

UNC DSC Change Management Committee Minutes
Friday 09 June 2023
Via Microsoft Teams

Attendees			
Bob Fletcher (Chair)	(BF)	Joint Office	Non-Voting
Ben Mulcahy (Secretary)	(BM)	Joint Office	Non-Voting
Shipper User Representatives (Voting)			
Claire Louise Roberts	(CLR)	Scottish Power	Class A
Oorlagh Chapman	(OC)	Centrica	Class A & Class C
Ross Easton	(RE)	Total Energies	Class B
Lisa Saycell	(LS)	SEFE Energy	Class B & Class C
Transporter Representatives (Voting)			
Sally Hardman for Guv Dosanjh	(AC)	Cadent	DNO Voting
Richard Pomroy for Tom Stuart	(RP)	Wales & West Utilities	DNO Voting
Bill Goode + 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	
Paul Orsler	(PO)	Xoserve	
Observers/Presenters (Non-Voting)			
Andy Clasper	(AC)	Cadent	
Edd Green	(EG)	Eon Next	
Ian Snookes	(IS)	Xoserve	
James Barlow	(JB)	Xoserve	
Joanne Williams	(JWi)	Xoserve	
John Welch	(JWe)	Xoserve	
Kate Lancaster	(KL)	Xoserve	
Karl Davidson	(KD)	Xoserve	
Mark Jones	(MJ)	SSE	
Michelle Brown	(MB)	Xoserve	
Michelle Niits	(MN)	Xoserve	
Peter Hopkins	(PH)	Xoserve	
Rob Westwood	(RW)	Xoserve	
Sharon Dudley	(SD)	Xoserve	
Simon Harris	(SH)	Xoserve	
Salma Khan	(SK)	Xoserve	
Steve Pownall	(SP)	Xoserve	
<p><i>DSC Change Management meetings will be quorate where: Committee Representatives of at least two (2) shall be Shipper Representatives and three (3) shall be DNO Representatives, NTS Representatives or IGT Representatives, are present at a meeting who can exercise six (6) 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/090623>

1. Introduction

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

1.1. Apologies for absence

Tom Stuart, Transporter Representative
 Richard Loukes, Transporter Representative
 Guv Dosanjh, DNO Representative

1.2. Alternates

Richard Pomroy for Tom Stuart
 Sally Hardman 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		
Claire Louise Roberts	Shipper Class A	1 vote
Oorlagh Chapman	Shipper Class A & C	2 votes
Ross Easton	Shipper Class B	1 vote
Lisa Saycell	Shipper Class B & C	2 votes
Transporter		
Sally Hardman for Guv Dosanjh	DNO	1 vote
Richard Pomroy	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

There were no late papers to approve.

1.5. Approval of Minutes (10 May)

The minutes from the 10 May DSC Change Committee were approved.

1.6. Review of Outstanding Actions

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

(Due to report in August)

2. DSC Change Budget Update & Horizon Planning

2.1. Change Budget Update BP23 YTD

Kate Lancaster (KL) gave an update on the current forecast for financial year-end utilisation of the General Change investment budget, advising that there was an increase in expenditure of £483k, relating, in the main, to XRN5186 and XRN5482 and the recent BER for XRN5535A. See presentation for details.

2.2. Change Pipeline

Paul Orsler (PO) went over the Change Pipeline, highlighting that the November 23 Major Release is now showing a Firm implementation date. He noted that there were several other indicative implementation dates now showing for a number of smaller releases and invited customer views on the suitability of these, with the potential for a later 2023 or 2024 release.

Subsequent slides provided the current Change Delivery Plan and PO explained that the highlighting of specific entries denoted that they had been updated since the last DSC Change Committee meeting in May. These included allocation to specific 'Drops', or Changes that were awaiting Authority or REC decisions.

The documentation also included pre-notification of the DSC Change Pack Consultations to be issued over the next two months, with XRN5607 Updates to the AQ Correction Process (Mod 0816) due first, and XRN5573B Updates to the Priority Consumer process and XRN 5454 Supplier of Last Resort (SoLR) Reporting Suite due in July.

PO also advised that, whilst not shown on the slides, a revised consultation for an improved CMS Adjustment process was going to be issued a consultation for customers as well, confirming that it was due in June when Lisa Saycell (LS) asked for clarification.

Please refer to the published slides for full details.

2.3. Retail Energy Code (REC) Change

Sharon Dudley (SD) presented this item, advising the Committee that the CDSP were currently engaged in discussions with the REC to ascertain what early engagement processes could be adopted to optimise the approach to managing Impact Assessment requirements.

SD queried the Committee about the 'Overview of In Progress REC Changes' (high level) slide, noting that, whilst the graphic analysis of all Changes was probably beneficial, she was aware that the Committee usually moved past the slide without comment in meetings. She asked if the committee wanted to continue to see the document as part of the monthly presentation or if it should go into the Appendix section of the presentation.

Both Claire Louise Roberts (CLR) and LS confirmed that moving the slide to the Appendix was a good suggestion.

SD discussed the 'REC Change Pipeline - in progress' slides, advising that 0074 was now delivered and would accordingly be removed from subsequent reporting. She also advised that the CDSP were meeting with the DCC, having already had one meeting and with a follow-up arranged for 19 June, to clarify if 'DCC access to EES and GES' (R0071) entailed new requirements of the service or if it was an education piece.

SD drew the Committee's attention to R0067 'Introduction of CSS refresh functionality' (XRN5567 / Modification 0836) advising that Xoserve have received a design from DCC, which the CDSP were performing an Impact Assessment for but, due to timing challenges, this was not available for this meeting. SD suggested it was likely to be delivered by Monday 12 June. She warned that expectations were that the cost of the Change is likely significantly different to previously anticipated and that the CDSP intended to provide details to customers as soon as possible.

PO looked to provide some context to the issue, explaining that a BER had already been approved for XRN5567 at a cost of £93K which had been approved by Shipper members. That previous cost estimate is no longer accurate, and a new cost estimate is required to meet the DCC's requirements. He asked the Committee what the most straightforward route to resolving this issue with customers was.

PO also confirmed that the new costing should be available early the following week and suggested that the CDSP could reach out to Shippers to confirm the difference in the cost estimate as soon as these figures were available. Ultimately, he noted, this revised cost estimate will need to be sanctioned and suggested a separate Extraordinary DSC Change Committee meeting could be held to get this approval.

LS asked when the Change is anticipated to be implemented, suggesting if timescales were not urgent, she would be comfortable leaving approval to the next scheduled meeting. SD confirmed the delivery was intended for December 2023, but with testing scheduled for mid-September to enable that delivery date to be achieved, there was a risk of missing the targeted delivery. So advised LS agreed that Xoserve reaching out to Shippers as soon as the cost information was available seemed a prudent action.

PO added that the CDSP is already prepared for the interactions with the DCC and effectively, if Shippers are agreeable to the CDSP using the already approved funding, have a £93k budget available, so they can stand up the project without delay. This would mean that the decision would probably not be critical, provided Shippers did not object to using that approved funding on the new version the DCC has requested. If that is the case the CDSP could defer further interaction until the next DSC Change Committee meeting in July, conversely, they were happy to have a separate extraordinary meeting sooner.

Oorlagh Chapman (OC) confirmed that she would be receptive to attending a short-notice extraordinary DSC Change Management Committee meeting, to which LS concurred.

It was subsequently agreed that an extraordinary DSC Change Management Committee Meeting would be proposed with the CDSP to share updated cost estimates to the Shipper constituency members in advance.

ACTION 0601: Xoserve to share updated costings for XRN5567 to Shippers and then coordinate with the Joint Office to schedule an Extraordinary DSC Change Management Committee meeting, with the proposed date of Friday 16 June.

The Committee were also advised that an Impact Assessment should be completed before the July meeting for R0110 'A review of Supplier access to data on GES' after an opportunity to discuss the Change with Scottish Power and the Code Manager.

Regarding XRN5546, SD informed the Committee that a bi-lateral meeting was arranged with the DCC to explore potential 'quick wins' in reviewing the Address data, giving the example of building sites/plot numbers, and confirming the work was moving in the right direction.

The item ended with a listing of REC Changes that were Under Prioritisation Review and SD advised that the CDSP were in discussion with the REC to assess if it was possible to group some Change Requests together, where it was appropriate and possible to do so.

RP asked if his presumption was accurate that REC Changes to GES, as it is provided by Xoserve to REC under a separate contract, would be funded under that contract. Simon Harris (SH) replied that it depended on the Change, if there is a consequential change from the DSC, and not one that originated from the REC, that Change would be funded by the DSC Contract. If the Change originated from the REC or REC Change, it would be funded differently as RP suggested.

RP asked if this was also true in terms of Impact Assessments, such as the Change considering access to GES that was raised by REC Change, presuming this work would not be DSC funded either. SH confirmed this, explaining that the details were only reported to DSC Change Management Committee for information purposes.

Please refer to the presentation slides published for a fully detailed update.

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

3. Capture

New Change Proposals – Vote

3.1. XRN5651 Updates to Class 3 and 4 Inner Tolerance Ranges used in Meter Read validation process.

An overview of the Change was provided by PO for approval. Please refer to the presentation slides published for more information.

The impacted Parties were listed as Shippers only.

Service Area 4: Meter Read / Asset processing (33% Shipper, 67% DNO)

100% Shipper Proposed Funding split from Proposer.

Following the statistical analysis and findings that have been shared with DSC Customers at Contract Management Meeting, the CDSP was requested to assess the feasibility of changing the Inner Tolerance Range within central and Shipper systems applied to Product Class 3 and 4 Supply Meter Points. In addition, the CDSP was asked to provide analytical data that would support Shippers in determining the revised tolerance values that should be defined within the UNC Validation Rules and consequently utilised by Shippers and within CDSP systems.

PO advised that the Tolerance Range had been seen to have an amplified impact due to the trend of increasing volumes of meter reads being provided to the CDSP and where winter consumption is included.

LS asked about the analysis the CDSP had undertaken and if it had been shared. PO confirmed that it had been provided to DSC Contract Managers and believed it had also been distributed in the issued Change Pack.

LS asked if the solution includes an enduring solution to enable similar alterations to the Tolerance Range in the future without necessitating further Change proposals. PO explained this was pertinent to the UNC Validation Rules, and this Change is asking if the Inner Tolerance Range is currently too stringent, if so, the values will be updated in a widening of the parameters.

LS acknowledged this and asked if it was still worth considering including an enduring change in the future route to making such adjustments.

Emma Smith (ES) observed that this Change needed to be in place for next winter to benefit the industry in addressing the peaking consumption.

RP asked, as this would increase the number of Shipper reads accepted, it was anticipated to have a significant impact on the volume of Must Reads issued. PO responded that the Change was addressing the Inner Tolerance, which Shippers can prevent triggering with an override flag, often done on a second submission if the first attempt is unsuccessful. As such this Change is just removing that need for the second dispatch, so he would not expect a great impact on Must Reads, but it is part of the wider intention to get reads into the system the first time wherever appropriate to do so.

Sally Hardman (SH) asked if the UNC Validation Rules are detailed in an appendix or the UNC itself, the latter requiring a Modification to be changed. PO advised they were detailed in a Guidance Document, so can be altered through a request to the Uniform Network Code Committee (UNCC). He confirmed this was within the AQ Validation Rules when asked by BF.

Shipper Members were asked to vote to approve the change into development only, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	1	For
Oorlagh Chapman	2	For
Ross Easton	1	For
Lisa Saycell	2	For
Total	6	For

Shipper Members were then asked to vote to approve the proposed funding split, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	1	For
Oorlagh Chapman	2	For
Ross Easton	1	For
Lisa Saycell	2	For
Total	6	For

3.2. XRN5652 Enabling Direct Contractual Arrangements with Consumers for Demand Side Response (Modification 0844)

An overview of the Change Proposal was provided by PO for approval. Please refer to the presentation slides published for more information.

The impacted Parties were listed as Shippers, DNOs and National Gas Transmission (NGT).

Service Area 8: Energy Balancing 100% NGT

100% NGT Proposed Funding split from Proposer.

At present, NGT is only able to contract for gas DSR with Shippers. Modification 0844 seeks to introduce provisions into the UNC which will allow NGT to contract directly with Product Class 1 Consumers for the purposes of DSR. Based on consumer feedback, this proposal has the potential to increase the level of participation in the gas DSR market and therefore increase the volumes which NGT can procure, which will further enhance the suite of pre-emergency tools NGT can call upon in the event of a forecast supply shortage. If the Modification is implemented, there are several additional processes that NGT requests to be discharged by the CDSP summarised in the CP. Please see CP for further details.

With no questions raised by the Committee Shipper, DNO and NGT Members were asked to vote to approve the change into development only, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	1	For
Oorlagh Chapman	2	For
Ross Easton	1	For
Lisa Saycell	2	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Sally Hardman (DNO)	1	For
Richard Pomroy (DNO)	1	For
Bill Goode + Alternate for Richard Loukes (NTS)	2	For
Total	4	For

Shipper, DNO and NGT Members were then asked to vote to approve the proposed funding split, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	1	For
Oorlagh Chapman	2	For
Ross Easton	1	For
Lisa Saycell	2	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Sally Hardman (DNO)	1	For
Richard Pomroy (DNO)	1	For
Bill Goode + Alternate for Richard Loukes (NTS)	2	For
Total	4	For

3.3. XRN5635 H100 (UNC Mod799) Consequential Gemini Change

An overview of this Change Proposal was provided by Hannah Reddy (HR) for approval. Please refer to the presentation slides published for more information.

It was explained that DNO discussions with the CDSP had resulted in an agreement on an option to meet the CV validation rule challenge. This was Option 3, creating a specific CV Tolerance Range for the new meters for the relevant file types. This solution would involve each new hydrogen meter having a specific range not linked to the meter type. The implementation of H100 is currently scheduled for June 2024. Please see the Change Proposal for full details.

Impacted Parties are listed as DNOs and National Gas Transmission.

Service Area 14 – Gemini Services

No Proposed Funding split was required as the proposed change is Decarb Investment funded.

DNO & NGT Members were asked to vote to approve the change into development only, with unanimous approval recorded as follows:

Voting Outcome:		
Transporter Representatives	Voting Count	For/Against
Sally Hardman (DNO)	1	For
Richard Pomroy (DNO)	1	For
Bill Goode + Alternate for Richard Loukes (NTS)	2	For
Total	4	For

For Information

3.4. XRN5634 Gemini Regulatory Change FY23/24

An overview of this Change Proposal was provided by HR for information purposes only.

This is a parent Change Proposal, the scope of which will be defined throughout FY23/24 via Change Variations drawing down against this CP. The intention is for this umbrella Change Proposal to be created for FY23/24 under which CVs can be submitted to accommodate changes to UNC and other regulatory work as required. The funding available for FY23/24 is as defined in the Xoserve BP23. Billing is to remain as is, and costs against this CP will only be charged once the associated Change Variations (CVs) have been approved. Associated 'Child' Change Proposals will be raised for any individual Regulatory changes that are proposed and for any system changes that have external impacts on Gemini systems users.

National Gas Transmission was listed as the only Impacted Party, and no further comments were made by the Committee.

3.5. XRN5653 Amendments to v29 of the Service Description Table

An overview of this Change Proposal, which will go to the Contract Management Committee on Wednesday 14 June for approval, was provided by Angela Clarke (AC) for information only.

There has previously been a requirement for the CDSP to maintain a small domestic NDM sample however, due to a) the impacts of SMART metering on the sample (halved in recent years) and b) the implementation of UNC Modification 0654S which mandates eligible Shippers to provide daily consumption data for Demand Estimation purposes, this service was no longer justified. As a result, the contract with the CDSP's service provider was not renewed and the CDSP is therefore seeking approval to remove the lines associated with the service as they have been made redundant as a consequence of this decision. They will request approval from the Contract Management Committee to remove the service lines detailed within the CP from v29 of the Service Description Table.

No further comments were made by the Committee.

Solution Review - Vote

3.6. XRN5531 - Hydrogen Village Trial - Solution Review v1.0

A summary of this Solution Review was provided by Michelle Niits (MN) for approval, with two Solution options 1 (£236k) and 2 (£400k) for Proposed Standalone/Major release delivery.

The funding split was listed as 100% DNO with Shippers, DNOs and IGTS listed as impacted parties.

An update was provided on the design consultation, confirming six representations had been received, with four approvals for Solution Option 2 and two approvals for Solution Option 1.

CLR provided feedback on the solution stating that she supported Option 2, though her organisation did not manage to get a response into the consultation within time.

LS commented that her organisation too did not respond, though was concerned by the impression that the CDSP would be updating Shipper metering information that Shippers have commercial relationships with and would have supported Option 1.

PO clarified that all commercial data flows and related information remains the same, with the CDSP looking to take on some of the 'heavy lifting' regarding additional quality control of the Hydrogen sites to ensure aspects that impact settlement are controlled.

MN highlighted that these processes would only be in place for the duration of the Hydrogen Village Trail, and as such will have an end date.

LS observed that Option 2 is nearly double the cost of Option 1.

SH also advised that her organisation had not made a response but supported Option 2 as a business.

Shipper, DNO and IGT Members were asked to vote to approve a Solution Option to progress into detailed design, with majority vote approval recorded for Option 2 (7 Votes) over Option 1 (3 votes) as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	Solution number
Claire Louise Roberts	1	2
Oorlagh Chapman	2	2
Ross Easton	1	1
Lisa Saycell	2	1
Total	3 votes for Option 1 3 Votes for Option 2	
Transporter Representatives	Voting Count	Solution number
Sally Hardman (DNO)	1	2
Richard Pomroy (DNO)	1	2
Michelle Brown (IGT)	1	2
Kundai Matiringe (IGT)	1	2
Total	4 Votes for Option 2	For

3.7. XRN5605 - Amendments to the must read process (IGT159V)

A summary of this Solution Review was provided by James Barlow (JB) for approval, with four Solution options 1a (£224k), 1b (£192k), 2 (£197k) and 3 (£187k) for a proposed Standalone release delivery, the full details can be found in the Change pack.

The funding split is listed as 90% Shippers and 10% IGTs with Shippers and IGTS listed as impacted parties.

The CDSP provided a verbal update on the design consultation, which had recently ended on 06 June 2023. They advised that they had received 4 representations supporting Option 1b (though it was noted that of these Ovo had requested that implementation be deferred from November) and 1 representation that had rejected all Options as being unsuitable. CLR asked which organisation had submitted the latter, to which PO replied that the CDSP had responded to all representations received and will shortly be circulating the matrix which summarised the responses. He then advised that it was Indigo Pipelines Ltd that had raised challenges around the level of impact to IGTs, citing concerns over the need for new interfaces and files, highlighting pain points for IGTs and subsequently rejecting all Options as too costly and complex.

OC advised that Centrica did not respond in time but wanted to make their view clear that the use of DDP in the Solutions isn't suitable for large Shippers. She advised that her organisation was unable to extract data from the service and was experiencing constant issues. As such, whilst they are supportive of this Change, they were not supportive of this route, and Option 1b in particular. She observed that having 4 potential solutions introduced added complexity as it made it that much harder to get a consensus on the best route forward.

PO imparted that the DDP question had been considered as an IGT had flagged the same concern, so the CDSP had looked at their estate to ascertain what was available to support the process. Given that this is an exception process, it was felt the right size and shape to use DDP. He advised that they were not expecting to have thousands of sites included in this process.

OC responded that for larger Shippers, even when the scope of the data required is not that great, the need to drill down from a large portfolio causes DDP to crash, preventing them from getting any useful data. She advised that the service was so bad that Centrica are unable to use it for anything, which she found particularly frustrating as, due to being a large Shipper, they are paying the most for the service,

CLR stated that she was originally leaning towards being supportive of Option 2, but then later, after speaking with Xoserve was instead minded that Option 1b was the best route, but now, having heard OC's commentary she stated that she was onboard with the frustration and pain points experienced with DDP.

In response, PO asked that, as the pain relates to the small aspect of flags in DPP, if they were to progress with Option 1b and investigate if there is an alternate route to DDP would customers be behind this. This would mean progressing with the CMS aspect and keeping under review the notification methodology, albeit some form of reporting outside of DDP. He noted that in contrast the other 2 options were file-based and needed new files to report out.

OC acknowledged that it was tricky and that it was right to want to make sure whatever solution was arrived at is fit for all. She noted that Option 3 is not supported by anyone and asked if it was possible to have a separate discussion to discuss Options 1a,1b and 2. She acknowledged the urgency and suggested adding the discussion to the extraordinary meeting already proposed for the following week. She observed that the representations to the consultation were not going to be visible until after this meeting and felt it was important for Committee members to review them as they may draw out further consideration and discussion.

CLR supported this proposal to defer to the extraordinary meeting.

LS stated that she was willing to review the responses and come up with a tactical solution, noting that interacting with a new flow that is not expecting much use had its challenges and observed that she was not aware of the DDP issue other shippers were clearly experiencing, so was happy to defer for others to consider the issue.

Kundai Matiringe (KM) asked if the Change was set on short time scales and what that meant. PO responded that Option 1 could be delivered in November, but a delay may mean that this would not be achieved. His impression was that everyone wanted the Change to progress, but this needed to be done with minimal negative impact, and as such further discussion at the intended extraordinary meeting could be a good idea to talk through solution options after consultations have been reviewed.

Accordingly, Shipper and IGT Members were asked to vote on the proposal to defer this Solution Review to a subsequent extra-ordinary meeting that was to be arranged, unanimous approval for deferral was recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	1	For
Oorlagh Chapman	2	For
Ross Easton	1	For
Lisa Saycell	2	For
Total	6	
Transporter Representatives	Voting Count	For/Against
Michelle Brown (IGT)	1	For
Kundai Matiringe (IGT)	1	For
Total	2	For

4. Design & Delivery

Design Change Packs – Vote

4.1. XRN5556E Contact Management Service (CMS) Rebuild v1.4

Jo Williams (JWi) provided an update on the design consultation, confirming 2 representations had been received in approval. A link to the full representations and responses for this Change pack is available in the meeting presentation.

No questions or comments were made by the Committee and accordingly, Shipper, DNO and IGT Members were asked to vote to approve the detailed design and progress into delivery, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	1	For
Oorlagh Chapman	2	For
Ross Easton	1	For
Lisa Saycell	2	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Sally Hardman (DNO)	1	For
Richard Pomroy (DNO)	1	For
Michelle Brown (IGT)	1	For
Kundai Matiringe (IGT)	1	For
Total	4	For

4.2. XRN5556F Contact Management Service (CMS) Rebuild v1.5

JWi also provided an update on this design consultation, confirming no representations had been received. She also advised that the processes included in this child XRN would be launched towards August/September and include Requests for Financial Adjustment (RFA) and Consumption Dispute Query (CDQ). She went on to state that she was aware in the last 2 days that RFA had been altered slightly, with a tweak in the tables meaning that the CDSP were intending to issue a new consultation next week.

SH questioned the appropriateness of holding a vote to approve a Design Change Pack if it was being reopened for consultation due to alteration, suggesting it be deferred to the next scheduled meeting. KM and OC agreed with this suggestion that voting should be on the final version.

Shipper, DNO and IGT Members were asked to vote to approve deferring the change until a final design was available, with unanimous approval to defer recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	1	For
Oorlagh Chapman	2	For
Ross Easton	1	For
Lisa Saycell	2	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Sally Hardman (DNO)	1	For
Richard Pomroy (DNO)	1	For
Michelle Brown (IGT)	1	For
Kundai Matiringe (IGT)	1	For
Total	4	For

Standalone Documents for Approval (BER, CCR, EQR) - Vote

4.3. BER for XRN 5634 Gemini Regulatory Change FY23/24

The detailed Business Evaluation Report (BER) was presented by HR to describe this umbrella Change Proposal for FY23/24 to accommodate any changes to UNC or any other regulatory work that is required by the Gemini system development. This Change Proposal is consistent with XRN5579 the umbrella CP which was raised for the second half of FY23. Approval of this BER will reserve £2.97m of the Gemini Regulatory budget within BP23. Where a change is identified, a Change Variation will be raised under this BER, and the relevant funds allocated from the approved reserve. This BER is time limited to deliver change that is to be initiated within FY23/24. It is recognised that delivery of the changes may continue into FY24/25, and that separate approval will be sought for 24/25 related costs.

No questions or comments were made by the committee and NTS Members were asked to vote to approve the BER, with unanimous approval recorded as follows:

Voting Outcome:		
Transporter Representatives	Voting Count	For/Against
Bill Goode + Alternate for Richard Loukes (NTS)	2	For
Total	2	For

4.4. CCR XRN5579 Regulatory Change FY22

Ian Snookes (IS) confirmed that this Change was part of the faster governance process required by National Gas Transmission’s new agile work process SAFe for Gemini and covers the financial period 22-23. He advised that variants totalled £123,814 and that the CCR document details this.

NTS Members were asked to vote to approve the Change Completion Report (CCR), with unanimous approval recorded as follows:

Voting Outcome:		
Transporter Representatives	Voting Count	For/Against
Bill Goode + Alternate for Richard Loukes (NTS)	2	For
Total	2	For

4.5. CCR XRN5533 February 23 Major Release

Rob Westwood (RW) presented this Change Completion Report, advising that it included 4 UK-Link Changes and 2 Decarbonisation Changes, namely XRN4900 and XRN5298. He noted that ongoing charges existed for XRN4990 and the difference in the BER costing originally agreed on 22 July 2022 of £409,359 compared to the Actual Cost Value of £373,919, resulting in a delta of £35k. He highlighted that Lessons Learnt were detailed in the document.

Shipper and DNO Members were asked to vote to approve the CCR for the final costs and project closedown as follows, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	1	For
Oorlagh Chapman	2	For
Ross Easton	1	For
Lisa Saycell	2	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Sally Hardman (DNO)	1	For
Richard Pomroy (DNO)	1	For
Total	2	For

Project Updates

For detailed updates, please refer to the published presentation.

4.6. February 2023 Release Update

An update was provided on this release by RW, stating that the overall release is tracking on Green for RAG Status and all XRNs have been successfully implemented on 25 February and subsequent post-implementation support (PIS) was completed on 24 March. He advised that closedown was in progress, and on track for 30 June completion.

The Committee was advised that there is a risk that the solutions being delivered under XRN4900 and XRN5298 may not work as expected at the point SGN goes live with the Biomethane and H100 projects, due to the gap between these changes being delivered within the Feb 2023 release and the respective go-live dates of the projects. SGN has confirmed that the first H100 connection will be sometime between June-Sept 2024. CDSP is awaiting further clarification regarding the go-live date of the Biomethane project.

Discussions are underway regarding options for carrying out additional testing closer to the project's go-live dates, which may incur additional charges that were not originally accounted for. This risk will be managed by the Decarb Programme until the Go live date has been confirmed.

RW also talked through the current risks and issues. For a detailed update, please refer to the published presentation.

4.7. March 2023 Adhoc Release Update

RW advised that the overall release is tracking on track and showing as Green on the RAG Status. Implementation and go-live completed as planned on 01 April for all changes. The first usage was completed as planned with post-implementation support (PIS) completion on track for 26 May with the expectation that a CCR for this release should be delivered in the July DSC Change Management Committee meeting.

4.8. June 2023 Major Release Update

RW provided a status update and confirmed that the overall RAG status is Green, with implementation planned for 24 June and acknowledged the ChMC Decision on 08 March 03 to descope XRN5186 at the end of the Regression Testing, which RW confirmed was now completed and as a result, was no longer tracking separately as Amber.

Reporting and all associated risks and dependencies for XRN5186 will now be provided by the November release with effect from next month's update.

RW also confirmed that Performance Testing should be completed by 12 June, with the next formal communication anticipated confirmation of a go-live on around 22 June with subsequent notification then issued on the day of implementation.

XRN5186 issues will transfer to the November update next month. For a detailed update, please refer to the published presentation.

4.9. November 2023 Major Release Update

An update was provided for the November Major 2023 Release by RW, with the overall RAG status tracking on Green, and the BER approved in Change Management Committee on 10 May. The release is currently in the build phase, which commenced on 15 May, with implementation on track for 04 November. He also advised that the entry for XRN5186 under Risk and Issues was in error, as the alignment concern mentioned is covered within the contingencies already in place for this Release.

For a detailed update, please refer to the published presentation.

4.10. Scope of future releases

An update of future release scoping for ad-hoc and major release considerations was talked through by Pete Hopkins (PH), followed by an update on the minor release future scoping considerations with detailed tables for each available in the published presentation.

PH noted the discussion of XRN5605 earlier and the potential impacts but confirmed that the CDSP will come back next meeting to detail these further. An option may be to move this and XRN5604 to a February 24 release, but he was aware that the industry wants to get this Change in as soon as possible, so committed to detailing all the options in the next meeting.

He also remarked that XRN5607 may similarly be impacted so proposed to get a BER for this Change to the next DSC Change Management Committee meeting. He made mention of the fact that XRN5573a is in place as an interim solution whilst 5573b is progressed to delivery.

PH noted the 'tbc' entry on slide 49 was present as a Change number had not yet been allocated to this entry, and that all the Changes listed under Minor release drop 11 would come under the Parent XRN number 5647.

LS asked if the Committee approved which Changes go into a Minor Release and noted the release date for drop 11 was given as August/September 2023 asking if that denoted a decision for the Committee to make.

PO responded that the CDSP does normally bring the scope of release to the DSC Change Management Committee to review but as they can deliver small Changes using the Small Change Budget this is not mandatory, but in the interests of clarity they are usually to the meetings for review. He advised that as small usually CDSP-only improvements, they can often deliver them quite quickly. Release 11 would be brought to the July DSC Change Management Committee meeting.

4.11. XRN5564 Gemini Sustain Plus Programme Update

Karl Davidson (KD) provided an update on the Gemini Sustain Plus programme. All work was on track, with no red areas and the overall RAG Status was shown as Green. The presentation provided an overview of the Programme Objective, the next steps and Engagement Opportunities. The latter of which the CDSP will be looking to commence engagement very soon.

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

4.12. Data Discovery Platform (DDP) Update

John Welch (JWe) provided an update on this item, detailing potential roadmap impacts from XRN5605' Amendments to the must-read process (IGT159V)' and committed to coming back next month with an updated timeline and detailing the implications. He commented that the CDSP did previously advise, although this was not on slide, the stand-alone impact to do this, was an additional £100k to £170k for XRN5605 and £70k for 5482 £70k', and asked, as XRN5605 is predominantly an IGT Modification and as XRN5482 was not Modification based, should the DDP road map be aligned to November release scope. JWe advised that this was raised through the DDP forum as well and they were looking to develop an understanding of the issues.

LS asked, after the commentary earlier in this meeting, if the challenges experienced by larger Shippers with the platform were included in any reporting on DDP performance and if it was recognised that some users felt it was non-functional.

JWe responded that there is a Shipper Forum where such concerns are discussed and was uncertain if there was a broader consideration of download capacity to take into account, noting that it is a platform for the visualisation of data. He stated that the CDSP is continuing to work through challenges and the upper limits of the tool with the aim of always looking to improve performance.

OC remarked that, for context, the issue discussed was 12 months old and Centrica had been engaging in various forums without much success. They have been advised of an upper limit of 500,000 but stated that they get performance issues on lower limits. She speculated that it may be still portfolio size related but noted that there has been no improvement, regardless of the discussion or tracking, and that her organisation was really not very satisfied. She stated that they had not seen any evidence of action or delivery of improvement, and no promise of improvement either, just commentary that the concerns would be investigated. She stated that it was not just a Centrica-only issue and was instead very clearly a larger portfolio issue. She advised that they did want to use DDP but were of the view that it was not fit for purpose, and they were frustrated with the apparent non-commitment or delivery.

JWe was concerned to hear of the frustration and committed to looking into the matter with the hope that improvement can be demonstrated. OC responded that the CDSP representative with whom Centrica had been engaged in discussions of these issues had made similar commentary after which OC had later learned that the representative had left the role without Centrica being made aware.

LS observed that this suggested that wherever DDP is considered as being part of a solution it needs to be assessed to see if it can be used by all parties based on the capacity it is going to need.

CLR agreed, stating that Scottish Power was having the same issues with DDP, struggling to get data out of the Platform with it timing out with a data issue, which seemed to necessitate filtering data down to smaller and smaller groups in an effort to get the data out.

As well as the roadmap, the latest sprint goals and outcomes were discussed.

For detailed information please refer to the published slides.

5 Non-DSC Change Budget Impacting Programmes

5.1 CMS Rebuild Update

A progress update was provided by JWi for the CMS rebuild, noting both the Goals and Outcomes completed and those in progress for Releases 4, 5 and 6. She advised the Committee of a Customer Focus Group to be held on 16 June for which invites are being issued soon and noted that this meeting was expected to last two full hours.

The CMS Rebuild webpages will continue to be updated to reflect all the activities at: <https://www.xoserve.com/products-services/data-products/contact-management-service-cms/cms-rebuild/>

For a detailed update please refer to the published slides and link provided above.

6 Any Other Business

6.1 KVI Update

KL talked through an update to the Q4 KVI Change Management Survey Results, showing an increase in participants and a drop in the scorecard for 2022/2023 from 8.8 to 8.3, noting it was still above the target of 8.

A table summary of feedback themes and their respective Xoserve responses was shared, and the Committee were informed that the next KVI Survey is for Q1 to be issued 10 July 2023. KL also invited parties to make contact with any feedback outside the KVI dates at uklink@xoserve.com.

For a more detailed update please refer to the published slides.

Steve Pownall (SP) advised the Committee that matters were progressing on the Float Weighted Average work, as raised by Cadent, and he had emailed all Distribution Network Operators for availability of both Change Managers and some of their operational teams. As such he wanted to encourage DNO Change Managers to follow up on the emails for a discussion likely to be held either the week commencing 19 or 26 June.

7 Diary Planning

BF lead the Committee in discussing the proposed Extraordinary DSC Change Management Committee meeting, agreed for Friday 16 June. PO confirmed this would work for CDSP, and they would get the required information out in advance and provide the agenda and material.

Richard Pomroy (RP) advised that the DNO constituency would be hard-pressed to find representation to attend such a meeting, due to current resourcing constraints, and asked if it was necessary for standard DSC Change Management Committee quoracy to be met for a meeting intended to address Changes that impacted Shippers only.

BF confirmed that full quoracy requirements were not necessary, provided that it was ensured that the meeting items discussed only impacted the constituencies in attendance, that none of the items had a material impact and that any votes taken were unanimous, should any of these conditions prove not to be the case then a full quoracy meeting would need to be held.

Time/Date	Publication Deadline	Venue	Programme
10:00 Friday 16 June 2023	Extraordinary meeting	Microsoft Teams	Specific agenda for XRN5567 and XRN5605
10:00 Wednesday 12 July 2023	5pm on Tuesday 04 July 2023	Microsoft Teams possible face-to-face	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 possible face-to-face	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

8 Appendix

8.1 Plan on Page (POAP)

The POAP was provided as an appendix for information.

DSC Change Action Table						
Action Ref	Meeting Date	Min Ref	Action	Owner	Reporting Month	Status Update
0207	13/07/22	2.1	Xoserve (ES) to assess the DSC Change-related procedures and documents to ensure they are still fit for purpose.	Xoserve (ES)	August 23	Carried forward
0601	09/06/23	2.3	Xoserve to share updated costings for XRN5567 to Shippers and then coordinate with the Joint Office to schedule an Extraordinary DSC Change Management Committee meeting, with the proposed date of Friday 16 June.	Xoserve (PO)	June 23	Carried forward