Joint Office of Gas Transporters

UNC DSC Change Management Committee Minutes
Wednesday 07 April 2021
Via teleconference

Attendees			
Shipper User Representatives (Voting)			
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)z			
Guv Dosanjh	(GD	Cadent	DNO Voting
Helen Chandler (alternate for Richard Pomroy)	(HC)	Northern Gas Networks	DNO Voting
Richard Loukes (+alternate for Teresa Thompson)	(RL)	National Grid	NTS Voting
Heather Ward	(HW)	IGT Representative	IGT Voting
Rebecca Cailes	(RC)	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	
Avram Florentina	(AV)	Correla	
David Addison	(DA)	Xoserve	
Emma Lyndon	(EL)	Correla	
Hannah Reddy	(HR)	Correla	
Jo Williams	(JW)	Correla	
Jaimee LeResche	(JLR)	Xoserve	
Kirsty Dudley	(KD)	EON	
Leanne Jackson	(LJ)	Correla	
Linda Whitcroft	(LW)	Correla	
Mark Jones	(MJ)	SSE	
Nicola Patmore	(NP)	Correla	
Rachel Taggart	(RT)	Xoserve	
Richard Hadfield	(RH)	Correla	
Sally Hardman	(SH)	SGN	
Tracy O'Connor	(TOC)	Correla	

Copies of all papers are available at: http://www.gasgovernance.co.uk/dsc-change/070421

1.   **Introduction**

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

1.1.   Apologies for absence

Teresa Thompson and Richard Pomroy.

1.2.   Alternates

BF confirmed the following alternates:

Richard Loukes for Teresa Thompson

Helen Chandler for Richard Pomroy.

Helen Chandler (HC) wished to note that she had not been formally asked to represent Richard Pomroy and had therefore not been provided with his voting views prior to the meeting. However its was noted that HC is recorded as Richard Pomroy's standing alternate.

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
Helen Chandler for Richard Pomroy	DNO	1 vote
Richard Loukes + Alternate for Teresa Thompson	NTS	2 votes
Heather Ward	IGT	1 vote
Rebecca Cailes	IGT	1 vote

1.4.   Approval of Minutes (10 March 2021)

Minutes from the previous meetings were approved.

1.5.   Review of Outstanding Actions

1101: Committee to discuss the CCR for XRN5153 once provided.
Update: James Rigby (JR) advised the Committee that the CCR is being presented under item 4.0 See item 4.0. **Closed.**

0301: JR to clarify how Xoserve will notify the Committee of utilising the XRN5327 Xoserve Change Fund 2021/22.
Update: James Rigby (JR) confirmed that there is a Governance Sub-Group meeting being held on 27 April to explain how the fund is to be utilised and its governance. **Carried Forward.**

0302: *XRN5144 Enabling Re-assignment of Supplier Short Codes to Implement SoLR Directions* DA to a) seeks clarify from Ofgem re policy decision, and b) further articulate the costs.
Update: James Rigby (JR) relayed an update from David Addison (DA) and that discussions continue with Ofgem, with further work required on the options, the proposal is in progress, with further analysis required and a recommendation that this change is placed on hold. Kirsty Dudley (KD) suggested this action is carried forward until there is a more definitive approach agreed. **Carried Forward.**

0303: EL to seek further clarity on the CSSC programme governance processes.
Update: Emma Lyndon (EL) provided an update on whether the change process will move to the Retail Energy Code (REC), explaining it is not known yet from a programme perspective if Change Requests (CRs) implemented post program will they go through REC change or the Programme change process. Programme post implementation support is being considered with Jenny Boothe at Ofgem. **Carried Forward.**

0304: EL to review: a) what lessons learnt from the IX Refresh had been taken on board for the UK Link Roadmap project, and b) if the project could be included in a change pack.
Update: KD believed this was being discussed at the Governance Sub-Group. It was agreed to close this action. **Closed.**

2.   **DSC Change Budget Update & Horizon Planning**

   2.1. Budget Movement & Quarterly Review

   James Rigby (JR) provided a brief overview of the DSC Change Budget for 2020/21, explaining that a more detailed position will be presented at the May meeting.

   JR reported that the total available funds had decreased by £600 as a result of 3 changes moving through the lifecycle. Total available funds had decreased by £45k as result of XRN5218 being moved to 2021/22.

   The Committee considered the best way to track budget spend estimates. JR explained a view of the work in progress is being tracked and how best to report this is being considered.   It is hoped this will be shared in the forthcoming months.

   2.2. Change Pipeline

   JR presented the Change Development and Delivery Pipeline, noting there was little change in the Change Pipeline besides the current changes moving through the change lifecycle.

   KD enquired if information can be reported on the average timespan changes are within the capture phase. KD wanted to understand priorities and how attention can be drawn to those changes that appeared to be dormant and how best to manage these going forward. JR explained that better transparency is being considered for showing the length of time changes are in pre-capture and capture status/phase.

3.   **Capture**

   3.1. New Change Proposals – Initial Review

   3.1.1. XRN5345 Deferral of creation of Class change reads for DM to NDM and NDM to DM sites at transfer of ownership

   Jaimee LeResche (JLR) presented the Change Proposal (CP) explaining this change will, in the analysis period, assess each of the scenarios of migration from one Class to another which involve a Class change from DM to NDM and vice versa and to understand the current volumes associated with each scenario. JLR explained that Shippers are not provided with an Opening Read window when a change of class and Shipper occurs at the same time, making it difficult for the incoming Shipper to get a read accepted.

   Shipper Members were asked to approve this change to progress into the Capture Phase.

   Shipper Members voted unanimously in favour 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

3.1.2. XRN5343 CMS Rebuild – For Information

Joanne Williams (JW) explained that this Change had been given an XRN for reference only, so that customers have a point for identifying the proposed CMS system rebuild against. It was clarified that the CMS rebuild will be funded through the investment line, and therefore all governance and approvals will go through the DSC Contract Management Committee (CoMC).

3.2. Change Proposals – Post Solutions Review

Not discussed.

4. Design & Delivery

4.1. Design Change Pack

4.1.1. XRN5007 Correction in the reconciliation process when volume is zero – Change Pack

Paul Orsler (PO) presented the CP explaining implementation was scheduled for release in November 2021. PO confirmed that the change had been discussed at the delivery Sub-Group (DSG) and no representations had been received. The changes were expected to be minimal.

Mark Jones (MJ) enquired about the general issuing of change packs and discussions at DSG prior to the close out of representations. PO explained DSG discussions need to be held prior to the close out period to avoid enquiries being submitted after the representations had closed out.

Shipper, DNO & IGT Members were asked to approve the change pack.

Members voted unanimously in favour 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
Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	1	For
Helen Chandler	1	For
Heather Ward	1	For
Rebecca Cailes	1	For
Total	**4**	For

4.1.2. XRN5072 Application and derivation of TTZ indicator – Change Pack

PO presented the CP confirming no representations had been received.

Shipper Members were asked to approve the change pack.

Shipper Members voted unanimously in favour 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

4.1.3. XRN5142 – New Allowable Values for DCC Service Flag – Change Pack

Paul Orsler (PO) presented the CP. No representations received.

Shipper, DNO & IGT Members were asked to approve the change pack.

Members voted unanimously in favour 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
Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	1	For
Helen Chandler	1	For
Heather Ward	1	For
Rebecca Cailes	1	For
Total	**4**	For

4.1.4. XRN5122 – Gemini System Enhancements – Change Pack

Nicola Patmore (NP) presented the CP explaining that no representations had been received.

Shipper, DNO & NTS IGT Members were asked to approve the change pack.

Members voted unanimously in favour 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
Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	1	For
Helen Chandler	1	For
Richard Loukes	2	For
Heather Ward	1	For
Rebecca Cailes	1	For
Total	**6**	For

4.2. Standalone Change Documents for Approval

4.2.1. CCR for XRN5146 Data Cleanse of NExA information within UK Link and the Data Enquiry Service (DES)

PO provided an overview of the CP and presented the CCR for the CP, to reflect Network Exit Agreement (NExA) arrangements within UK Link. PO reported the change was delivered successfully with no actual cost.

DNO, IGT and Shipper Members were asked to approve the CCR.

DNO, IGT and Shipper Members voted unanimously in favour 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
Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	1	For
Helen Chandler	1	For
Heather Ward	1	For
Rebecca Cailes	1	For
Total	**4**	For

4.2.2. CCR for XRN5135 DNO and NTS Invoices to Shippers and DNs VAT compliance

PO provided an overview of the CP and presented the CCR for the CP, to confirm file format changes without the additional cost previously agreed.

DNO and NTS Members were asked to approve the CCR.

DNO and NTS Members voted unanimously in favour as follows:

Voting Outcome:		
Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	1	For
Helen Chandler	1	For
Richard Loukes	2	For
Total	**4**	For

4.2.3. CCR for XRN5153 iConversion2 Part 2 (non NG interfaces)

Hannah Reddy (HR) provided an overview of the CP and presented the CCR for the CP.

Guv Dosanjh (GD) asked for the vote to be deferred to the May meeting.

DNO Members were asked if this item should be deferred to the May meeting.

DNO Members voted unanimously in favour as follows:

Voting Outcome:		
Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	1	For
Helen Chandler	1	For

Total	**2**	For

4.3. Gemini Horizon Planning

Hannah Reddy (HR) provided the Gemini Horizon update, reporting the Gemini system enhancements were on track, and an invite for user Trials had been extended to the 09 April.

4.4. June 2020 Lessons Learned

Tracy O'Connor (TOC) provided a status update on the June 2020 Major Release Lessons Learned. TOC provided an overview of the key aspects to note for the: scope & costs; Non-functional requirements; training; file formats; market trials; and other architecture activities involved in implementing a new service.

For full details, please refer to pages 23 and 24 within the published slides on the meeting page.

KD thanked TOC for the update and for highlighting the key points. Feedback was given on the cross-code governance and how best to work with other parties such as REC, for implementation dates outside of CDSP's control.

4.5. November 2020 Major Release

TOC provided a status update on the November 2020 Major Release which is progressing as planned. She noted that the status for the project was tracking as green with an amber status for risk and issues in relation to the historic cleansing activities not included in the original design. The historic clean is expected to run until 04 June.

For further details, please refer to page 26 within the published slides on the meeting page.

4.6. June 2021 Major Release

TOC provided a status update on the June 2021 Major Release which is progressing as planned. She noted that the risk status for the project was tracking as green, progressing well against schedule, the project was due for implementation on 26 June, with a contingency implementation date of 03 July.

For further details, please refer to page 28 within the published slides on the meeting page.

4.7. November 2021 Major Release

TOC provided an update on the November 2021 Major Release, noting the status for the project was tracking as green. TOC advised of an Emergency Change Committee which had been arranged on 05 May to approve the remaining 3 change packs.

For further details, please refer to page 30 within the published slides on the meeting page.

KD enquired about any contingency dates. TOC explained that CDSP are engaged with the supplier to understand the full delivery in scope, and the need for any contingency date will be available in the detailed plan which should be available on 12 May.

4.8. Minor Release Update

TOR provided an update on the Minor Release 9, which was implemented on 20 March, the project was on track with a green status with no defects raised, and first usage started on plan.

For further details, please refer to page 32 within the published slides on the meeting page.

4.9. XRN5218 Project Update

Leanne Jackson (LJ) provided an overview of the project which was tracking with a green status.

LJ wished to note that the contracts and review discussions were progressing well.

For a full detailed update, please refer to page 34 within the published slides on the meeting page.

6   Non-DSC Change Budget Impacting Programmes

6.1   CSS Consequential Update

Emma Lyndon (EL) provided a CSS Programme Update, advising that the current status for the project was Green, with the next stage being live rehearsal testing.

For a full detailed update, please refer to page 37 within the published slides on the meeting page.

David Addison (DA) provided a RECCO update relating to SPAA and the schedule for SP496 amendments, expected in June. A communication will be issued in the next couple of weeks in conjunction with RECCO and SPAA to provide further clarity on the changes.

KD expressed concern about the need to have a clean delivery.

7   Any Other Business

7.1   XRN4978 Notification of Rolling AQ value (following transfer of ownership between M-5 and M)

Paul Orsler (PO) provided a brief verbal update on this projects completion. A number of aspects had been placed on hold with a need to agree which changes should progress.

The issue was related to Shippers gaining sites with an AQ change and supporting Shippers understanding the change in values before taking the site on. Solution options were being considered for representation to gain views on the changes going forward. PO advised there are a number of options/solutions for DSG to consider.

Oorlagh Chapman (OC) asked for clarification about the changes with commercial agreements in relation to DDP and APIs and if these would need a separate change process. OC wished to understand any changes to the governance process. PO explained the DSC change process is not expected to change. JR explained if drawing down on the DSC Change Budget it works the same way any proposal change for DDP will in some capacity go through the DSC Change Process. KD believed better transparency would be worthwhile for parties to refer to clarify the difference in the investment lines. JR welcomed the feedback.

8   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 07 April 2021	Teleconference	Standard Agenda
05 May 2021	Teleconference	Extra-ordinary Meeting – November 2021 Major Release
10:00 Wednesday 12 May 2021	Teleconference	Standard Agenda
10:00 Wednesday 09 June 2021	Teleconference	Standard Agenda
10:00 Wednesday 07 July 2021 ~~14 July 2021~~	Teleconference	Standard Agenda

| 10:00 Wednesday 11 August 2021 | Teleconference | Standard Agenda |
| 10:00 Wednesday 08 September 2021 | Teleconference | Standard Agenda |

Action Table (as of 10 March 2021)

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
1101	11/11/20	7.3	Committee to discuss the CCR for XRN5153 once provided.	CDSP (JR)	**Closed**
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* DA to a) seeks clarify from Ofgem re policy decision, and b) further articulate the costs.	CDSP (DA)	**Carried Forward**
0303	15/03/21	7.1	EL to seek further clarity on the CSSC programme governance processes.	CDSP (EL)	**Carried Forward**
0304	15/03/21	7.2	EL to review: a) what lessons learnt from the IX Refresh had been taken on board for the UK Link Roadmap project, and b) if the project could be included in a change pack.	CDSP (EL)	**Closed**