

UNC DSC Change Management Committee Minutes

Thursday 05 March 2020

Via Teleconference

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office	Non-Voting
Helen Cuin (Secretary)	(HCu)	Joint Office	Non-Voting

Shipper User Representatives (Voting)

Mark Jones	(MJ)	SSE	Class A Voting
Alex Mann	(AM)	Gazprom	Class C Voting

Transporter Representatives (Voting)

Guv Dosanjh	(GD)	Cadent	DNO Voting
Helen Chandler (for Richard Pomroy)	(HCh)	NGN	DNO Voting Alternate
Richard Loukes	(RL)	NTS Representative	NTS Voting
Kevin Duddy	(KD)	IGT Representative	IGT Voting
Rebecca Cailles	(RC)	IGT Representative	IGT Voting

CDSP Change Management Representatives (Non-Voting)

Emma Smith	(ES)	Xoserve
Paul Orsler	(PO)	Xoserve

Observers/Presenters (Non-Voting)

James Rigby	(JR)	Xoserve
Surfaraz Tambe	(ST)	Xoserve
Sally Hardman	(SH)	SGN

Copies of all papers are available at: <https://www.gasgovernance.co.uk/dsc-change/050320>

1. Introduction

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

1.1. Apologies for absence

Stephanie Clements and Lorna Lewin, Shipper Representatives
Richard Pomroy, DNO Representative
Teresa Thompson NTS Representative
Kirsty Dudley, EON

1.2. Alternates

Helen Chandler for Richard Pomroy; and
Richard Loukes for Teresa Thompson

1.3. Confirm Voting rights

Representative	Classification	Vote Count
Shipper		
Mark Jones	Shipper Class A	1 vote
Alex Mann	Shipper Class C	2 votes
Transporter		
Guv Dosanjh	DNO	1 vote
Helen Chandler (alternate for Richard Pomroy)	DNO	1 vote
Richard Loukes (+alternate for Teresa Thompson)	NTS	2 votes
Kevin Duddy	IGT	1 vote
Rebecca Cailes	IGT	1 vote

2. For Vote

2.1. June 2020 Reduced Scope Market Trials (agenda item 7.2 from 11 February 2020 Change Management Meeting)

James Rigby (JR) explained that due to a clash with the Market Trials for CP/XRN4850 Notification of Customer Contact Details to Transporters with the CSS Market Trials there was a lack of engagement from a Shipper perspective. A Change Pack had been issued with a 5-day consultation for a reduction in scope. JR confirmed that 3 responses had been received with 2 approvals and 1 rejection. Today Xoserve wanted to seek a steer from the Committee on the need to continue to develop market trials and for Xoserve to flag it is reliant on Shippers taking part.

Surfaraz Tambe (ST) explained the importance Shipper involvement. It was noted there was no forth coming views that Shippers would be taking part.

JR enquired from the Shippers present about the interest to participate. Mark Jones (MJ) was not able to provide Xoserve with any confirmed interest as tis had not been discussed at their constituency meeting.

JR confirmed that Xoserve are willing to proceed with the trials for those that want to be involved and asked if the trial without Shippers would be meaningful and be of benefit, bearing in mind the costs involved.

Guv Dosanjh (GD) asked for clarification on the value of the trials without Shipper engagement, JR explained the limitation of the trials without Shippers but that Xoserve would continue if Transporters believed this would be is useful.

ES explained the what UAT processes could take place and the risks associated with the lack of Shipper involvement. ES was keen to understand what Xoserve could do for the Transporters to provide assurance that the process will work as expected.

Helen Chandler (HCh) noted that as this was a new process not just for Transporters but also Shippers and that she would like to see a demonstration that the process works before it is released into the live environment. HCh was concerned about not undertaking trials and the outcomes if Shipper interactions do not work as expected.

Mark Jones (MJ) suggested further discussions are held with the constituencies about the participation with Market Trials.

ES stressed the importance of having a decision by 11 March to allow preparations to start testing. ES believed it would be worthwhile outlining and communicating the risks of not having a full Market trail to ensure these are fully understood.

HCh asked about the reduction in funding with a reduced market trial. ES with no market trial there would be a £77k saving but there would still be some costs associated with uploading files.

Rebecca Cailes (RC) asked about the possibility of testing systems without Shippers. ES explained the data flows and due to the direct customer involvement, there was a view market trials were needed.

HCh believed the market trials still needed to go ahead and if there is a lack of Shipper participation a communication should be issued to explain why certain aspects could not be tested.

ES agreed to communicate that the market trial will go ahead and Xoserve will continue to secure shipper participation.

Representatives were asked to vote continue with Market Trials. This was unanimously by all parties present:

Voting Outcome:	Proceed with Market Trials	
Transporter Representatives (DNO/IGT only)	Voting Count	For/Against
Guv Dosanjh	1	For
Helen Chandler (for Richard Pomroy)	1	For
Kevin Duddy	1	For
Rebecca Cailes	1	For
Total	4	For

5. Any Other Business

None.

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
10:30 Wednesday 11 March 2020	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.

Action Table (as at 05 March 2020)

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
0108	08/01/20	7.8	Xoserve (ES) to ensure Governance Subcommittee reviews the governance arrangements around change assurance and associated health check for development.	Xoserve (ES)	Carried Forward
0110	08/01/20	11.3	Xoserve (DN) to provide an update on timelines for the DDP project or bring the roadmap to the next Committee if it is ready.	Xoserve (DN)	Carried Forward
0201	12/02/20	2.2	Xoserve (SH) to update CP document to reflect the impacted DSC Service area for this change is 7 instead of 4.	Xoserve (SH)	Carried Forward
0202	12/02/20	4.1	Xoserve (PO) to review reporting obligations arising from XRN4645.	Xoserve (PO)	Carried Forward

0203	12/02/20	4.5	Xoserve (SH/ES) to review and answer queries and concerns raised around implementing the proposed solution.	Xoserve (SH/ES)	Carried Forward
0204	12/02/20	4.5	Xoserve (ES/SH) to review making MAMs responsible for providing MAP IDs and regulatory obligations around it at MAMCOP.	Xoserve (ES/SH)	Carried Forward
0205	12/02/20	4.6	Xoserve (ES/RT) to keep this item on Committee agenda until May.	Xoserve (ES/RT)	Carried Forward
0206	12/02/20	7.2	Xoserve (ES/ST) to send out the reduced scope Market Trials including only CP 4850 for consultation, followed by an Extraordinary Change Management Committee.	Xoserve (ES/ST)	Carried Forward
0207	12/02/20	7.4	All parties to provide feedback to Xoserve on training proposals.	All Parties	Carried Forward
0208	12/02/20	8.5	Xoserve (PO) will create consolidated change proposal concentrating on problem statements for DDP issues.	Xoserve (PO)	Carried Forward
0209	12/02/20	8.5	Shippers to contact Xoserve (ES/PO) to get details of funding split.	Xoserve (ES/PO)	Carried Forward
0210	12/02/20	8.5	Xoserve (ES/PO) to work out offsetting cost for the functionality this change will deliver against other changes.	Xoserve (ES/PO)	Carried Forward
0211	12/02/20	8.5	Xoserve (RH) to add a slide to clarify what will be included in the November 2020 Release.	Xoserve (RH)	Carried Forward
0212	12/02/20	9	Xoserve (EL) to clarify Ofgem's comments around CSS delivery.	Xoserve (EL)	Carried Forward
0213	12/02/20	9	Xoserve (EL) to review the position for DNOs if the delivery of other changes have an impact on CSS.	Xoserve (EL)	Carried Forward
0214	12/02/20	9	Xoserve (EL) to provide CSS dashboard to the DSC Change and DSC Contract Committees.	Xoserve (EL)	Carried Forward
0215	12/02/20	10	Xoserve (FC) to include a 'lessons learnt' paper in the Taskforce closedown documents.	Xoserve (FC)	Carried Forward
0216	12/02/20	12	Xoserve to review how they can be clearer when discussing costs which have already spent a proportion of their budget.	Xoserve (ES)	Carried Forward
0217	12/02/20	13.3	Xoserve (PO) to review options for including all communications references to each change.	Xoserve (PO)	Carried Forward