

UNC DSC Change Management Committee Minutes
Wednesday 29 January 2021
Via Microsoft Teams

| 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 | (CLR) | Scottish Power | Class A Voting |
| Oorlagh Chapman | (OC) | Centrica | Class A Voting |
| Mark Jones (Alternate for Andrew Green for Agenda item 3) | (RE) | SSE | Class B Voting |
| Alex Mann | (LS) | Gazprom | Class C Voting |
| Transporter Representatives (Voting)z | | | |
| Guv Dosanjh | (GD) | Cadent | DNO Voting |
| Helen Chandler (Alternate for Richard Pomroy) | (HC) | Northern Gas Networks | DNO Voting |
| Richard Loukes + Alternate for Teresa Thompson | (TT) | National Grid | NTS Voting |
| Rebecca Cailles + Alternate for Kev Duddy | (RC) | IGT Representative | IGT Voting |
| CDSP Change Management Representatives (Non-Voting) | | | |
| James Rigby | (JR) | Xoserve | |
| Paul Orsler | (PO) | Xoserve | |
| Observers/Presenters (Non-Voting) | | | |
| Andy Clasper | (AC) | Cadent | |
| Ed Healy | (EH) | Xoserve | |
| Megan Troth | (MT) | Xoserve | |
| Sally Hardman | (SH) | SGN | |
| Tracy O'Connor | (TO) | Xoserve | |

Copies of all papers are available at: www.gasgovernance.co.uk/dsc-change/290121

1. Introduction

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

1.1. Apologies for absence

- Andrew Green
- Richard Pomroy
- Teresa Thompson
- Kevin Duddy

1.2. Alternates

BF confirmed the following alternates:

- Mark Jones for Andrew Green
- Helen Chandler for Richard Pomroy

Richard Loukes for Teresa Thompson

Rebecca Cailles for Kevin Duddy

1.3. Confirm Voting rights

| Representative | Classification | Vote Count |
|---|-----------------|------------|
| Shipper | | |
| Claire Louise Roberts | Shipper Class A | 1 vote |
| Oorlagh Chapman | Shipper Class A | 1 vote |
| Mark Jones (Alternate for Andrew Green for Agenda item 3) | Shipper Class B | 2 votes |
| Alexander 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 |
| Rebecca Cailes + Alternate for Kev Duddy | IGT | 2 votes |

2. Change Proposal – Post Solution Review

2.1. XRN5142 – New Allowable Values for DCC Service Flag in DXI File From DCC Change Pack

Paul Orsler (PO) presented this Change Proposal (CP). He apologised to the Committee for the delay in submitting this CP for approval.

PO provided a brief background to the CP and explained that this was initially presented to the Committee in September. This CP is updating the allowable values for the ‘DCC Service Flag’ data item in the DXI File Format to be in line with those proposed by *SEC MP077 ‘DCC Service Flagging’*. The new DCC Service Flag should align to what is written in the SEC and allow Users to tell the difference between devices on a Smart Metering System that are active, installed but not commissioned or decommissioned.

PO added that when the scope for the CP was agreed for the November 2021 Major Release by the Committee, Xoserve had not raised the solution option for approval. He apologised for this oversight and noted that since then the solution change pack had received two responses, both of which accepted the proposed solution.

Claire Louise Roberts (CLR) asked if this CP had been raised at the last Committee meeting as she was concerned whether other Shipper parties were aware of it. PO explained that whilst the CP had not been raised at the last Committee meeting, Shipper members should be aware of it as the solution is recommended by DSG as it is aligning the DCC with the Smart Energy Code (SEC) CP which has been approved by Suppliers.

BF asked to clarify if Xoserve were only seeking approval for the solution option. PO confirmed that was correct as the detailed design and the costs for the CP had already been approved by the Committee in November 2020, this element is an oversight and should have been progressed with the other approvals.

Helen Chandler (HC) advised their SEC representative had recommended approval of this CP.

BF asked if this CP was related to UNC Modification 0692 - *Automatic updates to Meter Read Frequency*. PO confirmed that it was related to Modification 0692, in that the appeal against this Modification referenced that should this SEC CP be implemented at the same time as Modification 0692, the appeal would be withdrawn as it was looking to reflect accurate active status against the DCC flag and would make complying with Modification 0692 more manageable. PO also confirmed the implementation date of this CP would be aligned to that of Modification 0692.

Shipper, DNO & IGT members were asked to approve this solution option.

Members voted unanimously in favour as follows:

| Voting Outcome: | | |
|--|---------------------|------------|
| Shipper Representatives | Voting Count | For |
| Claire Louise Roberts | 1 | For |
| Oorlagh Chapman | 1 | For |
| Alexander Mann | 2 | For |
| Total | 4 | For |
| DNO Transporter Representatives | Voting Count | For |
| Guv Dosanjh | 1 | For |
| Helen Chandler | 1 | For |
| Rebecca Cailes | 2 | For |
| Total | 4 | For |

3. XRN5110 November 2020 Change Request

Ed Healey (EH) provided a status update on the November 2020 Major Release. He explained that Xoserve was seeking approval for additional funds to deliver XRN4897/99.

He clarified to the Committee that some issues with these CPs were discovered during Post Implementation testing. To resolve these issues, Xoserve requested approval for an additional £34k from the Shipper Members at the January Committee meeting. However, the Committee asked for further information on the issues identified before they approved the requested funds.

EH added that Xoserve had identified and run 70 scenarios for testing during the different testing phases to facilitate the data cleanse activities. However, they had missed four scenarios which were identified at a later date. To resolve these scenarios, the additional funds were being requested. For a full detailed update on these scenarios, please refer to the published slides on the meeting page.

Shipper Members were asked to approve the additional funding.

BF noted that the Committee was not quorate for a Shipper Members only vote as neither the Class B Shipper Member or alternate were in attendance. Andrew Green confirmed that Mark Jones (MJ) would act as his alternate, and BF confirmed this.

Members voted unanimously as below:

| Voting Outcome: | | |
|--------------------------------|---------------------|------------|
| Shipper Representatives | Voting Count | For |
| Claire Louise Roberts | 1 | For |
| Oorlagh Chapman | 1 | For |
| Mark Jones | 2 | For |
| Alexander Mann | 2 | For |
| Total | 6 | For |

Action Table (as of 29 January 2021)

| Action Ref | Meeting Date | Min Ref | Action | Owner | Status Update |
|-------------------|---------------------|----------------|---|--------------------|------------------------|
| 1101 | 11/11/20 | 7.3 | JR to discuss the CCR for XRN5153 with RP | CDSP (JR) | Carried Forward |
| 1201 | 09/12/20 | 2.1 | JR to provide a projected view of next year's budget at the January 2021 meeting. | CDSP (JR) | Closed |
| 1202 | 09/12/20 | 4.5 | <i>XRN4850 - Notification of Customer Contact Details to Transporters</i> DNOs and IGTs to consider comments made and to revise the proposal for reporting, potentially with 2 reports, one for DNOs and one for SPAA. | DNs and IGTs | Carried Forward |
| 0101 | 13/01/21 | 2.1 | Xoserve (JR) to review the options to host the Budget information on the Xoserve website. | CDSP (JR) | Pending |
| 0102 | 13/01/21 | 4.5 | Joint Office to arrange for an Extraordinary Change Management meeting for Shipper Members only to be held on 29 January 2021. | Joint Office (MBJ) | Closed |
| 0103 | 13/01/21 | 6.2 | Xoserve (JR) to arrange further DSC Governance Sub-Committee meetings. | CDSP (JR) | Pending |