

UNC DSC Change Management Committee Minutes
Wednesday 12 May 2021
Via teleconference

Attendees			
Bob Fletcher (Chair)	(BF)	Joint Office	Non-Voting
Maitrayee Bhowmick-Jewkes (Secretary)	(MBJ)	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 Pomroy from 11:18 am	(RP)	Wales & West Utilities	
Richard Loukes (+ alternate for Teresa Thompson)	(RL)	National Grid	NTS 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	(ACI)	Cadent	
Angela Clarke	(AC)	Xoserve	
Clare Manning	(CM)	EON	
Avram Florentina	(AV)	Correla	
David Addison	(DA)	Xoserve	
Emma Catton	(EC)	Correla	
Emma Lyndon	(EL)	Correla	
Jo Williams	(JW)	Correla	
Jaimee LeResche	(JLR)	Xoserve	
Kate Lancaster	(KL)	Xoserve	
Leanne Jackson	(LJ)	Correla	
Mark Jones	(MJ)	SSE	
Matt Rider	(MR)	Correla	
Owen Mason	(OM)	Bulb Energy	
Rachel Addison	(RA)	Correla	
Rachel Taggart	(RT)	Xoserve	
Richard Hadfield	(RH)	Correla	
Sally Hardman	(SHa)	SGN	

Simon Harris	(SH)	Xoserve
Steve Pownall	(SP)	Xoserve

Copies of all papers are available at: <http://www.gasgovernance.co.uk/dsc-change/120521>

1. Introduction

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

1.1. Apologies for absence

Teresa Thompson

1.2. Alternates

BF confirmed the following alternates:

Richard Loukes for Teresa Thompson

Helen Chandler for Richard Pomroy until 11:18 am

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/ Richard Pomroy	DNO	1 vote
Richard Loukes + Alternate for Teresa Thompson	NTS	2 votes
Heather Ward	IGT	1 vote
Kundai Matiringe	IGT	1 vote

1.4. Approval of Minutes (07 April and 05 May 2021)

Minutes from the previous meetings were approved.

1.5. Review of Outstanding Actions

0301: JR to clarify how Xoserve will notify the Committee of utilising the XRN5327 Xoserve Change Fund 2021/22.

Update: James Rigby (JR) advised this action would be covered under agenda item 6.1. **Closed.**

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: Dave Addison (DA) advised Xoserve have been liaising with Ofgem to seek clarity regarding Ofgem's SoLR (Supplier of Last Resort) policy decisions. DA noted Ofgem had not shared their decision on this topic yet and it was likely they would propose a number of options to the industry and XRN5144 would ensure Xoserve was aligned with these possible options.

DA explained that one of the options Ofgem may propose was a relaxation of their SLAs, adding Xoserve had asked for clarification on how this would work and what the impact would be. DA noted that in the event of multiple SoLR events this might be problematic for the industry.

DA advised, Xoserve were also considering how the possible scenarios Ofgem might propose would work and how they could be reconciled with the UK Link registration systems, noting this could pose a risk as the UK Link and CSS (Central Switching Service) systems may not be aligned for a while after going live. This would cause issues such as impacts to the Gas Enquiry Service (GES) and Xoserve were looking to work out technical solutions.

Richard Pomroy (RP) noted that XRN5144 would have impact on the industry if it was implemented at the same time as the CSS 'go live' date and asked what implications this would have on Ofgem and when they would know what these impacts would be. DA explained he was unable to answer these questions at this time but advised Xoserve were having constructive discussions with Ofgem regarding the various solution options and he would update the Committee when he had more information. **Carried Forward.**

0303: EL to seek further clarity on the CSSC programme governance processes.

Update: Emma Lyndon (EL) advised she has been liaising with REC (Retail Energy Code) representatives to review the CSSC governance processes. EL noted that Change Requests related to the CSSC programme would move through the CSSC process rather than through the REC process and would be managed through the CSSC programme governance. RP asked if this would have an impact on drafting the REC. EL advised that this was not likely. **Closed.**

2. DSC Change Budget Update & Horizon Planning

2.1. Budget Movement & Quarterly Review

James Rigby (JR) presented the final DSC Change Budget for 2020/21 update and provided an overview of the 2021/22 Budget and progress to date.

JR noted the final 2020/21 budget showed that spending had been half of the total approved budget and a total of £160,000 remained in available funds. JR explained this was because Xoserve had forecast a larger budget for the 2020/21 financial year and would aim to make the forecasted budget more accurate in the future.

Helen Chandler (HC) noted she was less concerned that Xoserve's spend had been lower than what had been forecast as that was better than exceeding the budget.

JR also asked the Committee to approve the reapportionment of the PAC ring-fenced budget. JR explained that at the February Committee meeting it had been identified that the PAC budget should not be funded by NTS, which they currently do. As a result, Xoserve were proposing to reapportion the NTS percentage share of these costs and for it to be divided equally amongst the other constituencies.

Heather Ward (HW) noted that the percentage share being proposed for allocation to IGTs was disproportionate higher for them. Kundai Matiringe (KM) agreed with this view.

JR accepted this and advised he would consider if there was a fairer apportionment of the costs for the Committee to review and approve at the June meeting.

Voting on the PAC budget reapportionment was deferred to the June meeting.

2.2. Change Pipeline

Rachel Taggart (RT) 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.

RT advised the slides had been updated to make it easier to identify any updates to the change lifecycles.

3. Capture

3.1. New Change Proposals – Initial Review

3.1.1. XRN5341 – UNC745 - Mandatory Setting of Auction Bid Parameters

Matt Rider (MR) presented the Change Proposal (CP) explaining this change was based on UNC Modification 0745 – Mandatory Setting of Auction Bid Parameters. MR noted this CP is proposing to mandate the setting of certain bid parameters prior to Users being able to place bids in an Auction.

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

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

Richard Loukes	2	For
Total	2	For

3.1.2. XRN5352 – Development of the REC Performance Assurance reporting structure

Jaimee LeResche (JLR) explained that this CP seeks to secure resources to support the REC Performance Assurance Change Manager to assess the reporting that is proposed, refine these proposals with them, develop, test and implement the reporting framework. Dave Addison (DA) added the REC will require raw meter point data and large bulk volume data will now be passed to REC rather than direct to the REC Performance Assurance Committee under this CP.

Claire Louise Roberts (CLR) asked why Distribution Network Operators (DNOs) were not included in this vote. DA confirmed DNOs should vote on this change to comply with their REC obligations.

KM asked about the enduring costs arising from this CP. DA explained there should not be any enduring costs from this change under the DSC and advised that he anticipated the funding would come from the REC Framework Agreement which Xoserve will have in place for the provision of services direct to REC.

Paul Orsler (PO) and DA advised that REC had informed Xoserve that they preferred the UK Link/UNC change Release dates to align with the electricity Release dates and noted Xoserve would consider any impacts from doing this. It was noted that REC were planning 3 major release each year and that the actual implementation day is likely to need changing in UNC to align with REC.

Shipper, DNO and IGT Members were asked to approve this change to progress into the Capture Phase.

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
Richard Pomroy	1	For
Heather Ward	1	For
Kundai Matiringe	1	For
Total	4	For

3.1.3.XRN5362 - Amendments to Service Description Table V17

Angela Clarke (AC) provided a brief update for information only, noting that the DSC Service Description table had been amended and a new version of it was available.

3.1.4.XRN5251 - Gemini Exit Zone Change

Emma Catton (EC) presented this CP which proposes there should no changes on the meter end date and to activate the process.

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

Shipper and NTS 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
Richard Loukes	2	For
Total	2	For

3.2. Change Proposals – Post Solutions Review

3.2.1.XRN5188 - Interim Data Loads of MAP Id into UK Link

Simon Harris (SH) provided an overview of this CP which proposes that Meter Asset Managers (MAMs) will be providing Meter Asset Provider (MAP) Id to supplement Shipper provided data.

CLR asked if Xoserve could share any statistics showing what data was loaded to be loaded into UK Link in June compared to what is in system. SH advised Xoserve were currently looking to reconcile the data before sharing it with wider community and the Shipper constituents would be notified once this was available.

SH added this will be flagged to the wider Shipper community at the next DSC Delivery Sub-Group (DSG) meeting.

Shipper Members were asked to vote to approve the proposed solution for delivery.

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

3.2.2. XRN5309 - FSG - Automating the FSR ‘Standard Liability’ Process

Steve Pownall (SP) provided an overview of this CP clarifying it was only seeking to automate the FSR process.

HW asked why IGTs were being asked to vote on this CP as it did not have an impact on them. SP agreed with this view and noted only DNOs should vote on the proposed solution.

Richard Loukes (RL) asked who would be funding this change. PO advised that funding would be reviewed under the scope of the CP and today the Committee was being asked to consider only the solution option.

DNO Members were asked to vote to approve the proposed solution option for delivery. 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. Design & Delivery

4.1. Design Change Pack

4.1.1. XRN5218 - Mod 0710 - CDSP Provision of the Class 1 Service

Kate Lancaster (KL) provided a brief overview of this CP.

Richard Pomroy (RP) advised the Committee that the cost allocations for this CP had been amended since it had been last reviewed.

KL the Committee would have the opportunity to approve the implementation date for this CP at a later date.

All Members were asked to approve the design 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

Kundai Matiringe	1	For
Total	6	For

4.1.2.XRN4922 CSSC Shipper BRD

RT presented a brief overview of this CP and noted no responses had been received for this change pack.

Shipper Members were asked to approve the design 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

4.2. Standalone Change Documents for Approval

4.2.1.CCR for for XRN5038 Convert Class 2, 3 or 4 meter points to Class 1 when [G2.3.15] criteria are met (MOD 0691)

JLR provided an overview of the CP and presented the CCR.

Shipper Members were asked to approve the CCR.

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

4.3. Minor Release Drop 9

4.3.1. Project Update

Richard Hadfield (RH) provided an update on the Minor Release 9, noting is now complete and the CCR would be presented to the Committee.

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

4.3.2. CCR for XRN5294 Minor Release Drop 9

RH presented the CCR for Minor Release Drop 9.

RL asked for a more granular cost breakdown for this Release as the presentation was across all constituencies, and he would prefer itemised by customer including the NTS share of the project. JR advised he hoped to present this at the June meeting.

New Action 0501: XRN5294 - Xoserve (JR) to provide a cost breakdown for each constituency for Minor Release Drop 9.

All Members were asked to approve the CCR.

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
Kundai Matiringe	1	For
Total	6	For

4.4. November 2021 Major Release

4.4.1. Project Update

RH provided an update on the November 2021 Major Release, noting the RAG status for the project was amber pending the approval of the scope and BER. RH added the proposed implementation date was 05 November and the contingency date was set as 12 November.

RH noted Xoserve were not recommending Market Trials for this Release but if constituents wanted it, they would accommodate it. He also noted the project was forecast for the design to be completed against the approved EQR.

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

4.4.2. CSSC Impact Assessment CDSP

RH presented an update on the impact assessment of the November 2021 Major Release against the CSSC. For a detailed update, please refer to the published slides on the meeting page.

RH advised following the impact assessment, Xoserve were proposing to amend the scope of the November Release as follows:

Change	November 2021 Delivery
XRN5007	Yes
XRN5072	Yes
XRN5142	Yes
XRN5180	Yes
XRN4941	Deliver reduced scope for November 2021 Remaining scope post CSS with information change pack will be issued with updated scope
XRN5091	No – deliver post CSS

PO clarified that whilst the Extraordinary Change Management meeting on 05 May 2021 was for approving the design for this Release Change Pack, the Committee were being asked to vote on the scope for the Release today.

The Committee discussed the proposed amended scope including the reduced scope of XRN4941 and descoping XRN5091 from the Release. Xoserve confirmed they had considered all other options for delivering this Release, but any other option impacted the CSSC implementation.

OC requested additional information on the analysis undertaken by Xoserve to establish their recommendations for the change to scope. RH highlighted an additional slide in the pack which set out the tests applied to ensure the recommendations were robust.

The Committee considered in detail the major impact implementing XRN 4941 and 5091 would have on the CSSC programme and agreed:

- XRN4941 has major code impacts to the CSSC programme, and the proposed reduced scope can still deliver the functionality of the CP.
- XRN5091 cannot be delivered within the November 2021 Major Release due to the complexity and detrimental impacts to the CSSC programme as the code changes are too complex to complete within the timelines for CSSC.

RH advised Shipper Members were being asked to approve the amended scope of this release, including:

- Delivering XRN4941 with a reduced scope
- Descoping XRN5001 to be delivered post CSSC

Shipper Members were asked to approve the above amended scope for the November 2021 Major Release.

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

4.4.3. BER for XRN5289 November 21 Release

RH presented the BER for the amended scope of this Release, including £1.3 million in costs.

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

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
Kundai Matiringe	1	For
Total	4	For

4.5. Minor Release Drop 10

RH presented an update on Minor Release Drop 10, noting the scope of the Release currently had three CPs in its scope.

RH added the indicative implementation date for the Minor Release was 28 August 2021 and the Committee would be asked to vote on the implementation date at the June meeting.

CLR noted that 28 August was around a Bank Holiday and requested the implementation date to be moved. RH confirmed he would review this.

CLR asked if XRN5309 would have any impact on Shippers. SP advised it would not as it would only have an impact on DNOs.

All Members were asked to approve the scope of Minor Release Drop 10.

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
Guv Dosanjh	1	For
Helen Chandler	1	For
Richard Loukes	2	For
Heather Ward	1	For
Kundai Matiringe	1	For
Total	6	For

4.6. November 2020 Major Release

RH provided an update on the November 2020 Major Release noting 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.

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

4.7. June 2021 Major Release

RH provided a brief update on the June 2021 Major Release which is progressing as planned with the RAG status tracking as green.

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

4.8. XRN5218 Project Update

Leanne Jackson (LJ) provided an update on the XRN5218 Project noting the current RAG status was amber.

LJ advised the proposed go-live date of 01 June 2021 was no longer viable because of delays in contractual discussions and the new proposed implementation date was 01 August 2021. LJ noted the project plan had been updated to reflect the AUG timeline and it was likely a further impact assessment would be required for the project.

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

4.9. Gemini Horizon Planning

Rachel Addison (RA) provided an overview on the Gemini Horizon Plan.

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

5 Non-DSC Change Budget Impacting Programmes

5.1 CSS Consequential Update

Emma Lyndon (EL) provided a CSS Programme Update, advising that the current status for the project was green.

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

EL noted that MAP C changes can now be included in the Release. DA advised MAMCoP were due to consider the proposal of implementing MAP C as they will need to approve functionality.

EL confirmed CSSC was on track for implementation in November 2021.

5.2 UK Link Cloud Programme

EL provided a verbal update on the UK Link Cloud Programme, noting it was track for delivery, although it did not have an implementation date yet.

EL noted that when there was any further information regarding outages or implementation for this project, Xoserve would share it via a change pack.

5.3 CMS Update

Jo Williams (JW) provided an update on the CMS Update project including a summary of progress to date and next steps.

JW explained high level solution options will be assessed for delivery before they would be presented to the Contract Management Committee for approval.

JW added that the CMS page on Xoserve's website is updated now and constituents can use it to check it for updates.

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

6 Any Other Business

6.1 Governance Sub-Committee outcome including Project 1stop – Xoserve Change Fund

JR provided an update to the Committee further discussions about the Xoserve Change Fund at the Governance Sub-Committee.

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

Oorlagh Chapman (OC) asked why this fund would be utilised to update the Change Management webpages as Xoserve's business plan included a digital budget. JR explained that the digital budget was for overall digitisation across Xoserve's entire website and not specifically updating the Change Management pages. He advised that this proposal was targeted for making Change related amendments only and noted he would share the detailed proposals.

RP agreed with OC and advised he would also like to see further explanations of the proposals being made.

JR accepted this but highlighted Xoserve were not seeking additional approvals but seeking permission to use a portion of the funds already approved for the change budget to make the function better and more efficient. He noted he would bring further details of the proposal for the Committee to review at the next meeting.

New Action 0502: Xoserve (JR) to provide further details of proposal to use the Xoserve Change Fund for updating the Change Management webpages on xoserve.com.

6.2 User Representatives Appointment Process

BF advised the Committee that the annual process for UNCC and Panel Member appointment process had commenced.

BF noted that the Joint Office would write to the industry requesting nominations for the appointment of their Single Point of Contact (SPoC) and asked the Committee members to inform their organisations of the process.

6.3 Late Paper

BF noted that some papers had been submitted late for this Committee meeting and Xoserve updated their papers after the paper submission deadline. He asked the Committee if Members were affected by this and whether they were in favour of a hard paper submission deadline or if they were willing to be more flexible.

RP noted any papers related to voting should be submitted within 5 days and suggested a pragmatic approach to any other papers.

RT advised that the change pack consultation process closes out on the same day as the paper submission day and this usually means and further update is required to provide the results from consultation to inform committee votes.

BF noted the Joint Office and Xoserve would review the position on late papers offline.

7 Diary Planning

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

Time/Date	Venue	Programme
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10:00 Wednesday 09 June 2021	Teleconference	Standard Agenda
10:00 Wednesday 07 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 12 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)	Closed
0302	15/03/21	5.2.1	<i>XRN5144 Enabling Re-assignment of Supplier Short Codes to Implement SoLR Directions</i> 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)	Closed
0501	12/05/21	4.3.2	Xoserve (JR) to provide a cost breakdown for each constituency for Minor Release Drop 9.	CDSP (JR)	Pending
0502	12/05/21	6.1	Xoserve (JR) to provide further details of proposal to use the Xoserve Change Fund for updating the Change Management webpages on Xoserve.com.	CDSP (JR)	Pending