

UNC DSC Extraordinary Change Management Committee Minutes
Monday 04 May 2020
Via teleconference

Attendees			
Bob Fletcher (Chair)	(BF)	Joint Office	Non-Voting
Maitrayee Bhowmick-Jewkes (Secretary)	(MBJ)	Joint Office	Non-Voting
Shipper User Representatives (Voting)			
Claire Louise Roberts as Alternate	(CLR)	Scottish Power	Class A Voting
Mark Jones	(MJ)	SSE	Class A Voting
Lorna Lewin	(LL)	Orsted	Class B Voting
Alex Mann	(AM)	Gazprom	Class C Voting
Transporter Representatives (Voting)			
Guv Dosanjh	(GD)	Cadent	DNO Voting
Richard Loukes + Alternate	(RL)	National Grid	NTS Voting
Kev Duddy + Alternate	(KD)	IGT Representative	IGT Voting
CDSP Change Management Representatives (Non-Voting)			
Emma Smith	(ES)	Xoserve	
James Rigby	(JR)	Xoserve	
Paul Orsler	(PO)	Xoserve	
Observers/Presenters (Non-Voting)			
Oorlagh Chapman	(OC)	Centrica	
Shanna Barr	(SB)	Northern Gas Networks	
David Addison	(DA)	Xoserve	
Ed Healey	(EH)	Xoserve	
Ellie Rogers	(ER)	Xoserve	
Jai LeResche	(JL)	Xoserve	
James Barlow	(JB)	Xoserve	
Richard Hadfield	(RH)	Xoserve	
Rachel Taggart	(RT)	Xoserve	
Sally Hardman	(SH)	Xoserve	
Simon Harris	(SH)	Xoserve	
Tracey O'Connor	(TOC)	Xoserve	

Copies of all papers are available at: <https://www.gasgovernance.co.uk/dsc-change/040520>

1. Introduction

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

1.1. Apologies for absence

Stephanie Clements.
 Rebecca Cailes.
 Richard Pomroy.
 Teresa Thompson.

1.2. Alternates

Claire Louise Roberts for Stephanie Clements.
 Richard Loukes for Teresa Thompson.
 Kevin Duddy for Rebecca Cailes.

1.3. Confirm Voting rights

Representative	Classification	Vote Count
Shipper		
Claire Louise Roberts (Alternate for Stephanie Clements)	Shipper Class A	1 vote
Mark Jones	Shipper Class A	1 vote
Lorna Lewin	Shipper Class B	2 votes
Alex Mann	Shipper Class C	2 votes
Transporter		
Guv Dosanjh	DNO	1 vote
Richard Loukes + Alternate for Teresa Thompson	NTS	2 vote
Kev Duddy + Alternate for Rebecca Cailes	IGT	2 votes

2. Implementation Plan November 2020 Change Packs

James Rigby (JR) explained that this Extraordinary DSC Change Management Committee meeting was being held to seek approval for the implementation of the November 2020 Release change pack. He informed the Committee that Xoserve proposes to review these approvals by exception, in accordance with the responses received to the change pack. Where a chance proposal (CP) has blanket approval, Xoserve do not intend to review the responses in detail unless Members request discussion, and the CP will be taken to be approved by the Committee. The Committee agreed with this view.

The following CPs (agenda items 2.1 – 2.4) were therefore unanimously approved by the Committee for implementation:

- **XRN5014 - Facilitating HyDeploy2 Live Pilot**
- **XRN4897 - Resolution of deleted Contact Details at a Change of Shipper event & XRN4899 - Treatment of Priority Service Register Data and Contact Details on a Change of Supplier Event**
- **XRN4992 - Modification 0687 - Creation of new charge to recover Last Resort Supply Payments**
- **XRN4931 - Submission of space in mandatory data on multiple SPA files**

2.5 XRN4871B - Modification 0665 - Changes to Ratchet Regime

Ellie Rogers (ER) briefly introduced this CP which is linked to the related UNC Modification 0665 – Changes to the Ratchet Regime. She explained that Xoserve had been liaising with the DSG (Delivery Sub-Group) about the design specification for this change. The DSG had indicated a view that Option 2 of the solutions presented would be preferable. This view has now been ratified in representations from the industry.

DNO and IGT members were asked to vote on solution Option 2 and unanimous approval was received:

Voting Outcome:		
Transporter2 Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Kev Duddy + Alternate	2	For
Total	3	For

2.6 XRN4941 - Auto Updates to Meter Read Frequency

Xoserve explained to the Committee that this CP, which is related to UNC Modification 0692S – Automatic updates to Meter Read Frequency, received mixed views in responses. As Modification 0692S is awaiting Ofgem’s decision at present, the industry view has overwhelmingly been to delay implementation of this CP until Ofgem’s decision has been received.

JR explained that without Ofgem’s decision, Xoserve could still proceed with delivering this change. However, they would be working at risk.

Shipper Members were asked to vote on approving this CP. With 4 votes in favour of the change, and 2 votes against for approval, the CP was approved by majority vote.

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts (Alternate)	1	Against
Mark Jones	1	Against
Alex Mann	2	For
Lorna Lewin	2	For
Total	4	For

2.7 XRN4801 - Additional Information in DES

JR explained that of the responses received, one for this CP was requesting moving the implementation date for the change to June 2021. Xoserve therefore asked the Committee to vote on whether this change should be included in the November 2020 Release or postponed to June 2021.

Shipper Members voted on whether the CP should be approved for November 2020. Unanimous approval was received:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts (Alternate)	1	For
Mark Jones	1	For

Alex Mann	2	For
Lorna Lewin	2	For
Total	4	For

2.8 XRN4780 - Part C - Inclusion of Meter Asset Provider Identity (MAP Id) in the UK Link system (CSS Consequential Change)

Simon Harris (SH) presented this change.. SH advised that the other comments received were mostly in favour of the change. The response was discussed and the Committee was asked to vote on the proposed solution.

Shipper Members voted on whether to approve the CP for November 2020 Release. Unanimous approval was recorded:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts (Alternate)	1	For
Mark Jones	1	For
Alex Mann	2	For
Lorna Lewin	2	For
Total	4	For

3. November 2020

3.1. XRN5110 November 2020 Major Release Covid-19 Impacts - Capacity to Deliver in November

JR briefly introduced this CP to the Committee. The CP has been raised following consideration of the COVID-19 issues and is proposing to allow customers to consider if the November 2020 release should continue as planned or be postponed to February 2021..

He explained to the Committee that Xoserve had received a number of responses to this proposal. The responses received were a mixed of support and rejection and had not given a unanimous steer on direction as to how the industry wanted to proceed.

Bob Fletcher (BF) asked the Committee whether Members wanted to take a decision at this time or possibly defer to the next meeting as the government might be providing back to work guidelines later this week which might impact Members views. JR clarified that the decision could be delayed to the next meeting as the industry had already agreed the detailed design specifications for delivering the changes in the November 2020 Release. As a result Xoserve were willing to defer the decision on whether the November 2020 Release should continue or be delayed until February 2021. JR explained that the Committee can agree costs and next steps for implementation of the CPs included in this release at the next Committee meeting on 13 May. This matter will be added to the agenda for the next meeting.

The Committee unanimously confirmed they accepted that this item should be deferred to the next meeting.

4. New COVID-19 Change Proposals – Initial Review

4.1. XRN5156 REC121 Report Amendment

SH presented this CP, raised to assess the impact of Covid-19. He explained that it was determined that changes to Formula Year (Billing) Annual Quantity as a result of the COVID-19 situation will impact Distribution Network revenue.

This CP was looking to include Formula Year Annual Quantity and Formula Year Daily Offtake Quantity data items in the REC121 report. Retrospective approval was sought from the Committee.

DN members were asked to vote and unanimously approved:

Voting Outcome:		
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Total	1	For

4.2. XRN5161:

4.2.1. UIG Additional National Data YYYYMM Frequency Change

JR explained that this CP was also raised as a result of Covid-19 to look at increasing the frequency of the UIG Additional National Data from monthly to weekly.

The Committee was informed that Xoserve had been reviewing 3 solution options through DSG in order to develop a recommendation. JR explained that the proposer of XRN5161, DSG and Xoserved have all identified Option 2 to be the preferred solution. The responses to the change pack also support Option 2.

The Committee was asked to vote on solution Option 2 for delivery.

Shipper Members voted to unanimously approve Option 2 for delivery:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts (Alternate)	1	For
Mark Jones	1	For
Alex Mann	2	For
Lorna Lewin	2	For
Total	4	For

4.3. Delivery of urgent COVID related Change Proposals

JR explained that at the next Change Management meeting the Committee should map out what steps to take in order to review and action any urgent CPs that may have been raised.

Xoserve also thanked the Committee and colleagues for supporting this meeting.

5. Any Other Business

5.1 James Barlow (JB) informed the Committee that Xoserve are looking to support UNC Urgent Modification 0723 - Use of the Isolation Flag to identify sites with abnormal load reduction during COVID-19 period. He explained that Xoserve are looking to deliver Rejection Codes for this Modification. This will either be an existing code or potentially there may be the need for a new Rejection Code to be delivered within a short time frame. He explained a decision will be required from the Committee in order to support the modification.

BF clarified this will be dependent on the Urgent Modification being approved by Ofgem. He asked if Xoserve will be ready to take a vote on this on 13 May. ES confirmed they would. This item will be added to the agenda for the next Committee meeting.

2. Diary Planning

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

Meetings will take place as follows:

Time/Date	Venue	Programme
10:0 Wednesday 13 May 2020	Teleconference	Standard Agenda items, and any other matters arising.