

UNC DSC Change Management Committee Minutes
Wednesday 08 February 2023
Via Microsoft Teams

Attendees			
Rebecca Hailes (Chair)	(RHa)	Joint Office	Non-Voting
Helen Cuin (Secretary)	(HCu)	Joint Office	Non-Voting
Shipper User Representatives (Voting)			
Clare Manning	(CM)	E. ON	Class A
Oorlagh Chapman	(OC)	Centrica	Class A & Class C
Lisa Saycell	(LS)	SEFE Energy	Class B & Class C
Ross Easton	(RE)	Total Gas & Power	Class B
Transporter Representatives (Voting)			
Andy Clasper for Guv Dosanjh	(ACI)	Cadent	DNO Voting
Tom Stuart	(TS)	Northern Gas Networks	DNO Voting
Bill Goode + Alternate for Richard Loukes	(BG)	National Gas Transmission	NTS Voting
Michelle Brown	(MB)	Energy Assets	IGT Voting
Kundai Matiringe	(KM)	BUUK	IGT Voting
CDSP Change Management Representatives (Non-Voting)			
Emma Smith	(ES)	Xoserve	
James Rigby	(JR)	Xoserve	
Paul Orsler	(PO)	Xoserve	
Observers/Presenters (Non-Voting)			
Cathy Mullis	(CM)	E.ON	
Claire Louise Roberts	(CLR)	ScottishPower	
Dave Addison	(DA)	Xoserve	
Hannah Reddy	(HR)	Xoserve	
James Barlow	(JB)	Xoserve	
Jo Williams	(JW)	Xoserve	
Kate Lancaster	(KL)	Xoserve	
Matthew Rider	(MR)	Xoserve	
Molly Haley	(MH)	Xoserve	
Rachel Addison	(RA)	Xoserve	
Rachel Taggart	(RT)	Xoserve	
Rajiv Patel	(RPa)	Xoserve	
Rob Westwood	(RW)	Xoserve	
Sally Hardman	(SHa)	SGN	
Simon Harris	(SH)	Xoserve	
Vikki Orsler	(VO)	Xoserve	
<p><i>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.</i></p>			

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/080223>

1. Introduction

Rebecca Hailes (RHa) welcomed all to the meeting and confirmed the meeting was quorate.

It was noted that from 10 February 2023, DSC Change / Contract meetings will be quorate where meetings meet the following criteria:

At least two (2) Committee Representatives shall be Shipper Representatives and three (3) shall be DNO Representatives, NTS Representatives or IGT Representatives, and the Committee Representatives must be able to exercise six (6) votes.

1.1. Apologies for absence

Guv Dosanjh, Cadent
Richard Loukes, National Gas Transmission
Jane Goodes, Xoserve

1.2. Alternates

Andy Clasper for Guv Dosanjh
Bill Goode for Richard Loukes

1.3. Confirm Voting rights

The voting rights were confirmed as below:

Representative	Classification	Vote Count
Shipper		
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
Transporter		
Andy Clasper Alternate for 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

Two updated papers had been provided for items 2.0 and 2.2. Emma Smith (ES) confirmed further clarity had been added and an update to an XRN which will be highlighted with the CMS Rebuild update.

1.5. Approval of Minutes (11 January 2023)

The minutes of the previous meeting were approved.

1.6. Review of Outstanding Actions

0207: Xoserve (JG/ES) to assess the DSC Change related procedures and documents to ensure they are still fit for purpose.

Update: Update expected March. **Carried Forward**

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

Update: Update expected March. **Carried Forward**

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

Update: Update expected March. **Carried Forward**

2. DSC Change Budget Update & Horizon Planning

2.1. Change Budget Update BP22 YTD

James Rigby (JR) provided an overview of the current financial year's budget, noting the committed spend per constituency and confirming the uncommitted amounts potentially to be returned. A link to the background data was provided within the presentation. The total committed spend had been increased since last reported by £542K.

For full details please refer to the published presentation.

2.2. Change Pipeline

Paul Orsler (PO) provided the Change Delivery Pipeline which included a delivery plan of all live changes from January 2023 – April 2024. This was broken down into sections for the following periods: January 2023 – May 2023; June 2023 to December 2023; the Change Backlog Details; and DSC Change Pack Plan. The delivery plan provided firm and indicative implementation dates (to be accommodated outside the release schedule).

Further detailed information was provided with a breakdown of the target implementation dates, funding and release type for each individual change. Please refer to the published slides for full details.

PO wished to note that Retail Energy Code (REC) changes R0048, R0073 and R0088, explaining the funding of these.

Within the DSC Change Pack Plan update PO confirmed that the Solution Option Change Packs will be provided for consultation in the coming weeks for XRN5547, 5454, 5604 and 5605.

2.3. Retail Energy Code (REC) Change

Molly Haley (MH) provided an overview of the ongoing REC Changes.

MH provided a table of the Changes in progress, a summary of the related XRN Changes, and Changes under prioritisation review. The prioritisation was explained clarifying that REC take priority, followed by UNC changes. Please refer to the published presentation slides for full details.

MH wished to draw the attention to R0067/XRN5567 as a replan was being considered which requires an impact assessment. It was confirmed that the technical change is being considered with an indicative implementation date of August 2023. Lisa Saycell (LS) asked for Xoserve to provide further clarity on the funding for this change.

New Action 0201: Xoserve (PO/MH) to provide detailed metrics on R0067/XRN5567 and provide further clarity on the funding at the March meeting.

An enquiry was made regarding a change that had not appeared on the list R0092 but with details entered onto the portal. Clarification was requested for new change R0092 and what the position was in terms of funding and progress. It was confirmed this would be added to the plan for next month's update.

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

MH reported the expected impacts from REC Changes R0080, R0081 and R0091 in relation to Modification 0834S - *Inclusion of the "Process for the Update and Retention of Shared Site Drawings" as a Subsidiary Document within the Offtake Arrangements Document.*

3. Capture

New Change Proposals – Internal Review – For Approval

3.1. XRN5614 Improving IGT SMP New Connection Process to support accurate and timely Supplier Registrations

Paul Orsler (PO) provided an overview of the Change Proposal (CP) to allow the provision/exchange of New Connection Site information. This requires an update to Service Area 3, benefiting Shipper and IGTs with a proposed 50:50 funding split between the benefiting parties.

Kundai Matiringe (KM) noted a potential extension of scope being considered for when a new site connection is relinquished.

Shipper and IGT Members were asked to vote to approve the change into development. RHa wished for it to be noted that this vote was not to approve the funding.

A vote was taken to approve the change into development with unanimous approval 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
Total	6	For
IGT Representatives	Voting Count	For/Against
Michelle Brown	1	For
Kundai Matiringe	1	For
Total	2	For

3.2. XRN5616 CSEP Annual Quantity Capacity Management

Paul Orsler (PO) provided an overview of the Change Proposal which will introduce a process, to enable GDNs to review, authorise and approve the application, for the creation of MPRNs on IGT CSEP sites.

DNO and IGT Members were asked to vote to approve the change into development for further analysis on the set of requirements.

A vote was taken to approve the change into development with unanimous approval 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
Total	6	For
Transporters Representatives	Voting Count	For/Against
Andy Clasper (DN)	1	For
Tom Stuart (DN)	1	For
Michelle Brown (IGT)	1	For
Kundai Matiringe (IGT)	1	For

Total	4	For
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4. Design & Delivery

Design Change Packs – For Approval

4.1. XRN4990 - Transfer of Sites with Low Valid Meter Reading Submission Performance from Classes 2 and 3 into Class 4

Rajiv Patel (RPa) provided an update on the design consultation confirming no representations had been received.

Oorlagh Chapman (OC) noted there had been some confusion and clarification had been sought on the process and where the charges will reside. It was understood from a charging perspective, any plan to charge, based on the volumes being processed, needed to be kept under review, and considered if this will be added to the charging statement for April 2024. The impacts of the Class change service will be monitored. At the moment there will be no immediate charge for the Class Change formality. This would need to be a new service line which would need to be agreed through the Governance Process for DSC Charges.

PO confirmed following release in February 2023, in line with the 3 month grace period, the first time this process will be used will be around June/July 2023.

Shippers were asked to vote to approve delivery of the detailed design. It was confirmed that the funding had already been approved.

The vote was taken to approve delivery of the detailed design with unanimous approval 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
Total	6	For

4.2. XRN5567 - Detailed Design Change Pack - Implementation of Resend Functionality for Messages from CSS to GRDA (REC CP R0067)

David Addison (DA) provided an update on the design consultation confirming no representations had been received.

Shippers, DNs and IGTs were asked to vote to approve delivery of the detailed design. It was confirmed that the funding had already been approved.

DA confirmed a longer-term solution will be considered under Modification 0836 - Resolution of Missing Messages following Central Switching Service implementation and integration with REC Change R0067.

The vote was taken to approve delivery of the detailed design with unanimous approval 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
Total	6	For

Transporters Representatives	Voting Count	For/Against
Andy Clasper (DN)	1	For
Tom Stuart (DN)	1	For
Michelle Brown (IGT)	1	For
Kundai Matiringe (IGT)	1	For
Total	4	For

For Information

4.3. XRN5472 – Creation of a UK Link API to consume daily weather data for Demand Estimation processes

Paul Orsler (PO) provided an overview of the Change Proposal which relates to the delivery of a new set of APIs to allow UK Link to receive weather data for demand processes. No representations had been received.

PO confirmed following the completion of the detailed design phase it had been clarified that the change does not impact DSC customers, and consequently the change can be progressed internally by the CDSP as a maintenance project. With this in mind, Xoserve recommended the change is removed from the March 2023 Release and that the change would be formally withdrawn from external DSC records. Xoserve confirmed that following approval of the March 2023 Release scope, any DSC General Change budget funds that had been reserved for the delivery of this change will be returned to DSC customers.

Standalone Documents for Approval (BER, CCR, EQR)

4.4. BER for XRN5535 - Processing of CSS Switch Requests Received in ‘Time Period 5’ Receive Updates

David Addison (DA) provided the detailed Business Evaluation Report (BER) for approval. DA confirmed the Shippers funding for total £88k, split £44k per annum for the next two years (BP-2024 and BP-2025). The funding will be dealt with as a project and taken out of the DSC Change budget over the next two years.

It was proposed to split XRN5535 into two parts, A and B, to separate and consider the charging arrangements.

DA anticipated writing to Shippers this week to confirm that registrations will commence and to provide the process documentation. Any concerns are to be relayed to Xoserve. DA clarified there will be an opportunity for Shippers to re-submit a Base Registration Nomination (BRN).

Shippers were asked to vote to approve the BER for the build, test, implementation and proposed costs. DNOs and IGTs were also asked to approve the BER in terms of their Licence obligations.

The vote was taken to approve the BER for the build, test, implementation and proposed costs with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives (BER & Funding)	Voting Count	For/Against
Clare Manning	1	For
Oorlagh Chapman	2	For
Lisa Saycell	2	For
Ross Easton	1	For
Total	6	For
Transporters Representatives (Licence)	Voting Count	For/Against
Andy Clasper (DN)	1	For
Tom Stuart (DN)	1	For

Michelle Brown (IGT)	1	For
Kundai Matiringe (IGT)	1	For
Total	4	For

4.5. CCR for XRN5231 - Provision of a FWACV Service CDSP (RA) Approval

Rachel Addison (RA) provided the detailed Change Completion Report (CCR) for approval. Costs had come in under budget, and the aim today was to close down the project delivered.

DNO and NTS Members were asked to vote to approve the CCR for the final costs and project closedown.

The vote was taken by exception to approve the CCR for the final costs and project closedown and unanimous approval was recorded as follows:

Voting Outcome:		
Transporters Representatives	Voting Count	For/Against
Guv Dosanjh (DN)	1	For
Tom Stuart (DN)	1	For
Bill Goode (NTS)	2	For
Total	4	For

4.6. CCR for XRN5368 - Gemini Sustain Year 1 Roadmap

Rachel Addison (RA) provided the detailed CCR for approval. The roadmap and some housekeeping activity had been completed successfully.

NTS Members were asked to vote to approve the CCR for the final costs and project closedown.

The NTS vote was taken to approve the CCR for final costs and project closedown as follows:

Voting Outcome:		
Transporters Representatives	Voting Count	For/Against
Bill Goode (NTS)	2	For
Total	2	For

Project Updates

4.7. March 2023 Ad hoc Release

4.7.1. Scope Change (XRN5472)

Rob Westwood (RW) provided a project update on the change to Weather Data Service Provider API and implications to XRN5472’s delivery approach.

Following completion of the associated Detailed Design phase it had been established that the required technical change does not impact or have any interaction with DSC Customers. The change is entirely internal to the CDSP. It was therefore proposed to withdraw XRN5472.

Shipper and DN Members were asked to support the withdrawal from the March 2023 release and return associated funds.

The vote was taken to support the withdrawal from the March 2023 release and return associated funds with unanimous approval 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
Total	6	For
Transporters Representatives	Voting Count	For/Against
Andy Clasper (DN)	1	For
Tom Stuart (DN)	1	For
Total	2	For

4.7.2. March 2023 Project Update

Rob Westwood (RW) provided a status update for the March 2023 ad hoc release (XRN5575).

The overall release is tracking at risk (Amber). The Design phase continues for all three XRN's scoped for this release. Build completed as planned for XRN5379, but this is at risk due to the status of the design.

Testing is underway and this will return to green upon completion of the design as planned and approval of the detailed project plan for delivery, including touch-points with DM and NDM service providers.

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

4.8. February 2023 Release

4.8.1. February 2023 Project Update

Rob Westwood (RW) provided a status update for the February Major Release (XRN5533).

The overall release is tracking on target (Green), with a number of activities taking place. UK Link regression testing phase was completed on 19 January 2023 as per plan. Currently on track to complete the performance testing phase on 17 February 2023.

RW noted that there was a risk that the solution under XRN5298 may not work as expected at the point SGN go-live with the H100 Project, due to a gap between XRN5298 being delivered as part of the February 2023 release. SGN have confirmed that the first H100 Connections will go live in quarter 4 of 2024.

For full details please refer to the published status update

4.8.2. February 2023 Implementation Approach

RW provided an overview of the Implementation Approach Principles, noting that:

- Project plan for each activity for both Implementation Dress Rehearsal (IDR) and Implementation will be defined and agreed by all parties involved.
- All external customers and internal business training and awareness sessions will have been completed prior to implementation
- All critical activities will be completed prior to implementation date 25 February 2023.
- Standard maintenance window will be utilised for code deployments (from 5am -7am)

The XRN's in scope were: 4900, 5298, 4978, 4989B, 4990 and 4992B.

A high-level implementation plan was provided for the February 2023 with detailed information of the file flows and a link to training material.

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

For any queries on the changes being delivered please contact: UKLinkDelivery@xoserve.com

4.9. June 2023 Major Release

4.9.1. XRN5482 Update

Rob Westwood (RW) provided a detailed update on the June 2023 delivery (XRN5482). RW advised in relation to the RGMA change this change cannot safely be implemented for June. Therefore, Xoserve are looking at alternative options such as an ad hoc release or included within the November 2023 release. A BER will be presented once the options have been considered. It was anticipated that a Design Change Pack would be ready to allow consultation in April. It was suggested due to the complexity there may be a need for two consultations with longer consultation periods to consider the design options and final design.

For the details on the change's complexity, please refer to the published slides.

4.9.2. June 2023 Project Update (Major Release XRN5562)

Rob Westwood (RW) provided an update for the June 2023 Major Release Update (XRN5562) reporting the release is tracking at Amber, with the start-up and initiation phase in progress.

RW confirmed XRN5091 and XRN5186 are within scope of this release however an Impact Assessment (IA) is being undertaken on removing XRN5186 (UNC Modification 0701) and deferring this change to an alternative implementation date (e.g. November 2023).

PO advised there may be a requirement for an extra-ordinary Change Management Committee meeting to consider the Impact Assessment. It was suggested that this may need to take place before the end of February, in order to support any UNC Modification activities that may have a dependency on the outcome of the Impact Assessment. RHa advised that they would assess the pre-modification timescales and clarify timings of an extraordinary meeting if this is required.

4.10. XRN5579 Gemini Regulatory Change Update

Bill Goode (BG) confirmed that National Gas Transmission (NGT) are proposing an update to the Gemini system to improve the Long-Term Flow Swap (LTFS) process. This change only impacts NGT and Distribution Network Operators (DNOs).

A Change Pack will be issued shortly to commence the consultation. Illustrations of the Gemini Exit screens were provided for information. For details on the screens impacted, please refer to the published slides.

4.11. NG Horizon Plan

Hannah Reddy (HR) provided an updated National Grid Transmission Change Horizon Plan, as engagement continues. 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.

4.12. Data Discovery Platform (DDP) Update

A paper was provided to update the committee, which included a roadmap, the latest sprint updates, a DDP appendix and previous release updates.

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

Post Meeting Note: The team continue to work on Modification 0664 - *Transfer of Sites with Low Valid Meter Reading Submission Performance from Classes 2 and 3 into Class 4*. CDSP are working with Shippers and PAFA to refine the dashboards. Planning to complete dashboard refinement and go live with the dashboards prior to the end of February.

Next sprint CDSP have pivoted the focus post DN forum away from de-carbonisation dashboards towards enhancing the financial reporting dashboards delivered for pricing managers earlier in the year.

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:

- XRN5556D Isolations (ISO) and Dead to Lives (DTL) processes are targeted to launch on 24 April 2023.
- Some additional clarifications from the Customer Focus Group session in January which resulted in some minor changes are being added into the change packs, for approval at March's Change Committee.
- Assessing the potential delivery dates for the remainder of the processes alongside the prioritisation, in particular:
 - Should RFA and CDQ be delivered in advance of ADD / UNC
 - IGT Must Read Modification (IGT159 / XRN5605)
 - XRN5604 Shipper Agreed Read Exceptions Process (MOD0811S)

JW confirmed an updated CMS rebuild delivery roadmap will be provided next month

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/>

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

Lisa Saycell (LS) enquired about the levels of engagement and if there were any lessons learnt for other areas which could improve participation. Xoserve agreed to consider this offline.

6. Any Other Business

6.1. Plan on Page (POAP) Appendix

The POAP was provided for information.

6.2. Face to Face Meeting

RHa asked for views/appetite on the Change Committee having face-to-face meetings. Xoserve confirmed their support for face-to-face meetings. Members agreed to consider this further in relation to individual organisations travel policy and budget.

New Action 0202: DSC Change Committee Members to provide a view at the March meeting on whether they would like to attend a face-to-face meeting in June in Solihull.

6.3. Presentation Slides

Rachel Taggart (RT) asked for feedback on the presentation pack, the use of embedded documents and provision of individual papers.

There was continued support for the current process with separate publications.

7. Diary Planning

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

Time/Date	Meeting Paper Deadline	Venue	Programme
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 08 February 2023)

Action Ref	Meeting Date	Min Ref	Action	Owner	Reporting Month	Status Update
0207	13/07/22	2.1	Xoserve (JG/ES) to assess the DSC Change related procedures and documents to ensure they are still fit for purpose.	Xoserve (JG/ES)	March 23	Carried forward
0101	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)	March 23	Carried forward
0102	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) WWU (RP)	March 23	Carried forward
0201	08/02/23	2.3	Xoserve (PO/MH) to provide detailed metrics on R0067/XRN5567 and provide further clarity on the funding at the March meeting.	Xoserve (PO/MH)	March 23	Pending
0202	08/02/23	6.2	DSC Change Committee Members to provide a view at the March meeting on whether they would like to attend a face-to-face meeting in June in Solihull.	All	March 23	Pending