Change Management Committee (ChMC) is scheduled to convene on Wednesday 8th May 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/080519>

**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. At the ChMC meeting on 10th April 2019, it was agreed to defer further consideration of this item until such a time as Xoserve (PO) and SGN (SH) have had an opportunity to discuss the concerns raised with SPAA representatives and obtain a better understanding of the potential SPAA requirements and impacts. The action associated with this agenda item is 0401.

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 XRN4930 Requirement to inform Shipper of Meter Link Code Change**

This new Change Proposal is sponsored by Xoserve.

Pre-Nexus 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 requirement and was missed during implementation.

We now require any 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.

Shipper Users will be expected to vote on whether this change should proceed to consultation, DSG or rejection.

An agreement regarding the funding arrangements will be expected. Currently, the Change Proposal indicates the DSC Service Area as 1: *Manage Supply Point Registration,* the funding of which is covered by Shipper Users.

**2.3 XRN4931 Submission of a Space in Mandatory Data on Multiple SPA Files**

This new Change Proposal is sponsored by Xoserve.

It has been brought to our 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 allowable ASCII value, AMT has not rejected 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.

Two defects are associated with this Change Proposal:

306 - Outbound - SPA - MSO files failed in Market flow

662 - CTR File failed in Market flow

The purpose of this Change Proposal 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 remedy actions.

Shipper Users will be expected to vote on whether this change should proceed to consultation, DSG or rejection.

An agreement regarding the funding arrangements will be expected. Currently, the Change Proposal indicates the DSC Service Area as 1: *Manage Supply Point Registration,* the funding of which is covered by Shipper Users.

**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.

Modification 0681 seeks to introduce the CDSP being given the authority to make changes to the conversion factor in the following circumstances only:

a) Where the AQ of a meter point falls to 732,000 kWh or lower, the conversion factor should be updated to the default of the standard value of 1.02264, as specified in the Gas (Calculation of Thermal Energy) Regulations, with effect from the effective date of the new AQ.

b) Where the AQ of a meter point increases above 732,000 kWh, the conversion factor should be set to the last non-standard factor held on the Supply Point Register (if one is available) with effect from the effective date of the new AQ.

This XRN is to initiate capture, so developments run in parallel with Mod 0681.

Shipper Users will be expected to vote on whether this change should proceed to DSG and for Xoserve to initiate Capture.

An agreement regarding the funding arrangements will be expected. Currently, the Change Proposal indicates the DSC Service Area as 5: *Metered volume and quantity,* the funding of which is split between Shipper Users and Distribution Network Operators.

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

There are no Change Proposals for this agenda section as none were issued for initial review in April’s Change Pack.

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

**4.1 XRN4803 - Removal of Validation for AQ Correction Reason 4**

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

There is only one solution option and the one response received supported it. The solution option seeks to remove the validation check that is currently applied to the AQ Correction process to check that an AQ value has been calculated in new UK Link. The validation is relevant for reason codes 2 and 4 only.

Xoserve intends to include this change in the scope of the July 2019 minor release, and would like ChMC to decide whether this approach can be supported.

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

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

There is only one solution option and the one response received supported it. The solution option is titled seeks to remove the read validation of the uncorrected read value.

Xoserve intends to implement this change in November 2019 (adhoc) and would like ChMC to decide whether this approach can be supported.

**5. Xoserve DSC Implementation Plan**

May’s ChMC implementation plan includes the following:

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

* 4679 Requiring a Meter Reading following a change of Local Distribution Zone or Exit Zone
* 4725 New Read Reason type for LIS Estimate Readings
* 4621 Suspension of the Validation between Meter index and Unconverted Index
* 4376 GB Charging & Incremental (IP PARCA) Capacity Allocation Change Delivery (2019)

Within the outages tab, there are three outages to communicate to ChMC:

* Peterborough Power Outage on 18th and 19th May
* UK Link Portal and CMS on 16th and 17th August
* UK Link Portal on 17th August and 18th August

**6.0 Approval of Change Documents**

**6.1 BER for XRN4149 – NG Gateway Migration**

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 – Meter Read Performance**

A Change Completion Report (CCR) will be presented to ChMC for approval. Shipper Users will be expected to vote regarding the approval of this CCR.

**6.3 CCR for XRN4770 – NDM Sample Data Delivery**

A Change Completion Report (CCR) will be presented to ChMC for approval. Shipper Users will be expected to vote regarding the approval of this CCR.

**7.0 Release Updates**

**7.1 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.

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

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

**7.3 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. Xoserve intends to seek approval of the scope for MiR Drop 4, including the following change:

 **7.3.1 XRN4871 Modification 0665 - Changes to Ratchet Regime**

**7.4 November 2019 Release – Delivery Plan**

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

**7.5 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.

**7.6 Discussion on Change Congestion (late paper)**

Following on from action 0404:-

*Reference XRN4871 – Modification 0665 – Changes to Ratchet Regime – Investigation only – Xoserve (Emma Smith) 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.*

This will be a discussion agenda item.

**7.7 June 2020 Release – Update on Potential Scope Items**

The potential scope of the June 2020 will be presented to ChMC for information purposes.

**7.8 Change Assurance Health Check for CSS Consequential**

The results of which will be presented to ChMC for information purposes.

**7.9 Data Office Changes**

A list of Data Office 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; this will be a verbal updated. Furthermore the CSSC Business Requirement Documents (BRDs) will be presented to ChMC for approval; these include the BRDs for the following:

* Gemini
* Shipper Users

Regarding the GT and IGT BRD, Xoserve intends to send out a revised version on 3rd May; Xoserve will seek approval from ChMC following the consultation phase, but this will not be requested at the May ChMC meeting. A verbal update regarding the GT and IGT BRD will be presented to ChMC.

**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.

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