Joint Office of Gas Transporters

UNC DSC Change Management Committee Minutes
Wednesday 11 October 2023
Via Microsoft Teams

Attendees			
Rebecca Hailes (Chair)	(RHa)	Joint Office	Non-Voting
Nikita Bagga (Secretary)	(NB)	Joint Office	Non-Voting
Shipper User Representatives (Voting)			
Andrew Eisenberg + Alternate for Oorlagh Chapman	(AE)	E.ON Next	Class A
Ross Easton	(RE)	Total Energies	Class B & Class C
Lisa Saycell	(LS)	SEFE Energy	Class B & Class C
Transporter Representatives (Voting)			
Andy Clasper (Alternate for Edward Allard)	(AC)	Cadent	DNO Voting
Tom Stuart	(TS)	Wales & West Utilities	DNO Voting
Bill Goode + Alternate for Richard Loukes	(BG)	National Gas Transmission	NTS Voting
Kundai Matiringe + Alternate for Michelle Brown	(KM)	BUUK	IGT Voting
CDSP Change Management Representatives (Non-Voting)			
Emma Smith	(ES)	Xoserve	
Paul Orsler	(PO)	Xoserve	
Observers/Presenters (Non-Voting)			
Angela Clarke	(ACl)	Xoserve	
Edward Allard	(EA)	Cadent	
James Barlow	(JB)	Xoserve	
James Verdon	(JV)	Xoserve	
Jo Williams	(JWi)	Xoserve	
John Welch	(JWe)	Corella	
Karl Davidson	(KD)	Corella	
Kate Lancaster	(KL)	Xoserve	
Mark Jones	(MJ)	SSE	
Molly Haley	(MH)	Xoserve	
Rachel Taggart	(RT)	Xoserve	
Rob Westwood	(RW)	Xoserve	
Simon Harris	(SH)	Xoserve	
Slama Akhtar	(SH)	NGN	
Steve Pownall	(SP)	Xoserve	
Vikki Orsler	(VO)	Xoserve	
DSC Change Management meetings will be quorate where: Committee Representatives of at least two (2) shall be Shipper Representatives and three (3) shall be DNO Representatives, NTS Representatives or IGT Representatives, are present at a meeting who can exercise six (6) votes.			

Joint Office of Gas Transporters

1. **Introduction**

Rebecca Hailes (RHa) welcomed all to the meeting and confirmed the meeting was quorate. RHa confirmed Nikita Bagga (NB) would be taking minutes.

1.1. Apologies for absence

Michelle Brown, IGT Representative
Oorlagh Chapman, Shipper Representative
Richard Loukes, Transporter Representative

1.2. Alternates

Andrew Eisenberg for Oorlagh Chapman
Bill Goode for Richard Loukes
Kundai Matiringe for Michelle Brown

1.3. Confirm Voting rights

RH distributed the two Class C Shipper votes randomly to Ross Easton and Lisa Saycell, in accordance with the rules (UNC GT Section D Annex D-2 Para 2.2.9). The voting rights were confirmed as below:

Representative	Classification	Vote Count
Shipper		
Andrew Eisenberg + Alternate for Oorlagh Chapman	Shipper Class A	2 votes
Ross Easton	Shipper Class B & C	2 votes
Lisa Saycell	Shipper Class B & C	2 votes
Transporter		
Andy Clasper + Alternate for Edward Allard	DNO	2 votes
Tom Stuart	DNO	1 votes
Bill Goode + Alternate for Richard Loukes	NTS	2 votes
Kundai Matiringe + Alternate for Michelle Brown	IGT	2 votes

1.4. Approval of Late Papers

No late papers to approve.

1.5. Approval of Minutes (13 September 2023)

The minutes of the previous meeting were approved.

1.6. Review of Outstanding Actions

0602: CDSP Emma Smith (ES) to collate Recognised DDP Pain Points through initial discussions with Oorlagh Chapman (OC) and Clare Louise Roberts (CLR), with a view to setting objectives to achieve the required DDP baseline for parties with large portfolios and provide the Committee with documentation summarising the objectives, actions taken/to be taken

Update: ES highlighted in the discussion that this was to be addressed as standard updates and to be closed as an outstanding action. The Committee agreed closure of this action as Xoserve have been providing subsequent updates. **Closed**.

0701: *DDP Challenges* (linked to Action 0602) Committee members to consider if they support the movement of DDP investment into the General Change Budget.

Update: James Verdon (JV) advised that this is now a discussion information point. At present there has not been any push back and the first draft of the Business Plan has now been published. The coming months will be spent collating appropriate governance processes to continue to deliver DDP in dashboards in an agile manner. Correspondence had been sent out generating a few responses. The Committee agreed closure of this action. **Closed.**

2. **DSC Change Budget Update & Horizon Planning**

2.1. General Change Budget BP23

Kate Lancaster (KL) reported that since the last meeting, the total committee spend had increased by £25K for shippers.

The ChMC Change Budget Spreadsheet has been Changed and updated to now include the non XRN committee spend and the Non Standard Data Items of £110K. The relevant spreadsheet has been separated for each party and broken down to provide the information in a more comprehensible manner.

Please refer to the presentation slides published for a detailed update which contains a link to the aforementioned spreadsheet.

2.2. Change Delivery Pipeline

CDSP provided the Change Delivery Pipeline which included a delivery plan of all live Changes from January 2023 – March 2024.

Paul Orsler (PO) highlighted to the Committee the important Changes including the successful completion of the June Project (Major Release) which has now been closed down. PO referred to the agenda item of approving funds for 2024 Major Release, advising that a placeholder has been included in the delivery plan for XRN5658. At present, this is indicative as CDSP is unsure as to when a decision will be made.

Discussions are ongoing with individual proposers in respect of specific Changes raised to provide further context about Changes which are currently in the backlog, to discuss what the likely next step is. The Changes which are in backlog have been categorised as low priority.

An update was provided on XRN5187, in which PO advised that it was linked to Modification 0696V and can now be withdrawn because Ofgem have rejected implementation of the Modification.

In relation to the DSC Change Pack Consultation Plan, PO presented an update in regard to XRN5585, advising that the intention is to issue for consultation on Monday. Ongoing work is being conducted to finalise this Change. The next few months are likely to see relatively few Changes issued for consultation.

Please refer to the presentation slides published for a detailed update.

2.3. Retail Energy Code (REC) Change

CDSP provided an overview of the ongoing REC Changes, providing a table of the Changes in progress, Impact Assessments, a summary of the related XRN Changes, and Changes under prioritisation review.

In relation to R0048 and R0070, Molly Haley (MH) reported that there had been no movement for quite some time so these will be removed from the REC IA Demand table until further information or progression has been provided by the Code Manager.

Following this report to the Committee, it was decided that MH was to colour code the table so as to differentiate and distinguish between the updates and Changes since the last meeting.

Please refer to the presentation slides published for a detailed update.

Further information on all the Changes can be found on the REC Portal at: https://recportal.co.uk/recportal.

3. **Change Development**

New Change Proposals – For Voting

3.1. XRN5690 – Creating a loadable Billing Calendar File for DSC Customers

An overview of the Change Proposal was provided for information.

Tom Stuart (TS) asked if there was a reason as to why the billing calendar was originally produced as a .PDF. It was discussed that the formatting of the calendar and the way in which it was created for customers is not restricted to a particular type of file. Lisa Saycell (LS) also raised the option of having the billing calendar available on the website to be downloaded in addition to being emailed out.

Shipper, DNO and NGT Members were asked to vote to approve the CDSP Change into development, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Andrew Eisenberg + Oorlagh Chapman	2	For
Lisa Saycell	2	For
Ross Easton	2	For
Total	**6**	**For**
Transporter Representatives	**Voting Count**	**For/Against**
Andy Clasper (DNO)	1	For
Tom Stuart (DNO)	1	For
Bill Goode + Richard Loukes (NTS)	2	For
Total	**4**	**For**

For information

3.2. XRN 5682 – February 24 Major Release

An overview of the Change Proposal was provided which relates to creating a parent XRN for the February 24 Major Release which covers 3 Changes relating to 3 Modifications (UNC 0811S, UNC 0816S and IGT 159) . The Committee had no questions or recommendations to raise in respect of this Change.

Please see further information discussed at point 4.6 below.

3.3. XRN 5689 – Updates to the CDSP Service Description Table (v30). New Service Lines to support XRN 5562 Enabling Direct Contractual Arrangements with Consumers for Demand Side Response

An overview of the Change Proposal was provided which relates to seeking the approval of the Committee for the introduction of 2 service lines which have been created.

Angela Clarke (ACl) informed the Committee that this item was for information purposes to advise the Committee they are proposing this Change. This Change will be presented to the Contract Management Committee on 18 October 2023, following which, approval will be sought.

Solution Option Change Packs – For Voting

3.4. XRN 5573B Updates to the Priority Consumer Process (as designated by the Secretary of State for Business, Energy, and Industrial Strategy – BEIS) – Urgent

An overview of the Solution Option was provided which required the Committee to vote on 2 options. One vote was to select which option was to progress into detailed design and the other was to agree the funding split.

LS expressed her support of Option 2 however made reference to the mention of the portal screen. Simon Harris (SH) raised to the Committee that the proposal will be to use the UK Link Portal, not the CMS. LS raised her concerns surrounding access to the portal, highlighting the potential issue surrounding security requirements and functionality in respect of providing access to a wider group of customers. SH expressed his agreement and noted these concerns would be factored into the proposal.

Shipper, DNO, NTS and IGT were asked to vote on whether Option 2 was to progress into detailed design, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Andy Eisenberg + Oorlagh Chapman	2	For
Lisa Saycell	2	For
Ross Easton	2	For
Total	**6**	**For**
Transporter Representatives	**Voting Count**	**For/Against**
Andy Clasper (DNO)	1	For
Tom Stuart (DNO)	1	For
Bill Goode + Alternate for Richard Loukes (NTS)	2	For
Kundai Matiringe + Alternate for Michelle Brown (IGT)	2	For
Total	**6**	**For**

Shipper, DNO, NTS and IGT were asked to vote to agree the funding split between ChMC Constituents for the approved option, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Andy Eisenberg + Oorlagh Chapman	2	For
Lisa Saycell	2	For
Ross Easton	2	For
Total	**6**	**For**
Transporter Representatives	**Voting Count**	**For/Against**
Andy Clasper (DNO)	1	For
Tom Stuart (DNO)	1	For
Bill Goode + Alternate for Richard Loukes (NTS)	2	For
Kundai Matiringe + Alternate for Michelle Brown (IGT)	2	For
Total	**6**	**For**

4. Design & Delivery

Design Change Packs – For Voting

4.1. XRN5556H – CMS Rebuild Version 1.7

An update was provided on the design consultation. Jo Williams (JWi) highlighted to the Committee that this had been issued previously, however refinement of the file type was required.

DNO Members were asked to vote to approve the detailed design and progress into delivery, with unanimous approval recorded as follows:

Voting Outcome:		
Transporter Representatives	**Voting Count**	**For/Against**
Andy Clasper (DNO)	1	For
Tom Stuart (DNO)	1	For
Total	**2**	**For**

4.2. XRN 5567- Implementation of Resend Functionality for Messages from CSS to GRDA (REC CP R0067)

An update was provided on the design consultation.

Reference was drawn to R0067. Rob Westwood (RW) highlighted to the Committee that following the discussion in June, real time updates were being provided. The proposal is looking to consider options in circumstances where secure access or cancellations cannot be reviewed as part of the switching option.

Shipper, IGT and DNO Members were asked to vote to approve the detailed design and progress into delivery, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Andrew Eisenberg + Oorlagh Chapman	2	For
Ross Easton	2	For
Lisa Saycell	2	For
Total	**6**	**For**
Transporter Representatives	**Voting Count**	**For/Against**
Andy Clasper (DNO)	1	For
Tom Stuart (DNO)	1	For
Kundai Matiringe + Alternate for Michelle Brown (IGT)	2	For
Total	**4**	**For**

4.3. XRN5607 – Update to the AQ Correction Processes (Modification 0816S)

An update was provided on the design consultation.

RW explained to the Committee that votes are required to approve the detailed design as part of the February 24 Major Release (as discussed above in point 3.2). Further criteria have been added relating to tolerance, at the moment, it is set up as anything up to 5%. There will be updates to the correction codes and dashboards.

Shipper and DNO Members were asked to vote to approve the detailed design and progress into delivery, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Andrew Eisenberg + Oorlagh Chapman	2	For
Ross Easton	2	For
Lisa Saycell	2	For
Total	**6**	**For**
Transporter Representatives	**Voting Count**	**For/Against**
Andy Clasper (DNO)	1	For
Tom Stuart (DNO)	1	For
Total	**2**	**For**

For information

4.4. Clarification of Approved INV File Format Versions

James Barlow (JB) provided an update to the Committee, advising that this has been issued back out last month during the update provided on XRN5547, regarding the introduction of the new VAT code. JB explained that conflicting versions had been found in the secure library, which have been consolidated. All the work conducted in respect of this Change will be evidenced by being saved in the user folder which will be made available following the meeting.

4.5. Maintenance of a Capacity Plan

An update was provided by PO who explained that every 6 months, a Change pack is issued to customers to confirm the specification of the UK Link System in line with the definition documents. This forms part of the manual which sets out volumetric measures, constraints of the system, which are sized and scaled to meet customer requirements, and to see if there are any customers requiring additional support in relation to specific activities. The response will be reviewed to ascertain whether or not existing capability can be retained for 6 months.

RHa questioned whether this would involve looking at how many MPRNs can be in a product class. PO confirmed this was correct and further explained this extends to the number of Supply Point Administration (SPA) updates that can be received, number of meter readings, all types of information listed in the specifications.

Change Documents for Approval (BER, CCR) – For Voting

4.6. BER for XRN5682 February 24 Major Release

The detailed Business Evaluation Report (BER) was presented for approval.

RW provided an update to the Committee on the BER costs, stating that the total delivery cost to be approved is £488,028. RW provided a breakdown of what the costs look like, drawing particular attention to the risk margin, which comes into play providing the delivery of all 3 Changes occur. RW advised that if all three changes occur together then the risk margin will not be required and will be refunded through the usual mechanism.

RW highlighted to the Committee that the reason for the cost variation is to include the risk margin and to provide a better understanding of the complexity, during the detailed design stage.

LS raised her concerns surrounding ensuring that lessons are learnt and the issue of complexity having the effect of increasing costs. It was discussed amongst the Committee how these types of issues being raised, can be mitigated and implemented going forward.

RW raised to the Committee the effect the role of the CDSP has, stating that if there were any urgent or standard Modifications arising in the future, this would cause an impact. Any Changes will cause an effect to the risk margin and this is something that is looking to be avoided.

Please refer to the presentation slides published for a detailed update.

Shipper and IGT Members were asked to vote to approve the BER into detailed design and progress into delivery, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Andrew Eisenberg + Oorlagh Chapman	2	For
Ross Easton	2	For
Lisa Saycell	2	For
Total	**6**	**For**
Transporter Representatives	**Voting Count**	**For/Against**
Kundai Matiringe + Alternate for Michelle Brown (IGT)	2	For
Total	**2**	**For**

4.7. CCR for XRN5668 Production Data Back Up

The detailed Change Completion Report (CCR) was presented for approval.

It was explained this Change was in relation to facilitating a data snapshot taken on 19 August. It was further highlighted to the Committee that the BER costs do not result in any Changes to the Xoserve service description, there will be no Changes to the UK Link Manual. RW advised that there were no lessons learnt recorded in relation to this Change.

Please refer to the presentation slides published for a detailed update.

Shipper Members were asked to vote to approve the costs on the CCR into detailed design and progress into delivery, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Andrew Eisenberg + Oorlagh Chapman	2	For
Ross Easton	2	For
Lisa Saycell	2	For
Total	**6**	**For**

Project Updates - For information

4.8. XRN 5647 Minor Release 11 Update

RW provided on overview of this Change to the Committee highlighting that no concerns appear to be raised in respect of this. The Change completed as planned on 6 October, therefore indicating this implementation has worked well.

The next stage will involve sharing the CCR closed down documents at the next meeting to demonstrate to the Committee what successful implementation of this Change looks like.

Please refer to the presentation slides published for a detailed update.

4.9. XRN 5629 November 2023 Major Release Update

RW provided on overview of this Change to the Committee, highlighting the positive progression. This Change appears to have attracted good engagement and enquiries.

RW stated that the next steps involve issuing communications to customers, in particular, those who are impacted. This next step is hoping to take place within the coming week.

PO noted that Modification 0853S is seeking to instruct the consent of the CDSP to apply permissions to align in the circumstances where they are not aligned. Part of that narrative is to be shared with the Shipper Members to give them the opportunity to make Changes to their portfolios. If there is no alignment, communications will be issued to Shipper Members looking to apply CDSP capabilities, after implementation, within the agreed 10 business day rule.

Further, the training appeared to be well received, leading to questions regarding what Shipper Members can do to make the most of the functionality.

Please refer to the presentation slides published for a detailed update.

4.10. XRN 5564 Gemini Sustain Plus Programme Update

Karl Davidson (KD) provided an overview of the present position to the Committee advising it was still on track to be delivered in September next year, albeit with a few risk issues which are currently being looked into in an agile way to mitigate them in a way that remains within the budget.

KD highlighted to the Committee that the next steps are to complete within the next 4 weeks which will involve various phases of testing.

KD provided an update following the focus group on 21 September which provided a positive turnout. A demonstration of Gemini was provided which achieved a positive response. The responses from the focus group will be reviewed to understand the impact the group had and whether the customers are looking to see anything in particular (i.e split between business impact and technical information).

Communications will be sent out to customers allowing them to register for the next focus group. This will be sent to all those who attended the previous group and it was raised to the Committee that if they did not attend, to contact the Correla team to ensure they are on the distribution list to receive the invite.

Market trials are looking to take place next year where participants will have the opportunity to trial the new Gemini process in a market trial environment.

RHa advised that the link on the slide was not working, KD confirmed the link is:

https://www.xoserve.com/change/investment-change/gemini-changes-overview/gemini-sustain-plus/

Please refer to the presentation slides published for a detailed update.

4.11. Data Discovery Platform (DDP) Update

John Welch (JWe) presented to the Committee an update on the DDP. Release 3 is in the process of being completed, including design work which relates to the Change relating to IGT Modification 159V.

Release 4 is due to start imminently with the work focusing on the configuration of the portfolio area and looking at the consequential impact of the Modification. Release 5 is looking to enhance IGT Modification 159V, which will be looking to increase the ease of navigation.

RHa raised that the slides did not appear to be up to date with JW advising this was due to still being in publication at the time the slides were published.

JW will be looking to provide a further update at the next meeting.

5. Non-DSC Change Budget Impacting Programmes

5.1. CMS Rebuild Update

CDSP provided an overview of the CMS rebuild delivery roadmap and progress to date.

JWi provided an update to the Committee in relation to version 1.5 which was scheduled over half term. A vote was taken which resulted in pushing this release date to 6 November to ensure sufficient capacity. Dependent the result of the customer drop in session, this may be extended if any issues or questions arise.

JWi advised that the website would be updated following the Committee meeting.

The CMS Rebuild webpages continue to be updated to reflect activities at:

https://www.xoserve.com/products-services/data-products/contact-management-servicecms/cms-rebuild/

6. Any Other Business

6.1. Delivery Sub-Group Summary

JB provided to the Committee an update on the Delivery Sub-Group (DSG) advising that there were no issues or comments raised, most queries appeared to be in relation to the release date.

JB informed the Committee that the reason for raising this as a discussion point during the meeting was to highlight that previously the discussions were to drive low level management which is to be continued and the technical level discussions were to continue at the DSG to save them from coming to the Committee meeting.

The rationale is to provide the Committee with an insight into the discussions for those who are not close to the DSG. The updates to the Committee will continue on a monthly basis but JB will be leading on looking at how to maximise work and speed up the Change development activities.

JB highlighted that they are looking for more technical minded people to attend the DSG and in response to this, LS questioned whether those who are attending the CMS focus group and DDP workshops may be the right customers to attend the DSG and whether they had been approached to attend the DSG as they may be able to offer substantial input regarding discussions around Change.

PO advised that this was a good idea and that they will be looking to ensure those clients are captured on the invites going forward.

6.2. KVI Survey

KL provided an update to the Committee advising that the survey is scheduled to close out on Friday 13 October, advising the Committee to complete the survey with feedback ahead of close out date.

7. Diary Planning

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

Time/Date	Meeting Paper Publication Deadline	Venue	Programme
10:00 Wednesday 08 November 2023	5 pm Tuesday 31 October 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 13 December 2023	5 pm on Tuesday 05 December 2023	Microsoft Teams	Standard Agenda

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7.   Appendix

7.1. Plan on Page (POAP)

RHa reminded the Committee that the various appendices are contained within the slide pack. No further action was required in regards to the review of planning.

DSC Change Action Table						
Action Ref	**Meeting Date**	**Min Ref**	**Action**	**Owner**	**Reporting Month**	**Status Update**
0602	16/06/23	2.1	CDSP (ES) to collate Recognised DDP Pain Points through initial discussions with OC and CLR, with a view to setting objectives to achieve the required DDP baseline for parties with large portfolios and provide the Committee with documentation summarising the objectives, actions taken/to be taken.	CDSP (ES)	September 23	**Closed**
0701	12/07/23	1.6	_Linked to Action 0602: DDP Challenges_ Committee members to consider if they support the movement of DDP investment into the General Change Budget	Committee members	August 23	**Closed**