lindstedt*	(LL)	EDF Energy	Non-Voting
Mark Jones	(MJ)	Xoserve	Non-Voting
Matthew Rider	(MR)	Xoserve	Non-Voting
Megan Coventry*	(MC)	SSE	Non-Voting
Paul Orsler	(PO)	Xoserve	Non-Voting
Rachel Taggart	(RT)	Xoserve	Non-Voting
Richard Hadfield	(RH)	Xoserve	Non-Voting
Sally Hardman	(SH)	Scotia Gas Networks	Non-Voting
Tara Ross	(TR)	Xoserve	Non-Voting

Apologies			
Teresa Thompson	(TT)	National Grid NTS	NTS Voting
Teresa Thompson	(TT)	National Grid NTS	NTS Voting
Shaneeni Vekari	(SV)	Plus Shipping Services	Class C Voting
Lorna Lewin	(LL)	Orsted	Class B Voting

Copies of all papers are available at: <http://www.gasgovernance.co.uk/dsc-change/080519>

1. Introduction

1.1. Apologies for absence

Please refer to above table.

1.2. Alternates

Alison Neild for Lorna Lewin

1.3. Confirm Voting rights

The voting rights for each member in attendance was noted as follows:

Representative	Classification	Vote Count
Shipper Representatives		
Kirsty Dudley	Shipper Class A	2 votes
Alison Neild + Alternate for Lorna Lewin	Shipper Class B	2 votes
Transporter Representatives		
Guv Dosanjh	DNO	1 vote
Richard Pomroy	DNO	1 vote
Richard Loukes + Alternate for Teresa Thompson	NTS	2 votes
John Cooper	IGT	1 vote
Kev Duddy	IGT	1 vote

1.4. Approval of Minutes (13 March 2019)

The minutes of the previous meeting were approved.

2. New Change Proposals – Initial Review

2.1. XRN4894 – Shipperless and Unregistered Pre-Payment SPs Reconciliation

This new Change Proposal is sponsored by Xoserve.

Paul Orsler (PO) explained that this Change was in relation to a Nexus implementation issue, prior to implementation when a Meter Link Code was amended a K15 record was sent to the Shipper within an MRI file. A shipper has identified that this is no longer happening and is reliant on these updates. This was not called out as a Nexus requirement and was not included.

He said that Xoserve now required an amendment to the Meter Link Code to update the current Shipper via a K15 record (with an MRI file).

This is expected to cover the manual amendment of Prime/Sub to freestanding and vice versa as all meter points are created as Freestanding.

This change was originally a Change Request but due to external impacts, it has been converted into a Change Proposal. He further explained that Siemens are not listed within the UNC Section V, regarding the Data Permissions Matrix, and so there is presently no cost recovery mechanism for paying Siemens for the work that is undertaken. KD and RP said that a permissions process was clearly required and KD said that this would need to be further discussed within SPAA. PO said that discussions had taken place and that presently there did not seem to be an appetite to resolve this issue, especially as a sponsor was required to move this forward. Both KD and RP said that it was important and that this should be discussed in wider arena's and PO said he would discuss this with Sally Hardman (SH) regarding possible sponsorship.

New Action 0501: Xoserve (PO) to discuss with Sally Hardman (SH) and other parties about the need for sponsorship. PO to discuss with SPAA once a sponsor is in place.

Due to the discussions within the Workgroup it was agreed that the decision on this Change Proposal should be deferred, awaiting an update following more in-depth discussions with potential sponsors and within SPAA.

2.2. XRN4930 – Requirement to inform Shipper of Meter Link Code Change

This new Change Proposal is sponsored by SGN.

Emma Smith (ESm) explained 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.

ESm explained this piece of work needs to take place as Xoserve 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 DN's believe that this piece of work should be considered by the UIG Task Force as it is closely linked to unidentified gas.

An agreement regarding the funding arrangements will be required, and ESm explained that there had now been a change to the Business Plan 2019/20 in relation to the budget for Xoserve sponsored process improvement changes and the beneficiaries would now be required to fund these types of change. In this case Shippers would 100% fund the change.

ESm explained that this Change Proposal would also be discussed at the Governance Workgroup meeting and Kirsty Dudley (KD) proposed that it should also be discussed at the DSG for an initial review to enable a speedier progression.

Shipper parties voted that this Change Proposal should proceed to the DSG.

Approval to proceed to the DSG was unanimous as stated in the table below:

Voting Outcome:		XRN4930 – Requirement to inform Shipper of Meter Link Code Change	
Shipper Representative	Voting Count	For/Against	
Kirsty Dudley	2	For	
Alison Neild + Alternate for Lorna Lewin	2	For	
Total	4	For	

2.3. XRN4931 – Submission of Space in Mandatory Data on multiple SPA Files

This new Change Proposal is sponsored by Xoserve.

ESm explained that it had been brought to Xoserve’s attention that Shippers have been submitting files (e.g. MSI, EMC & CNF) with a Space populated in mandatory fields instead of the required data item (e.g. Y/N). As Space is an allowable ASCII value, AMT has not rejected in the inbound file, however, once SAP has carried out its lower level validation it is unable to ‘play back’ the data in the appropriate rejection file as Space is not populated in the data item and is treated as a null value so the outbound rejection file is rejected by AMT as not having all mandatory data items populated.

ESm said the two defects associated with this Change Proposal are:

- 306 - Outbound - SPA - MSO files failed in Market flow
- 662 - CTR File failed in Market flow

The purpose of this Change Proposal is to find a route to handle the files going back out from SAP into AMT to ensure the Shippers receive their files informing them of rejections to allow them to take the required actions.

Shipper parties voted that this Change Proposal should proceed to the DSG.

Approval to proceed to the DSG was unanimous as stated in the table below:

Voting Outcome:			XRN4931 – Submission of Space in Mandatory Data on multiple SPA Files		
Shipper Representative		Voting Count		For/Against	
Kirsty Dudley		2		For	
Alison Neild + Alternate for Lorna Lewin		2		For	
Total		4		For	

2.4. XRN4932 – Improvements to the quality of the Conversion Factor values held on the Supply Point Register (MOD0681S)

This new Change Proposal is sponsored by EON.

ESm explained that Modification 0681 seeks to give the CDSP the authority to make changes to the conversion factor in certain circumstances.

ESm said this XRN is to initiate capture, so developments run in parallel with Modification 0681.

Shippers and Transporters voted that this Change Proposal should proceed to the DSG and UIG for consideration.

Approval to proceed to the DSG and UIG for consideration was unanimous as stated in the table below:

Voting Outcome:			XRN4932 – Improvements to the quality of the Conversion Factor values held on the Supply Point Register (MOD0681S)		
Shipper Representative		Voting Count		For/Against	
Kirsty Dudley		2		For	
Alison Neild + Alternate for Lorna Lewin		2		For	
Total		4		For	
Transporter Representative		Voting Count		For/Against	
Guv Dosanjh		1		For	
Richard Pomroy		1		For	
Total		2		For	

ESm said that she also wanted to draw attention to XRN4941 - Auto updates to meter read frequency (MOD0692), this brand new Change Proposal had only just been raised. She explained that this change supported Modification 0692 and that this Change Proposal would be formally tabled at the next meeting in June.

She also drew attention to the fact that Xoserve had already commenced the capture process and that this would be considered in the UIG and DSG meetings ahead of approval.

3. New Change Proposals - Post Initial Review

None to review.

4. New Change Proposals - Post Solution Review

4.1. XRN4803 – Removal of Validation for AQ Correction Reason 4

Richard Hadfield (RH) explained that there was only one solution option and the one response received from ScottishPower supported it. He explained the solution option sought to remove the validation check that is currently applied to the AQ Correction process to check that an AQ value had been calculated in new UK Link. The validation was relevant for reason codes 2 and 4 only.

ESm said that the title of the Change Proposal had been amended slightly and that approval was sought for it to be included in the July 2019 minor release.

Chris Shanley (CS) drew attention to the fact the original Proposer had now left the organisation and wanted to clarify if this would not present any issues in the future. All agreed as the organisation was still in operation this would not present any difficulties, especially as the change was far down the process.

Shippers voted that this Change Proposal should be included in the July 2019 minor release.

Approval of including the change in the July 2019 minor release was unanimous as stated in the table below:

Voting Outcome:		XRN4803 – Removal of Validation for AQ Correction Reason 4	
Shipper Representative	Voting Count	For/Against	
Kirsty Dudley	2	For	
Alison Neild + Alternate for Lorna Lewin	2	For	
Total	4	For	

4.2. XRN4866 – UIG Recommendation – removal of validation on uncorrected read

Rachel Taggart (RT) explained there was only one solution option and the one response received from ScottishPower who supported it. The solution option will seek to remove the read validation of the uncorrected read value.

Shippers voted that this Change Proposal should be included in the November minor release for shared code and shared testing.

Approval to include in the November minor release unanimous as stated in the table below:

Voting Outcome:		XRN4866 – UIG Recommendation – removal of validation on uncorrected read	
Shipper Representative	Voting Count	For/Against	
Kirsty Dudley	2	For	
Alison Neild + Alternate for Lorna Lewin	2	For	
Total	4	For	

5. Xoserve DSC Implementation Plan

ESm presented the May implementation plan that included the following areas:

Approval of the Design Specification for the changes included in the November 2019 Major Release:

- XRN4679 Requiring a Meter Reading following a change of Local Distribution Zone or Exit Zone
- XRN4725 New Read Reason type for LIS Estimate Readings
- XRN4621 Suspension of the Validation between Meter index and Unconverted Index
- XRN4376 GB Charging & Incremental (IP PARCA) Capacity Allocation Change Delivery (2019)

Within the outages tab, there were three outages, as detailed:

- Peterborough Power Outage on 18 and 19 May 2019
- UK Link Portal and CMS on 16 and 17 August 2019
- UK Link Portal on 17 August and 18 August 2019

CS observed that in the absence of any adverse comments from the Committee Members, the Implementation Plan was deemed to be approved.

6. Approval of Change documents

6.1. BER for XRN4149 – No Gateway Migration

ESm explained that the Business Evaluation Report (BER), for this change had been presented to National Grid for approval.

National Grid (RL) approved the BER as stated in the table below:

Voting Outcome:	BER for XRN4149 – No Gateway Migration	
Transporter Representative	Voting Count	For/Against
Richard Loukes + Alternate for Teresa Thompson	2	For
Total	2	For

6.2. CCR for XRN4752 – Meter Read Performance

ESm presented the Change Completion Report (CCR) and asked for approval.

Approval of the CCR was unanimous as stated in the table below:

Voting Outcome:	CCR for XRN4752 – Meter Read Performance	
Shipper Representative	Voting Count	For/Against
Kirsty Dudley	2	For
Alison Neild + Alternate for Lorna Lewin	2	For
Total	4	For
Transporter Representative	Voting Count	For/Against
Guv Dosanjh	1	For
Richard Pomroy	1	For
Richard Loukes + Alternate for Teresa Thompson	2	For
John Cooper	1	For
Kev Duddy	1	For
Total	6	For

6.3. CCR XRN4770 – NDM Sample Data – Modification 0654 Delivery

ESm presented the Change Completion Report (CCR) and asked for approval.

Approval of the CCR was unanimous as stated in the table below:

Voting Outcome:		CCR XRN4770 – NDM Sample Data – Modification 0654 Delivery	
Shipper Representative	Voting Count	For/Against	
Kirsty Dudley	2	For	
Alison Neild + Alternate for Lorna Lewin	2	For	
Total	4	For	
Transporter Representative	Voting Count	For/Against	
Guv Dosanjh	1	For	
Richard Pomroy	1	For	
Richard Loukes + Alternate for Teresa Thompson	2	For	
John Cooper	1	For	
Kev Duddy	1	For	
Total	6	For	

7. Release Approvals / Updates

7.1. June 2019 Release – Delivery Plan

Tara Ross (TR) provided a brief overview of the ‘XRN4732 – June 19 Release – Status Update’ presentation during which she pointed out that in order to incorporate the changes in the file formats the EFT channels would need to be closed in order to implement the validation changes in AMT, as detailed in the table below:

Change ID	Last inbound in Old File Format (Time = File Processing)	Last Outbound in Old File Format (Time = File Processing)	First Inbound in New File Format (Time = File Processing)	First outbound processed in New File format (Time = File Processing)
XRN46 87	28/06/2019 CNC – 23:00:00 CNF – 23:00:00	28/06/2019 TRF – 08:00:00 CNR and CFR will be processed after CNC and CNF execution at 23:00:00	29/06/2019 CNF – 11:00:00 CNC – 18:00:00	29/06/2019 TRF - 09:00:00 CFR – 12:15:00 CNR – 18:00:00

Kirsty Dudley (KD) requested that this new detail was included in the XRN as she said this was important information for all the internal IT personnel, to ensure they had the most updated status information. ESm confirmed this information was included within the Release Circular documentation and she said she would discuss communications mediums within the DSC Governance Workgroup.

New Action 0502: Xoserve (ESm) to discuss within the DSC Governance Workgroup the most appropriate communication mediums for Release and Delivery Plan status updates.

7.2. XRN4665 – Creation of New End User Categories – Delivery Plan

Matthew Rider (MR) provided a brief overview of the ‘XRN4665 – Creation of New End User Categories – Delivery Plan’ presentation. He said the communications had already been sent out regarding the sharing portfolio snapshots and that all was on track. There were no adverse comments forthcoming from those parties in attendance.

7.3. Minor Release Drop 4 (Scope and Delivery Plan)

RH provided a brief overview of the Minor Release Drop 4, the scope, and the implementation timeline, as detailed below:

Potential Scope Items:

- XRN4777 - Acceptance of Contact Details Updates
- XRN4780 - Inclusion of Meter Asset Provider Identity (MAP Id) in the UK Link system (CSS Consequential Change) – REDUCED SCOPE
- XRN4803 - Removal of validation for AQ Correction Reason 4
- XRN4871 - Modification 0665 – Changes to Ratchet Regime – Investigation only

Implementation Timeline:

- Initiation – 03/05/19
- Design – 10/05/19
- Build - 07/06/19
- Test – 19/07/19
- Implementation – 27/07/19
- Closedown – 09/08/19

He explained that the vote was to approve the scope and the second to approve the change to be included in the July Release.

All voted that the scope for the Minor Release Drop 4 should be approved for July 2019 delivery.

Approval was unanimous as stated in the table below:

Voting Outcome:	Minor Release Drop 4 – Scope and July 2019 delivery approval	
Shipper Representative	Voting Count	For/Against
Kirsty Dudley	2	For
Alison Neild + Alternate for Lorna Lewin	2	For
Total	4	For
Transporter Representative	Voting Count	For/Against
Guv Dosanjh	1	For
Richard Pomroy	1	For
Richard Loukes + Alternate for Teresa Thompson	2	For
John Cooper	1	For
Kev Duddy	1	For
Total	6	For

7.3.1. XRN4871 – Modification 0665 – Changes to Ratchet Regime

Ellie Rogers (ER) provided a brief overview for Modification 0665 – ‘Changes to Ratchet Regime’ and explained it had been raised to amend the current Ratchet Charging Arrangements to allow Transporters to designate Supply Points (Network Designated) that should, in addition to existing mandatory Class 1 Supply Points, be subject to existing Ratchet Charges. She explained Class 2 Supply Meter Points would be subject to a lesser Ratchet Charge.

ER explained 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.

She further explained that the proposal was to implement Part A – a flag in the system for the network destination and SPAA validation, before the 01 October 2019 and so this meant that she was seeking a shortened consultation period of 6 days and she confirmed it had already been discussed at DSG previously. She wanted to know the thoughts of the DSC Change Management Committee as to whether this was possible. KD said that people should be made aware that it was a late paper and the DSC Governance Workgroup should be made aware. CS added that an accompanying timeline would be helpful. KD said that due to the reduced consultation period that it should be submitted on Friday 10 May as early as possible on that day, via the old method and not be held back by including it in the new Change Pack. ER said she would investigate this way forward and agreed with the need for urgency.

Shippers and Transporters voted on the proposal for a reduced 6 day consultation period.

Approval of the reduced 6 day consultation period was unanimous, as stated in the table below:

Voting Outcome:		Modification 0665 – Changes to Ratchet Regime	
Shipper Representative	Voting Count	For/Against	
Kirsty Dudley	2	For	
Alison Neild + Alternate for Lorna Lewin	2	For	
Total	4	For	
Transporter Representative	Voting Count	For/Against	
Guv Dosanjh	1	For	
Richard Pomroy	1	For	
Richard Loukes + Alternate for Teresa Thompson	2	For	
John Cooper	1	For	
Kev Duddy	1	For	
Total	6	For	

7.4. November 2019 Release – Delivery Plan

RH provided a brief overview of the ‘November 2019 Release – Delivery Plan’ presentation during which there were no adverse comments forthcoming from those parties in attendance. RH said all was on track with a green status and the Detailed Design is to start in June 2019.

7.5. R&N Update – Unallocated Changes

RH provided a brief overview of the R&N Update presentation of the currently unallocated and allocated UK Link related changes. He explained there was a large cross-over with point 7.6 Change Congestion as detailed below. He said all areas were moving forward and CS said that the scope approval needed to be communicated, as sign off would be required at the next meeting. Both ESm and RH said they would produce one document that encompassed all the UK Link related changes, to aid clarity.

7.6. Discussion on Change Congestion

RH provided an overview of the ‘UK Link Change Horizon’ presentation and explained the key delivery dates for Delivery Option 1, were below:

- June 2020 - Major Release
- November 2020 Major Release (RETRO only)
- February 2021 - Major Release
- June 2021 – CSSC Go Live
- November 2021 – Major Release

He also provided a high-level overview of the pros and cons of Delivery Option 1.

RH then explained that Delivery Option 2, was in essence, the same as Delivery Option 1, just without February 2021 – Major Release. He then provided the overview of Delivery Option 2, as detailed below:

- June 2020 - Major Release
- November 2020 Major Release - Retro and additional Customer Changes
- June 2021 – CSSC Go Live
- November 2021 - Major Release

He provided a high-level overview of the pros and cons of Delivery Option 2.

RH said that the decision as to which Delivery Option to go with, needed to be made as soon as practicably possible, and that Xoserve would propose Delivery 1 or 2 as a viable option.

Lee Foster (LF) said that discussions on the delivery options, releases and resources were needed and Richard Pomroy (RP) and Kate Mulvany (KM) both said that they could not accept the situation of a change freeze. KD also agreed and said that parties needed to know what was being scheduled/pencilled in and the forward plans. RP said any major changes in June 2020 would have a budget impact and this would not be acceptable. LF said that RH would produce a strategic outline and timeline plan for the next meeting to promote further discussion and this would include the Retro Release at the end of June 2021. KM requested that this outline also included other items that would need to be addressed in the future.

New Action 0503: Xoserve (RH) to produce a detailed strategic outline and timeline plan until June 2021.

7.7. June 2020 Release – Update on potential scope items

RH provided an overview of the ‘Proposed June 2020 UK Link Major Release Scope and Governance Timeline’ presentation, highlighting the status of the changes to be included in the release.

There were no adverse comments forthcoming from those parties in attendance in relation to the information presented.

7.8. Change Assurance Health Check for CSS Consequential Programme

RT provided a brief overview of the Change Assurance Health Check for the CSS Consequential Programme presentation during which there were no adverse comments forthcoming from those parties in attendance.

Alison Neild (AN) said regarding another topic; that she had been in a previous meeting and the DSG Schedule had been briefly shared, she said this would be very useful and requested it this could be available at the next meeting.

New Action 0504: Xoserve (RT) to supply the DSG Schedule for future meetings.

7.9. Data Office Changes

Jane Goodes (JG) provided an overview of the schematics of Data Office related changes, and drew attention to the data office POAP, data office changes delivered and the data office changes in capture.

CS suggested that adding a column for delivery status or target date would be very helpful and JG agreed to amend this form for the next meeting.

New Action 0505: Xoserve (JG) to add into the Data Office Related Changes documentation a delivery status or target date, to provide clarity.

8. CSS Consequential Change Update

Emma Lyndon (EL) joined the meeting and provided a verbal update which focused on the following key points:

- Detailed design phase had commenced, which is a circa six month period;
- Internal detailed design workshops were on-going, the external detailed design workshops had been arranged and proposed dates provided to the Industry;
- Individual workshop invites would be issued nearer the date;

- The first industry detailed design session was planned for the 13th May;
- Network and IGT detailed design workshops would be separate and the first meeting was planned for the 1st July;
- As previously agreed, a paper would be produced for approval for release of funds.
 - Funds were requested for the design phase, as requested by Kirsty Dudley (KD), the paper would be clear on the elements included, and
 - If funds were in line with the BP19, approval would be sought at the next meeting.

Mark Jones (MJ) enquired as to the topics that would be discussed at the meeting on 13 May 2019 and EL said these topics were now being added to the Xoserve website for information.

8.1. XRN4920 – Gemini BRD

EL requested that this item was deferred until the next meeting in June.

8.2. XRN4921 – GT and IGT BRD

EL requested that this item was deferred until the next meeting in June.

8.3. XRN4922 – Shipper BRD

EL requested approval for the Shipper BRD by the Shipper members.

Approval of the Shipper BRD was unanimous as stated in the table below:

Voting Outcome:	XRN4922 – Shipper BRD	
Shipper Representative	Voting Count	For/Against
Kirsty Dudley	2	For
Alison Neild + Alternate for Lorna Lewin	2	For
Total	4	For

9. UIG Taskforce Update

Leanne Jackson (LJ) joined the meeting and provided a brief overview of the ‘UIG Task Force Progress Report’ presentation, LJ noted the following key items for consideration (by exception), as follows:

- UIG Task Force: Dashboard slide – the May 2019 UIG Workgroup meeting would now be conducted over two days (20 and 21 May 2019);
- Plan on Page new slide – updated after the previous Committee meeting and now included information up to the end of September 2019;
- Recommendation – where Xoserve are slide – information was correct as at 08 May 2019 and there were now circa 43 closed lines.
- It was anticipated that a draft (standalone incentives based) UNC Modification would be presented at the May 2019 UIG Workgroup meeting for consideration by those in attendance.
- Continuation of support of the Modification development to progress all sponsored and draft modifications.
- Task Force Next Steps slide – the expectation was that the UIG Workgroup could be closed once all the UNC Modifications had been formally raised – hopefully sometime prior to September 2019, subject to confirmation in due course.

10. Amendment Invoice - Verbal Update

Alex Stuart (AS) joined the meeting and provided a verbal update in relation to Amendment Invoice and he said the Customer Workshop on the 24 April 2019 was well attended and the slides regarding this session were now on the Xoserve website. He said the next meeting would be on the 10 May 2019, which was a repeat of the April meeting. He said that improvements were continually being seen and that the status on the run cycle for April, showed the mismatches were down to 70 sites in total.

11. Horizon and Future Release Change Planning

11.1. Bubbling Under' Report

Ellie Rogers (E|R) joined the meeting and provided a high-level overview of the Bubbling Under Report and associated deliverables, and noted all areas were progressing in the normal way in relation to the Modifications.

11.2. Gemini Horizon Planning

Hannah Reddy (HR) joined the meeting and provided an overview of the Gemini Horizon Planning schematic and explained that the GB Charging process was now in User Acceptance Testing (UAT) and that shortly the Data Centres for Gemini at Peterborough and Redditch would be moving locations.

11.3. UK Link Changes plan on a page

ESm provided an overview of the UK Link Changes Plan on a Page schematic and the associated milestones and said all was progressing as expected at this stage.

12. Finance and General Change Budget Update

ESm provided a very high-level summary of the Finance and General budget status. She said that previously Xoserve had been requested to provide a view on the 2019/20 budget forecast, as detailed in the presentation and any views was appreciated.

Kirsty Dudley (KD) enquired whether the Performance Assurance Committee (PAC) had the necessary budget required to undertake their activities. ESm said that the budget for PAC for 2018/19 was £50k and for 2019/20 it was £75k which was 'ring fenced' from the 2019/20 Change Budget.

13. Review of Outstanding Action(s)

Action 0201: Xoserve (AS) to investigate what the issues are with loading Class 3 Reads.

Update: Mark Jones (MJ) agreed this matter had now been addressed and so the action could now be closed. **Closed**

Action 0204: Xoserve (ESm) to investigate the output from the last two years read submissions to understand the scale of meter points affected by the timing of the Winter Consumption job.

Update: ESm explained that circa 11,000 reads had been received in May for the April window for Class 4 reads, which had not yet closed for the winter consumption run. This area was going to be re-discussed at the DSG meeting to evaluate whether to move the winter consumption run and/or agree that a communication would be sent in relation to this matter. She said the action could now be closed. **Closed.**

Action 0304: All DSC Change Management Committee Members to supply feedback regarding undertaking an external assurance exercise.

Update: ESm explained that to date, no responses had been received in relation to this action which related to UIG output checking, and parties were asked to provide views by the end of April. She said the action could now be closed. **Closed.**

Action 0401: *Reference XRN4894 – Shipperless and Unregistered Pre-Payment Supply Points Reconciliation* - Xoserve (PO) and SGN (SH) to discuss the concerns raised with SPAA representatives and obtain a better understanding of the potential SPAA requirements and impacts.

Update: PO said this action could be closed as this area had been discussed within the meeting. **Closed**

Action 0402: *Reference XRN4914 – Mod 0651 Retrospective Data Update Provisions* – Xoserve (PO) to raise the item for PAC consideration and also look to provide future progress updates to the DSC Change Management Committee and DSG (ensuring it is added to the agendas where appropriate).

Update: ESm said that this area was now going to be a standard agenda item for the next PAC meeting and that it was scheduled to be discussed in the DSG meeting also, so this action could now be closed. **Closed**

Action 0403: *Reference BER for XRN4665 – Creation of New End User Categories - Xoserve (ESm) to update the BER to update the references to the Gemini impact assessments to reflect that they had been undertaken with impacts identified.*

Update: ESm said this action could now be closed as the BER and impact assessment were both now completed and there were no additional impacts to Gemini. **Closed**

Action 0404: *Reference XRN4871 – Modification 0665 – Changes to Ratchet Regime – Investigation only – Xoserve (ESm) to look to provide a more detailed update at the next Change Management Committee meeting (inc. assessment of retrospective and other proposed changes such as overall strategic planning; what is on Xoserve’s radar; options for Change Management approval for what is in delivery – challenges and potential solutions, and potential DSC Contract Management impacts.*

Update: ESm said this action could now be closed as this area had been discussed within the Change Congestion topic as detailed in 7.6 above. **Closed**

Action 0405: *Reference the Financial and Change Budget Q3 Forecast – Xoserve (MR) to double check what the provided figures actually mean and to confirm whether charges would be adjusted for the Q4 final (2018/19 year end outturn) figures.*

Update: ESm confirmed this action could now be closed as this had been addressed in section 12, Finance and Budget. **Closed**

14. Any Other Business

14.1. IX Refresh Update*

Emily Pickard (EP) provided a brief overview of the ‘Xoserve IX Refresh’ presentation during which she confirmed the activities for the next 3 months. She added that the majority of the tasks would have been completed by September 2019 and the more complex areas would be completed in October or November 2019.

EP said that parties should be assured that they would be contacted by Gamma before either their Network survey or phone line installation took place (dependant on the complexity and IX option required).

14.2. UNC Elections

Chris Shanley (CS) provided a brief overview of the upcoming UNC Elections process and drew attention to the specific date timelines and processes, as detailed below:

- Single Single Point of Contacts - following 16 May 2019 UNCC approval the registration process will change and SPoCs will be reminded to update their contacts and a formal invite will issued to our UNC mailing list to encourage new SPoC registrations.
- By 01 July 2019 – SPoCs are invited to nominate Modification Panel/UNCC and Sub-Committee representatives. The nomination process will last no longer than 3 weeks.
- By 01 August 2019 - if an election is required the details of candidates and ballot papers are issued to SPoCs. Elections will last no longer than 3 weeks.
- By 01 September 2019– Joint Office will issue notification of the elected candidates via its UNC distribution list.
- From 01 October 2019 – elected members will take up positions on the UNC Modification Panel and Sub-Committees.

CS also explained the process for a mid year vacancy and highlighted current vacancies, saying that the process could be initiated if there was an expression of interest. Anyone interested in filling a vacancy should contact the JO in the first instance.

14.3. Internal Xoserve Changes

ESm explained that Linda Whitcroft had now moved to be Head of Customer Change until December 2019 and that Emma Smith was now Head of Change for the same period.

15. Diary Planning

Further details of planned meetings are available at: <https://www.gasgovernance.co.uk/events-calendar/month>

Meetings will take place as follows:

Time/Date	Venue	Programme
10:15 Wednesday 12 June 2019	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.

Action Table (as at 08 May 2019)

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
0201	13/02/19	10.	Xoserve (AS) to investigate what the issues are with loading Class 3 Reads.	Xoserve (AS)	Closed
0204	13/02/19	14.2	Xoserve (ESm) to investigate the output from the last two years read submissions to understand the scale of meter points affected by the timing of the Winter Consumption job.	Xoserve (ESm)	Closed
0304	13/03/19	9.0	All DSC Change Management Committee Members to supply feedback regarding undertaking an external assurance exercise	ALL DSC ChgMgt	Closed
0401	10/04/19	2.1	<i>Reference XRN4894 – Shipperless and Unregistered Pre-Payment Supply Points Reconciliation - Xoserve (PO) and SGN (SH) to discuss the concerns raised with SPAA representatives and obtain a better understanding of the potential SPAA requirements and impacts.</i>	Xoserve (PO) & SGN (SH)	Closed
0402	10/04/19	2.2	<i>Reference XRN4914 – Mod 0651 Retrospective Data Update Provisions – Xoserve (PO) to raise the item for PAC consideration and also look to provide future progress updates to the DSC Change Management Committee and DSG (ensuring it is added to the agendas where appropriate).</i>	Xoserve (PO)	Closed
0403	10/04/19	6.4	<i>Reference BER for XRN4665 – Creation of New End User Categories - Xoserve (ESm) to update the BER to update the references to the Gemini impact assessments to reflect that they had been undertaken with impacts identified.</i>	Xoserve (ESm)	Closed
0404	10/04/19	7.4	<i>Reference XRN4871 – Modification 0665 – Changes to Ratchet Regime – Investigation only – Xoserve (ESm) to look to provide a more detailed update at the next Change Management Committee meeting (inc. assessment of retrospective and other proposed changes such as overall strategic</i>	Xoserve (ESm)	Closed

			planning; what is on Xoserve's radar; options for Change Management approval for what is in delivery – challenges and potential solutions, and potential DSC Contract Management impacts.		
0405	10/04/19	12.	<i>Reference the Financial and Change Budget Q3 Forecast</i> – Xoserve (MR) to double check what the provided figures actually mean and to confirm whether charges would be adjusted for the Q4 final (2018/19 year end outturn) figures.	Xoserve (MR)	Closed
0501	08/05/19	2.1	Xoserve (PO) to discuss with Sally Hardman (SH) and other parties about the need for sponsorship. PO to discuss with SPAA once a sponsor is in place.	Xoserve (PO)	Pending
0502	08/05/19	7.1	Xoserve (ESm) to discuss within the DSC Governance Workgroup the most appropriate communication mediums for Release and Delivery Plan status updates.	Xoserve (ESm)	Pending
0503	08/05/19	7.6	Xoserve (RH) to produce a detailed strategic outline and timeline plan until June 2021.	Xoserve (RH)	Pending
0504	08/05/19	7.8	Xoserve (RT) to supply the DSG Schedule for future meetings.	Xoserve (RT)	Pending
0505	08/05/19	7.9	Xoserve (JG) to add into the Data Office Related Changes documentation a delivery status or target date, to provide clarity.	Xoserve (JG)	Pending