

**UNC DSC Change Management Committee Minutes**  
**Wednesday 11 May 2022**  
**Via teleconference**

<b>Attendees</b>			
Bob Fletcher (Chair)	(RHa)	Joint Office	Non-Voting
Helen Bennett (Secretary)	(HB)	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
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
Richard Loukes	(RL)	National Grid	NTS Voting
Bill Goode	(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>			
Emma Smith	(ES)	Xoserve	
Paul Orsler	(PO)	Xoserve	
James Rigby	(JR)	Xoserve	
<b>Observers/Presenters (Non-Voting)</b>			
Andy Clasper	(AC)	Cadent	
Clare Manning	(CM)	EON	
Emma Smith	(ES)	Xoserve	
Paul Orsler	(PO)	Xoserve	
James Rigby	(JR)	Xoserve	
David Addison	(DA)	Xoserve	
Dave Jones	(DJ)	Correla on behalf of Xoserve	
David Newman	(DN)	Xoserve	
Emma Lyndon	(EL)	Correla on behalf of Xoserve	
Hannah Reddy	(HR)	Correla on behalf of Xoserve	
James Barlow	(JB)	Xoserve	
Jon Follows	(JF)	Xoserve	
Linda Whitcroft	(LW)	Xoserve	

Mark Jones	(MJ)	SSE
Matthew Rider	(MR)	Xoserve
Michael Payley	(PM)	Xoserve
Peter Hopkins	(PH)	Xoserve
Rachel Taggart	(RT)	Xoserve
Sally Hardman	(SH)	SGN
Tracy Saunders	(TS)	Northern Gas Networks

*Copies of all papers are available at: <http://www.gasgovernance.co.uk/dsc-change/110522>*

## 1. Introduction

Bob Fletcher (BF) opened the meeting and welcomed new members Bill Goode – National Grid and Tom Stuart – Wales & West Utilities.

### 1.1. Apologies for absence

None

### 1.2. Alternates

### 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 votes
Ross Easton	Shipper Class B & C	2 votes
<b>Transporter</b>		
Guv Dosanjh	DNO	1 vote
Tom Stuart	DNO	1 vote
Richard Loukes	NTS	1 vote
Bill Goode	NTS	1 vote
Heather Ward	IGT	1 vote
Kundai Matiringe	IGT	1 vote

### 1.4. Approval of Minutes (13 April 2022)

The minutes of the previous meeting were approved.

### 1.5. Review of Outstanding Actions

There were no outstanding actions.

## 2. DSC Change Budget Update & Horizon Planning

### 2.1. Change Budget Update

James Rigby (JR) provided a brief update of the DSC Change Budget for 2021/22 advising there has been no change from the position presented at the April 2022 DSC Change Management Committee.

JR explained the BP21 Annual Report summarises performance of each investment area for the financial year and what has been achieved.

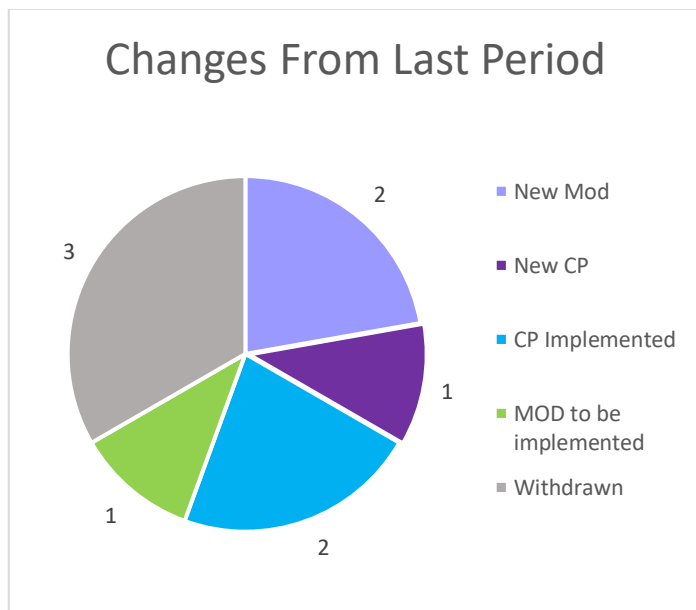
JR confirmed the intention is to provide a more detailed review of the year and his aim is to issue it out in the next couple of weeks, any comments that members might have can then be discussed at the June meeting.

It was noted there will be a new spreadsheet tracker from June 2022 which will reflect Change Proposals in flight.

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

### 2.2. Change Pipeline

Rachel Taggart (RT) presented the Change Development and Delivery Pipeline which sees the following breakdown of the changes that are in development from last period:



The 2021-2022 DSC Change / MiR Pipeline that was also presented shows the Change Completion Reports and Business Evaluation Reports that will be presented during the meeting.

Oorlagh Chapman (OC) asked if there is anything on the slide being presented that CDSP need to inform the Change Committee of, such as any concerns, or any extra detail which would be beneficial for the Committee to consider.

Paul Orsler (PO) advised there is a general sentiment of a reduction in the number of changes at the moment where not as many high value changes are being seen. He advised the 2021-2022 DSC Change / MiR Pipeline as shown provides the plan for the next 12 months for the delivery of changes post CSS implementation.

OC highlighted it would be beneficial to have more detail around the information being presented.

PO agreed to review how the Change Pipeline information is presented/delivered going forward.

**New Action 0105: Change Pipeline** - Xoserve (PO) to review how the Change Pipeline information is presented/delivered going forward.

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

### 3. Capture

#### 3.1. New Change Proposals – Initial Review – For Approval

##### 3.1.1 XRN5469 - Increasing Frequency of FSG Payments

PO presented this Change to the Committee for approval and advised that the Change explores potential changes to increasing the frequency of FSG payments and would request that Xoserve assess options to facilitate this requirement, initially raised for Cadent and, for all DNOs subsequently to ensure they will meet their FSG Licence obligations during gas supply interruption events (including extended outage periods).

PO explained that the current FSG arrangements allow for a weekly schedule of invoices and that Xoserve have been asked to provide assurances they can deliver within 1 business day of receipt of the templates.

When Clare Manning (CM) asked if Shippers will receive the invoices more frequently than weekly, PO advised that the process is event driven e.g. where there have been storms that disrupt supply. Xoserve will receive the template and process the invoice within 1 business day, therefore, on some occasions the frequency might be more than weekly.

Steve Pownall (SP) further confirmed that the Change is event driven, the frequency would go to daily if it was a daily occurrence.

It was confirmed that the Change is DNO funded, and that Shippers are being asked to approve the Change as well as the DNOs because the Shipper community is impacted by the Change.

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

DNO and Shipper Representatives were asked to support the Change Proposal proceeding into the Capture phase. The vote was taken by exception and a 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
Ross Easton	2	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>DNO 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>

**3.1.2 XRN5505 – Amendments to v24 of the Service Description Table – For Information**

Dave Addison (DA) presented this Change to the Committee advising it was for information only and advised the Change details the inclusion of a number of new service lines to the DSC Service Description Table and will be presented DSC Contract Committee on 18 May 2022 for approval. The Change Proposal includes a number of new service lines to the DSC Service Description Table and some wording is to be updated, once all REC related service lines that are to be amended, have been identified.

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

**4. Design & Delivery**

**4.1. Detailed Design – For Approval**

**4.1.1. XRN4978 - Notification of Rolling AQ value**

Jon Follows (JF) provided an update to this Change Proposal, advising he would be seeking approval of this proposed design. JF clarified that one comment was received from Centrica during the consultation phase which has been responded to.

OC confirmed that the size of the files were a concern and added Centrica are fine with the NRL files but sometimes there is a further file that can be sent afterwards. OC added that the delivery of the design was not clear if something might need be built to support the new files being received and the differing sizes.

PO advised the structure of the NRL file has been retained and in order to minimise the impact CDSP will only be sending across those delta files when appropriate.

JF offered to discuss further offline with OC.

Shipper members were asked to approve the Detailed Design. The vote was taken by exception and a 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
Ross Easton	2	For
<b>Total</b>	<b>6</b>	<b>For</b>

#### **4.1.2. XRN4990 – Transfer of Sites with Low Read Submission Performance -MOD0664**

JF provided an update for this Change Proposal and advised he would be seeking approval of this design. JF clarified that comments were received from Centrica and EDF during the consultation phase, the responses have been published in the Change packs.

OC highlighted that what is being provided at the moment is not providing the clarity that is being asked for and she will need to have more detail and clarity going forward.

When asked, PO clarified that if there is a deferral for approving the Detailed Design today, it would not impact the timeline for November 2022 implementation.

Committee Representatives agreed unanimously to defer approving the Detailed Design until the next meeting in June 2022 once clarity on the comments made has been provided to EDF and Centrica.

#### **4.1.3. XRN5298 - H100 Fife Project Phase 1**

JF provided an update to this project and confirmed it is proposed it would be included in the November 2022 Release.

When Claire Louise Roberts (CLR) asked for confirmation of how many MPRNs parties are going to have for the trial, PO advised that has not been identified at this time.

Sally Hardman (SH) advised that the area is around 1000 sites in total for the trial, with the aim of selecting 300 of those sites to use hydrogen. SH confirmed that engagement with Shippers and Suppliers will be made well in advance of go-live which is anticipated to be around Spring 2023.

Tracey Saunders (TS) formerly noted that Northern Gas Networks support for this Change Proposal.

OC noted that the Modification consultation is still open and does not close until 20 May and that Centrica are still working through all of the impacts, the detail from their internal review has not yet concluded and whereas they generally support the Change Proposal, they are not in a position to provide such support at this meeting.

CLR agreed with OC and advised she would not be looking to vote on this today because the Modification consultation is still outstanding.

PO agreed it would be sensible to defer approval of the Detailed Design until the consultation period has closed and any associated impacts identified if any.

When CM asked if Suppliers Systems costs are to be funded by the project, SH advised those costs would not be covered.

OC asked if stranded meter costs would be covered by the project, SH clarified they should be covered by the project, the process will be as-is and accommodated for.

The Shipper and DNO members formerly agreed to defer approval to either an adhoc meeting to be held after the June UNC Modification Panel or the July DSC Change Management Committee meeting.

#### **4.1.4. CSSC – GES Online Portal REL Address Display Order**

*As part of consequential changes arising from CSS, a new function is being incorporated into the GES Online Portal (currently DES) to enable Shippers and Suppliers to search for REL Addresses. This is to be used to support the new CSS switching process.*

*It has been identified that the order in which REL Addresses are to be displayed in the GES Online Portal will, in most cases, not display in the correct order. This change is to re-order the address fields to ensure that they do appear in the correct order in most cases.*

Michael Payley (MP) advised that as part of consequential changes arising from CSS, a new function is being incorporated into the GES Online Portal (currently DES) to enable Shippers and Suppliers to search for REL Addresses. This is to be used to support the new CSS switching process.

It has been identified that the order in which REL Addresses are to be displayed in the GES Online Portal will, in most cases, not display in the correct order. This change is to re-order the address fields to ensure that they do appear in the correct order in most cases.

Shipper Members were asked to approve the Detailed Design. The vote was taken by exception and a 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
Ross Easton	2	For
<b>Total</b>	<b>6</b>	<b>For</b>

#### **4.1.5.CSSC - Transition and Cutover BRD**

*The purpose of this business requirements document (BRD) is to ensure that the high-level business requirements associated with the transition and cutover phases of the switching programme changes have been captured, and to clearly specify these requirements to provide an understanding of the consequential change impacts required to support CSS go-live activities.*

*To provide adequate information to enable the industry to undertake analysis of the impacts to their systems and business processes. The contents refer to the business scope of the change and provide descriptions of the business requirements and the relevant implementation timelines.*

MP provided the following update:

No representations have been received although there was one comment which resulted in a very minor change where a referred to T2a, but it was T2.

Shipper Members and DNOs were asked to approve the Detailed Design. The vote was taken by exception and a 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
Ross Easton	2	For
<b>Total</b>	<b>6</b>	<b>For</b>



<b>DNO 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>

**4.2. Standalone Change Documents for Approval (BER, CCR, EQRF)**

**4.2.1.CCR for XRN5341 - UNC745 - Mandatory Setting of Auction Bid Parameters**

Matt Rider (MR) presented the Change Completion Report for this Change Proposal and advised the project is now closed. He advised that forecast spend was £657,000 but actual spend was £451,089 and that funding is 100% provided by National Grid Transmission.

Richard Loukes (RL) thanked Xoserve for completing the project within time and budget.

The National Grid Members were asked to approve the adjustments made and voted unanimously as follows:

<b>Voting Outcome:</b>		
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Richard Loukes	1	For
Bill Goode	1	For
<b>Total</b>	<b>2</b>	<b>For</b>

**4.2.2. CCR for XRN5321 - PAC Ring-Fenced DSC Change Budget 21/22**

David Newman (DN) advised all scope of the project was delivered and funding was spent as costed. Shipper, IGT and DNO members voted to approve on the CCR as follows:

<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
Ross Easton	2	For
<b>Total</b>	<b>6</b>	<b>For</b>
Guv Dosanjh	1	For
Tom Stuart	1	For
Heather Ward	1	For
Kundai Matiringe	1	For
	<b>6</b>	<b>For</b>

**4.3. Project Updates**

**4.3.1. Move to Cloud Programme Update**

Dave Jones (DJ) provided a verbal update and advised the Cloud implementation went live over the Easter weekend and migration was completed with the data successfully migrated.

Since implementation there have been some minor issues with some of the reports, but these have not been technical or infrastructure issues. The project is now 4 weeks into Post Implementation Support (PIS).

CLR asked if some of the recent issues experienced with delays to UK Link files and invoicing issues were as a result of the move to Cloud, DJ confirmed that would be attributable to the move to Cloud and there has been some issues with zipped and unzipped files but that is now fixed.

CLR asked for better communication to be highlighted to Contract Mangers rather than an update on a website going forward.

CLR also noted that she has asked on numerous occasions for the files impacted and the volumes but was told to raise a ticket and expressed her disappointment that it was not made clear that these issues were as a result of move to Cloud and immediate communication is needed in future.

**4.3.2. December 2021 – April 22 Change in design**

Peter Hopkins (PL) provided an update and advised that 7 changes have completed through Detailed Design and 3 have been submitted for consultation and presented for approval today.

- XRN4978 - Notification of Rolling AQ Value (following Transfer of Ownership between M-5 and M)
- XRN4990 - Transfer of Sites with Low Read Submission Performance from Class 2 and 3 into Class 4 (MOD0664)
- XRN5298 - H100 Fife Project – Hydrogen Network Trial

The remaining 4 will be included in the 16 May Change Pack and approval will be sought at the June 2022 DSC Change Management Committee meeting.

#### **4.3.3. UK Link Major Release Scoping**

PH provided an update and advised, with regards to the two options for delivery of the changes (as shown below) discussed at the April 2022 DSC Change Management Committee meeting, there is now a desire to put as much into the November 2022 Release as possible, which will mean that build activity will need to start in June.

A BER for the funding for the November 2022 Release will be presented shortly. Approval was therefore deferred until approval can be sought for the design packs .

##### **Option 1**

Deliver three of the changes in November 2022 then a further two changes in the February 2023 Release.

##### **Option 2**

Deliver five changes in February 2023 and the remaining two in June 2023.

#### **4.3.4. November 2021 Major Release**

PH presented an update on the project and advised the overall plan is green and on track. XRN4992a and XRN5188b were successfully implemented on 23 April 2022.

An incident has recently been raised for XRN4992a relating to the aggregation of the invoices which is currently being investigated.

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

#### **4.3.5. XRN5231 Provision of a FWACV Service**

Tom Lineham (TL) presented the project update for the Provision of a FWACV (XRN5231) and highlighted that a replan is in progress to finalise the revised dates of the project and clarified the project continues to progress key phases/activities, for example UAT assurance, DR/MT, Business Change (inc External Training) and Cutover & Transition planning.

PO noted that there is a lot of detail in the slide and that more detail is provided on a weekly basis to the DNOs and National Grid.

##### **Next Steps**

- Finalise full re-plan from the changes to scope and requirements to define the revised plan and BER
- Continue Cutover & Transition scenarios with NG and DNOs to define scope, plan, and acceptance criteria
- Outstanding DNOs to complete End to End connectivity to provide daily files to remove issue with DR/MT plan
- Continue with UAT assurance, DR/MT, and Business Change planned activities
- Revised BER from re-plan to be approved at an extraordinary Change Management Committee (to be agreed)

#### **4.3.6. NG Horizon Plan**

Hannah Reddy (HR) presented the National Grid Change Horizon Plan and advised:

- The Gemini Spring 22 Release (XRN5393) is on track.

- The Flow Weighted Average CV (FWACV) (XRN5231) plan is showing at risk as advised in the previous agenda item 4.3.6 update.
- The Gemini Change Programme Sustain has been implemented as scheduled although the Site Minder failed to implement, and the project team are now looking for the route cause and a replan for that implementation.

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

## **5. Non-DSC Change Budget Impacting Programmes**

### **5.1. CSSC Programme Update**

Emma Lyndon (EL) provided an update on the CSSC Programme Dashboard Update project and noted the project is tracking green status.

EL provide confirmation that CRD129, which addresses 100% of messages at gate closure (18:00hrs) has been presented to Ofgem who have confirmed that CRD129 will be progressed as a post programme CR as a REC release.

EL advised the project has raised a Change Request to have the ability to re-send a secured active message and is hopeful this ability might be provided in PIS.

#### **Transition Stage 2**

EL confirmed this was implemented successfully over the bank holiday weekend:

- API's are now operational. There is data flowing between CSS and Xoserve.
- Registration data is being provided to CSSP on a fortnightly basis and will continue up until go-live.
- Transition Stage 2 was the capture of date from the bulk data load; 800,000 records have been provided to CSSP.

#### **High-level design**

EL advised of the creation of a suite of APIs that have been requested. They have been in the sandbox and development portal. There has been minimal parties building the API's, and once they are live there will be a cost to servicing them.

EL advised she is reaching out to all parties to understand if they are looking to use the APIs that are being built, any of the API's that parties are not looking to use, the API will be built and can be made live if anyone wants them in the future.

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

### **5.2. CMS Rebuild Update**

Linda Whitcroft(LW) presented the progress of the CMS Rebuild to date and advised the CMS Rebuild Team continue to build out the foundations of the new CMS and the Shipper raised MNC (Meter Number Creation) Process and work is also continuing defining the requirements for the Supplier Theft of Gas process.

The Customer Focus Groups have now been set up and communicated, the first one was held on 06 April 2022, future dates are as follows:

Date	Time Start	Time end
10/06/2022	10:00	11:00
06/07/2022	10:00	12:00
09/08/2022	10:00	12:00
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

Further updates will be provided to the June 2022 DSC Change Management Committee.

## 6. Any Other Business

### 6.1. KVI Survey

RT advised that the Q4 Change Survey has been published and can be found here: <https://www.surveymonkey.co.uk/r/KVISurveyApril2022>.

### 6.2. Budget Appeal Update

Kundai Matiringe (KM) requested an update on the recent Budget appeal, OC advised that there has been a change of personnel at Ofgem and the lead for the appeal is now David O’Neil and she is now pressing for some engagement on the matter.

## 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 08 June 2022	25 May 2022 (due to Spring Bank Holiday 02 & 03 June 2022 )	Microsoft Teams	Standard Agenda
10.00 Wednesday 13 July 2022	04 July 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 10 August 2022	01 August 2022	Microsoft Teams	Standard Agenda
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 11 May 2022)**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Min Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
<b>0105</b>	<b>11/05/22</b>	<b>2.2</b>	<b>Change Pipeline</b> - Xoserve (PO) to review how the Change Pipeline information is presented/delivered going forward	Xoserve (PO)	<b>Pending</b>