Joint Office of Gas Transporters

UNC DSC Change Management Committee Minutes
Wednesday 12 January 2022
Via teleconference

Attendees			
Bob Fletcher (Chair)	(BF)	Joint Office	Non-Voting
Karen Visgarda (Secretary)	(KV)	Joint Office	Non-Voting
Shipper User Representatives (Voting)			
Claire Louise Roberts (Alternate for Oorlagh Chapman until 13:30pm only)	(CLR)	Scottish Power	Class A x 2 Voting + *Class C Voting*
Oorlagh Chapman (from 13.30pm)	(OC)	Centrica	Class A Voting
Ross Easton	(RE)	Total Gas & Power	Class B Voting
Alexander Mann	(AM)	Gazprom	Class B Voting + *Class C Voting*
Transporter Representatives (Voting)			
Andy Clasper (Alternate for Guv Dosanjh)	(GD)	Cadent	DNO Voting
Helen Chandler (Alternate for Richard Pomroy until 13.45pm)	(HC)	Northern Gas Networks	DNO Voting
Richard Pomroy	(RP)	Wales & West Utilities	DNO Voting
Andrea Godden	(AG)	National Grid	NTS Voting
Richard Loukes	(RL)	National Grid	NTS Voting
Kundai Matiringe	(KM)	IGT Representative	IGT Voting
Heather Ward	(HW)	IGT Representative	IGT Voting
CDSP Change Management Representatives (Non-Voting)			
James Rigby	(JR)	Xoserve	
Paul Orsler	(PO)	Xoserve	
Emma Smith	(ES)	Xoserve	
Observers/Presenters (Non-Voting)			
Charan Singh	(CS)	Xoserve	
Clare Manning	(CM)	E.ON	
Emma Cotton	(EC)	Xoserve	
Emma Lyndon	(EL)	Correla	
Hannah Reddy	(HR)	Correla	
Jack Wilde	(JW)	Northern Gas Networks	
Lee Chambers	(LC)	Correla	
Michael Payley	(MP)	Correla	
Rachel Taggart	(RT)	Xoserve	
Sally Hardman	(SHa)	SGN	
Simon Harris	(SH)	Xoserve	
Steve Pownall	(SP)	Xoserve	
Tom Smart	(TSm)	Xoserve	
Tom Stuart	(TS)	Wales & West Utilities	
Tracy O'Connor	(TOC)	Correla	

Vikki Orsler	(VO)	Xoserve	
Copies of all papers are available at: http://www.gasgovernance.co.uk/dsc-change/120122			

1. Introduction

Bob Fletcher (BF) welcomed all to the meeting and confirmed the meeting was quorate. He noted that as the Extra Ordinary Panel meeting was still taking place at the start of the ChMC, so a number of the Committee member alternates were present until the Panel meeting concluded.

1.1. Apologies for absence

Guv Dosanjh (Cadent)

Richard Pomroy (Wales & West Utilities)

1.2. Alternates

Claire Louise Roberts for Oorlagh Chapman (until 13:30pm only)

Andy Clasper for Guv Dosanjh

Helen Chandler for Richard Pomroy

1.3. Confirm Voting rights

BF confirmed the voting rights as detailed below:

Representative	Classification	Vote Count
Shipper		
Claire Louise Roberts (Alternate for Oorlagh Chapman until 13:30pm)	Shipper Class A x 2 & *C*	3 votes
Oorlagh Chapman	Shipper Class A	1 vote
Ross Easton	Shipper Class B	1 vote
Alexander Mann	Shipper Class B & *C*	2 votes
Transporter		
Andy Clasper (Alternate for Guv Dosanjh)	DNO	1 vote
Helen Chandler (Alternate for Richard Pomroy until 13.45)	DNO	1 vote
Richard Pomroy	DNO	1 Vote
Andrea Godden	NTS	1 Vote
Richard Loukes	NTS	1 votes
Kundai Matiringe	IGT	1 vote
Heather Ward	IGT	1 vote

1.4. Approval of Minutes (08 December 2021)

The minutes from the 08 December 2021 meeting 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.

JR noted there had been 6 approvals since the last meeting.

JR advised as the end of the financial year was approaching, he wanted to overview the percentages of budget versa spend to date, as detailed below:

- Shippers 64% budget spent to date
- DNOs 100% budget spent and an overspend status
- IGTs 17% budget spent to date

- NTS 0% to the budget spent to date

JR said that this was the expected status for the end of March 2022.

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, noting there had been several new Modifications (including Urgent) submitted in the later part of December 2021 which had triggered new Change Proposals (CPs) in the DSC process.

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 XRN XRN5454 Supplier of Last Resort (SoLR) Reporting Suite

James Barlow (JB) explained that this change was seeking to define a suite of reports that a prospective/appointed SoLR may expect to obtain to support their bidding process. He added that subsequently, during the period immediately following the notice of their appointment, having been issued to the CDSP by Ofgem, and until every registration has transferred from the failed Supplier (either to the SoLR or to another Supplier).

JB added that it was expected that this service would be an enduring service and would form part of the Gas Enquiry Service following implementation of CSS.

Shipper members were asked to approve the proposed solution to move into Capture.

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

Members voted unanimously in favour as follows:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Claire Louise Roberts (Alternate for Oorlagh Chapman)	3	For
Ross Easton	1	For
Alexander Mann	2	For
Total	**6**	For

3.1.2 XRN XRN5463 Technical Debt reduction- Prime and Sub process enhancement

James Barlow (JB) explained that in the Prime & Subs portfolio (Subdeduct metering arrangements), the below scenarios had been identified where the reconciliation process was not working as expected:

- *When a sub site was Isolated, consumption of the isolated sub site was not taken into account for the net-off calculation which then feeds into downstream processes such as Reconciliation and AQ calculation*
- *Read replacement on sub sites did not trigger re-reconciliation. Net-off consumption should be re-calculated for the prime sites based on the read replacement on sub sites.*

JB explained the above scenarios were currently manually monitored and corrective actions are taken accordingly. However, delays in manual resolution could impact timely reconciliation of Prime & Sub meter points. JB noted the change sought to enhance the reconciliation process for Prime & Sub sites within the CDSP central systems to remove the need for manual monitoring and data correction.

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

Shipper members were asked to approve the proposed solution to move into Capture.

Members voted unanimously in favour as follows:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Claire Louise Roberts (Alternate for Oorlagh Chapman)	3	For
Ross Easton	1	For
Alexander Mann	2	For
Total	**6**	For

3.1.3 XRN5464 Technical Debt reduction – Enhancement to asset exchange process for Class 1 and 2 Meter Points

James Barlow (JB) explained when an RGMA exchange request is received for a Class 1 or Class 2 Supply Meter Points (SMP), existing reads associated with the previous asset are cleared from new device installation date +1 up to RGMA processing date but not re-populated.

JB noted this change sought to ensure that the read history of a Class 1 or 2 SMP, following meter exchange, is populated with accurate estimated reads in a timely manner and these are issued to the Shipper and Daily Metered SMPs via existing file interfaces (MDR/DDR). This will ensure that all parties have an accurate view of the read history, future estimated reads are accurate and any associated risk on submission of future actual reads is reduced.

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

Shipper members were asked to approve the proposed solution to move into Capture.

Members voted unanimously in favour as follows:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Claire Louise Roberts (Alternate for Oorlagh Chapman)	3	For
Ross Easton	1	For
Alexander Mann	2	For
Total	**6**	For

4   Design & Delivery

4.1   Change Updates

4.1.1 XRN4992a - Creation of new charge to recover LRSP - Current position and next steps

Simon Harris (SH) explained at the December ChMC meeting, Change Managers approved XRN4992a (interim solution) moving into detailed design.

SH provided an overview of the latest status as detailed below:

- *Modification 0687V - Creation of new charge to recover Last Resort Supply Payments is currently out for consultation due to be discussed at an Extraordinary Panel on 12 January.*
- *Since the last ChMC, Modification 0797 - Last Resort Supply Payments Volumetric Charges has been raised and granted Urgent Status by Ofgem.*

- *Xoserve have assessed the Urgent Modification 0797 and provided that the monthly Last Resort Charge calculation is based upon a single monthly snapshot of each User's portfolio, Xoserve will be able to utilise the proposed interim solution for XRN4992a.*
- *Ultimately, the interim solution for 0687V and 0797 are the same but utilises different data to apply the SoLR Customer Charge. To confirm, the interim solution proposes that new Charge Types will be created for the SoLR Customer Charge, and these will be invoiced via the Request to Bill (RTB) process.*

SH then overviewed the proposed next steps as detailed below:

- *Xoserve will continue progressing through detailed design for XRN4992a (interim solution). This solution should be suitable for either Modification (0687V or 0797).*
- *Panel will make a recommendation on Modification 0687V and Urgent Modification 0797 at the Extraordinary Panel on 12 January 2022.*
- *Following this, a decision is expected from Ofgem regarding which Modification will be implemented (expected 20 January 2022), the CDSP will still look to deliver the XRN4992a solution by 01 April 2022 in line with the Authority decision, modification implementation date and industry expectations.*
- *A Change Pack will be issued in January providing users with further details on the XRN4992a interim solution and specify the differences between the two Modifications (however it's expected that CDSP process impacts for Shippers will not differ between Modifications).*
- *Once an Ofgem decision is made, a further Change Pack will be issued, confirming the solution and process in line with the Modification which has instructed to be implemented by the Authority.*

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

4.2 Detailed Design
4.2.1 XRN5368.2 Gemini Single Sign-On

Emma Cotton (EC) provided a high-level verbal update and explained there would be a single sign on with matching Gemini and Citrix IDs, which will mean the multi factor authentication can used without the IX route.

EC advised users will need to download an app to access the self-service password reset function. She confirmed that user trials would be taking place on 28 February 2022 and all the associated information would be included in the Change Pack.

Shipper, DNO and NTS members were asked to approve the proposed solution to move into Capture.

Members voted unanimously in favour as follows:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Ross Easton	1	For
Alexander Mann	2	For
Total	**6**	For
Transporter Representatives	**Voting Count**	For
Andy Clasper (Alternate for Guv Dosanjh)	1	For
Helen Chandler (Alternate for Richard Pomroy)	1	For
Andrea Godden	1	For
Richard Loukes	1	For

Total	4	For

4.2.2 UK Link Manual

Michael Payley (MP) explained there were some changes needed in the UK Link Manual and these were:

- To remove the elements that are in the UK Link Manual and transpose them into REC.
- To include references to API's.

Shipper members were asked to approve the proposed solution to move regarding UK Link Manual changes.

Members voted unanimously in favour as follows:

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

Project Updates

4.2.3 XRN5231 Provision of a FWACV Service

Lee Chambers (LC) explained the overall status was set to amber due to multiple phases progressing in parallel and the need to baseline the Dual Run, Cutover & transition phases, and Go Live date.

LC provided an overview of the present activities as detailed below:

- *Build completion now 05/01/22 to incorporate several CRs (inclusive of Gemini Consequential Changes)*
- *System Testing due to complete by 07/01/22 (1 week extension to plan but no overall impact)*
- *System Integration Testing due to commence on 04/01/22 (1 week behind plan but no overall impact)*
- *Gemini Consequential changes tracking to plan, and System Testing completed on 27/12/12*
- *Focus Groups for project continued through December 21 with National Grid and DNO reps*
- *Dual Run and Market Trials approach discussed at Focus Groups with approach published on 24/12/21. Planned start of testing is 10/01/22*
- *Cutover and Transition Approach to be shared for review & approval by 31/01/22*
- *Notional Implementation date set for 26/03/22, contingency options defined and shared to Focus Group. To be discussed further with DNOs & National Grid*

In relation to potential risks, LC overviewed these as below:

- *There is a risk that change congestion with UK Link move to Cloud, Gemini Regulation and Sustaining change during Q1 & 2 2022 where cutover and implementation dates may need to be prioritised*
- *There is a risk that until the transition and cutover approach is agreed between Xoserve, National Grid and the DNOs to confirm the length of Post Implementation Support and what support dependencies are required from National Grid as the existing service provider*
- *There is a risk that National Grid have served notice to terminate the current Flow Weighted Average CV service on the 31 March 2022 and the project plan does not meet an implementation date*
- *of the new service from the 01 April 2022, resulting in the need to negotiate an extension of the service by National Grid.*

Paul Orsler (PO) explained that this was a very complex deployment, and this was the reason a contingency was needed with regards to an extension to the existing service.

Richard Pomroy (RP) said that in normal circumstances there would be a redeployment date of 2 weeks later and so why was this not possible. LC said that normally this was possible, but due to the amount of change in Q1 and Q2 regarding the Cloud and other projects in April 2022, was the reason why the overall activities and interdependencies needed to be assessed and understood from an impact perspective, prior to making the go live decision.

Tom Stuart (TS) asked about the schedule integration testing and dual running aspect. LC said that a different platform was being used for the dual run market trials and that the SAT would be concluded on the 14 January 2022.

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

4.2.4 November 2021 Major Release

Tracy O'Conner (TOC) provided an overview of the November 2021 Major Release and explained it was presently on track with a green status and that the replan had now been approved and re baselined.

TOC provide the status update as detailed below:

XRN5142:

- *First usage complete 03/12/21*
- *Final usage (.IQL) to be completed 31/01/22*

Deferred Changes:

- *Re-plan is approved and re-baselined*
- *Additional regression testing cycle has commenced; expected completion 13/01/21*
- *Preparation for go-live is in progress for 22/01/22*
- *Revised data cleanse plan will be shared via email; expected issue 07/01/22*
- *Implementation Approach updated and shared in the following slides*

XRN4992a:

Historical report testing completed; reports are being run in production to validate before sending to the DNO's by 10 January 2022.

XRN5188b:

- *Impact assessment currently being progressed to bring into scope of November 21*

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

Implementation Approach

TOC provided an overview of the implementation approach, and drew attention to the High-Level Implementation Timeline as detailed below:

The implementation for the 5 changes consists of code transports for BW, and ISU, Control M, AMT systems, UK Link Oracle web centre (DN Portal)
Go Live 22/01/22
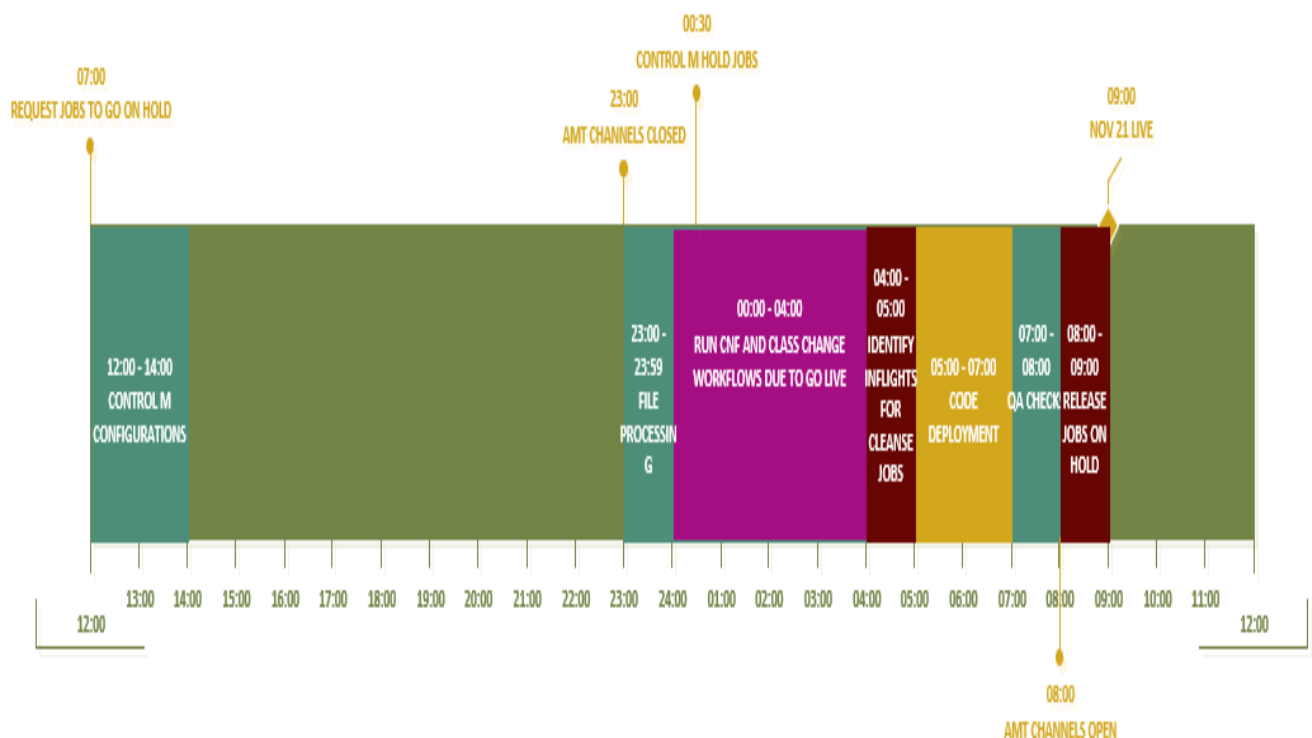
4.2.5 June 2021 Major Release

TOC provided the summary as below:

- *Project On Track*
- *Post Implementation Support (PIS) period 3 successfully concluded on 10/12/21*
- *Project closedown activities have commenced*
- *Planned submission of Change Completion Report to ChMC in February 2022 for approval*

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

4.2.6 NG Horizon Plan

Hannah Reddy (HR) provided an overview the National Grid Horizon Plan timeline

For further details, 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 a verbal update on the CSSC Programme Dashboard Update project including a summary of the progress to date and noted that due to the Christmas Break nothing had changed from the last meeting.

EL reiterated that the go live date was still the 18 July 2022 and that this was being presented to the Delivery Group in January 2022 for approval. EL added that the project was about to enter into the Transition Testing stage.

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

5.2   Move to Cloud

EL provided a verbal update and said that she was reiterating all the messages from the December meeting and as per the December Change Pack, which will itemise what will happen from a customer perspective during cutover.

RP asked if the move to Cloud was a programme risk to the CSS. EL said it did have the potential with the short timeline, however due to the fact the move Cloud had been put back slightly there was now little risk to CSS and the Cloud and CSS teams were working together, so there should be no colliding.

EL stated the move to Cloud would take place on 15-18 April 2022 over the Easter weekend break with the portal elements moving on 09 May 2022.

EL said that this information had already been shared and overviewed with the DSG meeting and it would also be shared at the DSC CoMC on the 19 January 2022.

6   Any Other Business

6.1   SMART Meter Register

Claire Louise Roberts (CLR) confirmed this item had been deferred and should be removed from the agenda going forward.

7   Diary Planning

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

Time/Date	Venue	Programme
10.00 Wednesday 09 February 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 09 March 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 13 April 2022	Microsoft Teams	Standard Agenda

10.00 Wednesday 11 May 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 08 June 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 13 July 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 10 August 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 07 September 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 12 October 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 09 November 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 07 December 2022	Microsoft Teams	Standard Agenda