

**UNC DSC Change Management Committee Minutes**  
**Wednesday 13 October 2021**  
**Via teleconference**

<b>Attendees</b>			
Loraine O'Shaughnessy (Chair)	(LOS)	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	(OC)	Centrica	Class A Voting
Ross Easton	(RE)	Total Gas & Power	Class B Voting
Alexander Mann	(AM)	Gazprom	Class B Voting + Class C Voting
<b>Transporter Representatives (Voting)</b>			
Guv Dosanjh	(GD)	Cadent	DNO Voting
Richard Pomroy	(RP)	Northern Gas Networks	DNO Voting
Richard Loukes (Alternate for Andrea Godden)	(RL)	National Grid	NTS Voting
Heather Ward (Alternate for Kundai Matiringe)	(HW)	IGT Representative	IGT Voting
<b>CDSP Change Management Representatives (Non-Voting)</b>			
James Rigby	(JR)	Xoserve	
Paul Orsler	(PO)	Xoserve	
Emma Smith	(ES)	Xoserve	
<b>Observers/Presenters (Non-Voting)</b>			
Andy Clasper	(AC)	Cadent	
Charan Singh	(CS)	Xoserve	
Dave Addison	(DA)	Xoserve	
David Jones	(DJ)	Correla	
Ellie Rogers	(ER)	Xoserve	
Emma Lyndon	(EL)	Correla	
Finn Davies-Clark	(FDC)	SSE	
Hannah Reddy	(HR)	Correla	
Helen Chandler	(HC)	Northern Gas Networks	
James Barlow	(JB)	Xoserve	
Jane Goodes	(JG)	Xoserve	
Jack Wilde	(JW)	Northern Gas Networks	
Kate Lancaster	(KL)	Correla	
Lee Chambers	(LC)	Xoserve	
Mark Jones	(MJ)	SSE	
Manisha Bhardwaj	(MB)	Xoserve	
Megan Troth	(MT)	Xoserve	
Mike Orsler	(MO)	Correla	
Rachel Taggart	(RT)	Xoserve	

Richard Hadfield	(RHa)	Correla
Sally Hardman	(SHa)	SGN
Sharman Singh	(SS)	Xoserve
Simon Harris	(SH)	Xoserve
Tracy O'Connor	(TOC)	Correla

Copies of all papers are available at: <http://www.gasgovernance.co.uk/dsc-change/131021>

## 1. Introduction

Loraine O'Shaughnessy (LOS) welcomed all to the meeting and confirmed new Committee members effective from the 1 October 2021, which is published on the Joint Office Website. LOS confirmed the meeting quorate.

### 1.1. Apologies for absence

Andrea Godden, NTS Representative (National Grid)

Jo Williams, Xoserve

### 1.2. Alternates

Richard Loukes for Andrea Godden

Heather Ward for Kundai Matiringe

### 1.3. Confirm Voting rights

LOS advised with the conclusion of the UNC nomination process, there had been no changes to Shipper Members. However, LOS noted that there was a change to constituency voting for Class B, as Alexander Mann (Gazprom) has changed from Class C to B for Shipper representative with effect from 1 October 2021. Therefore, currently there is no Class C Shipper representative.

LOS explained that under the UNC rules, where a constituency does not have votes allocated as in this case Class C, this will be allocated and agreed with the remaining Shipper Constituents. Therefore, Class A and Class B would take 1 vote each. 1 Shipper Class C vote each to a Class A and Class B Shipper representative and before the next Committee meeting the Joint Office would advise the Shipper Members who will get these votes allocated to them.

### Post Meeting Note:

During the DSC Contract Management Committee Meeting held on 20 October 2021, Steve Mulinganie (SM) requested greater explanation and clarification regarding the Class C Shipper vote. He requested the below explanation was encompassed within the DSC Change Management Committee minutes as a post meeting note, to ensure consistency.

LOS explained that under the UNC rules, where a constituency does not have votes allocated as in this case Class C, as there were no member nominations during the election process, the votes will be reallocated as set out in UNC General Terms Section D CDSP and UK Link Annex D2 paragraph 2.2.8. Therefore, Class A and Class B would take 1 of the Class C votes each. This definition of Shipper Classes is detailed below:

#### 2 Shipper User Representatives

##### 2.1 Classes of Shipper User Groups

2.1.1 A Shipper User Group is in Class A if at the Relevant Date the number of Supply Points in respect of which a relevant Shipper User is the Registered User exceeds, in aggregate, one million (1,000,000).

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2.1.2 A Shipper User Group is in Class B if at the Relevant Date:  
(a) it is not a Class A Shipper User Group; and  
(b) in respect of Supply Points in relation to which a relevant Shipper User is the Registered User, not less than fifty per cent (50%) of such Supply Meter Points comprised in such Supply Points are assigned a Market Sector Code indicating the Supply Point Premises are Non-domestic Premises.

2.1.3 A Shipper User Group is in Class C if it is not in Class A or in Class B.

Claire Louise Roberts confirmed she was happy to take the Shipper Class C vote.

Alexander Mann confirmed he was happy to take the Shipper Class C vote.

All Committee members confirmed their agreement with this allocation of the Shipper C vote.

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Representative	Classification	Vote Count
<b>Shipper</b>		
Claire Louise Roberts	Shipper Class A & C	2 votes
Oorlagh Chapman	Shipper Class A	1 vote
Ross Easton	Shipper Class B	1 vote
Alexander Mann	Shipper Class B & C	2 votes
<b>Transporter</b>		
Guv Dosanjh	DNO	1 vote
Richard Pomroy	DNO	1 vote
Richard Loukes (Alternate for Andrea Godden)	NTS	2 votes
Heather Ward (Alternate for Kundai Matiringe)	IGT	2 votes

#### 1.4. Approval of Minutes (08 September 2021)

The minutes from the 08 September 2021 meeting were approved.

#### 1.5. Review of Outstanding Actions

**Action 0801:** Xoserve (PO) to present the CCR for XRN5318 and 5319 – MPID Reassignment of Supplier Short Code and other Party Types and provide feedback from the DSG meeting.

**Update:** Paul Orsler (PO) advised that some progress had been made in relation to the design change and that further discussions were taking place regarding any impacts on the Market Domain Data (MDD). He requested this action was carried forward and said he would provide a consolidated update at the November meeting. **Carried forward**

**Action 0901:** Xoserve (EL) to review testing scenarios and the extent of negative testing and provide details of whether programme is publishing these scenarios.

**Update:** EL confirmed the negative testing scenarios had been tested in the System Integration Testing (SIT) between Landmark and the Electricity Networks together with negative testing scenarios in UAT. EL explained the End to End (E2E) was a Supplier testing phase and it was up to parties to choose and add in tests as appropriate, all these have been supplied to the industry via the Testing Workgroup. This action was then closed. **Closed**

**Action 0903:** Xoserve (JW) to clarify how address data held in CMS is maintained through UK Link and how it correlates with address or meter point location changes.

**Update:** EL explained they had completed the process surrounding the address amendments in CMS and that the Meter Point location and the Read Access Logging (RAL) does not form part of the address assessments at all. She confirmed that this was not the way the RAL was changed and that this must be raised via the CMS Service desk, as this change would have to be reflected in the Switching area. The action was subsequently closed. **Closed.**

**Action 0904:** Xoserve (PO) to clarify when Modification 0759S and associated Gemini changes will be implemented.

**Update:** PO explained this action had been raised by Oorlagh Chapman (OC) regarding the progression of the Modification, and he said had been in discussions with the Gemini Project Team and National Grid regarding this topic. He confirmed the implementation date was April 2022 and that the similar Modifications were being grouped together, which was the most efficient and cost/resource solution. OC thanked PO for the explanation and the action was closed. **Closed**

## 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 the available funds had been impacted by the three Change Proposals (CPs) progressing through the change lifecycle. JR said he would be supplying a more detailed and elaborate update at the November meeting.

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 was little change to the Change Pipeline besides some slight movement in relation to Minor Release 10, due to some of the Modifications now being implemented.

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

3. Capture

3.1. New Change Proposals – Initial Review

3.1.1 XRN5419 Amendments to the DSC Service Description Table to support REC

This item is for information only as Angela Clarke (AC) explained the function and role of SPAA had closed as of the 01 September 2021 as part of the transition to REC, henceforth all the SPAA obligations would now be governed under REC.

AC confirmed a piece of work has been carried out to identify any services within the DSC Service Description Table that had either transitioned to REC or could be removed as they were no longer required and the SDT has been amended to reflect the proposed changes.

For the lines below, Xoserve are seeking approval at the CoMC meeting on 20 October 2021 that the lines can be removed, as detailed below.

Service line with effect from 01/04/21	Service Requirement Description	Proposed change to SDT v19
ASGT-NC SA9-03	Provision of Distribution Network Operator Supply Point count to SPAA Ltd	Remove as REC have confirmed that they do not require this report
ASGT-NC SA9-01	Provision of iGT supply point count to SPAA Ltd	Remove as REC have confirmed that they do not require this report

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

3.1.2 XRN5431 Temporary Community access to pre-COVID AQ values for Shippers

Ellie Rogers (ER) explained this (CP) had been raised to instigate the process to deliver this service to Shippers, as the COVID restrictions may have temporarily impacted the AQ of a Supply Meter Point (SMP), where the Shippers currently could not access the pre-COVID AQ value. She confirmed this request had been received from a number of Shippers to access specific historic AQ that would assist in identifying whether there had been any temporary impact to the AQ because of the COVID restrictions.

ER noted this access would be for a defined period, so these parties may obtain a “pre-COVID AQ” value for SMPs. The Pre-COVID AQ value would be determined as the ‘Rolling AQ’ that was effective on 01 April 2020, having been derived as part of the March 2020 AQ Calculation or earlier. ER confirmed the service will concluded on 01 October 2022.

ER then confirmed the Disclosure Request Report (DDR) was approved by the Contract Management Committee (CoMC) at the September 2021 Extraordinary meeting. Which now allows the CDSP to release the Rolling AQ that was effective on 01 April 2020 to a Shipper where they have requested it.

Richard Pomroy (RP) asked if this information would include information on non-supply points too and ER confirmed this was correct. RP said he would subsequently discuss this matter with REC direct.

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 to the Capture Phase.

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
<b>Total</b>	<b>6</b>	For

**3.2 Change Update – for Approval**

**3.2.1 XRN5235 – Request for access to SOQ data & capacity figures which influence transportation charges**

Simon Harris (SH) provided an update on the CP and explained XRN5235 had originally been raised with the previous title of; “Include SOQ in the “UIG Additional National Data” report (Originally introduced by XRN4806).

The title was amended following a discussion with the Proposer, with the new title better reflecting the scope of the change. He added that more time had been requested to review this CP by the constituents at the last ChMC meeting in September and no further issues had been raised.

SH explained that Gazprom had raised the CP XRN5235 to request access to aggregated SOQ and AQ data to better understand how capacity levels had been changing and how this might affect the annual Distribution Network Transportation.

Claire Louise Roberts (CLR) wanted to know what costs were associated with this change, and SH said these would be provided next month once they had been ratified by the CoMC, however he did not envisage these being high.

Helen Chandler (HC) wanted to know in what capacity the DNs had been informed of this change. SH said that the Charging Managers and the Contract Managers had all been communicated with in this regard.

RP asked if it included the AOs from the IGTs, CSEPS and SH confirmed that this was correct, however he added that the funding element was only from a Shipper perspective, as the permissions aspect was in relation to the DNOs and IGTs.

Both CLR and Orlagh Chapman (OC) asked if only 1 Shipper had requested this specific report and SH confirmed this was correct. CLR and OC felt on this basis, that this matter should proceed via the DSR route instead, as they were not sure if they wanted to fund it. Emma Smith (ES) and Paul Orsler (PO) advised in that case this XRN would be included in the October Change Pack for an initial review to seek wider opinions, with formal approval to be sought once these had been received.

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

**3.3 Change Proposals – Post Solution Review for Approval**

**3.3.1 XRN5377 – Addition of ‘Class’ field to supply point data reports**

PO introduced the CP and explained it was a high-level change in relation to some existing reports, with the addition of a data item, and there were no extra costs.

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

DNO members were asked to approve the proposed solution Option 1, to move to the Capture Phase.

Members voted unanimously in favour as follows:

<b>Voting Outcome:</b>		
<b>Transporter Representatives</b>	<b>Voting Count</b>	For
Guv Dosanjh	1	For
Richard Pomroy	1	For
<b>Total</b>	<b>2</b>	For

**3.3.2 XRN5144- Enabling Re-assignment of Supplier Short Codes (verbal update)**

David Addison (DA) provided an update on this CP and explained that it had been issued within the Change Pack and following the receipt of the representations, it was being re-discussed at the Design Forum in November.

DA explained the 3 options for consideration and again reiterated following the last meeting, that the preference was still Option 2 - *Supplier of Last Resort (SoLR) changes to progress in line with agreed peak Switch Requests, across multiple days, if necessary*, as this still had the greatest level of support. He said that there had been one providing qualified support for Option 2, concerning potential metering data and data access issues, however that Xoserve were assessing alternative options to resolve this potential issue.

DA advised that an area of concern was in relation to the communications between Supplier A and Supplier C (where A was the failed Supplier, and C was a Supplier who was not the SoLR), to enable the flow of messages. These elements were being discussed with Landmark and DCC, and which will be presented back to the Design Forum. DA confirmed that work was continuing with Option 2, even though RECCo preferred Option 3, which would require a reallocation of Supplier ID data, which a number of parties had highlighted was not practical from their system perspective, especially regarding the present (SoLR) process and the industry upheaval currently taking place.

DA said he would provide a further update once the Design Forum had confirmed a delivery date and he added that this was likely to be in a rapid time frame as Ofgem were keen to have this implemented prior to the CSS go live.

#### 4 Design & Delivery

##### 4.1 Design Change Pack

###### 4.1.1 MDD Market Participant Identify Approach Document (info)

Mike Orsler (MO) confirmed that 2 representations had been received and that Xoserve would be seeking approval of the MDD Market Participant Identify Approach Document at the DSC CoMC on 20 October 2021.

OC said that Elly Laurence (EL) from EDF had forwarded some questions in relation to the MDD as detailed below:

*"In section 4.3 reference is made to "UNC Party Role Type" but this is not defined anywhere in document. The only definition we have is in section 4.3 which says:  
". the Market Participant Identity of a UNC Party Role Type (i.e., Supplier, Transporter, IGT or Shipper)."*

*This is not a definition as i.e., means for instance so that means other party role codes that are not on this list could be included without anyone knowing. A row on the table in section 3.1 for an unequivocal list of what roles are "UNC Party Role Types" is required and possibly something in section 6.*

*Also – I cannot see anything in the document that describes whether an MPID which hasn't been deleted can be reallocated to another legal entity (I have fed this back twice now and haven't seen any update). Section 4.3 is all about deleted MPIDs..."*

MO said he would respond directly to EL regarding this matter and reiterated that this would be discussed further at the DSC CoMC next week.

##### 4.2 Standalone Change Documents for Approval

###### 4.2.1 BER for XRN5393 Implementation of NTS Capacity related UNC Modifications

Hannah Reddy, (HR) provided an overview of the BER for CP393, noting it will be a Standalone Release to deliver the system requirements to support the following UNC Modifications:

- UNC Modification 0752S "Introduction of Weekly Entry Capacity Auction"
- UNC Modification 0755S "Enhancement of Exit Capacity Assignments"

- UNC Modification 0759S “Enhancements to NTS Within Day Firm Entry and Exit Capacity Allocations”

HR explained the delivery phase (Analysis through to and including Post Implementation Support) will be 35 weeks. Implementation into Production is proposed as Sunday 24 April 2022.

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

NTS Members was asked to approve the BER for this CP.

Members voted unanimously in favour as follows:

Voting Outcome:		
Transporter Representatives	Voting Count	For
Richard Loukes (Alternate for Andrea Godden)	2	For
<b>Total</b>	<b>2</b>	For

### 4.3 Project Updates

#### 4.3.1 XRN5231 Provision of a FWACV Service

Lee Chambers (LC) provided an update on the CP and explained that National Grid had announced it is to withdraw from providing the Distribution Network Operators (DNs) with the daily LDZ Flow-Weighted Average CV calculation (FWACV) service.

LC advised, that the DN's would become responsible for calculating their own daily LDZ FWACV's and, publishing the information to the Shippers. LC explained the associated 0719R Workgroup has assessed several options that might support the DN's in meeting their FWACV calculation/information provision obligations and through DSC governance the agreed solution option has been taken through the detailed design phase of the project as approved within the EQR.

LC added the DN's had agreed that Xoserve should take the FWACV calculation role over in its entirety from National Grid and Xoserve are working to develop a single option solution.

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

- **BER for XRN5231 Provision of a FWACV Service**

LC explained the BER was to approve the firm costs for the full delivery project to deliver the agreed solution option and the ongoing Manage the Business (MTB) Costs for the service to be operated.

Richard Loukes (RL) queried if it was just a DNO vote and PO confirmed it was, due to the fact there was an impact on National Grid, although they were not paying for it, as that was the DNO's responsibility.

RP said he was not aware that there was any mention of the impact to National Grid and the subsequent consequential changes that were required to Gemini within the Design document. PO said this aspect is presently being discussed with National Grid.

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

DNO Members was asked to approve the BER for this CP

Members voted unanimously in favour as follows:

Voting Outcome:		
Transporter Representatives	Voting Count	For
Guv Dosanjh	1	For
Richard Pomroy	1	For



Total	2	For
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- **Project Update**

LC said the project currently had an amber RAG status and that was driven by the schedule of the delivery solution and that the finalised E2E plan and Engagement Strategy was still on track together with the dual run period.

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

#### 4.3.2 November 2021 Major Release

- **Project Update**

Tracy O'Connor (TOC) provided an update on the November 2021 Major Release and said the RAG status was green and all was on track.

TOC said there had been two issues as below:

- (RTC65631) - Increase in the number of BAU defects being found impacting XRN5072, XRN5007 and XRN5180 during testing. Mitigation, defects are currently all planned to be deployed prior to exiting test
- Issue (RTC66115) - MAP ID changes have not been delivered by third party in time and is now impacting the timelines

TOC explained the mitigation and re-plan milestones had been reviewed and this was why the build milestone was showing as overdue.

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

- **Data Cleanse Approach/ Plan**

TOC said the November 2021 Release project was a major UK Link release, consists of 6 changes, 4 of these changes require a data cleansing where existing UK Link data needs to be profiled and cleaned as part of project cutover/PIS activities.

TOC noted there was a meeting on 25 October 2021 in relation to further discussion regarding this area.

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

- **Deep Dive on 4780C Change Assurance Report & Return to Green Plan**

TOC provided an overview of the key findings from the independent Change Assurance deep dive on XRN4870C. She noted the activity was already underway to return this change to a Green RAG status, the detail of which can be found on the meeting page. TOC said at the time of the meeting, 8 from the total 12 findings had been closed, with the remaining 4 findings expected to be closed by 15 October 2021.

TOC explained that this change to 4780C was a CSSC change that was being delivered in the November 21 Release, as this needed to be live before CSSC goes live and that there was an obligation on MAMs and the CDSP to adhere to the REC code from 07 November 2021. There are various risks highlighted in this report due to the short timelines and complexity of bringing in this new service by 05 November 2021.

TOC overviewed the Key Findings as below:

- After being approved into scope at a relatively late point in the project lifecycle, the project needed to complete several activities in preparation for this change, such as:

## Joint Office of Gas Transporters

- Scope and solution - Aligning the requirements to the agreed solution, configuration of the new service, completion of elements of design
- Planning and Customer - testing of the configuration with MAM/MAPs, performing the end-to-end testing, defining the support model and Customer training activities,
- Governance - risks/issues could have been highlighted earlier to the governance group to manage the direction of this delivery

TOC also provided a high-level overview of the Lessons Learnt topics.

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

### 4.3.3 June 2021 Major Release

TOC provided an update on the June 2021 Major Release, noting it was successfully implemented in June 2021 and noted there are presently no risks or issues at this stage.

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

### 4.3.4 Minor Release Drop 10

TOC provided an overview of the Minor Release Drop 10 and confirmed it was successfully implemented on 04 September 2021, with the post implementation support also successfully completed on 24 September 2021 with no defects raised.

TOC noted the Production of Change Completion Report was in progress and will be submitted to the November ChMC.

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

### 4.3.5 Post CSS Major Releases

Richard Hadfield (RH) provided an update on the post CSS Major Releases and said that approval of an EQR would be sort by the ChCM in November to take all the changes currently 'ready' through to the end of the Detailed Design Phase. PO added that work was presently taking place in relation to a new model to move into the Design Phase and that this would be shared in November.

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

### 4.3.6 NG Horizon Plan

Manisha Bhardwaj (MB) provided an update on the National Grid Horizon Plan.

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 an update on the CSSC Programme Dashboard Update project including a summary of the progress to date and the next steps, noting the project was tracking as green.

EL advised that Ofgem had written out for a view on range of dates and added that all parties had up until 22 October 2021 to submit their preferred dates for transition.

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

### 5.2 Move to Cloud Programme update CMS

EL provided an overview of the move to the Cloud Programme update CMS and explained the programme of work to migrate the UK Link platform to the cloud was progressing well with build and test activities continuing to plan.

EL noted one area of challenge had been the migration of the data in an appropriate time frame, to limit customer impact before the CSS Go Live. EL explained the initial tests had taken over 120 hours to successfully complete the migration, and Correla had not anticipated the activity to take this period of time. EL said that substantial refining and re-testing of the process had now been carried out and this time had now been reduced to 62 hours.

EL explained that to mitigate a requirement for 'non-effective-days', an alternate migration approach of a 'proprietary' migration approach, would be conducted by SAP, was now being investigated. She added to build, test, and assure, this process Correla would need to target a go live cut-over date of 12/13 March 2022. EL noted that this timeline brings the MTC project very close to the currently proposed start of the CSS transition activities which with current timelines, are due to commence on 26 March 2022.

EL advised, that the analysis of the available options would continue throughout October, and Correla would provide checkpoint updates to confirm the following:

- Confirmation of successful test cycle for the SAP solution
- Mitigation options to support CSSC data export transition activities at the end of March should there be any issues with the move to cloud
- Combined dress rehearsal and transition plan for move to cloud and CSSC cutover
- Correla would therefore be able to share a proposed go-live date and solution by w/c 01 November 2021.

JR added that the overall 'want' was to try to protect their customers from 'non-effective-days', so the SAP option was the preferred solution. EL added that she would be writing to the ChMC at the start of November if the SAP Testing Cycles were successful and then she would be able to confirm the March 2022 date. She noted that if there were any issues, then an extra ordinary ChMC meeting maybe required to discuss these.

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

### 5.3 CMS Update

EL provided a presentation on the CMS Update project including a summary of progress to date and next steps.

Helen Chandler (HC) asked as part of the project had any thoughts been discussed as to what other proposals could be included. EL said yes this was under discussion and to date, 500-pound points were based on the CMS processes. HC said she would write to EL directly with regards to her thoughts on this matter.

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

## 6 Any Other Business

### 6.1 REC Change Proposals

SH provided an overview of the REC change proposals status and explained all the relevant information was now on the REC portal. CLR asked if this information would also be available on the Xoserve website and SH said that presently there were no moves to publish this on the website. He added that a monthly update would now be provided, as this topic was now an established agenda item.

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

### 6.2 Project 1stop update

Megan Troth (MT) provided a high-level update on Project 1stop. MT said the top three User Stories had now been prioritised, and work was beginning on improving the customer experience on the Xoserve website. MT added that Xoserve were now focusing on giving the CP pages an overhaul on the website and how specific sections of the Change proposal can be separated out as individual documents.

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

**6.3 Code Administrators Code of Practice (CACoP) – Xoserve attendance September meeting**

LOS explained this topic was following on from an earlier action raised by OC with regards to Xoserve attending a CACoP meeting to discuss the change process, so Xoserve CP updates were included on the Central Modification Register (CMR) moving forward.

JR confirmed he had attended the September meeting and subsequently RT and the Joint Office have now worked together to adapt the CMR to encompass the DSC changes from November onwards. OC thanked all concerned and said now having all the information in one document was going to be very helpful and informative.

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

**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	Venue	Programme
10.00 Wednesday 10 November 2021	Microsoft Teams	Standard Agenda
10.00 Wednesday 08 December 2021	Microsoft Teams	Standard Agenda

**Action Table (as of 13 October 2021)**

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
<b>0801</b>	11/08/21	3.1.6	Xoserve (PO) to present the CCR for XRN5318 and 5319 – MPID Reassignment of Supplier Short Code and other Party Types and provide feedback from the DSG meeting.	Xoserve (PO)	<b>Carried Forward</b>
<b>0901</b>	08/09/21	5.1	Xoserve (EL) to review testing scenarios and the extent of negative testing and provide details of whether programme is publishing these scenarios.	Xoserve (EL)	<b>Closed</b>
<b>0903</b>	08/09/21	5.2	Xoserve (JW) to clarify how address data held in CMS is maintained through UK Link and how it correlates with address or meter point location changes.	Xoserve (JW)	<b>Closed</b>
<b>0904</b>	08/09/21	6.4	Xoserve (PO) to clarify when Modification 0759S and associated Gemini changes will be implemented.	Xoserve (PO)	<b>Closed</b>