

UNC DSC Change Management Committee Minutes
Wednesday 12 April 2023
Via Microsoft Teams

Attendees			
Rebecca Hailes (Chair)	(RHa)	Joint Office	Non-Voting
Helen Bennett (Secretary)	(HB)	Joint Office	Non-Voting
Shipper User Representatives (Voting)			
Clare Manning	(CM)	E.ON UK Plc	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)			
Guv Dosanjh	(GD)	Cadent	DNO Voting
Tom Stuart	(TS)	Northern Gas Networks	DNO Voting
Richard Loukes+ Alternate for Bill Goode	(RL)	National Gas Transmission	NTS Voting
Michelle Brown	(MB)	Energy Assets	IGT Voting
Kundai Matiringe	(KM)	BU-UK	IGT Voting
CDSP Change Management Representatives (Non-Voting)			
Emma Smith	(ES)	Xoserve	
Jane Goodes	(JG)	Xoserve	
Paul Orsler	(PO)	Xoserve	
Observers/Presenters (Non-Voting)			
Andy Clasper	(AC)	Cadent	
Claire Louise Roberts	(CLR)	ScottishPower	
David Newman	(DN)	Xoserve	
James Barlow	(JB)	Xoserve	
Kate Lancaster	(KL)	Xoserve	
Molly Haley	(MH)	Xoserve	
Rachel Addison	(RA)	Xoserve	
Rachel Taggart	(RT)	Xoserve	
Richard Creswell	(RC)	Xoserve	
Rob Westwood	(RW)	Xoserve	
Sally Hardman	(SHa)	SGN	
Sharon Dudley	(SD)	Xoserve	
Simon Harris	(SH)	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 seven (6) votes.</i></p> <p><i>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/120423</i></p>			

1. Introduction

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

1.1. Apologies for absence

Bill Goode

1.2. Alternates

Richard Loukes for Bill Goode

1.3. Confirm Voting rights

The voting rights were confirmed as below:

Representative	Classification	Vote Count
Shipper		
Clare Manning	Shipper Class A	1 vote
Oorlagh Chapman	Shipper Class A & C	2 votes
Lisa Saycell	Shipper Class B & C	2 votes
Ross Easton	Shipper Class B	1 vote
Transporter		
Guv Dosanjh	DNO	1 vote
Tom Stuart	DNO	1 vote
Richard Loukes + Alternate for Bill Goode	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 note.

1.5. Approval of Minutes (08 March 2023)

The minutes of the previous meeting were approved.

1.6. Review of Outstanding Actions

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

Update: Jane Goodes (JG) introduced the view of the DSC Change Management Procedures document and advised CDSP has been looking at the Change Management Process and the Change Management Procedures document.

This document pulls out the key aspects of the procedures document and outlines what happens as CDSP progresses change including voting for prioritisation; what can be expected from Change Managers; the Lifecycle of change and contact information for the Change Team.

JG confirmed this is now a live document and will be placed on a 6-monthly review cycle. The document has been issued to all DSC Change Managers asking for comments by 26 April 2023.

JG confirmed that CDSP is reviewing all documents that are associated with Change and this is the first one that has been reviewed to report back to the Committee.

As part of this action, Xoserve are also looking at the current documents to see if they are fit for purpose. The High-Level Solution Option Document has been redesigned and published.

High-Level Solution Option Document

Simon Harris (SH) advised a revision has been made to the way that high-level solution options are presented to this meeting and introduced a view of this document. He explained the High-Level Solution Option Document has been created and it outlines high-level information and different solution options way.

SH asked for feedback to be given using the same timeframe as for the Change Management Procedures document (26 April 2023).

Carried Forward

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

Update: Paul Orsler (PO) confirmed, in conjunction with Action 0102, a Guidance Document has been created clarifying how the DSC Voting arrangements work; how decisions are made by the Committee; what those decisions mean, and the implication of funding are included in the document. **Closed**

0102: Xoserve (ES/JMc) and Wales and West Utilities (RP) to discuss the process to amend the current funding arrangements in the DSC Change Management procedures

Update: Paul Orsler (PO) clarified that any change to procedures would be governed by the Contract Management Committee approval process and reassured the Change Committee that updates will be relayed to keep them informed. See Action 0101 update. **Closed**

0201: Xoserve (ES/SH) to provide further clarity around the REC funding and steps to be taken to mitigate the risk to DSC as a result of increased REC related workload at the March meeting.

Update: Kate Lancaster (KL) reported, earlier in the year CDSP started seeing an increase in REC changes which was drawing on CDSP resources. This was discussed at the DSC Change Committee held in March 2023 where a decision was made to utilise resource funds that are available in the Business Plan to support the management of the REC changes without impacting the CDSP portfolio of work. **Closed**

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

Update: An update was provided asking participants if they were able to support periodic face-to-face meetings. Shippers; DNs; IGTs and National Gas Transmission agreed that the September 2023 DSC Change Committee meeting will be held as a face-to-face meeting at the Joint Office. **Closed.**

0301: Xoserve (PO) to provide more visibility of the separate impacts of REC and DSC change on the General Change Budget.

Update: PO requested a month extension for the delivery of this action to May 2023. **Carried Forward**

2. DSC Change Budget Update & Horizon Planning

2.1. General Change Budget

Rachel Taggart (RT) reported there were no changes to report at this stage of the process for BP22.

2.2. Change Delivery Pipeline

A view of the Change Delivery Pipeline was provided which included a delivery plan of all live changes from January 2023 – April 2024.

This was broken down into sections for the following periods: January 2023 – May 2023; June 2023 to February 2024; the Change Backlog Details; and an update on the DSC Change Pack Consultation Plan.

PO referred the Committee to the Change Backlog Details which shows the changes that will start to be reviewed over the course of the next month and the Consultation Plan which details a 2-month view from April 2023 to June 2023.

PO advised that the Rough Order of Magnitude (ROM) was provided to Workgroup which supports XRN5607 - Update to the AQ correction processes (Modification 0816S), CDSP is working to the assumption that the indicative target implementation date will be February 2024.

Please refer to the published slides for full details.

2.3. Retail Energy Code (REC) Changes

Molly Haley (MH) provided an overview of the ongoing REC Changes, providing a table of the Changes in progress, a summary of the related XRN Changes, and Changes under prioritisation review. An additional line had been included to inform the Committee of the expected impact of each change.

It was noted that the CDSP is currently undertaking a review of all REC Changes and have begun removing changes which have been confirmed as having no impact on Gas Services.

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

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

3. Capture

For Information

3.1. XRN5556E CMS Rebuild Version 1.4

CDSP provided an update on the Version 1 CMS rebuild for information, to deliver additional functionality.

Change Description

This XRN will be a child XRN to 5556. Within this version we will strive to deliver additional functionality and processes where possible, however our priority processes are Address amendments (ADD/UNC). Should we have capacity in this version release to include anything additional, this shall be communicated via Change Packs and the forums ChMC, CoMC and the Customer Focus Group.

3.2. XRN5556F CMS Rebuild Version 1.5

CDSP provided an update on the next stage of the CMS rebuild for information.

Change Description

This XRN will be a child XRN to 5556. Within this version we will strive to deliver additional functionality and processes where possible, however, our priority processes are RFA (Request for Financial Adjustment) and CDQ (Consumption Dispute Query) Should we have capacity in this version release to include anything additional, this shall be communicated out via Change Packs and the forums ChMC, CoMC and the Customer Focus Group.

4. Design & Delivery

Design Change Packs - For Approval

4.1. XRN5556.C – Contract Management Services (CMS) Rebuild v1.2 - Revised

An update was provided on the design consultation confirming 2 representations had been received, one approving and the other rejecting the changes and the CDSP noted that approval is being deferred to the May 2023 meeting due to the rejection received.

OC noted that the Centrica rejection highlighted the duplication usage of file type CRF which is already in use and expressed her concern, given this is a significant change, the information being presented does not provide enough detail and should be more transparent. OC added, to look at the slide provided, there is nothing to show what the nature of the rejection is, and this is an opportunity for CDSP to provide that information to enable the Committee to make an informed decision.

In support of the concern raised, Claire Louise Roberts (CLR) advised the Committee used to be provided with more detailed information.

PO noted, whereas CDSP used to include the representation responses as material presented to the Committee, feedback was received that suggested the approach was too much. He advised he is happy to provide more detail to the Committee going forward, however, the material for this meeting has to be created ahead of the consultation close-out, but CDSP have to abide by the 5-day Modification Rule that states material should be provided 5 business days before a meeting to enable sufficient reading time and, as some change requests could have up to 30 responses, it may be challenging to articulate the responses received in the time allotted.

In response, OC objected and suggested CDSP can easily provide a summary table.

Emma Smith (ES) advised that CDSP can put the representations in a summary table, but not as a late paper, therefore, the Committee would need to agree to accept the information at short notice or delay the decision timeline that would need to be made by the Committee.

The Committee also highlighted that the information provided in the material needs to be reflective of the situation, members were still expecting to vote for approval of this change going forward, but seeing as it is being deferred, the agenda and the supporting material should have been updated ahead of the meeting.

CDSP confirmed that more information will be provided from the next meeting in May 2023 onwards by changing the information that is presented and providing more detail in the summary email that is issued.

4.2. XRN5602 – Releasing of unused capacity under specific circumstances (Modification 0818)

Rob Westwood (RW) provided an update on the design consultation confirming two representations had been received, both in support of the change. He advised there is no release date as yet as Modification 0818 - *Releasing of unused capacity under a specific set of circumstances*, is awaiting Ofgem’s decision.

When asked, RW confirmed that the change would be delivered as a stand-alone change, but this would be no earlier than May 2023. If the Ofgem decision is not received in time, as it is an annual process, the next delivery of the change would be planned for May 2024.

Shipper and DNO members were asked to vote to approve the detailed design and progress into delivery, with unanimous approval as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Clare Manning	1	For
Oorlagh Chapman	2	For
Lisa Saycell	2	For
Ross Easton	1	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh (DNO)	1	For
Tom Stuart (DNO)	1	For
Total	2	For

For Information

4.3. Maintenance of a Capacity Plan List

An update was provided for information on the design consultation confirming 1 representation had been received.

4.4. UK Link Manual X09 – X10 Record Cosmetic Update

RW provided an update for information on the design consultation, confirming no representations had been received.

It was confirmed that a UK Link Guidance document has been provided which can be found within the March 2023 Change Pack here: www.xoserve.com/change/change-packs/3148-vo-po-march-2023-change-pack.

Standalone Documents for Approval (BER, CCR, EQR)

4.5. CCR for XRN5595 Changes to the REC Switching Operator Outage Notification Lead Time (R0055)

Molly Hayley - CDSP provided the detailed Change Completion Report (CCR) for approval.

Shipper Members were asked to vote to approve the CCR for the final costs and project closedown as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Clare Manning	1	For
Oorlagh Chapman	2	For
Lisa Saycell	2	For
Ross Easton	1	For
Total	6	For

Project Updates

4.6. November 2023 Release Scope

RW advised that the scope of the release due 04/05 November 2023 will include delivery of the following changes:

- XRN5186: Modification 0701: Aligning Capacity booking under the UNC and arrangements set out in relevant NEXAs
- XRN 5482 - Replacement of reads associated to a meter asset technical details change or update (RGMA)

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

Lisa Saycell (LS) asked, as XRN5482 is proving to be more complex than anticipated, if it gets delayed, is there anything else that can be put in the November release as a contingency? PO clarified there is nothing fully developed and ready for implementation.

RW advised, in addition to the two changes, the intention is to also deliver XRN5604 and XRN5605. The solution options for these changes will be issued in the April Change Pack for approval at the May meeting.

Shipper and DNO Members unanimously approved the Release Scope.

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Clare Manning	1	For
Oorlagh Chapman	2	For
Lisa Saycell	2	For
Ross Easton	1	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh (DNO)	1	For
Tom Stuart (DNO)	1	For
Total	2	For

4.7. February 2023 Release Scope

RW confirmed that the February Major Release (XRN5533) was successfully implemented on 25 February 2023 and that Closedown is now in progress.

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

4.8. March 2023 Adhoc Release

RW confirmed that the March Adhoc Release (XRN5575) had been successfully implemented on 31 March 2023 with a go-live date of 01 April 2023.

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

4.9. June 2023 Major Release Update

Rob Westwood (RW) provided a status update for the June 2023 Major Release (XRN5562) and provided an updated slide for this item.

The overall release is tracking at Green, with the start-up and initiation phases completed and implementation planned for 24 June 2023.

A number of risks and issues have been captured which relate to XRN5186 which is due to be removed from this Release.

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

4.10. XRN5564 Gemini Sustain Plus Programme Update

Rachel Addison (RA) provided a programme update clarifying the Agile Delivery Framework that is being used for the significant upgrade to Gemini.

The overall release is tracking at Green and project updates will be published on the Gemini Changes Overview section of the Xoserve website here: www.xoserve.com/change/investment-change/gemini-changes-overview/.

RA confirmed that it is the intention that all interfaces and file formats will stay the same, it is the User interface that will be the main change with it being more intuitive and slicker, making it easier to use.

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

4.11. NG Horizon Plan

RA provided an updated National Gas Transmission Change Horizon Plan. All work is on track, with no red areas. There have been no material changes since the last update.

RA reported that XRN5579 CV01 Long Term Flow Swap automation was successfully implemented on 19 March 2023.

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

4.12. Data Discovery Platform (DDP) Update

David Newman (DN) provided an update, which included the roadmap showing Product Development and Rollout, the latest sprint updates, Goals and Outcomes.

For detailed information please refer to the published slides.

5. Non-DSC Change Budget Impacting Programmes

5.1. CMS Rebuild Update

Richard Cresswell (RC) provided an overview of the CMS rebuild delivery roadmap and progress to date. JW confirmed work continues with the UK Link change team to deliver two changes that have CMS rebuild impacts. Customer Focus Group placeholders for the remainder of the year have now been issued.

The CMS Rebuild webpages continue to be updated to reflect 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.

6. Any Other Business

6.1. KVI Update

Rachel Taggart (RT) provided a brief overview of the January 2023 KVI Change Management Survey.

The KVI survey will be open between 03 and 17 April 2023.

For further information please refer to the published slides.

7. Appendix

7.1. Data Discovery Platform (DDP)

The release information was provided as an appendix for information.

7.2. Plan on Page (POAP)

The POAP was provided as an appendix for information.

8. Diary Planning

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

Time/Date	Meeting Paper Deadline	Venue	Programme
10:00 Wednesday 10 May 2023	5 pm on Friday 28 April 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 07 June 2023	5 pm on Tuesday 30 May 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 12 July 2023	5 pm on Tuesday 04 July 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 09 August 2023	5 pm Tuesday 01 August 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 13 September 2023 Face-to-face	5 pm Tuesday 05 September 2023	Joint Office Radcliffe House, Blenheim Court,	Standard Agenda

		Warwick Road, Solihull, B91 2AA	
10:00 Wednesday 11 October 2023	5 pm Tuesday 03 October 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 08 November 2023	5 pm Tuesday 31 October 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 13 December 2023	5 pm on Tuesday 05 December 2023	Microsoft Teams	Standard Agenda

DSC Change Action Table						
Action Ref	Meeting Date	Min Ref	Action	Owner	Reporting Month	Status Update
0207	13/07/22	2.1	Xoserve (JG/ES) to assess the DSC Change related procedures and documents to ensure they are still fit for purpose.	Xoserve (JG/ES)	April 23	Carried forward
0101	11/01/23	1.6	Xoserve (PO) to investigate the funding split across service lines to provide greater transparency in terms of cost allocation compared to benefits.	Xoserve (PO)	April 23	Closed
0102	11/01/23	1.6	Xoserve (ES/JMc) and Wales and West Utilities (RP) to discuss the process to amend the current funding arrangements in the DSC Change Management procedures.	Xoserve (ES/JMc) WWU (RP)	April 23	Closed
0201	08/02/23	2.3	Xoserve (ES/SH) to provide further clarity around the REC funding and steps to be taken to mitigate the risk to DSC as a result of increased REC related workload at the March meeting.	Xoserve (ES/SH)	April 23	Closed
0202	08/02/23	6.2	DSC Change Committee Members to provide a view at the March meeting on whether they would like to attend a face-to-face meeting in May/September in Solihull.	All	April 23	Closed
0301	08/03/23	2.3	Xoserve (PO) to provide more visibility of the separate impacts of REC and DSC change on the General Change Budget.	Xoserve (PO)	April 23	Carried forward