

**UNC DSC Change Management Committee Minutes**  
**Wednesday 10 August 2022**  
**Via teleconference**

<b>Attendees</b>			
Bob Fletcher (Chair)	(BF)	Joint Office	Non-Voting
Karen Visgarda (Secretary)	(KV)	Joint Office	Non-Voting
<b>Shipper User Representatives (Voting)</b>			
Claire Louise Roberts	(CLR)	Scottish Power	Class A Voting + Class C Voting
Oorlagh Chapman	(CM)	Centrica	Class A Voting
Lisa Saycell	(LS)	Gazprom Energy	Class B Voting
Vijay Chikoti + Alternate for Ross Easton	(RE)	Total Gas & Power	Class B Voting + Class C Voting
<b>Transporter Representatives (Voting)</b>			
Guv Dosanjh	(GD)	Cadent	DNO Voting
Tom Stuart	(TS)	Wales & West Utilities	DNO Voting
Bill Goode + Alternate for Richard Loukes	(BG)	National Grid	NTS Voting
Heather Ward	(HW)	Energy Assets	IGT Voting
Kundai Matiringe	(KM)	BUUK	IGT Voting
<b>CDSP Change Management Representatives (Non-Voting)</b>			
James Rigby	(JR)	Xoserve	
Emma Smith	(ES)	Xoserve	
<b>Observers/Presenters (Non-Voting)</b>			
Ben Mulcahy	(BM)	Northern Gas Networks	
Charan Singh	(CS)	Xoserve	
Clare Manning	(CM)	EON	
David Addison	(DA)	Xoserve	
David Newman	(DN)	Xoserve	
Emma Catton	(EC)	Xoserve	
Emma Lyndon	(EL)	Correla on behalf of Xoserve	
Jo Williams	(JW)	Xoserve	
Kirsty Dudley	(KD)	E.ON	
Michael Payley	(MP)	Correla	
Michelle Brown	(MB)	Energy Assets	
Molly Hayley	(MH)	Xoserve	
Nicola Blakey	(NB)	Correla	
Padmini Duvvuri	(PD)	Correla	
Peter Hopkins	(PH)	Xoserve	
Rachel Addison	(RA)	Correla	
Rachel Taggart	(RT)	Xoserve	
Sally Hardman	(SH)	SGN	
Salma Khan	(SK)	National Grid	

Simon Harris	(Sha)	Xoserve
Vera Li	(VL)	Joint Office
Vikki Orsler	(VO)	Xoserve

*Copies of all papers are available at: <http://www.gasgovernance.co.uk/dsc-change/100822>*

## 1. Introduction

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

### 1.1. Apologies for absence

Richard Loukes, National Grid NTS  
Ross Easton, Total Gas and Power

### 1.2. Alternates

Bill Goode for Richard Loukes  
Vijay Chikoti for Ross Easton

### 1.3. Confirm Voting rights

BF confirmed the voting rights as detailed below:

Representative	Classification	Vote Count
<b>Shipper</b>		
Claire Louise Roberts	Shipper Class A & C	2 votes
Oorlagh Chapman	Shipper Class A	1 vote
Lisa Saycell	Shipper Class B	1 vote
Vijay Chikoti + (Alternate for Ross Easton)	Shipper Class B & C	2 votes
<b>Transporter</b>		
Guv Dosanjh	DNO	1 vote
Tom Stuart	DNO	1 vote
Bill Goode + (Alternate for Richard Loukes)	NTS	2 votes
Heather Ward	IGT	1 vote
Kundai Matiringe	IGT	1 vote

### 1.4. Approval of Minutes (13, 22, and 29 July 2022)

The minutes of the previous meeting were approved.

### 1.5. Review of Outstanding Actions

**Action 0701:** James Rigby (JR) Xoserve to write out to DSC Shipper User Contract Managers to request further User Representative nominations for the DSC ChMC.

**Update:** JR confirmed this action could be closed as the communication had been circulated and had prompted some more User Representatives to come forward. **Closed**

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

**Update:** JR requested this action was carried forward and confirmed more information would be supplied at the September meeting. **Carried forward**

**Action 0307:** David Newman (Xoserve) to write out DSC Contract Managers to ascertain what areas of the DDP were still being used. To make the Performance Assurance Committee aware of the intention to switch off the DDP.

**Update:** DN confirmed this action could be closed as the communication had been circulated. **Closed**

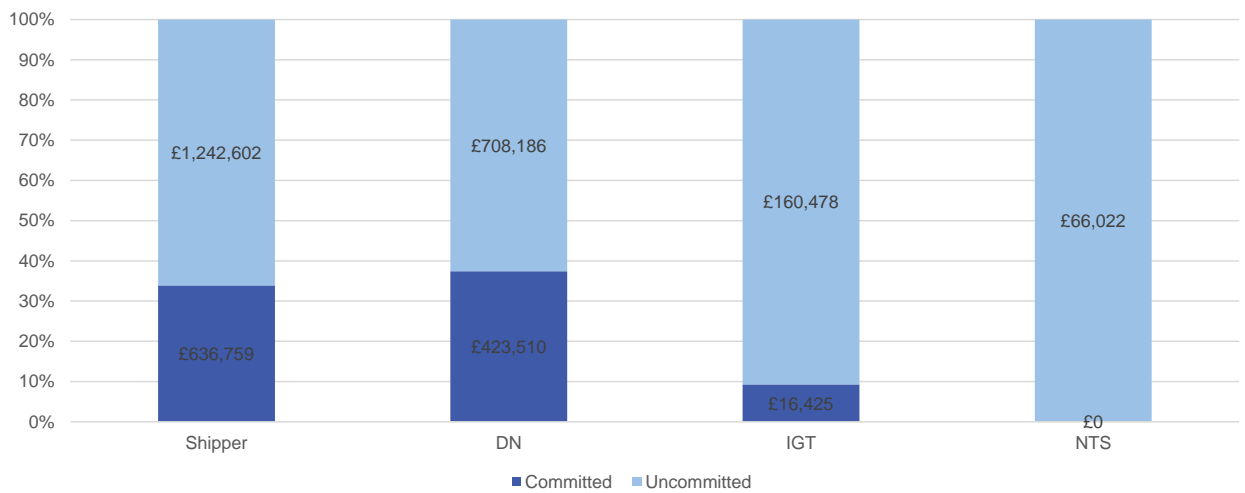
## 2. DSC Change Budget Update & Horizon Planning

### 2.1. Change Budget Update

James Rigby (JR) provided an overview of the Change Budget for 2023, the full presentation can be accessed via the link: <https://www.gasgovernance.co.uk/dsc-change/100822>

Budget v Committee Spend BP22

Committed to date per constituency



JR noted that last month there had been a few BR approvals and so that had changed the committed overall figure. He noted the Performance Assurance Committee (PAC) budget of £125k had been ring fenced and was going to be used until the end of the financial year and had been removed from the committed funds. JR advised that only 32% of the budget was committed to the design cost, with Shippers 54%, DNOs 36%, IGTs 96% and 0% to National Grid NTS.

Kirsty Dudley (KD) requested more information on the overall General Change budget, especially with regards to what funds were likely to be returned at the end of the period, as she stated that all internal boards were interested in this area.

JR agreed to provide a more detailed forecast of the general Change Budget for the September meeting.

**New Action 0801:** Xoserve (JR) to provide a detailed forecast of the general Change Budget in relation to potential returned funds at the end of the year.

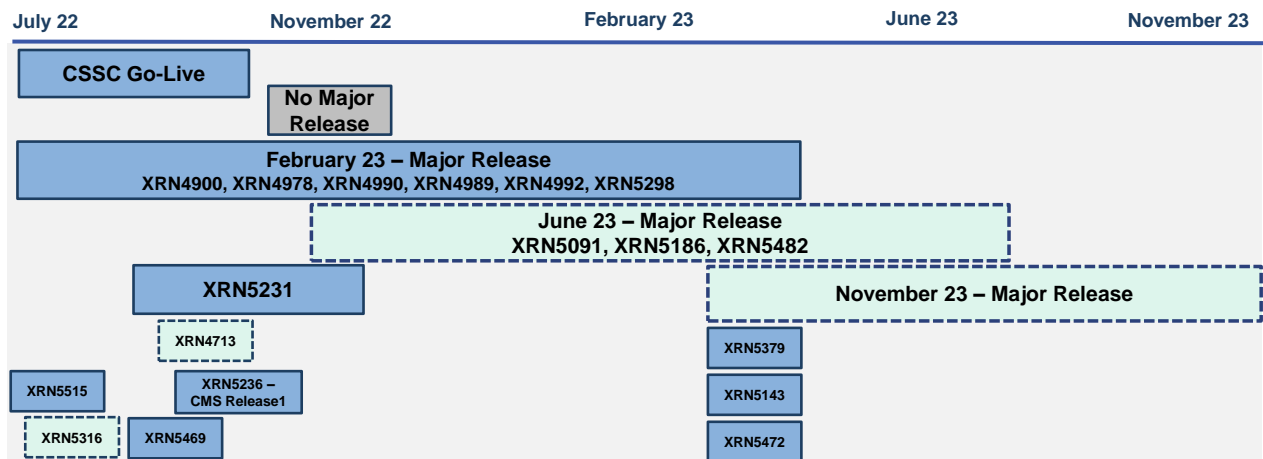
## 2.2. Change Pipeline

Rachel Taggart presented the Change Development and Delivery Pipeline 2022/2023 (as below) and she advised there had been little change since the previous month. RT provided an overview of the Change Delivery Plan and the Change Backlog details, which can be viewed via: <https://www.gasgovernance.co.uk/dsc-change/100821>

Tom Stuart (TS) asked what projects were committed or non committed, if there was no HSLO cost listed he presumed that was non committed. JR said that he was more than happy to have an offline discussion with TS to explain this area in more depth, if there were no HSLO cost there were no costs to commit.

Change Delivery Pipeline

July 2022 – December 2023



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

### 3. Capture

#### New Change Proposals – For Approval

##### 3.1. XRN5541 - Amendment to the UIG Additional National Data Reporting

Simon Harris (SH) provided an overview the Change Proposal (CP) and explained it was seeking to amend the existing version of the UIG Additional National Data report, to provide the requested aggregate energy values for each of the four respective End User Category Sub-Bands, as detailed below:

- Non-Prepayment/Domestic
- Prepayment/Domestic
- Non-Prepayment I&C
- Prepayment I&C

SH noted the changes to the UIG Additional National Data report to include energy by Class by EUC sub band could be delivered as an additional data tab as opposed to changes to existing tabs.

For clarity, the End User Category Sub-Bands are applicable to EUC01 and EUC02 only.

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

Shipper Representatives were asked to support the Change Proposal proceeding into the Capture phase. The vote was taken by exception and unanimous approval was recorded

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Lisa Saycell	1	For
Vijay Chikoti + (Alternate for Ross Easton)	2	For
<b>Total</b>	<b>6</b>	<b>For</b>

##### 3.2. XRN5545 - Hydrogen Trial Visualisation dashboards

SH provided an overview of the CP and explained a form of data visualisation was required to be made available for all Hydrogen trials (100% + blend) being progressed. Industry parties that would be impacted by a Hydrogen trial would need to be able to access data that shows any changes or updates to the trial area SMPs and receive notification of the updates being undertaken.

Both Clare Manning (CM) and KD proposed that more detailed information was required on the Xoserve website in relation to how things were progressing in this area, especially as it was so fast moving. KD advised that more transparency and accessibility was needed. She added that a comprehensive self-serve process needed to be added to the website and this needed to be clearly signposted.

SH confirmed that the majority of the information was available on the decarbonisation area of the website. Emma Smith (ES) noted that as everyone appreciated this topic was moving so rapidly that Xoserve were now looking to update things in real time, however to a certain extent they too were play catch up. Both JR and ES agreed to provide 'bite size' updates on the website to provide more up to date information.

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

Shipper, DNO, National Grid NTS and IGT Representatives were asked to support the Change Proposal proceeding into the Capture phase. The vote was taken by exception and unanimous approval was recorded

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Lisa Saycell	1	For
Vijay Chikoti + (Alternate for Ross Easton)	2	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Guv Dosanjh	1	For
Tom Stuart	1	For
Bill Goode + (Alternate for Richard Loukes)	2	For
Heather Ward	1	For
Kundai Matiringe	1	For
<b>Total</b>	<b>6</b>	<b>For</b>

### **3.3. XRN5546 - Resolution of Address Interactions between DCC and CDSP**

Molly Hayley (MH) provided an overview the CP and explained the DCC had identified a number of potential scenarios in relation to the Read Energy Location (REL) address and the details held within central systems. This could potentially cause issues when communicating flows between the systems. To remedy this, Xoserve would need to evaluate the DCC findings and look to take appropriate action to mitigate the potential data quality issues.

A brief general discussion took place and Lisa Saycell (LS) questioned why the cost of investigation should be covered by the Shippers, especially as it was her understanding that 65% of the non-domestic market data was correct. She noted that this was presently not a Shipper responsibility. Dave Addison (DA) stated that the costs were more in connection with managing the business codes once the data was received from the DCC. He noted that a process would be identified to validate the addresses provided by Suppliers and the REL they have for that consumer. LS said it was not very explicit from the Shipper perspective hence she was questioning this area. DA stated the costs were in relation to the technical resources for Correla and Xoserve. KD proposed that the overall volumes and scenarios needed to be known, and that it was vital the entire list was available, so that there were no other surprises later, involving the Shippers having to perform an annual address check.

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

Shipper, DNO, and IGT Representatives were asked to support the Change Proposal proceeding into the Capture phase. The vote was taken by exception and unanimous approval was recorded

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Lisa Saycell	1	For
Vijay Chikoti + (Alternate for Ross Easton)	2	For
<b>Total</b>	<b>6</b>	For
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Guv Dosanjh	1	For
Tom Stuart	1	For
Heather Ward	1	For
Kundai Matiringe	1	For
<b>Total</b>	<b>4</b>	For

### 3.4. XRN5547 - Updating the Comprehensive Invoice Master List and INV template

Simon Harris explained the CP was to allow the Invoice Master list to be clearer and he provide the overview as detailed below:

Part 1) Comprehensive invoice / charge type master list:

- This document has been written by subject experts for experts and does not always come across as being user friendly. It requires additional information to make it more understandable by industry Parties e.g., including new and existing shipper representatives.

Part 2) INV Template and clauses:

- There are a number of standard clauses used on invoices but clause three refers to treatment of VAT / tax and this statement is not always applicable to the charge type invoiced. There needs to be improved wording to ensure Parties in receipt of these invoices are clear on what is being applied so there is consistent use of the tax codes (e.g., VA, VE, etc).
- This change is to be split into two parts 1) the addition of supporting/clarifying information and 2) technical charges to support the update of the INV temple.

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

Shipper and DNO Representatives were asked to support the Change Proposal proceeding into the Capture phase. The vote was taken by exception and unanimous approval was recorded.

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Lisa Saycell	1	For
Vijay Chikoti + (Alternate for Ross Easton)	2	For
<b>Total</b>	<b>6</b>	For
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Guv Dosanjh	1	For
Tom Stuart	1	For
<b>Total</b>	<b>2</b>	For

**New Change Proposal – For Information**

**3.5. XRN5533 - February 23 Major Release**

Peter Hopkins (PH) explained the BER was approved in July 2022 and that work was now underway, although the H100 decision was still outstanding with Ofgem.

PH provided the high-level overview as detailed below:

A parent XRN is required for February 23 Major Release

There are 6 changes within this release

4900	Biomethane/Propane Reduction
4978	Notification of Rolling AQ Value (following Transfer of Ownership between M-5 and M)
4989b	XRN4989 residual AMT activities
4990	<b>MOD0664</b> –Transfer of Sites with Low Read Submission Performance from Class 2 and 3 into Class 4
4992b	Modification 0687 Clarification of Supplier of Last Resort (SoLR) Cost Recovery Process
5298	H100 Fife Project –Hydrogen Network Trial

**Solution Review – For Approval**

**3.6. XXRN5379 - Class 1 Read Service Procurement Exercise – Modification 0710**

Ellie Rogers (ER) explained the CP was for the solution for the UNC Modification 0710 and the IGT UNC Modification 148 for the Class 1 Read Service Procurement.

ER noted that the CDSP would be taking over this service and the HSO has been detailed in the July 2022 Change Pack, which had included the ongoing costs, and procurement exercise costs.

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



Shipper, DNO, National Grid NTS and IGT Representatives were asked to support the Change Proposal for the Solution Review. The vote was taken by exception and unanimous approval was recorded.

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Lisa Saycell	1	For
Vijay Chikoti + (Alternate for Ross Easton)	2	For
<b>Total</b>	<b>6</b>	For
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Tom Stuart	1	For
Bill Goode + (Alternate for Richard Loukes)	2	For
Heather Ward	1	For
Kundai Matiringe	1	For
<b>Total</b>	<b>6</b>	For

#### 4. Design & Delivery

##### Detailed Design – For Approval

##### Contract Management Service (CMS) Rebuild Release 1

JR explained the Contract Management Service (CMS) Rebuild Release 1 was not funded by the by the general Change Budget and the funding was via a subscription model using the standard first Release of the CMS Rebuild Version 1. JR noted that this did not yet have an XRN assigned to it and that this would be applied in the future to Version 1.

KD said that she was confused by the changing wording/terminology, to ‘Version’ and that Xoserve had broken this down into in various smaller projects, which was not consistent with the normal requirement of an XRN. KD felt this was very confusing for the industry and was going against the clear and concise communications that had been requested in the past.

ES noted it had been agreed previously that CMS would be managed by Agile Releases, with a parent XRN per drop. KD said it seemed to her, this process was to assist Xoserve internally and added that this approach made it exceedingly difficult to understand the status and process from an industry procedure perspective. Oorlagh Chapman (OC) concurred with these comments and said that it made trying to find the information very time consuming, instead of there being a simple ‘one stop shop’ approach.

ES advised that there was a dedicated CMS area on the Xoserve Website which contained all the relevant information. Sally Hardman (SH) proposed that there should be a single XRN for each drop the XRN could be XRNXXXX A, XRNXXXX B for example so the A, B, C, D etc would denote each drop of the single XRN – using versions is confusing in how they realte to an XRN.

ES agreed to investigate this area and provide feedback.

**New Action 0802:** Xoserve (ES/JR) to investigate for the CMS Rebuild if a single XRN with a sub prefix of A, B, C etc defining each specific drop would be appropriate, to ensure a consistent approach.

#### 4.1. Shipper Meter Number Creation (MNC)

Ellie Rogers explained the CP was the first part of the change in the CMS Rebuild. ER noted that presently the Meter Number Creation was a manual process. ER advised that 1 Representation had been received and that it was suggested that thorough testing and noting past Lessons Learnt needed to be explored. BF said that he understood there had previously been issues with numbering and consistency in the past. ER agreed all areas were being investigated and she advised that an XRN could be supplied retrospectively.

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

Shipper and DNO Representatives were asked to support the Change Proposal proceeding into the Detailed Design phase. The vote was taken by exception and unanimous approval was recorded.

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Lisa Saycell	1	For
Vijay Chikoti + (Alternate for Ross Easton)	2	For
<b>Total</b>	<b>6</b>	For
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Guv Dosanjh	1	For
Tom Stuart	1	For
<b>Total</b>	<b>2</b>	For

#### **4.2. Reporting Valid Confirmed Theft of Gas into Central Systems (Modification – 0734)**

Ellie Rogers explained the CP was the second part of the change in the CMS Rebuild. ER noted that this was concerning the solution for Modification 0734 to ensure the theft information was correctly processed for settlement.

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

Shipper. Representatives were asked to support the Change Proposal proceeding into the Detailed Design phase. The vote was taken by exception and unanimous approval was recorded

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Lisa Saycell	1	For
Vijay Chikoti + (Alternate for Ross Easton)	2	For
<b>Total</b>	<b>6</b>	For

#### **4.3. XRN4713 - Actual read following estimated transfer read calculating AQ of 1 (linked to XRN4690)**

SH explained the CP had been previously included in the Change Pack detailing the set of reports with negative values in UK Link which would be supplied to the Shippers to give clarity. SH confirmed the first report would be available for October 2022.

Claire Louise Roberts (CLR) asked if Xoserve could send a communication to ensure they have the appropriate contact to receive this report. SH confirmed that this was being addressed and that the operational contacts were going to be asked to confirm the correct contact person.

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

Shipper. Representatives were asked to support the Change Proposal proceeding into the Detailed Design phase. The vote was taken by exception and unanimous approval was recorded

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Lisa Saycell	1	For
Vijay Chikoti + (Alternate for Ross Easton)	2	For
<b>Total</b>	<b>6</b>	<b>For</b>

**4.4. XRN5316 – Rejecting a replacement read with a pre-Line in the Sand (LIS) read date – Revised Detailed Design**

SH provided an on overview of CP and explained that it had been approved a couple of months ago and the CP had required a small amendment to align with the Code and that was an ad hoc release.

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

Shipper. Representatives were asked to support the Change Proposal proceeding into the Detailed Design phase. The vote was taken by exception and unanimous approval was recorded

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Lisa Saycell	1	For
Vijay Chikoti + (Alternate for Ross Easton)	2	For
<b>Total</b>	<b>6</b>	<b>For</b>

**4.5. XRN4900 - Biomethane Sites with Reduced Propane Injection**

SH provided an on overview of the CP and noted that this was re-issued as there had been some questions in the consultations regarding the change to the CVN file and so there had been a slight alteration and it was in scope for the February 23 Release.

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

Shipper and DNO Representatives were asked to support the Change Proposal proceeding into the Detailed Design phase. The vote was taken by exception and unanimous approval was recorded

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

Shipper and DNO Representatives were asked to support the Change Proposal proceeding into the Capture phase. The vote was taken by exception and unanimous approval was recorded

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Lisa Saycell	1	For
Vijay Chikoti + (Alternate for Ross Easton)	2	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Guv Dosanjh	1	For
Tom Stuart	1	For
<b>Total</b>	<b>2</b>	<b>For</b>

#### 4.6. Administrative Amendments to UK Link Communication Formats

DA provided an on overview and explained that work had taken place on the File Format and data glossary work and reviewing of numbering and formatting which were administration amendments. DA noted that the CDN and CDR maximum number of records were consistent. LS enquired what exactly had changed and DA confirmed that this information would be included in the Change Pack.

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

Shipper and DNO Representatives were asked to support the Change Proposal proceeding into the Detailed Design phase. The vote was taken by exception and unanimous approval was recorded

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Lisa Saycell	1	For
Vijay Chikoti + (Alternate for Ross Easton)	2	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Guv Dosanjh	1	For
Tom Stuart	1	For
<b>Total</b>	<b>2</b>	<b>For</b>

#### Standalone Change Documents for Approval (BER, CCR, EQR)

#### 4.7. CCR for XRN5393 - fulfil the requirements of Modification - 0752, Modification - 0755, Modification - 0759 and Modification – 0785

Rachel Addison (RA) provided an on overview of the Change Completion Report (CCR) and confirmed the post implementation support phase had now been completed.

RA provided the summary as detailed below:

*The total cost of delivering Gemini Spring Release 2022 is £889,050.*

*In scope of Gemini Spring Release (XRN5393) the following scope changes were raised, captured as Change Variations including minor cost increases covering the need for additional effort to fulfil:*

- CV01 - UNC0785 – Partial Assignments at Interconnector Exit Points (Impact Assessment)
- CV02 - UNC0785 – Partial Assignments at Interconnector Exit Points (Delivery of the changes defined in CV01)
- CV03 - UNC0785 Partial Assignments at Interconnector Exit Points IPRM IPAQ
- CV04 – Gemini Spring Release 22- Changes for UAT observations
- CV05 – Gemini Spring Release 22- IPDADNEX Auction data fix
- CV06 - Gemini Spring Release 22 - IP Capacity Monthly Rollover

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

The National Grid NTS Representative was asked to support the Change Proposal Close down. The vote was taken by exception and unanimous approval was recorded

<b>Voting Outcome:</b>		
<b>Transporter Representatives</b>	<b>Voting Count</b>	
Bill Goode + (Alternate for Richard Loukes)	2	For
<b>Total</b>	<b>2</b>	<b>For</b>

#### **4.8. CCR for XRN5485 – Resource to support the Retail Energy Code (REC)**

ER provided the overview summary of the CP as detailed below:

*The activities required under Change Proposal XRN5485 – Resource to support the Retail Energy Code (REC) have been completed.*

*XRN5485 was raised to appoint essential resources for activities associated with the ongoing development, assessment, support, and delivery of REC change impacting central systems and processes for financial year 2022/23.*

*To recap, when developing the 2022/23 Business Plan (BP), it was agreed by DSC Customers that there would be ringfenced part of the DSC Change Budget to fund the support of the REC (£250,000 was agreed).*

*XRN5485 was raised to secure the resource to support the REC, and the EQR discussed at the March 2023 Change Management Committee (ChMC) meeting, approved the request of £160,000 to appoint the essential resource.*

*To confirm, the resource secured will support the REC, specifically the development of the required processes and knowledge share internally of the required processes and development, assessment and delivery of REC change impacting central systems and processes.*

*Since the activities under XRN5485 have been completed and the resource specific to this request have been appointed, this Change Closure Request (CCR) has been raised for approval to confirm the cost and close the Change Proposal.*

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

Shipper, DNO, and IGT Representatives were asked to support the Change Proposal proceeding into the Detailed Design phase. The vote was taken by exception and unanimous approval was recorded

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Lisa Saycell	1	For
Vijay Chikoti + (Alternate for Ross Easton)	2	For
<b>Total</b>	<b>6</b>	<b>For</b>
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Tom Stuart	1	For
Heather Ward	1	For
Kundai Matiringe	1	For
<b>Total</b>	<b>4</b>	<b>For</b>

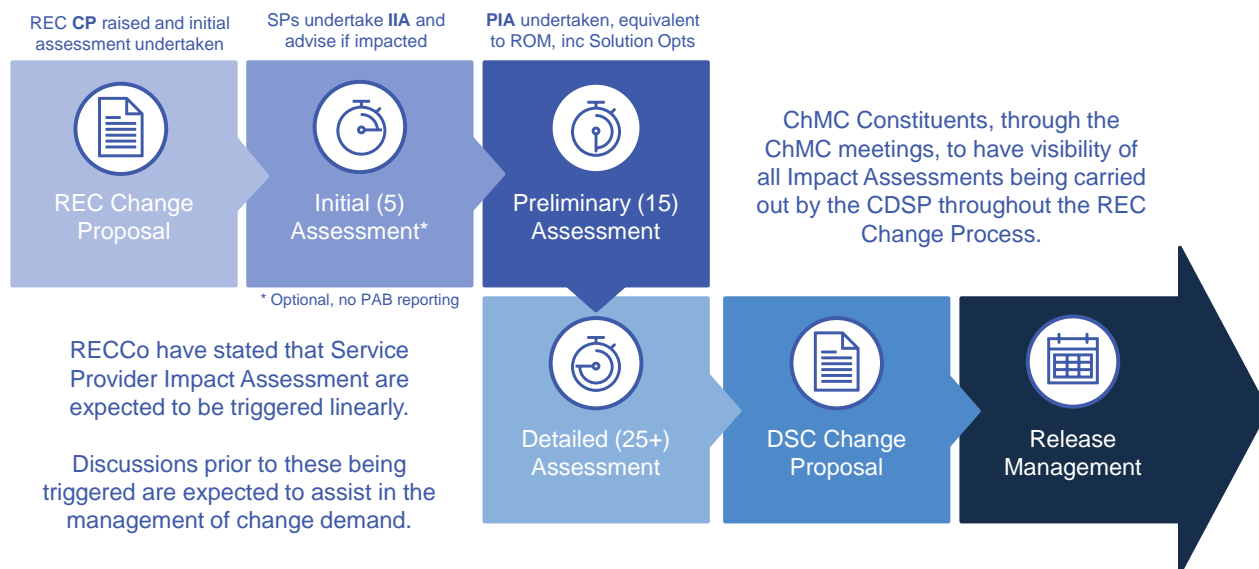
### Project Updates

#### 4.9. XRN5402 - Request impact assessment on proposed REC Change Management Impact Assessment

SH provided an overview of the background and summary of the impact assessment on the proposed REC Change Management Impact Assessment, the full presentation can be access via: <https://www.gasgovernance.co.uk/dsc-change/100821>

SH provided a summary to the CDSP REC Change process as detailed below:

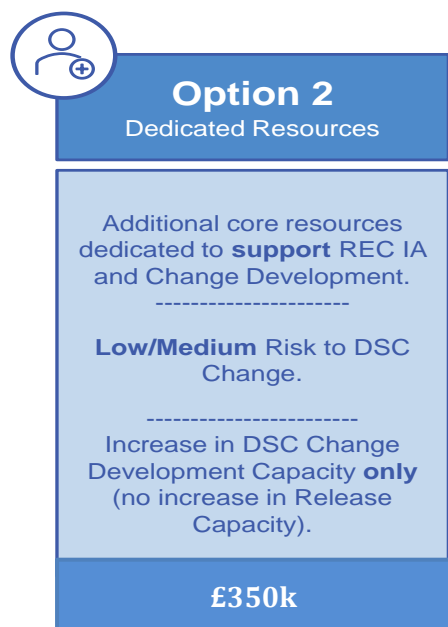
#### CDSP REC Change Process



Kundai Matrinige (KD) asked if this CP was linked with XRN5485 as she felt they were linked or addressing the same area. DA explained XRN5485 was in relation to the Core Resource for the Xoserve team and that this one was in connection with the resources for the Corella technical resource. ES added that the Xoserve resources were a direct regulatory framework as per the REC go live and the other is the consequential changes from the REC changes.

A brief discussion took place regarding the costs and the Manage the Business (MTB) costs and why there was a need for additional resource to manage the scope.

SH advised that Option 2 (as below) was the option that the CDSP would be recommending.



The infographic for Option 2 is a vertical blue box. At the top left is a circular icon containing a person silhouette with a plus sign. The title 'Option 2' is in white bold text, with 'Dedicated Resources' in smaller white text below it. The main body is light blue with three sections separated by dashed lines: 'Additional core resources dedicated to support REC IA and Change Development.', 'Low/Medium Risk to DSC Change.', and 'Increase in DSC Change Development Capacity only (no increase in Release Capacity)'. The bottom section is a darker blue bar with '£350k' in white text.

There was a general discussion about the considerable difference in costs for all 3 Options and a request for more clarity of these costs was requested. DA noted that the exact visibility was difficult to define at the present time due to the number of constituents and that they all come in under one change pot for the regulatory and technical change and that he was unwilling to limit the pipeline of change at this time. He added that the REC had three major releases per year and the CDSP in consultation with its customers had agreed to align with these.

SH said he would produce a dashboard proposal on the REC Changes and Releases for September 2022.

JR added there were options to ring-fence part of the General Change investment to support potential technical REC change costs. JR noted that Xoserve recommendation was to include £350k into the BP23 General Change investment for potential use in scaling up technical resource to meet REC IA / change delivery demand (REC code development covered via XRN 5485), JR advised the costs were to remain in investment until the demand was better understood. JR confirmed this item would be discussed again at the September ChMC meeting as part of BP23 and would be included on the agenda.

#### 4.10. XRN5231 Provision of a FWACV Service

RA provided an overview of the status of the Provision of a FWACV Service and note the overall RAG status was tracking at Amber based on a revised Go Live date of 01 September 2022 which had been agreed, (with a contingency date of 14 September 2022) though remains Amber due to lack of contingency within plan and risk that further new requirements could impact Go Live date. Cost has returned to Green following BER approval

Next Steps:

- Complete Dual Run and Market Trials phase
- Complete Implementation Dress Rehearsal
- Complete Cutover on 01 September 2022
- Commence Post Implementation Support phase

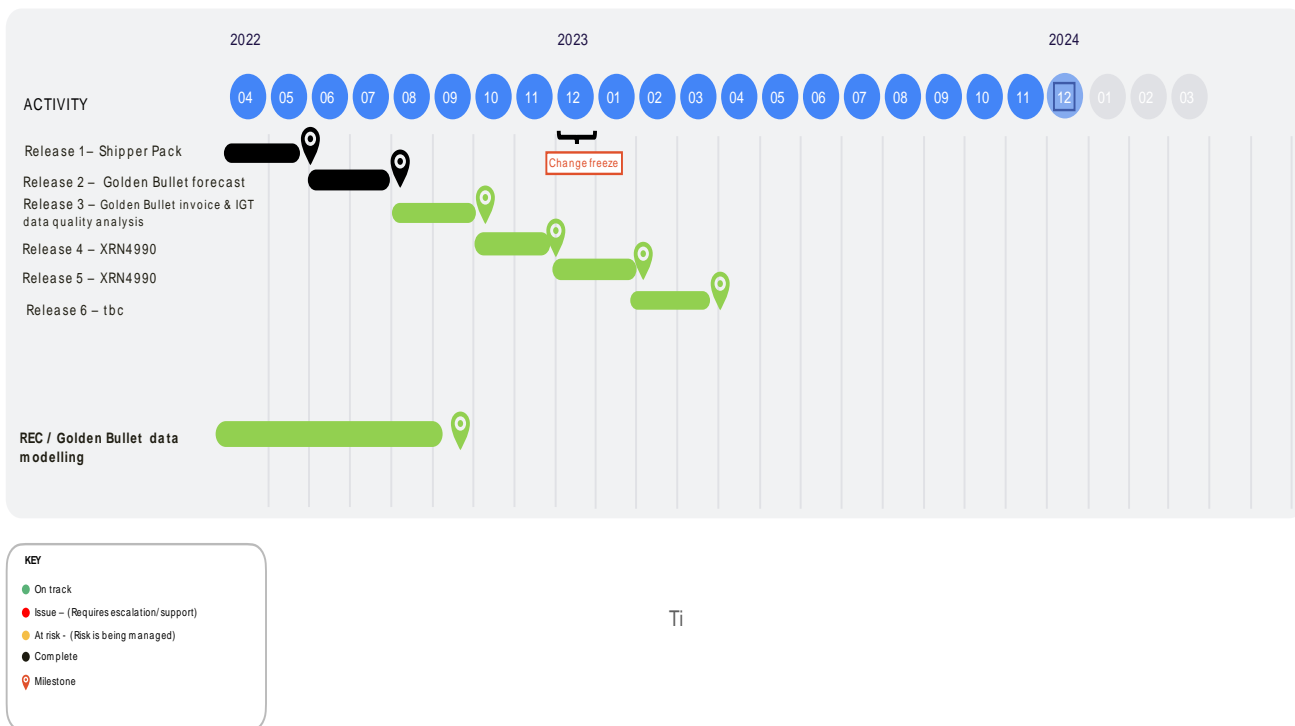
#### 4.11. Dec 21 – April 22 Changes in Design

PH stated all the approvals were confirmed, except for the XRN5298 that was pending the Modification implementation.

#### 4.12. DDP Update

David Newman (DN) provided an overview of the DDP update and drew attention to specific areas of interest, the Roadmap, and the Shipper Delivery Pack. As detailed below:

##### PRODUCT DEVELOPMENT AND ROLLOUT



#### 4.13. NG Horizon Plan

Nicola Blakey (NB) provided an updated for the National Grid Transmission Change Horizon Plan and stated all was on track and there were no red areas.

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

### 5. Non-DSc Change Budget Impacting Programmes

#### 5.1. GES/UK Link Portal Update & Sign on

Padmini Duvvuri (PD) explained that 95% of the issues were log in and account queries which had now been resolved with the 'How to Training' videos on the Xoserve website.

PD then provided an overview as detailed below:

- As part of the broader UK Link Roadmap, GES (old DES) and its user management have gone live in the cloud (18 of July)
- The migration and application go live were very successful, Xoserve are experiencing a higher-than-expected Service Tickets/queries.
- Wide ranging engagement with various Shipper, Supplier and Network organisations has been ongoing to resolve the queries/issues being highlighted to Xoserve.



- *'Drop-in clinics' are being offered to organisations with a higher number of tickets while Xoserve continue to focus on individual 'reach-out' to originators to clear down the tickets as soon as possible and deal with all customer queries and tickets.*
- *As Xoserve plan to stabilise the service and respond to all customer enquiries in the coming weeks, active planning and lessons learnt are being undertaken for UKL Portal Phase 2.*
- *Xoserve want to engage with you over the coming weeks on what is being implemented and where there is customer impact (e.g., URL changes)*
- *A number of engagement points including drop-in sessions are being planned for Portal Phase 2 to cover the technical requirements (e.g., Whitelisting IPs) and Business needs (e.g., user awareness).*

## 5.2. CSSC Programme Update

DA provided an update on the CSSC Programme and advised the Programme was green across all key areas.

DA provided the summary as detailed below:

- *Prior to CSS Implementation, CDSP raised a risk regarding receipt of 'Late' Gate Closure Messages (these are the messages from CSS to indicate that a Registration should be going live the following day). These messages should be received from 17:00 and depending on the volume of Registrations should have concluded by either 17:20 (up to average volume) or 17:35 (up to Peak volume). Xoserve had established 'runbooks' of what they would do if they received a message as late as 03:00 the following day. These runbooks described the activities that the CDSP would do (e.g., hold UK Link and Gemini batch jobs) and the impacts that this would have on DSC Customers of processing these messages in the later than expected timeslots.*
- *As part of this work Xoserve established a reconciliation activity to compare Pending messages (this is a notice we receive from CSS once the Registration is initially processed and at the time that this is issued to the incumbent Suppliers to initiate the Objection period) and the Gate Closure Messages Xoserve actually received. On the 24 July 2022, this reconciliation exercise identified that they were missing a single message and upon raising the incident with the Switching Operator they were told that the incident would be responded to within 3 Working Days. Xoserve tried to escalate this call, but this request was rejected. Consequently, Xoserve did not hold the UK Link and Gemini jobs as they needed to process the Gate Closure messages that they had received.*
- *Since 24 July 2022 Xoserve have had 10 days where all expected Gate Closure messages have not been received. The total number of missing Gate Closure messages is 141 (as at 09 August 2022 Gate Closure window).*
- *Other parties have also confirmed that they have experienced the issue with missing Messages.*
- *CSS have confirmed that there is an issue within their system – that when the system scales down after a peak in processing then the functional processes are closed prematurely without the processes completing fully. And that this issue has affected a number of diverse processes and not just the issuing of Gate Closure messages. It can also impact processing of Cancellation messages (e.g., if the Incumbent Supplier has objected to the Switch) so therefore of the 141 missing messages they may not all result in a Registration. This issue could also have impacted progression of Registrations prior to Pending messages being issued, so further Registrations may also be identified that have been impacted by this issue.*
- *Xoserve have asked DCC to prioritise the prospective resolution of this issue – so that no further instances are encountered of missing Gate Closure messages / Registrations.*

- *Xoserve have highlighted to DCC that each instance of the missing Registration will have different impacts on parties and so each resolution plan will need to be discussed with each impacted party as to determining the correct rectification plan. The CDSP have reminded DCC that processing of retrospective Registrations is not possible in the UK Link system, and there are no obligations to do so – but whilst Xoserve have started looking at what could be done this will require a tactical fix (e.g., incrementing the Registration date).*
- *Xoserve will need to assess the impacts on the UNC of any solution that is proposed to get the Registration into UK Link, and for any additional activities such as adjustments and treatment of Meter Readings.*

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

### 5.3. CMS Rebuild Update

Jo Williams (JW) provided an overview summary of the status of the CMS Rebuild and explained the CMS Rebuild Team are still on track for V1 in October and are currently developing the Supplier Theft of Gas (SUT) process to be delivered alongside the MNC process. Address amendments (ADD) is no longer in V1, but duplicates (DUP) will be delivered shortly after MNC/SUT.

JW noted that as a brand-new solution, MNC will be delivered as a soft launch to the Customer Focus Group attendees at the beginning of October [target 10 October] and to all customers on [19th October]. SUT will be implemented a few days later [26 October]. Change packs have/will be published to ensure all customers are aware and can impact assess any changes. Transition arrangements will be agreed and communicated as we move contacts from old CMS to new CMS.

JW confirmed the launch of the Alpha Trials in July to the Customer Focus Group attendees. JW noted this has provided those attendees access to a sandbox environment where they can navigate through the processes as they are being developed. Alpha Trials will be available throughout August and into September and will enable us to obtain real-time feedback from customers on the solution, showcase Agile delivery and generate familiarisation. This will also provide lessons learned to assist with the Beta Trials (External UAT) rollout which is scheduled for September 2022.

The CMS Rebuild webpage (<https://www.xoserve.com/products-services/data-products/contact-management-service-cms/cms-rebuild-product/>) contains the link to register for future Customer Focus Groups which are captured below, please note the agenda for the Focus Groups will be issued 7 days prior to the session:

Date	Time Start	Time end
09/09/2022	10:00	12:00
14/10/2022	10:00	12:00
08/11/2022	10:00	12:00
09/12/2022	10:00	12:00
10/01/2023	10:00	12:00
07/02/2023	10:00	12:00
07/03/2023	10:00	12:00

## 6. Any Other Business

### 6.1. XRN5186 – Modification 0701 – Aligning Capacity booking under the UNC and arrangements set out in relevant NExAs – interim process

Ellie Rogers (ER) explained that Xoserve were in the process of making the NExAs information more visible, and that XRN5186 had been discussed back in June as to which Release it would go into, as the full solution would not be available until the June 2023 Release. ER advised an interim process was to be implemented to ensure the information was visible. ER stated an interim Change Pack would be circulated on Monday 15 August 2022 and the interim process would be in place until June 2023.

## 6.2. REC Release Management

Simon Harris (SH) advised he had been in discussions with the REC Code Managers regarding the possibility of moving the REC Release dates to earlier in the week. SH stated these were very early discussions and nothing had been confirmed, and he added that all the impacts would need to be investigated. SH noted that the Xoserve February 23 Major Release was already linked to set dates/days. Some members were concerned about the impacts on working days, although it was noted that these issues had been raised directly with REC through other routes.

## 6.3. Heather Ward leaving DSC ChMC

Heather Ward said would like to thank everyone for their support during her time on the DSC ChMC and that she would be leaving at the end of August.

Michelle Brown, Energy Assets will be Heather Ward's replacement on the Committee from September 2022 onwards.

## 7. Diary Planning

*Further details of planned meetings are available at: [www.gasgovernance.co.uk/events-calendar/month](http://www.gasgovernance.co.uk/events-calendar/month)*

Time/Date	Meeting Paper Deadline	Venue	Programme
10.00 Wednesday 07 September 2022	29 August 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 12 October 2022	03 October 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 09 November 2022	31 October 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 07 December 2022	28 November 2022	Microsoft Teams	Standard Agenda

**Action Table (as of 10 August 2022)**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Min Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
0701	13/07/22	1.6	James Rigby (JR) Xoserve to write out to DSC Shipper User Contract Managers to request further User Representative nominations for the DSC ChMC.	Xoserve (JR)	<b>Closed</b>
0207	13/07/22	2.1	JR (Xoserve) to assess the DSC Change related procedures and documents to ensure they are still fit for purpose.	Xoserve (JR)	<b>Carried forward</b>
0307	13/07/22	4.3.6	David Newman (Xoserve) to write out DSC Contract Managers to ascertain what areas of the DDP were still being used. To make the Performance Assurance Committee aware of the intention to switch off the DDP.	Xoserve (DN)	<b>Closed</b>
0801	10/08/22	2.1	Xoserve (JR) to provide a detailed forecast of the general Change Budget in relation to potential returned funds at the end of the year.	Xoserve (JR)	<b>Pending</b>
0802	10/08/22	4.0	Xoserve (ES/JR) to investigate for the CMS Rebuild if a single XRN with a sub prefix of A, B, C etc defining each specific drop would be appropriate, to ensure a consistent approach.	Xoserve (JR/ES)	<b>Pending</b>