

**UNC DSC Change Management Committee Minutes**  
**Wednesday 11 January 2023**  
**Via teleconference**

<b>Attendees</b>			
Bob Fletcher (Chair)	(BF)	Joint Office	Non-Voting
Karen Visgarda	(KV)	Joint Office	Non-Voting
<b>Shipper User Representatives (Voting)</b>			
Clare Manning	(CM)	E. ON	Class A
Oorlagh Chapman	(OC)	Centrica	Class A Voting & Class C Voting
Lisa Saycell	(LS)	SEFE Energy	Class B Voting & Class C Voting
Ross Easton	(RE)	Total Gas & Power	Class B
<b>Transporter Representatives (Voting)</b>			
Guv Dosanjh	(SH)	Cadent	DNO Voting
Tom Stuart	(BM)	Northern Gas Networks	DNO Voting
Bill Goode + Alternate for Richard Loukes	(BG)	National Grid	NTS Voting
Michelle Brown	(MB)	Energy Assets	IGT Voting
Kundai Matiringe	(KM)	BUUK	IGT Voting
<b>CDSP Change Management Representatives (Non-Voting)</b>			
Emma Smith	(ES)	Xoserve	
Paul Orsler	(PO)	Xoserve	
<b>Observers/Presenters (Non-Voting)</b>			
Angela Clarke	(AC)	Xoserve	
Andy Clasper	(ACI)	Cadent	
Ben Mulcahy	(BM)	Northern Gas Networks	
Claire Louise Roberts	(CLR)	ScottishPower	
Dave Addison	(DA)	Xoserve	
Ellie Rogers	(ER)	Xoserve	
James Barlow	(JB)	Xoserve	
Jane Goodes	(JG)	Xoserve	
Jo Williams	(JW)	Xoserve	
Kate Lancaster	(KL)	Xoserve	
Kathryne Adeseye	(KA)	Xoserve	
Mark Jones	(MJ)	SSE	
Molly Haley	(MH)	Xoserve	
Peter Hopkins	(PH)	Xoserve	
Rachel Addison	(RA)	Xoserve	
Rachel Taggart	(RT)	Xoserve	
Rajiv Patel	(RP)	Xoserve	
Richard Pomroy	(RP)	Wales & West Utilities	
Rob Westwood	(RW)	Xoserve	

Sally Hardman	(SH)	SGN
Simon Harris	(SHa)	Xoserve
Vikki Orsler	(VO)	Xoserve

*DSC Change Management meetings will be quorate where: Committee Representatives of at least three (3) 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 (7) votes.*

*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/110123>*

## 1. Introduction

Bob Fletcher (BF) welcomed all to the meeting and confirmed the meeting was quorate.

### 1.1. Apologies for absence

Richard Loukes, National Grid  
Jane Goodes, Xoserve

### 1.2. Alternates

Bill Goode for Richard Loukes

### 1.3. Confirm Voting rights

BF confirmed the voting rights as detailed below:

Representative	Classification	Vote Count
<b>Shipper</b>		
Clare Manning	Shipper Class A	1 vote
Oorlagh Chapman	Shipper Class A & C	2 votes
Lisa Saycell	Shipper Class B & C	2 votes
Ross Easton	Shipper Class B	1 vote
<b>Transporter</b>		
Guv Dosanjh	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

Bob Fletcher (BF) said that as previously discussed in the December meeting, the January papers submission date had been altered due to the Festive Break and so there were no late papers.

### 1.5. Approval of Minutes (07 December 2022)

The minutes of the previous meeting were approved.

### 1.6. Review of Outstanding Actions

**Action 0207:** JR (Xoserve) to assess the DSC Change related procedures and documents to ensure they are still fit for purpose.

**Update:** Emma Smith (ES) explained that Jane Goodes (JG) was still working her way through the Change Management Procedures and Charging Methodology documents and that these would be circulated to parties for review and JG would be further engaging with parties. The action was carried forward. **Carried Forward**

**Action 1201:** Xoserve (SHa) to include the Implementation Dates into the 'in progress' REC Change tables to provide greater clarity.

**Update:** SHa confirmed that this information had now been added to the REC Change tables and so this action could now be closed. **Closed**

**Action 1202:** Xoserve (ES) to encompass the affected parties and impacted parties from a funding split perspective into the Change Packs from January 2023.

**Update:** ES explained this was still in process and that Kate Lancaster (KL) was working on this area and that the fund split information would be added to the Change Packs from February onwards. The action was then closed. **Closed.**

**Extra Agenda item requested (for commencement of the meeting)**

- Industry voting and funding principles

Richard Pomroy (RP) explained he had requested this agenda item, in view of the industry voting on *XRN5482 – Replacement of reads associated to meter asset technical details change or update (RGMA)* taken during the December DSC Change Management Committee (ChMC) meeting.

RP said that he wanted to discuss the specific funding process and how this is linked to the service lines with regards to the proportion split, together with the overall benefit to each party. BF said for clarity, RP was not disputing the overall voting result, but that it was the process and procedure that he was questioning in terms of identifying the funding for the Change Proposal. RP confirmed this was correct.

Emma Smith (ES) provided an overview of the defined process and explained that the Proposer suggests the funding split and if not, Xoserve always revert to the defined Budget Charging Methodology for the funding split, which is charged per Service Line – this is set out in the procedures.

Paul Orsler (PO) noted that some of the confusion with regards to *XRN5482 – Replacement of reads associated to meter asset technical details change or update (RGMA)*, was potentially down to the fact that Xoserve had agreed to be much clearer in relation to the funding split and how it would revert to the process as set in the rules before accepting new Change Proposals (CP) into the process.

PO advised with regards to XRN5482 the Change Proposal was in flight and this had not been confirmed at the capture stage and this might have caught people off guard, as it was confirmed prior to the Detailed Design stage, as was the most common practice. PO noted the split was Shippers 67% and DN's 33%. PO agreed to investigate this area further and provide feedback at the February meeting.

**New Action 0101:** Xoserve (PO) to investigate the funding split across service lines to provide greater transparency in terms of cost allocation compared to benefits.

Ben Mulcahy (BM) said that he was surprised by the funding split process, in respect of using the Service Line as the default for funding allocation. BM added that surely it made more sense for the Proposer to define the funding split. PO advised that in this instance the proposer had not defined the split but initial impacts were considered minimal. BM suggested that in future all Proposers should define the funding split, as they understood the overall solution and the impacts.

ES said this suggestion was not practical, as it would require an enormous amount of administration and would add weeks onto the overall process before a proposer could be informed of the potential impacts and scale of costs, hence the default was the Budget Charging Methodology. BM said he understood the need for expediency, however, it made more sense for the benefiting parties to fund the change, rather than using the default Service Line decision process.

ES noted that if this was to be the new process then the DSC Change Procedures would need to be amended to reflect this change and would need to be formalised. Oorlagh Chapman (OC) said that it would be essential to show how it was different from a transparency perspective in the Change Proposal.

ES said that the Change Proposal template itself was presently undergoing a review, to make it more customer friendly and focusing more on the benefits section in order to use this area to its full potential.

RP said that the change and revised process needed to happen as soon as possible, and ES said that she and Jayne McGlone (JMC) would work with RP on this matter. RP added that it would require a change to the DSC Change Procedures. BF advised a DSC Change Proposal would be required and the change process in the DSC Change Management Procedures followed.

**New Action 0102:** Xoserve (ES/JMC) and Wales and West Utilities (RP) to discuss the process to amend the current funding arrangements in the DSC Change Management procedures.

## 2. DSC Change Budget Update & Horizon Planning

### 2.1. Change Budget Update BP22 YTD

Rachel Taggart (RT) provided an overview of the Change Budget and noted these figures did not encompass the Energy Price Guarantee (EPG) scheme costs, as discussions were presently still taking place with the Xoserve Finance Team, as to the best way to incorporate these into the overall budget. RT advised that when this exercise was completed later in January, the Change Budget would then be re-issued.

There was no further discussion.

For full details please refer to the published presentation.

### 2.2. Change Pipeline

Paul Orler (PO) provided the Change Delivery Pipeline for period August 2022 to December 2023, confirming the added items that were now included in the pipeline. PO advised that he would be providing an overview of the Change Backlog at the February meeting.

There was no further discussion.

For the detailed update, please refer to the published slides.

### 2.3. REC Change

Molly Haley (MH) and Simon Harris (SHa) provided an overview of the latest REC Change status and noted the progress with the Change journey. MH drew attention to the 'in progress' and under prioritisation review areas and added that the 'Next Action Date', had now been included, to provide more clarity.

#### REC Change Pipeline – In progress

Title	Description	XRN	Proposer	Impact/ Funding	Status	Next Action date	Release Type	Priority	Attachments
<a href="#">R0025</a>	Service Provider Performance Charges (DCC)	N/A	Deloitte (RPA)	-	Awaiting Authority decision	01/04/2023 – Proposed Implementation date	TBC	High	
<a href="#">R0047</a>	Metering Code of Practice Consolidation Review	N/A	RECCo	-	Approved - awaiting implementation	01/04/2023 – Proposed Implementation date	TBC	High	N/A
<a href="#">R0052</a>	GES Service Definition Document	N/A	Deloitte	GES	Approved - awaiting implementation	24/02/2023 – Proposed Implementation date	Major	Medium	N/A
<a href="#">R0055</a>	Switching Operator Outage Notification Lead Time	<a href="#">XRN 5595</a>	DCC	GRDS, GES	Approved - awaiting implementation	24/02/2023 – Proposed Implementation date	Major	Medium	N/A
<a href="#">R0063</a>	Addition of key information to all Service Now tickets	N/A	St Clements Ltd (on behalf of DNOs)	-	Solution development	07/02/2023 – Solution Development closeout date	TBC	Medium	N/A
<a href="#">R0067</a>	Introduction of CSS refresh functionality	<a href="#">XRN 5567</a>	Capgemini (RTS)	GRDS	Party Impact Assessment – DIA under review with Code Managers	16/01/2022 – Review	Standalone	High	N/A
<a href="#">R0070</a>	Provision of Enduring Test Environments	N/A	Capgemini	GES	Consultation	16/01/2022 – Review	Standalone	High	N/A
<a href="#">R0074</a>	Release of Community View Data Items to MEMs in GES	N/A	Xoserve	GES	Party Impact Assessment – DIA under review with Code Managers	16/01/2022 – Review	Major	High	N/A

**Key:**



Currently working on



Under assessment



Monitoring

Further information on the Changes can be found on the REC Portal: <https://recportal.co.uk/recportal>

There was no further discussion.

For the detailed update, please refer to the published slides.

### 3. Capture

#### 3.1. New Change Proposals – Internal Review

##### 3.1.1. XRN5602 Releasing of unused capacity under a specific set of circumstances (Modification 0818)

Ellie Rogers (ER) explained that this Change Proposal (CP) had been raised to deliver the requirements set out under Modification 0818 - Releasing of unused capacity under a specific set of circumstances. This Modification had been raised to release unused capacity (only where an SMP meets a specific criteria). This will implement a process to deliver the Modification 0818 requirements involving:

- A DNO can request that a Shipper reduces a SMPs capacity if the SMP meets a strict criteria and is on an area of the network with restricted capacity available to other Registered Users / end consumers.
- The relevant Shipper of the SMP will have the opportunity to appeal the reduction in capacity.
- If following the appeal process, a capacity reduction is still required, the Shipper should submit a Supply Point Amendment to reduce the capacity from 01 October in the relevant year.
- If the relevant Shipper does not submit a successful Supply Point Amendment to reduce the capacity to the DNO agreed values by 31 October, the CDSP will reduce the capacity on their behalf.

There was no further discussion

For the detailed update, please refer to the published slides.

Shippers and DNO's were asked to support the Change Proposal **XRN5602** proceeding into the Capture phase.

The vote was taken by exception and unanimous approval was recorded as follows:

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Clare Manning	1	For
Oorlagh Chapman	2	For
Lisa Saycell	2	For
Ross Easton	1	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>Transporters Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Guv Dosanjh	1	For
Tom Stuart	1	For
<b>Total</b>	<b>2</b>	<b>For</b>

#### New Change Proposal – For Approval

##### 3.1.2. XRN5604 Shipper Agreed Read (SAR) exceptions process (Modification 0811S)

ER explained the Change Proposal (CP) had been raised in to deliver the requirements set out under Modification 0811S - Shipper Agreed Read (SAR) exceptions process, to provide a remedy for SARs that have failed to be progressed (exceptions) within a reasonable period, to be proactively managed by the Central Data Services Provider (CDSP).

ER explained that both Shippers Users should attempt to amend the transfer read in line with the SAR within 2 months after it was agreed. ER added currently only the Proposing User can submit the SAR to the CDSP. If this has not occurred, then under this change, the CDSP can be contacted for support and ensure the new agreed read is recorded centrally

ER noted that when the CDSP needs to be contacted for support, the Shipper should provide them with suitable evidence of the new agreed read. The CDSP will then notify the other Shipper of the new agreed read and will, in the absence of any relevant rejection, process the new agreed read centrally.

Shippers were asked to support the Change Proposal **XRN5604** proceeding into the Capture phase.

There was no further discussion

For the detailed update, please refer to the published slides

The vote was taken by exception and unanimous approval was recorded as follows:

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Clare Manning	1	For
Oorlagh Chapman	2	For
Lisa Saycell	2	For
Ross Easton	1	For
<b>Total</b>	<b>6</b>	<b>For</b>

### 3.1.3. XRN5605 Amendments to the must read process (IGT159V) XRN5597

ER explained this Change Proposal (CP) had been raised to deliver the requirements set out under IGT Modification 159V – Amendments to the must read process.

ER advised this Modification had been raised to update the IGT must read process to include timescales for a site to enter the process and to introduce timeframes for procuring and returning a read that align with read validation.

Shippers and IGTs were asked to support the Change Proposal **XRN5605** proceeding into the Capture phase.

Kundai Matiringe (KM) asked why the funding split was 90% Shipper and 10% IGT when this did not relect the service line and was a Shipper sponsored change. Oorlagh Chapman (OC) advised that this seemed to be a reasonable split of costs in that IGTs gain some benefit while not being exposed to the full costs of the change.

There was no further discussion

For further information please see the Change Proposal.

The vote was taken by exception and unanimous approval was recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Clare Manning	1	For
Oorlagh Chapman	2	For
Lisa Saycell	2	For
Ross Easton	1	For
<b>Total</b>	<b>6</b>	<b>For</b>
Transporters Representatives	Voting Count	For/Against
Michelle Brown	1	For
Kundai Matiringe	1	For
<b>Total</b>	<b>2</b>	<b>For</b>

### 3.1.4. XRN5606 Revision of Virtual Last Resort User and Contingent Procurement of Supplier Demand Event Triggers (Modification 0813)

ER explained the Change Proposal (CP) had been raised to deliver the requirements set out under Modification 0813 - Revision of Virtual Last Resort User and Contingent Procurement of Supplier Demand Event Triggers.

ER noted this Modification had been raised to allow the utilisation of Revision of Virtual Last Resort User ('VLRU') and Contingent Procurement of Supplier Demand ('CPSD') mechanisms where a User is subject to UK Government sanctions.

Shippers and National Grid Gas were asked to support the Change Proposal **XRN5606** proceeding into the Capture phase.

There was no further discussion.

For the detailed update, please refer to the published slides.

The vote was taken by exception and unanimous approval was recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Clare Manning	1	For
Oorlagh Chapman	2	For
Lisa Saycell	2	For
Ross Easton	1	For
<b>Total</b>	<b>6</b>	<b>For</b>
Transporters Representatives	Voting Count	For/Against
Bill Goode + Alternate for Richard Loukes	2	For
<b>Total</b>	<b>2</b>	<b>For</b>

### 3.1.5. XRN5607 Update to the AQ correction processes (Modification 0816S)

ER explained the Change Proposal (CP) had been raised to deliver the requirements set out under UNC Modification 0816 - Update to AQ correction processes.

ER advised that this Modification proposed to add two further 'eligible causes' to the Annual Quantity (AQ) amendment process within TPD G2.3.21 and to prevent AQ amendments being processed where there is no change in value to the AQ.

Shippers, DNOs and IGTs were asked to support the Change Proposal **XRN5607** proceeding into the Capture phase.

There was no further discussion.



For the detailed update, please refer to the published slides.

The vote was taken by exception and unanimous approval was recorded as follows:

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Clare Manning	1	For
Oorlagh Chapman	2	For
Lisa Saycell	2	For
Ross Easton	1	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>Transporters Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Guv Dosanjh	1	For
Tom Stuart	1	For
Michelle Brown	1	For
Kundai Matiringe	1	For
<b>Total</b>	<b>4</b>	<b>For</b>

**New Change Proposals – For Information**

**3.1.6. XRN5610 New Service Lines to Support the FWACV Service**

Angela Clarke (AC) explained this Change Proposal (CP) would be seeking approval for the introduction of five new Service Lines which had been introduced to support the Flow Weighted Average Calorific Value (FWACV) service which was successfully implemented on 01 September 2022.

AC noted that 4 of the Service lines were to be included in Service Area 17 - Distribution Network Funded Service Activities which was approved as a new service area by the DSC Management Committee (CoMC) on 14 December 2022 and it will become effective from 01 April 2023.

For the detailed update, please refer to the published slides.

**3.1.7. XRN5556.d CMS Rebuild Version 2**

James Barlow (JB) advised the current CMS system is dated and at the end-of-life for support. New customer classes have joined the market, but the workflows have not been updated to cater fully for the new customers or improved for existing customers. Therefore, customers required a newly built solution.

JB explained that this is an agile delivery and so contact codes will be delivered incrementally to ensure that customers receive benefits as soon as practically possible.

JB advised that this XRN would be a child XRN to 5556 and covers the Isolations (ISO) and Dead to Live (DTL) processes with minor enhancements to the UI of the new system.

There was no further discussion.

For the detailed update, please refer to the published slides.

**4. Design & Delivery – For Approval**

**4.1. Detailed Design Change Packs – For Approval**

**4.1.1. XRN5555 Amend Existing Large Load Site Reporting**

Paul Orsler (PO) explained some of the sites within this data have multiple meters, but the data is currently provided as an aggregated demand. The result of this is, before Xoserve can use it they have to investigate each site to better understand the actual demand split. Or they make an ‘informed decision’ on what the demand is for the individual MPRN’s, and this can add weeks to the process as well as add risk if they may make an error.

PO noted that SGN are looking at the existing Large Load Reporting, and it had been identified within the current reports that some sites have multiple meters however the report is provided is an aggregated demand. (see CP for full list)

SGN require the addition of the MPRN within the reports as separate sites relative to their MPRN.

Xoserve have provided an interim report for SGN over the last 6 months, and they would like to extend this to a permanent change however this would need to be delivered for all DNO's collectively.

There was no further discussion.

For the detailed update, please refer to the published slides.

DNOs were asked to support the Change Proposal **XRN5555** proceeding into the Detailed Design Phase.

The vote was taken by exception and unanimous approval was recorded as follows:

<b>Voting Outcome:</b>		
<b>Transporters Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Guv Dosanjh	1	For
Tom Stuart	1	For
<b>Total</b>	<b>2</b>	<b>Against</b>

**For Information**

**4.1.2. XRN4900 Biomethane Sites with Reduced Propane Injection – Revised**

Simon Harris (SH) explained to facilitate the correct energy balancing / billing and transportation charging (use of a site-specific CV and energy adjustments), SGN required Xoserve to provide solution options considering impacts on:

- LDZ System commodity invoice,
- LDZ Entry invoice,
- NTS commodity invoice(s) and, the relevant Shipper's energy balancing position
- Capacity charging (incorrect consumptions would lead to incorrect AQs and possibly incorrect SOQs)
- Impacts of meter reads, reconciliation, ratchets, check-check reads, site visits
- Adjustments received after D+5 exit close-out

Any acceptable solution option should be considered a pragmatic, tactical solution. Cadent's Future Billing Methodology (FBM) Project is assessing the possibility to introduce sub-LDZ CV charging zones. It is anticipated a future rollout of FBM will provide a robust and enduring solution that will support the revised biomethane arrangements.

**4.1.3. Notice of additional Non-Business Day and Non-Supply Point System Business Day for 08 May 2023 bank holiday for the coronation of King Charles III**

David Addison (DA) explained a communication had been sent updating the 08 May 2023 Bank Holiday and no representations had been received.

**4.2. Standalone Documents for Approval (BER, CCR EQR)**

**4.2.1. BER for XRN5567 Implementation of Resend Functionality for Messages from CSS to GRDA (REC CP R0067)**

DA explained this change request proposes the ability for Central Service Providers to request CSS to issue specific messages. This change is seen as one of several mitigations to reduce the likelihood of inconsistencies between the CSS and other industry systems. The messages within scope of the change are:

- 'Re-send' – RegistrationSecuredActiveSynchronisation
- 'Re-send' – RegistrationCancelledSynchronisation

- 'Refresh' – RegistrationEventSynchronisation

All messages will be requested by the GRDA using predefined formats to the CSS.

DA noted the 'Re-send' messages will, where fulfilled, be processed within the Gate Closure period, and should therefore avoid an instance of a Registration becoming effective on CSS but not being recorded on the UK Link system. DA added the Re-send functionality is designed to replay the original message. DA advised of the missed messages to date there are several instances where CSS did not generate the messages and so they would not be available to be sent in future. This risk should be recognised, but it is hoped that such instances should be reduced as the CSS becomes more operationally mature.

There was no further discussion.

For the detailed update, please refer to the published slides.

Shippers were asked to approve the BER.

The vote was taken and unanimous approval was recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Clare Manning	1	Against
Oorlagh Chapman	2	For
Lisa Saycell	2	For
Ross Easton	1	For
<b>Total</b>	<b>6</b>	<b>For</b>

#### 4.2.2. CCR for XRN5541 - Amendment to the UIG Additional National Data Reporting

James Barlow (JB) explained currently the UIG Additional National Data report did not provide a breakdown of energy by EUC Sub Band, which were introduced as part of Modification 0644 - Improvements to nomination and reconciliation through the introduction of new EUC bands and improvements for the ALP and DAF and delivered under XRN4665 'Creation of New End User Categories'. JB advised the absence of this breakdown means that customers are not able to validate UIG allocations as effectively as is required, due to the aggregate nature at which the data is currently presented.

JB explained this change was raised to amend the existing version of the UIG Additional National Data report, to provide the requested aggregate energy values for each of the four respective End User Category Sub-Bands, as detailed below:

- Non-Prepayment/Domestic
- Prepayment/Domestic
- Non-Prepayment I&C
- Prepayment I&C

There was no further discussion.

For the detailed update, please refer to the published slides.

Shippers were asked to approve the CCR.

The vote was taken and unanimous approval was recorded as follows:

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Clare Manning	1	Against
Oorlagh Chapman	2	For
Lisa Saycell	2	For
Ross Easton	1	For
<b>Total</b>	<b>6</b>	<b>For</b>

### 4.3. Project Update

#### 4.3.1. February 2023 Release

Rob Westwood (RW) provided the following summary as detailed below:

*Overall release is tracking on target; Green, UK Link user testing phase completed on 08/12/22 as per plan. Currently on track to complete regression testing phase 19/01/23*

*Progress update:*

- *User acceptance testing complete on 08/12/22*
- *Regression testing in progress, on track to complete on 19/01/23*
- *DDP build for XRN4990 in progress, delivery on track to complete by 20/01/23*
- *DDP testing for XRN4990 in progress, on track to complete by 21/02/23*
- *Decision in January ChMC: None*

There was no further discussion.

For the detailed update, please refer to the published slides.

#### 4.3.2. March 2023 Ad hoc Release

RW provided the following summary as detailed below:

*Overall release is tracking at risk; Amber, Design phase continues for all three XRNs scoped for this release. Build commenced as planned from 28 November 2022 for 5379 and 5472 but this is at risk due to status of design.*

*Return to green is completion of design as planned and approved detailed project plan for delivery including touch-points with DM and NDM service providers.*

*Progress update:*

- *Build continues as planned for 5379 and 5472, build for 5143 due to commence in January 2023*
- *Workshops to aide understanding of the changes, in lieu of design completion have completed for 5379 and 5472*
- *Engagement with DM service provider continues for 5379 including resolving of design queries*
- *Project in start-up and initiation phase including development of detailed project plan and project artefacts*
- *Decision in December ChMC: None*

For the detailed update, please refer to the published slides.

#### 4.3.3. June 2023 Ad hoc Release

RW provided the following summary as detailed below:

*Overall release is tracking Green, Start up and initiation phase is in progress. Build commenced on 28 November 2022 and is in progress.*

*Progress update:*

- *Start Up and Initiation phase is currently in progress all documents being produced including the detailed project plan that underpins the high-level timeline*
- *Build phase commenced on 28 December 2022 on track for completion 10/02/23*
- *Return to Green: Approved detailed project plan expected 30th December*
- *Decision in January ChMC: None*

Lisa Saycell (LS) asked in respect of XRN5482, if this was in scope and if so, when would this be confirmed for June 2023. Peter Hopkins (PH) advised that this information was going to be shared in due course, as it was not in scope presently.

For the detailed update, please refer to the published slides.

#### **4.3.4. XRN5231 – Provision of a FWACV Service**

Rachel Addison (RA) provided the Dashboard update as detailed below:

- *Overall RAG status is tracking at Green as the FWACV service went live 01 September 2022 and monitoring and tracking of the service will continue for the remainder of PIS.*
- *Cutover and Transition plan presented to Project Focus Group on 12 July 2022*
- *BER was approved at Change Management Committee on 13 July 2022, CCP was signed the 19 July 2022*
- *Successfully delivered the awareness session to DN's, positive feedback was obtained all round 27 July 2022*
- *Dual Run/ Market Trials completed on 11 August 2022*
- *Updated Design Change Pack Baselined and new version published to project stakeholders 17 August 2022*
- *FWACV service went live on 01 September 2022*
- *PIS commenced on the 01 September and till 28 October 2022*
- *Completed handover to BAU 28 October 2022*
- *FWACV passed stage Gate E 15 December 2022*

Next Steps:

- *Complete closedown activity*

There was no further discussion.

For the detailed update, please refer to the published slides.

#### **4.3.5. NG Horizon Plan**

Rachel Addison (RA) provided an updated National Grid Transmission Change Horizon Plan and explained there was no change from the December 2022 update. All work was on track, with no red areas and no material changes since the last update.

For the detailed update, please refer to the published slides.

## **5. Non-DSC Change Budget Impacting Programmes**

### **5.1. CMS Rebuild Update**

Joanne Williams (JW) provided an overview of the Portal status as detailed below:

*JW was pleased to confirm that the Duplicates (DUP) and Set to Extinct Process (STE) was successfully launched on 12 December 2022, with an immediate uptake on users raising the new contact codes. In the first 24 hours 73 DUPs and STEs were raised.*

*Multiple training and walk-through sessions have been facilitated and positive feedback has been received from users, mostly commenting on the ease of the system and simplified process.*

*Xoserve's next version will be under the XRN of 5556.D and it will contain the Isolations (ISO) and Dead to Lives (DTL) ISOs and DTLs, they are targeting a launch date of Late Feb / Early March, this will be firmed up over the next month. The Change Pack for these processes will be issued in time for Feb ChMC.*

The CMS Rebuild webpages and CMS page continue to be updated to reflect the Launch activities, FAQs, and training materials:

<https://www.xoserve.com/products-services/data-products/contact-management-service-cms/cms-rebuild/>

<https://www.xoserve.com/products-services/data-products/contact-management-service-cms/>

The CMS Rebuild webpage (<https://www.xoserve.com/products-services/data-products/contact-management-service-cms/cms-rebuild/>) contains the link to register for future Customer Focus Groups which are captured below, please note the agenda for the Focus Groups will be issued 7 days prior to the session.

There was no further discussion.

For the detailed update, please refer to the published slides.

## 6. Any Other Business

### 6.1. James Rigby, Xoserve –Business Planning Manager

Emma Smith (ES) explained that James Rigby was moving into Dave Turpin’s team and taking up the role of Business Planning Manager and so Jane Goodes, would be standing in for James, until a replacement was confirmed.

### 6.2. Karen Visgarda, Joint Office

BF announced that Karen Visgarda would soon leaving the Joint Office to peruse other interests. Committee Members thanked KV for her effective support of DSC meetings and wished her well for the future.

## 7. Diary Planning

Further details of planned meetings are available at: [www.gasgovernance.co.uk/events-calendar/month](http://www.gasgovernance.co.uk/events-calendar/month)

Time/Date	Meeting Paper Deadline	Venue	Programme
10:00 Wednesday 08 February 2023	5pm on Tuesday 31 January 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 08 March 2023	5pm on Tuesday 28 February 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 12 April 2023	5pm on Tuesday 04 April 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 10 May 2023	5pm on Tuesday 02 May 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 07 June 2023	5pm on Tuesday 30 May 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 12 July 2023	5pm on Tuesday 04 July 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 09 August 2023	5pm Tuesday 01 August 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 13 September 2023	5pm Tuesday 05 September 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 11 October 2023	5pm Tuesday 03 October 2023	Microsoft Teams	Standard Agenda

10:00 Wednesday 08 November 2023	5pm Tuesday 31 October 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 13 December 2023	5pm on Tuesday 05 December 2023	Microsoft Teams	Standard Agenda

**Action Table (as of 11 January 2023)**

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
<b>0207</b>	13/07/22	2.1	JR (Xoserve) to assess the DSC Change related procedures and documents to ensure they are still fit for purpose.	Xoserve (JR)	<b>Carried forward</b>
<b>1201</b>	14/12/22	2.3	Xoserve (SHa) to include the Implementation Dates into the 'in progress' REC Change tables to provide greater clarity.	Xoserve (SHa)	<b>Closed</b>
<b>1202</b>	14/12/22	3.1.4	Xoserve (ES) to encompass the affected parties and impacted parties from a funding split perspective into the Change Packs from January 2023.	Xoserve (ES)	<b>Closed</b>
<b>0101</b>	11/01/23	1.6	Xoserve (PO) to investigate the funding split across service lines to provide greater transparency in terms of cost allocation compared to benefits.	Xoserve (PO)	<b>Pending</b>
<b>0102</b>	11/01/23	1.6	Xoserve (ES/JMC) and Wales and West Utilities (RP) to discuss the process to amend the current funding arrangements in the DSC Change Management procedures.	Xoserve (ES.JMC) Wales & West Utilities (RP)	<b>Pending</b>