

UNC DSC Contract Management Committee Minutes
Wednesday 14 September 2022
via Teleconference

Attendees			
Yvonne Reid-Healy (Chair)	(BF)	Joint Office	Non-Voting
Helen Bennett (Secretary)	(HB)	Joint Office	Non-Voting
Shipper User Representatives (Voting)			
Oorlagh Chapman	(OC)	Centrica	Class A & C Voting
Claire Louise Roberts	(CLR)	ScottishPower	Class A Voting
Steve Mulinganie	(SM)	SEFE	Class B & C Voting
Transporter Representatives (Voting)			
Ben Mulcahy (Alternate for Tracey Saunders (up to 11am))	(TS)	Northern Gas Networks	DNO Voting
Tracey Saunders (after 11am)	(BM)	Northern Gas Networks	DNO Voting
Sally Hardman	(SH)	Scotia Gas Networks	DNO Voting
Richard Loukes (+ Alternate for Andrea Godden)	(RL)	National Grid	NTS Voting
Kundai Matiringe (+ Alternate for Brandon Rodrigues)	(KM)	IGT Representative	IGT Voting
CDSP Contract Management Representatives (Non-Voting)			
David Addison	(DA)	Xoserve	
David Turpin	(DT)	Xoserve	
Jayne McGlone	(JMc)	Xoserve	
Observers/Presenters (Non-Voting)			
Angela Clarke	(AC)	Xoserve	
Cathy Mullis	(CM)	E.ON	
Claire Hachem	(CH)	Xoserve	
Emma Lyndon	(EL)	Correla	
Hannah Hussanjee	(HH)	Xoserve	
James Rigby	(JR)	Xoserve	
Michele Downes	(MD)	Correla	
Michelle Brown	(MB)	Energy Assets	
Steve Deery	(SD)	Correla	
<p><i>DSC Contract meetings will be quorate where: Committee Representatives of at least three (3) 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 (7) 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-contract/140922</i></p>			

1. Introduction

Yvonne Reid-Healy (YRH) welcomed all to the meeting, confirming the meeting to be quorate.

1.1. Apologies for absence

Andrea Godden
Rebecca Greer

1.2. Alternates

Richard Loukes for Andrea Godden, NTS Representative
Kundai Matiringe for Brandon Rodrigues

1.3. Confirm Voting rights

YRH confirmed the voting rights as detailed below:

Representative	Classification	Vote Count
Shipper		
Oorlagh Chapman	Shipper Class A + Class C	2 votes
Claire Louise Roberts	Shipper Class A	1 vote
Steve Mulinganie	Shipper Class B + Class C	2 votes
Transporter		
Tracey Saunders	DNO	1 vote
Sally Hardman	DNO	1 vote
Richard Loukes (plus Alternate for Andrea Godden)	NTS	2 votes
Kundai Matiringe (plus Alternate for Brandon Rodrigues)	IGT	2 votes

1.4. Approval of Minutes (17 August 2022)

The minutes from the previous meeting were approved.

1.5. Approval of Late Papers

YRH confirmed there were no additional late papers.

1.6. Energy Price Guarantee (DT)

David Turpin (DT) informed the Committee, in light of the recent news and Prime Minister announcement regarding the Energy Price Cap, Xoserve are assisting the Department for Business, Energy and Industrial Strategy (BEIS) in relation to the energy price guarantee and how that might work for the gas side of the Industry.

DT advised that there is very little information that he can share as Xoserve are currently bound by a Non-disclosure agreement (NDA).

DT noted that he will share further detail of what will be put in place and what Xoserve's role will be over the course of the next 2-weeks and further advised that process are required to be put in place as from 01 October 2022 which will result in an urgent change to DSC to put the work that is required in scope.

Furthermore, DT advised that the Industry will be required to provide any funding to set up the scheme. Costs are yet to be confirmed but our initial estimate would be that costs could be, circa £1million.

When Steve Mulinganie (SM) asked for more detail around the scope of work that would cost £1million, DT clarified this would be to deliver the Domestic model and that the Industrial model would be separate.

When Sally Hardman (SH) asked how this will impact any changes that are already in flight, DT clarified that he anticipates the February and June 2023 major releases will continue in their current shape and he does not currently expect any impact on the current major UK Link change programmes.

A Committee member questioned which sector of the Market would be funding the change required, as some constituencies are not party to the Domestic market, DT suggested, to an extent, it is not too dissimilar to CSS funding. However, it was highlighted that those constituencies that are not party to the Domestic market, can utilise CSS which ratifies their part in funding for CSS and noted that this is a Retail issue as opposed to a Settlement issue.

It was recognised there is a need for a clear description of what CDSP are being asked to do and a clear indication of where the funding will be sought from.

DT advised that an urgent DSC Change or Contract may be required over the next 2-weeks depending how Xoserve go about resolving the issue of funding, in order for that to be achieved, one of the following will need to happen:

- Urgent change to the DSC – which could result in an Urgent DSC Change or Contract Management meeting;
- Raise an Urgent UNC Modification to obligate CDSP to carry out the works, or
- Force through REC but this would be more difficult for CDSP to deliver.

New Action 0901: Joint Office (YRH) to inform colleagues of the potential of an Urgent Modification and identify some dates over the next 2-weeks when an urgent DSC Contract or Change meeting could be held.

Post Meeting Note:

YRH informed Joint Office colleagues of the potential Urgent Modification.

[Urgent Modification 0824: - Appointment of CDSP as the Scheme Administrator for the Energy Price Guarantee \(EPG\) for Domestic Gas Consumers \(Gas\)](#) was raised on Friday 16 September 2022, Urgency status has been approved by Ofgem and the Modification is currently in consultation until 12 noon on Wednesday 21 September 2022.

It was agreed that the following decisions will need to be made:

- Agreement the work needs to be done
- What the funding split is – which parties paying

The Committee noted that £1million is a large amount of money and will lessen the change budget.

A Committee member noted that BEIS do not have the powers to change something – they have to have the relevant legislation in place and at such a critical time in industry there is a necessity to make sure everything is in place in the background. DT clarified that this process will be standalone from any existing processes. DT clarified that BEIS are fully aware and are conversing with Ofgem. DT confirmed that CDSP expect that whether it is legislation or otherwise the appropriate controls will be in place in order to deliver the scheme.

TS offered the legal expertise of Joanne Fergusson if any legal advice is required.

This concluded the urgent update from CDSP.

1.7. Bank Holiday Recognition (DA)

David Addison (DA) provided the following information to the Committee in light of the death of HRH Queen Elizabeth II and the announcement that Monday 19 September 2022 has been declared a Bank Holiday:

CDSP have carried out a preliminary assessment of UNC deadlines and have identified that the following processes have already utilised Monday 19 September 2022 as a Business Day and would already have calculated a different outcome had it recognised this date as a Business Day:

- *AQ Corrections to be effective on 1stOctober –some of the AQ Corrections would need to be made effective on 1stNovember–Class Changes.*
- *some changes will have been accepted with insufficient notice.*
- *Transfer Read Dates have been calculated for OPNT Deadlines at D+10.*

Note:

- *Capacity Changes may be accepted with insufficient notice.*
- *Non CSS Supply Point Switches could be accepted with insufficient notice (in the absence of other BHs in this period there should be a satisfactory objection period still).*

As a consequence of the above, CDSP would need to reverse these activities to be compliant with the UNC, there is no precedent for this in the Code.

This will be a significant task to analyse, amend and communicate revised effective dates within potentially very short timescales, so in all probability will have already become effective.

DA explained that, historically, CDSP have notified late Bank Holidays, provided 35 Business Days' notice was available.

DA explained that to be fully compliant with UNC some activities would need to be reversed and that some transactions have been accepted because they were compliant at the time of processing.

DA's original proposal was to, within CDSP systems (UK Link), to keep Monday 19 September 2022 as a Business Day in order to avoid applying retrospective data fixing dates; however, following Committee feedback this proposal has since been reviewed and CDSP will now insert the 19 September 2022 as a Bank Holiday in UK Link systems (this will be updated on 14 September) for UNC for systems and processes and DA advised that any dates already calculated in UK Link will be retained as originally calculated.

It was agreed that DA would provide a brief at UNC Panel on 15 September 2022.

When YRH asked what enduring process is going to be put in place so this can be managed differently going forward, DA advised that would require a Modification for certain processes to be put in place for Short Notice Bank Holiday announcements.

The following actions were agreed:

New Action 0902: CDSP (DA) to issue a communication to DSC Contract Managers setting out how the UK Link System will handle the change from Business Day to Bank Holiday and the impacted processes.

Post Meeting Note:

The communication was issued as planned. **Action 0902 Closed**

New Action 0903: CDSP (DA) to consider a Modification for certain processes to be put in place for Short Notice Bank Holiday announcements.

1.8. Review of Outstanding Actions

0401: *Reference Development of a Memorandum of Understanding for DPM purposes – Xoserve (JMc) and Wales & West Utilities (RP) and Gazprom Energy (SM) to develop an initial draft Memorandum of Understanding (plain English) for consideration at the May 2022 meeting.*

Update: Angela Clarke (AC) confirmed an update will be provided at the next meeting in October in terms of timing with a plan and then more reasonable timescale can be agreed for completion of this action. **Carried forward to October 2022.**

0502: Xoserve (DT) to review the Revised Charging Statement to ensure consistent terminology is used and that it is published once any amendments have been made. (*** A cross referencing exercise to be undertaken against the Budget and Charging Methodology prior to publication**)

Update: DT clarified that when CDSP issue the Revised Charging Statement, (February 2023), he will ensure it is consistent. The first draft of the Business Plan will be communicated towards the end of September 2022. **Carried Forward to October 2022**

0504: Xoserve (DA) to provide an update on the implementation of Modification 0651.

Update: DA advised there is no update for this action and will provide further information at the October 2022 meeting. He advised this action is linked to A.O.B 12.4 & 12.5 below) **Carried forward to October 2022.**

0704: Xoserve (DD) to investigate a different format with which to present the Quarterly Invoicing Update.

Update: AC advised this action refers to a quarterly report and therefore asked for this action to be carried forward to October 2022. **Carried forward to October 2022.**

0801: Xoserve (EL) to discuss with the Resolution Team regarding extending the distribution list for industry communications to additional customer representatives in addition to Contract Managers during the hyper care PIS window for the next 3 months.

Update: AC confirmed this action was completed in August 2022. **Closed**

0802: Xoserve (AC/DT) to discuss including the Efficiency Review Document within the BP23 prior to publication in September.

Update: DT advised, due to other priorities such as the BEIS Energy Price Guarantee work, he has not been able to consider this and suggested it could be put through the change process which will have the benefit of drawing out any budgets for change.

Oorlagh Chapman (OC) noted that this would go against what was discussed and this would not be a satisfactory way forward.

OC referred to a letter from Stephanie Ward (Xoserve Chief Executive Officer), that was sent to herself and Ofgem which details the next meeting with Ofgem is going to be cancelled as Xoserve want to wait for the response of the appeal and wait until Ofgem have made their decision. OC highlighted that she is still meeting with Ofgem despite Xoserve not wanting to.

OC noted she is very disappointed that Xoserve are not willing to address this and that nothing has been completed so far.

In response, DT advised that progression with this action is not for a lack of willingness rather a lack of capacity to carry out the works.

When OC asked how the action is going to be resolved, DT advised that, currently, other things are a higher priority and reiterated that the BEIS work has taken priority. He added he has limited capacity and limited resource.

OC noted her frustration advising this is not a very satisfactory response.

Carried forward to October 2022.

1.9. User Representative Appointment Process

YRH advised the Committee that two Users have come forward to take up membership on the DSC Credit Committee:

- Dan Wilkinson EDF Energy - wishes to extend his membership
- Michelle Brown Energy Assets - new Member request

When YRH asked if there were any objections to the two Users taking up membership as of 01 October 2022, there were no objections from the Committee.

2. Approvals

2.1. YRH confirmed there were no topics needing approval.

3. Business Plan Updates

3.1. BP23 Update

DT advised Xoserve is running slightly behind where we would like it to be and is anticipating it the draft BP23 will be issued the end of this month (September 2022).

DT advised that rather than running updates through the DSC Contract Management Committee, Xoserve will run web sessions in order for a wider audience to join, ongoing dialogue with Centrica is anticipated and the consultation period will run as normal.

4. Retail Energy Code (REC) and Central Switching Service (CSS) Updates

4.1. REC Update

DA provided an overview of the latest update regarding Late Gate Closure and Missing Messages. For the detailed update, please refer to the published slides, DA noted the grey text in the material provided refers to information already provided in previous updates.

'Late' Gate Closure - Slide 2

'Missing' Gate Closure – Slide 3

DA advised as of 08 September 2022 the total of missing messages is 151. DA clarified that as DCC have indicated a fix has been deployed and is awaiting confirmation that as of 25 August 2022 there should be no actual missing registrations.

CRD061 - Slide 4

DA advised CDSP are anticipating the change will be implemented within early Life Support, the implementation date is expected by the end of October 2022.

Next Steps - Slide 5

With reference to XRN5535 - Processing of CSS Switch Requests Received in 'Time Period 5', DA advised that CDSP are using this Change Proposal to assess what needs to be done for the 'missing' Registrations and clarified there is no Retro Registration functionality, therefore a solution needs to be identified. SM advised the solution may include agreement between the parties and may need a Modification to enable CDSP to make the necessary adjustments.

DA noted that there may be circumstances where Shipper/Suppliers may want to assess how their system is configured to assess whether or not re-send functionality is beneficial to them or not.

4.1.1 GRDA Performance

Although this agenda item was not discussed, there is a presentation published on the meeting page that provides an update on Gas Retail Data Agent (GRDA) Performance noting that 38% reported due to Late and Missing Gate Closure Messages; all days have 'sub average' volumes and 100% availability of Gas Retail Data Service (GRDS).

4.2. CSSC Update

Emma Lyndon (EL) provided an overview of the '*CSSC Programme Dashboard*' presentation noting that the overall programme status is green. EL also noted that there has been resolutions to a number of the issues that were highlighted at last month's meeting.

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

4.2.1 CSSC Portal Update

Padmini Duvvuri (PD) provided a Portal Status Update and advised that Phase 1 stabilisation has continued throughout August to support customers with their queries.

Portal connectivity testing will be offered from next week onwards (week commencing 19 September 2022).

A post implementation review has identified learnings which have alleviated similar issues for phase 2. In order to adjust and make process improvements the subsequent migration dates have now moved to October.

For further detailed information regarding the CDSC Portal, please refer to the published presentation material.

When PD advised Xoserve are writing out to all Users closer to the migration, Tracey Saunders (TS) noted that communications for the previous migration was confusing as there was too much information being provided and asked if the DSC Change and DSC Contract Managers can see the comms prior to it going out.

PD agreed to:

- Advise DSC Contract and Change Managers prior to User comms going out
- Share links to where material is getting updated.

5. Class 1 Read Service

5.1. Procurement Exercise – Modification 0710

Jayne McGlone (JMc) advised there is nothing new to add this month and that CDSP are progressing with Detailed Design and the pack is due to be issued November 2022 after it has been presented at the October 2022 DSC Contract Management Committee.

6. Monthly Contract Management Report

6.1. KPM Update

AC provided an overview of the KPM presentation, the presentation can be viewed via: <https://www.gasgovernance.co.uk/dsc-contract/140922>.

AC explained that she will write out to the CoMC once the pack has been published each month to confirm if they would like an SME on the call to answer any questions they may have once they had the opportunity to review it. AC will talk through the summary at the meeting though will ensure that the relevant expert is available to dial in, failing that will take any questions away to be answered post meeting.

Overall Summary

Post Meeting Note:

Updated presentation material was provided post-meeting which is published on the meeting page.

6.2. KPM – Customer Relationship Survey Results September

Discussion due October 2022.

6.3. Contract Metrics

AC provided a high-level overview of the Performance Monitoring, Meter Count Report, and the Customer Highlights.

For full details of the update please refer to the presentation published.

Third Party and Additional Services Reporting

Reporting area	Aug-22	Year to date
Additional Services	£2,687.00	£87,431.00
Third Party Services	£14,176.17	196,137.31

Gemini Performance and UK Link Availability

Gemini service Performance	
Target	Actual
99%	99.79%

UK Link Availability and Performance		
	Target	Actual
Batch Transfer	99%	100%
Service Desk Availability	99%	100%

Meter Count Report (Aug 2022)

AC explained this table represents how many MPRMs are within each class and the % of how many are classed as being Smart Meters.

Class	MPRN Count	Smart Count	Total	Smart %
1	621	0	621	0.00%
2	574	0	574	0.00%
3	186690	4599688	4786378	96.10%
4	12324217	7847557	20171775	38.90%
Total	12512102	12447245	24959348	49.87%

6.4. Xoserve Incident Summary

AC confirmed that all 3 P2 incidents were dealt with in a timely manner.

System Affected	Priority	Impact	Remedial Actions	KPM Breach	Resolved
CMS	P2	Customers and colleagues would have experienced a very slow response when processing contacts.	Full stack restart was performed which did not resolve the issue. Following this, the audit logs were purged, which restored performance temporarily, however the issue did reoccur the following day.	No	Yes
CMS	P2	As above	Full stack restart along with an operating system reboot.	No	Yes
GEMINI	P2	Customers were unable to access Gemini via online screens.	Isolated a problematic node from the cluster. Restart performed during the maintenance window. Node added back to the cluster.	No	Yes

6.5. Customer Issue Management Dashboard

AC provided an overview of the Issue Management Dashboard and noted that this was now in the new format and overviewed the summary as below:

CSSC Files/Processes:

- *Missing Secured Active Messages (SAM's) –Incidents have been raised and escalated. In total there are 150 missing SAM's (at the point of writing these slides).The CSSP have confirmed this is a defect and a fix has been implemented and is being monitored.*
- *Fix for the file sequencing of the new CSS files (ASN, BRR & TMC) is due to be implemented 9 September 2022.*
- *Estimated transfer reads have not been calculated for circa 32,000 Class 3 and 4 MPRNs. Fix implemented & estimates will be calculated & issued. Deadline to complete is 10 September (for AQ and Reconciliation processes)*

GES/Portal

- *Fixes have been deployed to resolve functionality issues during July and August.*
- *Fifteen drop-in sessions held to support and resolve user access issues.*
- *97% reduction of tickets raised during August (circa 22 tickets outstanding)*

Non CSSC

- *Increase in both AQ and Amendment invoice defects. Most defects raised are being identified internally following monthly checks on high value Reconciliation charges AQs/sudden increases in AQ .*

SM requested to see a constituency summary on future reporting. He further explained he would like to see points of interest per constituency group:

- Non Dom Shipper constituents – key facts
- Transporter constituents – key facts
- Domestic Shipper constituents – key facts

Michele Downes (MD) joined the call to explain that the volume of defects are increasing in both AQ and the Amendment invoice, which is a concern, but the number of MPRNs the defects relate to is very low. MD advised there will be planning meeting held next week and a taskforce initiated to deal with these defects.

MD will communicate a summary of the defects and the volume of MPRNs to all DSC Contract Managers.

Amendment defects have also gone up and further information will be included in the update summary.

Post Meeting Update 19/09/2022:

MD Circulated a communication- XCE1975: Update on Current Open Defects Impacting AQ and Reconciliation Processes which was sent to all DSC Contract Managers

6.6. Quarterly Invoicing Update October

AC confirmed this section would be reported on at the October meeting.

7. Information Security Update

No update this month.

8. Financial Information

Next update due December 2022.

9. Business Continuity Plan

Next update due December 2022.

10. Contract Assurance Audit

Hannah Hassanjee (HH) provided a summary of the internal audit for the reporting period 01 April to 31 July and advised there was nothing identified resulting in a less than satisfactory score.

HH advised there are no notable themes in relation to the P2 findings other than making sure that changes to the processes are fully documented.

HH noted that four actions arising from the BCM audit have not yet been completed due to employee absence and transfer of responsibilities.

When SM suggested that the separation of Correla from Xoserve, and the skills that now sit within the service provider, should be considered, HH advised this was detailed as a risk, and has been considered. She further clarified that arrangements are in place to make sure that risks do not materialise, and that knowledge sharing is in place.

HH confirmed she will provide more information on contingencies and mitigations and make sure these are tracked and controls are documented. More information on how that risk is being managed will be provided.

11. Key Committee Updates

11.1. DSC Change Management Committee

James Rigby (JR) provided an overview of the DSC Change Management Committee summary and drew attention to each section and how it was reported following the meeting.

In particular, JR noted the budget movement and Change Pipeline for BP22 and BP23 were discussed.

Budget Plan 2022

JR advised that if no further change is ordered for delivery, by the end of the formula year, unutilised funds will be rebated as follows:

- Shipper 74%,
- DNs 42%,
- IGTs 8%
- NTS 0%

TS asked, in view of the information provided at the start of the meeting relating to the Energy Price Guarantee, is there enough in the budget to cover the funding. JR advised that the 26% uncommitted fund equals just under £0.5million and includes any money that might be required to design and build for the June 2023 Release.

Budget Plan 2023

Discussed budget for 2023, similar size to previous iterations. JR advised that PAC have requested that their budget is ring-fenced, and they have asked for £175k.

The full DSC Change Committee minutes can be found here: <https://www.gasgovernance.co.uk/dsc-change/070922>

DA noted that CDSP are asking the Retail Energy Code (REC) for details of the date when it is being passed over to CDSP, REC have identified there is a missing component in the REC which relates to an update within SPAA which now needs to be updated within the REC process. He noted that CDSP are in the probable position where CSS is going live but with no means of using the process until the REC Regulatory Change has been implemented.

JR advised he needs to review the options with regard to BP23, the funding for the Energy Price Guarantee would need to be accounted for within BP23 and noted there is still plenty of time to do that.

JR added that the BP23 put forward has funds to deliver three major changes rather than two.

12. Any Other Business

12.1. CMS Rebuild Update

Joanne Williams (JW) presented the progress to date of the CMS Rebuild:

- *MNC will be delivered as a soft launch to the Customer Focus Group attendees at the beginning of October [target 10thOctober] where Users can ensure all is working as expected and then it will be rolled out to all customers on the launch date*
- *To accommodate multiple Projects going live in October MNC and SUT will be implemented together on 26thOctober. Change packs have/will be published to ensure all customers are aware and can impact assess any changes. Transition arrangements will be agreed and have been / will be communicated as we move contacts from old CMS to new CMS.*
- *A new parent XRN has been raised as per ChMC in August; XRN 5556. This replaces the previous XRN5343 that was for analysis only. Each release will have its own XRN so that customers can track progress on the Change Page, for Release 1 XRN556.a has been raised.*
- *The September Customer Focus Group will focus on the launch details and the new DUP process which we are targeting to deliver in early December. The high level roadmap can be seen on the next slide, please note that this could change based on Industry priorities and complexities.*

SM asked if there are any firmer timelines other than 'later and a little later' on the Product Delivery Roadmap. confirmed the next plan will include rough dates as CDSP are considering the logical sequence of events before they are launched.

CMS Rebuild webpage (<https://www.xoserve.com/products-services/data-products/contact-management-service-cms/cms-rebuild-product/>) contains the link to register for future Customer Focus Groups.

For full details of the update please refer to the presentation published.

12.2. Potential Conflict of Interest (SM)

SM advised he has had a concern raised by a constituent regarding presentation material being presented by Xoserve but with Correla brand signage.

SM noted that the issue raised is a valid point as there are certain activities (PAFA and AUGE) where Xoserve are relying on a Service Provider that has a greater understanding and questioned if that is fair and acceptable and asked the Committee to consider the challenge put to him that Correla employees that are attending industry meetings and could bid for extra assignments. (Correla could, through participation, gain knowledge that cannot be made available to others).

DA noted that he understands the challenge being made and requested time to provide a more consolidated response.

New Action 0904: Xoserve (DA) to provide a response to the comments made regarding the AOB item 12.2 Potential Conflict of Interest raised by SM.
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12.3. Disclosure of the identity of other Shipper's within a Prime and Sub Configuration – amendment to the DPM (DA)

DA advised the Committee that a Shipper has approached Xoserve to reconcile a Prime Meter Point which means that all meter readings need to be obtained in a 5-day window and that all Prime and Sub meters need to be read.

DA noted he is hoping to do a Data Permissions Matrix (DPM) change to provide the identity of the other Shippers within that Prime and Sub configuration as opposed to raising a Modification to amend Code as currently Xoserve are unable to disclose the Shippers that are within the configuration.

13. Recap of decisions made during meeting

Angela Clarke (AC) provided an overview of discussions, decisions and actions made during the meeting.

14. Diary Planning

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

Time/Date	Paper Publication Deadline	Venue	Programme
09:30 Wednesday 19 October 2022	5pm Tuesday 11 October 2022	Microsoft Teams	Standard Agenda
09:30 Wednesday 16 November 2022	5pm Tuesday 08 November 2022	Microsoft Teams	Standard Agenda
09:30 Wednesday 14 December 2022	5pm Tuesday 06 December 2022	Microsoft Teams	Standard Agenda

Action Table (as of 14 September 2022)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
0401	20/04/22	4.1	<i>Reference Development of a Memorandum of Understanding for DPM purposes – Xoserve (JMc) and Wales & West Utilities (RP) and Gazprom Energy (SM) to develop an initial draft Memorandum of Understanding (plain English) for consideration at the May 2022 meeting.</i>	Xoserve (JMc) & Wales & West Utilities (RP) & Gazprom Energy (SM)	September 2022 October 2022	Carried Forward
0502	18/05/22	3.1	Xoserve (DT) to review the Revised Charging Statement to ensure consistent terminology is used and that it is published once any amendments have been made. (*A cross referencing exercise to be undertaken against the Budget and Charging Methodology prior to publication)	Xoserve (DT)	September 2022 October 2022	Carried Forward
0504	18/05/22	12.5	Xoserve (DA) to provide an update on the implementation of Modification 0651.	Xoserve (DA)	September 2022 October 2022	Carried Forward
0704	20/07/22	6.6	Xoserve (DD) to investigate a different format with which to present the Quarterly Invoicing Update.	Xoserve (DD)	October 2022	Carried forward
0801	17/08/22	1.6	Xoserve (EL) to discuss with the Resolution Team regarding extending the distribution list for industry communications to additional customer	Xoserve (EL)	September 2022	Closed

			representatives in addition to Contract Managers during the hyper care PIS window for the next 3 months.			
0802	17/08/22	3.1	Xoserve (AC/DT) to discuss including the Efficiency Review Document within the BP23 prior to publication in September.	Xoserve (AC/DT)	September 2022 October 2022	Pending
0901	14/09/22	1.6	<i>Energy Price Guarantee</i> Joint Office (YRH) to inform colleagues of the potential of an Urgent Modification and identify some dates over the next 2-weeks when an urgent DSC Contract or Change meeting could be held.	Joint Office (YRH)	N/A	Closed
0902	14/09/22	1.7	<i>Bank Holiday Recognition</i> CDSP (DA) to issue a communication to DSC Contract Managers setting out how the UK Link System will handle the change from Business Day to Bank Holiday and the impacted processes	CDSP (DA)	N/A	Closed
0903	14/09/22	1.7	<i>Bank Holiday Recognition</i> CDSP (DA) to consider a Modification for certain processes to be put in place for Short Notice Bank Holiday announcements.	CDSP (DA)	October 2022	Pending
0904	14/09/22	12.2	Xoserve (DA) to provide a response to the comments made regarding the AOB item 12.2 Potential Conflict of Interest raised by SM.	Xoserve (DA)	October 2022	Pending