

UNC DSC Contract Management Committee Minutes
Wednesday 21 July 2021
via Teleconference

| Attendees | | | |
|--|-------|-----------------------|------------------|
| Bob Fletcher (Chair) | (BF) | Joint Office | Non-Voting |
| Karen Visgarda (Secretary) | (KV) | Joint Office | Non-Voting |
| Shipper User Representatives (Voting) | | | |
| Claire Louise Roberts (Alternate for Stephanie Clements) | (CLR) | Scottish Power | Class A Voting |
| Oorlagh Chapman | (OC) | Centrica | Class A Voting |
| Steve Mulinganie (Alternate for Andrew Green) | (SM) | Gazprom Energy | Class B&C Voting |
| Transporter Representatives (Voting) | | | |
| Richard Pomroy (Alternate for Helen Chandler) | (RP) | Northern Gas Networks | DNO Voting |
| Sally Hardman | (SHa) | SGN | DNO Voting |
| Richard Loukes | (RL) | National Grid | NTS Voting |
| Kundai Matiringe (Alternate for Brandon Rodrigues) | (KM) | IGT Representative | IGT Voting |
| CDSP Contract Management Representatives (Non-Voting) | | | |
| Jayne McGlone | (JMc) | Xoserve | |
| Dave Addison | (DA) | Xoserve | |
| Observers/Presenters (Non-Voting) | | | |
| Alex Stuart | (AS) | Correla | |
| Alison Jennings | (AJ) | Correla | |
| Andy Clasper | (AC) | Cadent | |
| Angela Clarke | (AC) | Xoserve | |
| Clare Manning | (CM) | E.ON | |
| Dave Turpin | (DT) | Xoserve | |
| Emma Lyndon | (EL) | Correla | |
| Emma Smith | (ES) | Xoserve | |
| Fiona Cottam | (FC) | Correla | |
| Guv Dosanjh | (GD) | Cadent | |
| Jaimee LeResche | (JR) | Xoserve | |
| Jane Goodes | (JG) | Xoserve | |
| Joanne Williams | (JW) | Correla | |
| Kathryn Adeseye | (KA) | Xoserve | |
| Lorraine O'Shaughnessy | (LOS) | Joint Office | |
| Mark Cockayne | (MC) | Xoserve | |
| Mike Orsler | (MO) | Correla | |
| Neil Laird | (NL) | Correla | |
| Paul Orsler | (PO) | Xoserve | |
| Rebecca Rudin | (RR) | Correla | |
| Simon Harris | (SH) | Xoserve | |

Copies of all papers are available at: <https://www.gasgovernance.co.uk/dsc-contract/210721>

1. Introduction

Bob Fletcher (BF) welcomed all to the meeting, confirming the meeting to be quorate.

It was noted Teresa Thompson, National Grid Representative had now left National Grid and therefore had resigned from the Committee. Richard Loukes (RL) would now be the only NTS representative.

1.1. Apologies for absence

Stephanie Clements, Shipper Class A Representative
 Andrew Green, Shipper Class B Representative
 Helen Chandler, Transporter DNO Representative
 Brandon Rodrigues, IGT Representative

1.2. Alternates

Claire Louise Roberts for Stephanie Clements
 Steve Mulinganie for Andrew Green
 Richard Pomroy for Helen Chandler
 Kundai Matiringe for Brandon Rodrigues

1.3. Confirm Voting rights

| Representative | Classification | Vote Count |
|--|-----------------|------------|
| Shipper | | |
| Claire Louise Roberts (Alternate for Stephanie Clements) | Shipper Class A | 1 vote |
| Oorlagh Chapman | Shipper Class A | 1 vote |
| Steve Mulinganie (Alternate for Andrew Green) | Shipper Class B | 2 votes |
| Steve Mulinganie | Shipper Class C | 2 votes |
| Transporter | | |
| Richard Pomroy (Alternate for Helen Chandler) | DNO | 1 vote |
| Sally Hardman | DNO | 1 vote |
| Richard Loukes | NTS | 2 votes |
| Kundai Matiringe (Alternate for Brandon Rodrigues) | IGT | 2 votes |

1.4. Approval of Minutes (16 June 2021)

The minutes from the previous meeting were approved.

1.5. Approval of Late Papers

Three papers had been provided after the publication deadline. These had been pre-advised and were approved.

1.6. Review of Outstanding Actions (deferred until end)

0401: P2 UK Link File Processing incident – Xoserve/Correla (NL) to provide a response on why processes allowed system files/transactions to be deleted.

Update: See item 7.4. **Closed.**

0402: *Central Switching Service (CSS)* - Xoserve / Correla (EL) to provide an update on CR75 and the obligations for Adaptor Providers from a Retail Energy Code (REC) perspective

Update: See item 8.0 **Closed.**

0501: Xoserve (AC) to provide a list of outstanding changes in the change pipeline to enable a review of de-prioritised changes.

Update: Angela Clarke (AC) explained she had circulated a list of the outstanding changes and any discussions or requests to prioritise or withdraw any changes would be made via the existing change process Steve Mulinganie (SM) asked if the Modification numbers could be included where applicable. AC confirmed that she would add a column to show any mods that were associated with the XRN and then re-circulate the document. The action was then closed. **Closed**

0601: CMS Rebuild Design Subgroup - Correla (JW) to provide a CMS Rebuild Design Subgroup Terms of Reference for onward circulation, covering planned interactions with DSC Committees.

Update: See item 14.3. **Closed.**

0602: Joint Office (BF/LOS) to provide an update regarding the Joint Office Website refreshing issue.

Update: BF confirmed that no further issues had been encountered and the cache and speed had now been improved on the Joint Office Website. He did note that Edge was a slower browser to refresh from a technical aspect. He added that he was exploring with the developers the option of subscriptions on specific webpages to notify changes to published documents. The action was then closed. **Closed.**

2. Covid-19 Update

Fiona Cottam (FC) said considering the recent Government announcement for the relaxation of current restrictions on Monday 19 July 2021, the opening of the office for the workforce is still on a gentle and slow progression over the next 4 – 6 weeks. FC added there will still be no live face to face events held at Xoserve's offices for several weeks to come.

In terms of Covid related UNC Modifications and Unidentified Gas (UIG), FC confirmed that within the UK these were still active and in place, although the removal of restrictions was happening faster in England than in Wales and Scotland. Some businesses remain closed for example night clubs (prior to 19 July), where the isolation and meter reading Modifications still apply.

FC reported that UIG volatile during May due to various factors, some related to Covid, the cooler weather in May, holiday factors for the 2 Bank Holidays, different business restrictions, and reduced AQs which will take some time to ramp back up to pre Covid activity. Likewise, she said there was a spike on 13 July 2021, and this was down to a measurement error in in Wales North LDZ and this was presently being investigated further.

3. Approvals

3.1. Access to Daily Bio-methane Injections (XRN 5183)

Kathryn Adeseye (KA) and Simon Harris (SH) advised that Xoserve were seeking approval of XRN5183, in relation to Option 2 which was presented as the preferred option at the July ChMC and was approved.

For a detailed update, please refer to the published slides on the meeting page.

See original Change Pack -<https://www.xoserve.com/media/41243/26944-kl-po-xrn5183-access-to-daily-biomethane-injections-solution-review.docx>

KA provided an overview of the two levels of aggregation available as detailed below:

- *Aggregation at LDZ level (Xoserve's recommendation);*
Please note that at LDZ level there will be a small number of LDZs which only have 1 biomethane entry point. However, Xoserve would not be providing the counts of the number of biomethane entry points per LDZ;
- *Aggregation at a lower level than LDZ (preferred by the CP Proposer);*

This would involve manufacturing a lower aggregation level such as county / post code (first three characters only) because there is no equivalent of 'Exit Zone' stored in Gemini for Biomethane Entry Points.

- *The existing level below LDZ is individual 'Biomethane Entry Point Name' (covered over in Option 1) which has already been discounted.*
- *With this option, it is expected there will be significantly more counties / post codes where there is only 1 biomethane entry point.*

Richard Pomroy (RP) noted that it would be easy to identify the number of biomethane entry points in an LDZ from a charging site specific perspective where there were 1 or a few sites.

Sally Hardman (SHa) said she would prefer this to be at Gas Distribution Network (GDN) level, as it would negate the need for it to be reported at the LDZ level. Steve Mulinganie (SM) concurred with SHa on this matter. Simon Harris (SH) said he would further discuss this with the Proposer stating that the GDN level was the preference of the Committee.

KA asked whether this information should be published in a secure or open area of the Xoserve website. A brief general discussion took place, and it was agreed that this information could be published in the open area of the website and SH said he would also discuss this with the Proposer.

BF suggested the documentation should be further updated and re-presented at the meeting next for final approval, both KA and SH agreed to update the documentation accordingly.

Jayne McGlone (JMc) suggested if the Proposer was not comfortable with what had been discussed that she would invite them to the CoMC meeting next month to enable further discussion to take place.

Members unanimously approved deferral to the August meeting.

3.2. DRR – Release of Data to RPA Code Manager

Jaimee LeResche (JR) provided an overview of the track changed version of the document and drew attention to specific areas of changes that now provided further clarity, regarding where the REC Performance Assurance (RPA) Manager want access to data.

For a detailed update, please refer to the published slides on the meeting page.

JR stated that the Committee is requested to approve this request to enable the release of data to the RPA Manager. Noting that the UNC Modification had already been implemented, data for IGT sites will only be released following the approval of the IGT UNC Modification to add the Retail Energy Code (REC) to the Data Permissions Matrix.

RP asked if the definition of the Protected Information in the Code was clear enough to cover this area. David Addison (DA) explained that the data highlighted with an * in the document was either summary / collated data or was transactional data neither of which have typically been included in the DPM previously. He said the DPM structure was not that explicit in the Code. RP said that was fine for the present circumstances, but that might be the case with Retail Energy Coded Company (RECCo) in the future and DA said he would further investigate this area.

SM agreed and said the only remedy would be a new Modification, he added that it would be advisable to have a meeting with Jon Dixon, a Director of RECCo, in his new role to discuss this data provision request process. A protracted general discussion then took place in relation to the data items and how these are presently defined within the Data Permissions Matrix (DPM), DSC and UNC, and how this data is accessed and released to the RPA Manager. Richard Pomroy (RP) asked if this data release process was permanent, and DA said it would be enduring for the UNC changes proposed for REC v3.0 and treated as a request with an instruction to be raised at later date, together with a time bound statement within the DPM, approved until v3.0 was live.

The Committee unanimously approved the DDR to enable the release of data to the RPA Manager as follows:

| Voting Outcome: | | |
|--|---------------------|--------------------|
| Shipper Representatives | Voting Count | For/Against |
| Claire Louise Roberts (Alternate for Stephanie Clements) | 1 | For |
| Oorlagh Chapman | 1 | For |
| Steve Mulinganie (Alternate for Andrew Green) | 4 | For |
| Total | 6 | For |
| Transporter Representatives | Voting Count | For/Against |
| Richard Pomroy (Alternate for Helen Chandler) | 1 | For |
| Sally Hardman | 1 | For |
| Richard Loukes | 2 | For |
| Kundai Matiringe (Alternate for Brandon Rodrigues) | 2 | For |
| Total | 6 | For |

3.3. XRN 5381 – Changes to SDT V.18

Angela Clarke (AC) confirmed the Service Description Table V18 has been amended to align the service lines to the new Process Journeys that came into effect on 1st April 2021. She added they now reflect the changes to the Service Areas as detailed within the charge base Appointment Table as per CDSP Service Document Budget and Charging Methodology version 5.

She noted, in addition, the service lines contained within Column B Service Reference with effect from 01/04/21 have been re-numbered as it was found that there were some duplications within the previous version. She confirmed that each service line is now mapped to the new Service area based on their Customer Journey and the Specific Services sections are not impacted by this change.

SHa questioned why these changes had taken so long to be completed and as they had been approved previously. AC apologised and said that the amendments had taken longer than expected and that she had been awaiting a peer sense check before releasing the document.

The Committee unanimously approved the amendments to the Service Description Table as follows:

| Voting Outcome: | | |
|--|---------------------|--------------------|
| Shipper Representatives | Voting Count | For/Against |
| Claire Louise Roberts (Alternate for Stephanie Clements) | 1 | For |
| Oorlagh Chapman | 1 | For |
| Steve Mulinganie (Alternate for Andrew Green) | 4 | For |
| Total | 6 | For |
| Transporter Representatives | Voting Count | For/Against |
| Richard Pomroy (Alternate for Helen Chandler) | 1 | For |
| Sally Hardman | 1 | For |
| Richard Loukes | 2 | For |
| Kundai Matiringe (Alternate for Brandon Rodrigues) | 2 | For |
| Total | 6 | For |

4. Business Plan Updates.

4.1. BP22

Jayne McGlone (JMc) and Dave Turpin (DT) provided the Committee with an update on the Business Plan in relation to the Principles Approach document. JMc explained that this document had been out for consolidation, which closed on 21 July 2021. She thanked people for their views to date and said that more questions were being added into the PMA.

SM explained that the questions had been quite complex and that presently within the industry overall resources were stretched which had been impeding on the time to respond.

DT explained the next stage of the process would be more fulfilling in relation to the REC and the PMA. He added that Centrica had submitted comments and Oorlagh Chapman (OC) then provided a high-level overview of these, which will be included in the final Principles Document and identifying areas where Xoserve had reduced costs.

Formal rest break taken for 15 minutes.

5. Retail Energy Code (REC) Update

JMc overviewed the presentation which included a summary of the planned meetings, key milestones, key dates for the Ofgem Consultation, and progress to date and overviewed the next steps as:

DSC CP has been raised (XRN5352 – Development of the REC Performance Assurance reporting)

Expected that the change will be delivered to RECCo under the framework agreement that has now been agreed.

CP raised to cover support costs to:

- *Perform analysis,*
- *Verify accessibility of data*
- *Generate sample reports (and redact / pseudonymise data until UNC / IGT UNC Mods approved)*

This is proposed to be done manually with very small sample data (views requested on this approach)

- *UNC REC V3 Consequential Changes published – published version queried*
- *Discussions to be held with RECCo ahead of GES contract negotiations:*
- *DSC Customer access to gas enquiry services - decision still pending*
- *Scope of GES - to be baselined as part of V3 consultation response review*

SHa questioned the assumption whether that there was no longer the option to use the Data Enquiry Service (DES) and all access would be controlled by RECCo. JMc said this was her understanding on current assumptions for the services.

SM stated that he had it on good authority that the Transporters would still have access to DES (as distinct from GES Online via the Gas Enquiry Service and that he had had this confirmed via Jon Dixon the Director of RECCo. In addition, some Shippers would need to retain access as they would not be party to REC.

A lengthy general discussion then took place in respect of the continued access of DES and by whom. SM said it was clear that a strategic conversation was required in an expedient manner with Jon Dixon to gain clarity on this matter.

JMc said that this meeting would need to take place early next week as Xoserve were committed to sending their response on Friday 30 July 2021. It was subsequently agreed that a sub-set of the DSC Contract Management Committee would liaise to ensure representation at this meeting.

New Action 0701: A sub-set of the DSC Contract Management Committee to be attend a meeting with Jon Dixon, RECCo to discuss issues including; Shippers, Transporters and 3rd party access via the CDSP.

DA said that the DPM and its relationship to the Data Access Matrix in the REC would need to be revisited following the outcome of that meeting as it would fundamentally change the overall thinking on this topic.

6. Class 1 Read Service

6.1. Modification 0710S - CDSP provision of Class 1 read service Update

DA said the status was not dis-similar to last months' update and that the novation was no longer happening, and the focus was now on procurement on 01 April 2023. He explained he was reaching out parties to discuss requirements. He added that the potential service providers would be sent the formal Request for Information (RFI) in due course.

7. Monthly Contract Management Report

7.1. KPM Update

Alex Stuart (AS) provided an overview of the Key Performance Measures for June 2021 relating to both DSC and DSC+ performance measures, noting the items highlighted in red.

For the fully detailed update, please refer to the published slides on the meeting page.

7.2. KPM – Customer Relationship Survey Results (Q1)

DT provided an overview of the analysis for Q1 for Xoserve.

Alison Jennings (AJ) provided an overview of the new Correla results, and she explained that Correla would be working with parties to build and gain trust using the new operating model.

The combined results were discussed, and the consensus was that the Xoserve and Correla results should be presented separately in the future, to provide analysis transparency. DT agreed that this would be amended for the next meeting.

Paper published for information.

7.3. Contract Metrics

Paper published for information. No discussions held.

7.4. Xoserve Incident Summary

Neil Laird (NL) provided a high-level summary of the P1/2 incidents in June and added that there was a current P2 (as of 21 July 2021) in relation to the BURST platform that underpins the Data Discovery Platform (DDP) application, as there was an outage presently taking place. NL said more information would be supplied next month on the cause.

NL said that as he had now been in post for 9 months' he wanted to ensure the Committee that he and his team were striving to reduce issues that interrupt the service in the shortest time frame possible, and he overviewed the percentage success rates against the specific criteria's being measured.

In relation to Action 0401: *P2 UK Link File Processing incident – Xoserve/Correla (NL) to provide a response on why processes allowed system* NL confirmed that this was in the Post Incident Review (PIR) and is being tracked also in the PIR, so this action could be closed.

NL explained he would present an update of the UK Link Flow PIR ever 2 months commencing in August and the Committee agreed.

7.5. Issue Management Updates

Paper published for information. No discussions held.

7.5.1 Issue Management Dashboard

Paper published for information. No discussions held.

7.6. Quarterly Invoicing Update July 2021

Paper published for information. No discussions held.

8. Central Switching Service (CSS) Update

Emma Lyndon (EL) provided an update on the CSSC Programme Dashboard Update project including a summary of progress to date and the next steps, which includes a workshop to be scheduled for the focus group. She noted that Ofgem are working through considerations of the Go-live date. This consideration is now moving outside of the initial thought of a Monday Go-live with other days in the week being assessed by Ofgem initially.

UEPT continues with no major impacts or defects. Preparation continues for End-to-End Testing, Transition, Business Change and Service Management activities.

Discussions are taking place with Ofgem in relation to Supplier of Last Resort (SoLR).

In relation to Action 0402: *Central Switching Service (CSS) - Xoserve / Correla (EL) to provide an update on CR75 and the obligations for Adaptor Providers from a Retail Energy Code (REC) perspective*. JMc said this was in connection with CSS users using CSS for REC and that this still needed to be monitored quarterly for CSS in its' own right. SM questioned the obligations around the security and the accreditation for the certificates, and he added there were presently issues in the SMART metering area regarding the adapter providers. JMc stated they would still be accredited and so this action was closed.

For a detailed update please refer to the published slides on the meeting page.

9. Information Security Update

Confidential paper circulated for information. No discussions held.

10. Financial Information

Item not discussed. Due August.

11. Business Continuity Plan

Item not discussed. Due August.

12. Contract Assurance Audit

Item not discussed. Due August.

13. Key Committee Updates

13.1. DSC Change Management Committee

Updated Paper published for information. No discussions held.

14. Any Other Business

14.1. Retrospective and Proof of Concept Options Update

Paul Orsler (PO) and Rebecca Rudin (RR) provided a summary of the consultation responses and noted in total, ten (10) consultation responses were received from customers. Of the responses received, one voted in favour of progressing Option A (Modification 0651 - Changes to the Retrospective Data Update provisions), four votes were in favour of progressing Option B (Data Comparison solution).

SM highlighted a compliance issue regarding these two options, and he said that as this Modification has been approved by Ofgem on 20 March 2019, he was at a loss as to why this Modification still had a status of implementation date to be agreed. He said the Modification had been progressed based on the outputs and recommendations of *Request Workgroup 0624R - Review of arrangements for Retrospective Adjustment of Meter Information, Meter Point/Supply Point and Address data* where Option 4 was favoured, and he wanted the implementation to take place as soon as possible as approved by Ofgem.

PO said he understood SM's frustration and explained the required changes had to be slotted into the delivery cycle, and yet, there was no dedicated Project Team assigned to investigate these changes.

A lengthy and protracted general discussion took place regarding which option was compliant and PO reiterated that it had been the customers who had requested Option A and B to be further explored, with discussions taking place at Delivery Subgroup (DSG) regarding Option A.

SM said that any option that was not approved by the approval of the Modification by Ofgem was not valid and should not be included in this process. Should other parties wish to pursue a different option they should raise a Modification to do so as the other options were not applicable and not relevant as they were not compliant with the solution within Modification 0651. PO said that he would provide further information to both DSC ChMC and CoMC at the August meetings outlining how the option would work as defined in the solution.

New Action 0702: Xoserve (PO) to liaise with ChMC to update the presentation detailing the next steps to implement a compliant option. This is to include an offer walk through the process for interested parties.

14.2 Challenges relating to DCC Reporting

PO provided an overview and explained that from October 2020, in accordance with a related Data Permissions request, there had been a change to the UNC reporting. He said that Xoserve have supplied a dataset of non-domestic Supplier Market Share data to the Data Communications Company (DCC). He added that Xoserve are aware that the datasets being provided to the Data Customer Company (DCC) are not aligned with market share and consumer information held within Supplier systems, and that this is resulting in greater than anticipated DCC charges to Supplier businesses.

PO said Option 1, means that Xoserve will accept the Shippers figures and their warrants which will flow to the DCC and Shippers will then subsequently get reimbursed based on the amended data submission. He added that in relation to Option 2, that Xoserve will try to apply factors and reach a more appropriate figure.

SM said that this area needed an expedient resolution as this issue was costing the industry significant amounts of money each month due to incorrect charging.

PO said that Xoserve are going to change the reporting logic to adjust meter point shares and provide Shippers with those Shippers that have raised it directly with Xoserve. OC said that this option should be available for everyone, rather than just the Shippers who query their invoices. SM concurred with this suggestion and added that parties in the non-domestic sector could also be impacted on a regular basis.

DA confirmed he would re-look at the process and how it will work in practice, and that he would look at some sets of sites and then compare the findings against the old process and new the process. He added that he would also inform the DCC that this activity was taking place and send the findings to the DSC Contract Managers.

CMS Rebuild Update

Joanne Williams (JW) provided an overview of the CMS Rebuild update and explained that the internal workshops were commencing from 22 July 2021. She confirmed the invites for the August workshops would be sent out shortly and that the solutions would subsequently be shared with both CoMC and ChMC.

SHa requested that all Contract Managers including those who had previously attended other workshops should be included in the invite circulation listing. JW confirmed that would be actioned. SM enquired if RECCo were going to be involved in these workshops and JW confirmed she was in communication with them.

JW confirmed Action 0601: *CMS Rebuild Design Subgroup - Correla (JW) to provide a CMS Rebuild Design Subgroup Terms of Reference for onward circulation, covering planned interactions with DSC Committees*, could now be closed as the meeting was to be held within the DSG framework and their Terms of Reference would be used.

14.3. MDD Changes

Mike Orsler (MO) confirmed that Xoserve were now moving on from SPAA, as the sub-group had been run for 18 months with very few comments and only 2 attendees. He explained the proposal was to email the distribution list that is used to send out to DSC Contract Managers. He confirmed he would be producing a document to explain how this will work and it would be presented to CoMC in August.

14.4. VAT early termination fees and compensation payments

JMc confirmed that there was no further update and that she was going to discuss this area with the finance team to learn the latest status. She said that she wanted this agenda item to be left live on the agenda until August, when she was hopeful it could be removed following confirmation that no actions were needed.

14.5. Impact of Brexit

JMc confirmed that the EU had determined that UK data protection laws are robust enough for continued access as a favoured country. As such, there are no proposed changes to the DSC. She added that this area would continue to be monitored, however this agenda item could now be closed and members agreed with this request.

14.6. Request for DPO contact details.

JMc explained that an email requesting Data Protection Officer (DPO) contact details for each DSC party would be issued shortly. This is to ensure that all DPO contact details for DSC parties are up to date to enable Xoserve to direct any DSAR to the relevant contact. JMc confirmed that in the event Xoserve receives a DSAR relating to a GT or Shipper this will be passed directly to the GT or Shipper's DPO.

14.7. User Representative Appointment Update (Contract & Credit)

BF advised that Darren Lond has been nominated as a Transporter representative for the DSC Credit Committee as Teresa Thompson had now left National Grid.

BF said that following the nominations window close out on 09 July 2021, there were still some vacancies on DSC CoMC, ChMC and DSC Credit Committees and he asked the Committee if they wanted to issue a request for further nominations on these Committees and the Committee unanimously agreed with this recommendation.

He confirmed that the nomination of Shipper Representatives for the DSC Committees had been included within this process. The current nominations were advised as follows:

| Name of Committee | Representatives Nominated | Company | Shipper Class | Comments |
|-------------------|---|--|--|--|
| DSC Contract | Oorlagh Chapman Phillipa Burton Steve Mulinganie | Centrica Scottish Power Gazprom Energy | Class A Class A Class B | Shipper Class A filled 1 Shipper Class B Vacancy 2 Shipper Class C Vacancies Further Nominations Required for Class B&C |
| DSC Change | Claire Louise Roberts Oorlagh Chapman Alexander Mann Ross Easton | ScottishPower Centrica Gazprom Energy Totalenergies Gas & Power | Class A Class A Class B Class B | Shipper Class A filled Shipper Class B filled 2 Shipper Class C Vacancies Further Nominations to be requested |
| DSC Credit | James Hutton Jane Morrison Oorlagh Chapman Steve Mulinganie | E.ON SSE Centrica Gazprom Energy | N/A | 4 Positions filled No Election Required 2 Vacancies Further Nominations to be requested |

Line in the Sand and RFA – timings

SM explained that he had been in communication in May 2021 regarding the Line in the Sand and the Request for Application (RFA) and he would like further information regarding the overall process and specifically the timings. JMc agreed to provide feedback regarding this area.

New Action 0703: Xoserve, (JMc) to identify the appropriate owner for this action to report back at next meeting.

15. Recap of decisions made during meeting

AC provided verbal overview of the decisions made during the meeting and all agreed with her summary and next steps.

16. Diary Planning

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

| Time/Date | Venue | Programme |
|--------------------------------------|-----------------|-----------------|
| 09:30 Wednesday 18 August 2021 | Microsoft Teams | Standard Agenda |
| 09.30 Wednesday 15 September 2021 | Microsoft Teams | Standard Agenda |
| 09.30 Wednesday 20 October 2021 | Microsoft Teams | Standard Agenda |

Action Table (as of 21 July 2021)

| Action Ref | Meeting Date | Minute Ref | Action | Owner | Target Date | Status Update |
|------------|--------------|------------|--|------------------------|-------------|----------------|
| 0401 | 21/04/21 | 1.7 | <i>P2 UK Link File Processing incident</i> - Xoserve/Correla (NL) to provide a response on why processes allowed system files/transactions to be deleted | Xoserve / Correla (NL) | | Closed |
| 0402 | 21/04/21 | 9.0 | <i>Central Switching Service (CSS)</i> - Xoserve / Correla (EL) to provide an update on CR75 and the obligations for Adaptor Providers from a Retail Energy Code (REC) perspective | Xoserve / Correla (EL) | | Closed |
| 0501 | 14/05/21 | 14.8 | Xoserve (AC) to provide a list of outstanding changes to enable a review of de-prioritised changes. | Xoserve (AC) | | Closed |
| 0601 | 16/06/21 | 3.6 | CMS Rebuild Design Subgroup - Correla (JW) to provide a CMS Rebuild Design Subgroup Terms of Reference for onward circulation, covering planned interactions with DSC Committees. | Correla (JW) | | Closed |
| 0602 | 16/06/21 | 14.7 | Joint Office (BF/LOS) to provide an update regarding the Joint Office Website refreshing issue. | Joint Office (BF/LOS) | | Closed |
| 0701 | 21/07/21 | 5.0 | A sub-set of the DSC Contract Management Committee to be attend a meeting with Jon Dixon, RECCo to discuss issues including; Shippers, Transporters and 3rd party access via the CDSP. | ALL | | Pending |
| 0702 | 21/07/21 | 14.1 | Xoserve (PO) to liaise with ChMC to update the presentation detailing the next steps to implement a compliant option. This is to include an offer walk through the process for interested parties. | Xoserve (PO) | | Pending |
| 0703 | 21/07/21 | 14.9 | Xoserve, (JMc) to identify the appropriate owner for this action to report back at next meeting. | Xoserve (JMc) | | Pending |