

UNC DSC Change Management Committee Minutes
Wednesday 13 December 2023
Via Microsoft Teams

Attendees			
Rebecca Hailes (Chair)	(RHa)	Joint Office	Non-Voting
Niamh Holden (Secretary)	(NH)	Joint Office	Non-Voting
Shipper User Representatives (Voting)			
Andy Eisenberg	(AE)	E.ON Next	Class A
Oorlagh Chapman	(OC)	Centrica	Class B
Swetta Coopamah (Alternate for Ross Easton)	(SC)	Total Energies	Class B & Class C
Transporter Representatives (Voting)			
Andy Clasper (Alternate for Ed Allard)	(AC)	Cadent	DNO Voting
Tom Stuart	(TS)	Northern Gas Networks	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)			
Edward Allard	(EA)	Cadent (part of meeting only)	
Hannah Reddy	(HR)	Xoserve	
James Barlow	(JB)	Xoserve	
James Verdon	(JV)	Xoserve	
John Welch	(JW)	Correla	
Kate Lancaster	(KL)	Xoserve	
Lorraine O'Shaughnessy	(LO)	Xoserve	
Molly Haley	(MH)	Xoserve	
Paul Orsler	(PO)	Xoserve	
Rachel Addison	(RA)	Xoserve	
Richard Creswell	(RC)	Xoserve	
Rob Westwood	(RW)	Xoserve	
Sarah Brown	(SB)	GTC	
Sally Hardman	(SHa)	SGN	
Sharon Dudley	(SD)	Xoserve	
Tom Jenkins	(TJ)	ESP	

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 seven (6) votes.

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-change/131223>

1.

Introduction Rebecca Hailes (RHa) welcomed all to the meeting and confirmed the meeting was quorate.

1.1. Apologies for absence

Lisa Saycell - Shipper Representative
 Ross Easton, Shipper Representative
 Richard Loukes - NTS Representative
 Michelle Brown - IGT Representative

1.2. Alternates

Kundai Matiringe for Michelle Brown
 Bill Goode for Richard Loukes
 Swetta Coopamanh for Ross Easton

1.3. Confirm Voting Rights

The voting rights were confirmed as below:

Representative	Classification	Vote Count
Shipper		
Andy Eisenberg	Shipper Class A	1 vote
Oorlagh Chapman	Shipper Class A	1 vote
Swetta Coopamah (Alternate for Ross Easton)	Shipper Class B & C	2 votes
Transporter		
Edward Allard (or Alternate Andy Clasper if Ed not present)	DNO	1 vote
Tom Stuart	DNO	1 vote
Bill Goode + Alternate for Richard Loukes	NTS	2 votes
Kundai Matiringe + Alternate for Michelle Brown	IGT	2 votes

1.4. Approval of Late Papers

There were no late papers to be approved.

1.5. Approval of Minutes (8 November 2023)

The minutes of the previous meeting were approved.

1.6. Review of Outstanding Actions

1101: Xoserve (PO) to provide an update on the Scope of the June 24 Major Release in light of movement around XRN5585.

Update: Paul Orsler (PO) advised that an update would be provided within Section 4 of the agenda. Please refer to Section 4 for full details. **Closed.**

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

2.1. General Change Budget Update BP23

CDSP provided an update on the General Change Budget. Kate Lancaster (KL) reported that there was no change at this stage of the process for BP23, noting that the committed spend has not increased due to the CCRs approved being £0, and the Solution Review Change pack being withdrawn.

Please refer to the published slides for full details.

2.2. Change Delivery Pipeline

CDSP provided an overview of the Change Delivery Pipeline, including a delivery plan of all live Changes from January 2023 – March 2024.

PO provided an update on the status of the Changes, highlighting that XRN5567 had been successfully implemented. XRN5658, which relates to Modification 0831/0831A, will be in a position to be implemented as appropriate, 6 weeks after the Ofgem decision is made.

PO noted that CDSP aspired to implement further Changes in early 2024.

In terms of the Change Backlog on hold, PO reported that XRN5701 had been placed on hold, and it had been agreed it would be revisited once the Modification ([Modification 0843](#)) had been further developed.

Please refer to the published slides for full details.

2.3. Retail Energy Code (REC) Change

CDSP provided an overview of the ongoing REC Changes, providing a table of the Changes in progress, a summary of the related XRN Changes, and Changes under prioritisation review. An additional line had been included to inform the Committee of the expected impact for each Change.

Molly Haley (MH) highlighted the following REC Changes which had moved on since the last meeting:

- R0056, R0116, R0094, R0120 and R0142 had been returned to code managers.
- R0118 had been implemented, MH noted that this implementation has proved helpful in respect of access changes.

When discussing REC Related XRN Changes, MH reported that XRN5675 is currently going through governance and a new set of data is coming through. MH advised that CDSP were planning another face-to-face session with REC in relation to this Change.

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

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

MH advised the Committee that the slides in which the normal information regarding REC Changes is included were to be revised and may look different in January's meeting. MH explained that they hoped to improve the way in which the Committee received the REC Change updates.

3. Change Development

New Change Proposals

For Information

3.1. XRN 5714 Updates to CDSP Service Description Table V32

An overview of the Change Proposal was provided for information.

PO explained that this was a regular update to the CDSP Service Description Table. DSC Change Management Committee noted the introduction of two new service lines.

PO advised the Committee that they were not seeking a vote, and the CDSP was bringing it to the Committee for information purposes only. The Change Proposal would be taken to the DSC Contract meeting next week.

Solution Option Change Packs – For Approval

3.2. XRN5614 Improving IGT SMP New Connection Process to support accurate and timely Supplier Registrations

An overview of the Change Proposal was provided for information.

This had been raised to try and better align and improve the accuracy of IGT new connection data thus improving the accuracy of registration data, particularly ahead of meter installation activity. If a developer were to change their contractual arrangements with a shipper, the introduction of this Change will help to see where these changes have occurred.

PO highlighted that the Change Proposal had received 6 responses, 5 in support of the proposal and 1 opposed.

Andy Eisenburg (AE) explained that E.On had rejected the proposal, advising the Committee that their main concern was the cost when compared to the benefit. AE questioned how the scale of the issue had been analysed, asking whether the examples provided were within the portfolio or genuine changes of shipper.

PO reported that the CDSP were unable to see the true extent of the issue, as the technology used to collate the information doesn't yet exist. PO advised that the figures provided were an approximate view by IGT members, referring back to the 2018 post-Project Nexus delivery where the issue was closed down as a known issue as it wasn't viewed as material.

AE asked why the numbers are not available now, querying what the process is and how many sites make up part of the issue and how this was accounted for in costs.

Kundai Matiringe (KM) advised that they don't currently know the definitive costs and the cost provided was a benchmark figure.

PO explained that to understand the issue centrally, the change would need to be implemented. In terms of the costs, PO suggested that the CDSP could seek a more accurate figure from IGT members and clarify some of the scenarios where the change would assist, which would create an even better view of the benefit. PO noted that it would be helpful to also view the trend. In terms of the process, PO explained that a shipper would register the site in good faith, these details would be captured and then they would be reflected as the registered shipper. To remove these details, you have to isolate a meter that doesn't exist, this allows the meter to look like it's been isolated and withdrawn which then triggers the steps to reflect the site as dead/extinct.

Oorlagh Chapman (OC) was in support of the Change and was of the view that anything which provides more cohesion is a step forward. OC noted that she recognised there is a cost attached to the change; she believed this cost was worth the benefit from implementation.

ES advised the Committee that once a detailed design had been completed, the CDSP would have a firmer idea of cost. ES noted that should the proposal be approved, there may be some regret spend, but they will be able to provide further information regarding the impact of the change and the costs associated with it.

AE queried whether the high-level solutions change pack included any views on other issues. PO advised that there was only one view as they believed it was prescriptive and creates a new rejection capability. It would form part of the integrated SAP solution, PO explained that the interfaces used by customers would remain the same, noting that the alternative would include building new interfaces.

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

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Andy Eisenburg	1	Against
Oorlagh Chapman	1	For
Swetta Coopamah (Alternate for Ross Easton)	2	For
Total	4	3 out of 4 For
Transporter Representatives	Voting Count	For/Against
Kundai Matiringe (IGT) + Alternate for Michelle Brown	2	For
Total	2	For
Overall Outcome	5 out of 6 votes For, which is a simple majority. The change is approved into detailed design.	

Swetta Coopamah (SC) approved the proposal on the basis that there is a further discussion in respect of costs.

The Committee discussed the possibility of having a cost cap on the detailed design phase. PO agreed to take the action away and confirm what figures would be needed but advised the Committee that design costs are already funded by the Business Plan.

New Action 1201: CDSP (PO) to confirm the likely cost for detailed design of XRN5614.

ES advised that this Change was in a position to go into design straight away, which removes any concern in respect of design capacity,

The Committee discussed the funding split for the change, highlighting that it was proposed to be a 50/50 split. AE was of the view that the change benefits IGT members more than Shippers and suggested a 75/25 IGT/Shipper funding split.

Sarah Brown (SB) argued that the Change would align to all systems and would help ensure the right Shipper is billed and therefore the Change will benefit Shippers more.

PO explained that it allows for a consistency of data and avoids billing a different shipper for a site they are not aware of, therefore supporting the correct and incorrect shipper. This is a change that will hopefully improve the consumer experience.

Shippers and IGT Members were asked to vote to approve a 75/25 IGT/Shipper funding split with approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Andy Eisenburg	1	For
Oorlagh Chapman	1	For
Swetta Coopamah (Alternate for Ross Easton)	2	For
Total	4	For
Transporter Representatives	Voting Count	For/Against
Kundai Matiringe (IGT) + Alternate for Michelle Brown	2	For
Total	2	For

KM approved the 75% to 25% split but noted that she would prefer a 50/50 split as she believed there were mutual benefits for both parties. RHa confirmed that the vote could be revisited in the following meeting considering any new information, if required.

4. Design & Delivery

Design Change Packs – For Approval

4.1. XRN 5695 Revision of Virtual Last Resort User and Contingent Procurement of Supplier Demand Event Triggers (Modification 0854)

James Barlow (JB) provided an overview of the Change Pack, noting that the original Modification 0813 was rejected by Ofgem and this Change addresses the issue in the rejection. JB advised the Committee that it was essentially the same design and change pack however they had made a process-only change which can be enacted as and when required.

Should the government enact sanctions on a Shipper, JB explained that this change would allow the deed of undertaking to be processed and handled credibly under the UNC.

RHa queried whether this change would be processed at risk as the Modification has not yet completed its time at Workgroup and would still need to go out to industry consultation after that, highlighting her concern in respect of regret spending

(see <https://www.gasgovernance.co.uk/0854>).

PO explained that there is a £0 cost change to implement the change, advising the Committee that it could be run through the process at no extra cost.

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

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Andy Eisenburg	1	For
Oorlagh Chapman	1	For
Swetta Coopamah (Alternate for Ross Easton)	2	For
Total	4	For
Transporter Representatives	Voting Count	For/Against
Bill Goode (NTS) + Alternate for Richard Loukes	2	For
Total	2	For

Project Updates

4.2. June 2024 Major Release Scope

Rob Westwood (RW) provided an update on the June 2024 Major Release, presenting candidate changes with potential to be delivered within this release.

XRN5573B was approved as within the scope for the June 2024 Release and CDSP hope to deliver XRN5585 as soon as possible. RB highlighted the introduction of XRN5614, which had been agreed to be put into detailed design, noting that this had a low impact on industry parties.

For further information please refer to the published slides.

PO addressed the outstanding Action 1101 from the previous meeting and provided an update on the Scope of the June 24 Major Release in light of movement around XRN5585. PO advised that the Scope for the June Release is light, in that it is a fully automated solution. XRN5585 is more desirable to be delivered on its own and once the CDSP completes the design phase for XRN5614, they can then confirm whether it can be delivered in June. PO noted that the scope for June '24 will be flexed, and the costs then reflected in the decision.

4.3. XRN 5682 February 24 Major Release

4.3.1. Implementation approach

CDSP provided an update on the February 2024 Major Release and the Implementation Approach to be taken. RW confirmed that the standard approach would be used for implementation.

RW took the Committee through the Implementation Approach document, outlining the principles, XRN in Scope, high level Implementation Plan, File Transition, File Format Transition Plan and further communications.

For further information please refer to the published slides.

4.3.2. Project Update

RW provided an overview of the scope of February 24 Major Release and the progress made so far.

RW advised that CDSP would be completing internal and external awareness sessions in January, with customer sessions to be held on 24th January.

RW confirmed that CDSP were on track and were currently in the system integration testing phase as the Build was completed 24th November '23.

For further information please refer to the published slides.

4.4. XRN 5629 November 2023 Major Release Update

CDSP provided an update on the November 2023 Major Release. RW reminded the Committee of the Scope for the November Release, explaining that there were two changes within the Scope: XRN5186 and XRN5482.

RW advised that, following successful implementation on 4th November '23, CDSP were currently in the post implementation support (PIS) phase and then the change would be closed down. RW anticipated that CCR would be brought back to the DSC Change Management meeting in March '24.

RW noted that although the volume of users had been small, there had been wide range of customers. RW advised that there had been no significant issues using the new functionality.

4.5. XRN 5564 Gemini Sustain Plus Programme Update

Rachel Addison (RA) provided a brief overview of the Gemini Sustain Plus Programme, highlighting the various testing phases currently in progress.

RA advised the Committee that the Programme is behind plan, but they are currently working with National Gas to help gain momentum and get back on track. RA confirmed that an update would be provided in next month's meeting in respect of the tracking position.

RA advised that more customer engagement would be taking place from January '24. The Committee will be taken through the highlights of the Change Pack as part of the Change Management Committee process.

RA urged the Committee to look out for communications for more information, noting that if any members should have any questions, they could contact her directly.

4.6. DDP Update

John Welch (JWe) presented an update on the DDP highlighting the position on the roadmap and that the current focus is Release 4. This release includes three elements: New portfolio overview dashboard and details for Shippers, DN portfolio dashboard updates/history data modelling and delivery of XRN 5605 (IGT Mod 159V - Must Reads) detailed design. There were no questions from the Committee.

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

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. Richard Cresswell (RC) highlighted that version 1.6 had been successfully launched and this was supported by onboarding sessions for User Interface Programs (UIPs), walk-throughs and support bridge calls.

RC noted that a training session is scheduled for January '24 and the Customer Focus Groups for 2024 were now available to book online.

Development of the Must Reads had begun and CDSP hoped to build on these so they were able to begin imminently.

The CMS rebuild delivery roadmap had not changed since the previous meeting.

For further information please refer to the published slides.

6. Any Other Business

6.1. Delivery Sub-Group Summary

JB provided the Committee with an update on the Delivery Sub-Group (DSG).

JB took the Committee through the attendance and agenda from the DSG meeting on 20th November 2023.

PO explained that when discussing Major Release and Change Pipeline updates within the meeting, the Sub-Group had discussed an easier way of interpreting cost estimates. The information is currently within the General Change Budget spreadsheet, which raised the question as to whether the same information can be shared with both the Committee and DSG members.

PO highlighted that a customer had raised a query within Any Other Business at the meeting, regarding a peak in RFA rejections, CDSP had taken this away and reverted back to the customer regarding different rejection volumes which were being used than normal.

JB advised that the first few items on the agenda had resulted in lengthy debate and the second half were informational updates.

For further information please refer to the published slides.

6.2. KVI Survey Q3 2023 – Verbal Update

KL provided a brief verbal update on the KVI Survey.

The next Survey will be issued on Monday 18th December, KL noted that this would be open for responses over Christmas and then close out in January.

KL encouraged the Committee to participate.

6.3. Non-DSC Party Attendance

RHa advised the Committee that a request to attend the DSC Change Committee Meeting had been received from Stark. RHa was unsure why Stark would want to attend a closed meeting.

Edward Allard (EA) asked whether Stark has provided a rationale or reason for their wanting to attend. RHa advised that they had wanted to attend as an observer. RH explained that Stark is an advanced meter service provider, and they have links with Squire which is an IGT. She advised she would go back to Stark and request a further explanation as to why they would like to attend the meeting and feed this back to the Committee.

RHa advised the Committee that, at present, the Joint Office were not minded to allow attendance. The Committee agreed.

7. Diary Planning

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

Time/Date	Meeting Paper Deadline	Venue	Programme
10:00 Wednesday 10 January 2023	5pm Thursday January 2023	Microsoft Teams	Standard Agenda

DSC Change Action Table						
Action Ref	Meeting Date	Min Ref	Action	Owner	Reporting Month	Status Update
1101	08/11/23	2.1	Xoserve (PO) to provide an update on the Scope of the June 24 Major Release in light of movement around XRN5585.	Xoserve (PO)	November 2023	Closed
1201	13/12/23	3.2	Xoserve (PO) to CDSP (PO) to confirm the likely cost for detailed design of XRN5614.	Xoserve (PO)	January 2023	Pending