

UNC DSC Change Management Committee Minutes
Wednesday 05 May 2021
Via teleconference

| Attendees | | | |
|--|-------|------------------------|----------------|
| Bob Fletcher (Chair) | (BF) | Joint Office | Non-Voting |
| Helen Cuin (Secretary) | (HCu) | Joint Office | Non-Voting |
| Shipper User Representatives (Voting) | | | |
| Claire Louise Roberts | (CLR) | Scottish Power | Class A Voting |
| Oorlagh Chapman | (OC) | Centrica | Class A Voting |
| Ross Easton | (RE) | Total Gas & Power | Class B Voting |
| Alexander Mann | (AM) | Gazprom | Class C Voting |
| Transporter Representatives (Voting) | | | |
| Guv Dosanjh | (GD) | Cadent | DNO Voting |
| Richard Pomroy | (RP) | Wales & West Utilities | DNO Voting |
| Heather Ward | (HW) | IGT Representative | IGT Voting |
| Kundai Matiringe | (KM) | IGT Representative | IGT Voting |
| CDSP Change Management Representatives (Non-Voting) | | | |
| James Rigby | (JR) | Xoserve | |
| Paul Orsler | (PO) | Xoserve | |
| Emma Smith | (ES) | Xoserve | |
| Observers/Presenters (Non-Voting) | | | |
| Andy Clasper | (AC) | Cadent | |
| Clare Manning | (CM) | EON | |
| Helen Chandler | (HC) | Northern Gas Networks | |
| James Barlow | (JB) | Xoserve | |
| Jane Goodes | (JG) | Xoserve | |
| Kirsty Dudley | (KD) | EON | |
| Rachel Taggart | (RT) | Xoserve | |
| Sally Hardman | (SHa) | SGN | |
| Simon Harris | (SH) | Xoserve | |
| Tracy O'Connor | (TOC) | Correla | |

Copies of all papers are available at: <http://www.gasgovernance.co.uk/dsc-change/050521>

1. Introduction

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

1.1. Apologies for absence

Richard Loukes and Teresa Thompson, NTS Representatives.

1.2. Alternates

None advised.

1.3. Confirm Voting rights

| Representative | Classification | Vote Count |
|-----------------------|-----------------|-------------|
| Shipper | | |
| Claire Louise Roberts | Shipper Class A | 1 vote |
| Oorlagh Chapman | Shipper Class A | 1 vote |
| Ross Easton | Shipper Class B | 2 votes |
| Alexander Mann | Shipper Class C | 2 votes |
| Transporter | | |
| Guv Dosanjh | DNO | 1 vote |
| Richard Pomroy | DNO | 1 vote |
| Richard Loukes | NTS | not present |
| Teresa Thompson | NTS | not present |
| Heather Ward | IGT | 1 vote |
| Kundai Matiringe | IGT | 1 vote |

2. November 2021 Major Release

2.1. XRN4780 - Part C - Inclusion of Meter Asset Provider Identity (MAP Id)

Simon Harris (SH) presented a summary of the Design Pack representations.

3 Representations were received, some seeking clarifications about the design and responses were provided by Xoserve.

Kirsty Dudley (KD) confirmed she was satisfied with the solution but expressed some concern about the availability of reporting. SH briefly explained the change and plans for reporting. Claire-Louise Roberts (CLR) also fed comment with regards to the availability of reporting and MAP data.

Shipper Members voted unanimously in favour of the Design Pack as follows:

| Voting Outcome: | | |
|-------------------------|--------------|-------------|
| Shipper Representatives | Voting Count | For/Against |
| Claire Louise Roberts | 1 | For |
| Oorlagh Chapman | 1 | For |
| Ross Easton | 2 | For |
| Alexander Mann | 2 | For |
| Total | 6 | For |

2.2. XRN4941 - Auto Updates to Meter Read Frequency (UNC0692)

Simon Harris (SH) presented a summary of the Design Pack representations.

2 Representations were received. Some concerns were expressed from one party around rejection flows and seeking clarification around the must-read process. Xoserve had provided a clarification response.

Shipper Members voted unanimously in favour of the Design Pack as follows:

| Voting Outcome: | | |
|-------------------------|--------------|-------------|
| Shipper Representatives | Voting Count | For/Against |
| Claire Louise Roberts | 1 | For |
| Oorlagh Chapman | 1 | For |
| Ross Easton | 2 | For |
| Alexander Mann | 2 | For |

| | | |
|--------------|----------|-----|
| Total | 6 | For |
|--------------|----------|-----|

2.3. XRN5091 – Deferral of creation of Class change reads at transfer of ownership

James Barlow (JB) presented a summary of the Design Pack representations.

1 Representation was received in support of the change, with no comments or questions.

Shipper Members voted unanimously in favour of the Design Pack as follows:

| Voting Outcome: | | |
|--------------------------------|---------------------|--------------------|
| Shipper Representatives | Voting Count | For/Against |
| Claire Louise Roberts | 1 | For |
| Oorlagh Chapman | 1 | For |
| Ross Easton | 2 | For |
| Alexander Mann | 2 | For |
| Total | 6 | For |

2.4. XRN5180 - Inner Tolerance Validation for replacement reads and read insertions

James Barlow (JB) presented a summary of the Design Pack representations.

1 Representation was received in support of change, with no comments or questions.

Shipper Members voted unanimously in favour of the Design Pack as follows:

| Voting Outcome: | | |
|--------------------------------|---------------------|--------------------|
| Shipper Representatives | Voting Count | For/Against |
| Claire Louise Roberts | 1 | For |
| Oorlagh Chapman | 1 | For |
| Ross Easton | 2 | For |
| Alexander Mann | 2 | For |
| Total | 6 | For |

3. Any Other Business

3.1. CSSC Risk Discussion

James Rigby (JR) wished to flag that a CSSC options paper had been published on the 04 May for consideration at the 12 May 2021 DSC Change Management Committee Meeting at: <https://www.gasgovernance.co.uk/dsc-change/120521>. JR recommended the Committee reviewed the publication ahead of next week's meeting and to raise any questions. JR briefly explained that Xoserve have undertaken a risk assessment around the November 21 Major release, with relation to CSSC. Two BERs have been published, one with a full scope and one with a reduced scope, with the recommendation to descope the release.

Tracy O'Connor (TOC) further explained that following the impact assessment, it was recommended to proceed with 4 of the 6 changes in scope. There were 2 elements within XRN4941 with a greater impact, therefore the recommendation is to remove it from the scope. Whereas XRN5091 has a significant impact against CSSC so the recommendation is to proceed with this change once CSSC has gone live.

KD expressed concern that the Committee had just approved the Design Packs for XRN 4941 and 5091 with an indicative date for November 21 release and questioned why these had been put forward. KD challenged the value of asking Shippers to approve the Design if there was a plan to descope from November 21 release.

Paul Orsler (PO) explained that there was a need to better understand the impacts, the design would still remain the same, however Xoserve wished to present two options to either deliver the changes as planned with an alternative option to deliver most of the changes but delay those that would impact the CSSC programme.

Oorlagh Chapman (OC) asked if there was more information available, in particular to understanding all of the risks and subsequent decisions and recommendations to descope. PO explained a CSSC options had been published at <https://www.gasgovernance.co.uk/dsc-change/120521> and that this discussion was aimed at raising awareness for the discussion to be held at the 12 May meeting.

Claire Louise Roberts (CLR) enquired what the outcome would be if there was a decision to proceed as planned without delaying some of the changes. TOC explained that having looked at the various options it would not be possible to deliver all of the changes without impacting the CSSC programme.

Richard Pomroy (RP) wished for the Committee to note that the Distribution Network Operators have licence obligations to ensure Xoserve deliver CSSC on time and wished to stress that the risks/ impact to CSSC is not solely a project delivery concern due to the significance of the change programme.

KD enquired about the testing and market trials, expressing she was nervous, with the intricate design of MAP-C changes, implementation of the changes without trials when considering recent issues and the potential for defects. KD wanted more transparency of what will and will not be tested from a market perspective, particularly where there were multiple facets such as the November release and associated CSSC programme impacts.

TOC explained that currently the MAP-C is not within the scope of the November 21 release, this is running alongside the release. However, market trials can be considered and they welcomed views on the testing requirements should the industry want to further explore these options.

Further discussion is expected on 12 May.

Before concluding discussions, KD wished to highlight Change Proposal 4708C in relation to the implementation date in SPAA, noting that a proposal is currently being worked on to provide the industry better transparency and may offer benefits for data management in the DSC arrangements.

4. Diary Planning

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

Meetings will take place as follows:

| Time/Date | Venue | Programme |
|---------------------------------|----------------|-----------------|
| 10:00 Wednesday 12 May 2021 | Teleconference | Standard Agenda |
| 10:00 Wednesday 09 June 2021 | Teleconference | Standard Agenda |
| 10:00 Wednesday 07 July 2021 | Teleconference | Standard Agenda |

Action Table (as of 05 May 2021)

| Action Ref | Meeting Date | Min Ref | Action | Owner | Status Update |
|------------|--------------|---------|---|-----------|-----------------|
| 0301 | 15/03/21 | 5.1.1 | JR to clarify how Xoserve will notify the Committee of utilising the XRN5327 Xoserve Change Fund 2021/22. | CDSP (JR) | Carried Forward |
| 0302 | 15/03/21 | 5.2.1 | XRN5144 Enabling Re-assignment of Supplier Short Codes to Implement SoLR Directions | CDSP (DA) | Carried Forward |

| | | | | | |
|-------------|----------|-----|--|-----------|------------------------|
| | | | DA to a) seeks clarify from Ofgem re policy decision, and b) further articulate the costs. | | |
| 0303 | 15/03/21 | 7.1 | EL to seek further clarity on the CSSC programme governance processes. | CDSP (EL) | Carried Forward |