

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

<b>Attendees</b>			
Rebecca Hailes (Chair)	(RHa)	Joint Office	Non-Voting
Helen Cuin (Secretary)	(HCu)	Joint Office	Non-Voting
<b>Shipper User Representatives (Voting)</b>			
Claire-Louise Roberts	(CLM)	ScottishPower	Class A
Oorlagh Chapman	(OC)	Centrica	Class A & Class C
Ross Easton	(RE)	Total Energies	Class B
Lisa Saycell	(LS)	SEFE Energy	Class B & Class C
<b>Transporter Representatives (Voting)</b>			
Andy Clasper	(AC)	Cadent	DNO Voting
Helen Chandler	(HC)	Northern Gas Networks	DNO Voting
Bill Goode + Alternate for Richard Loukes	(BG)	National Gas Transmission	NTS Voting
Kundai Matiringe + Alternate for M Brown	(KM)	BUUK	IGT Voting
<b>CDSP Change Management Representatives (Non-Voting)</b>			
Emma Smith	(ES)	Xoserve	
Paul Orsler	(PO)	Xoserve	
<b>Observers/Presenters (Non-Voting)</b>			
Andrew Eisenberg	(AI)	E.ON Next	
Bill Goode	(BG)	National Gas Transmission	
Dave Addison	(DA)	Xoserve	
Harmandeep Kaur	(HK)	Joint Office	
James Barlow	(JB)	Xoserve	
James Verdon	(JV)	Xoserve	
Janey Noble	(JN)	Xoserve	
Jo Williams	(JWi)	Xoserve	
John Welch	(JWe)	Corella	
Karl Davidson	(KD)	Corella	
Kate Lancaster	(KL)	Xoserve	
Lorraine O'Shaughnessy	(LOS)	Xoserve	
Mark Jones	(MJ)	SSE	
Molly Haley	(MH)	Xoserve	
Rob Westwood	(RW)	Xoserve	
Sharon Dudley	(SD)	Xoserve	
Simon Harris	(SH)	Xoserve	
Slama Akhtar	(SH)	NGN	
Tanaka Tizirai	(TT)	Joint Office	
Vikki Orsler	(VO)	Xoserve	
<p><i>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.</i></p>			

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/130923>

## 1. Introduction

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

### 1.1. Apologies for absence

Michelle Brown, IGT Representative  
 Richard Loukes, Transporter Representative  
 Tom Stuart, DNO Representative

### 1.2. Alternates

Helen Chandler for Tom Stuart  
 Kundai Matiringe for Michelle Brown  
 Bill Goode for Richard Loukes

### 1.3. Confirm Voting rights

The voting rights were confirmed as below:

Representative	Classification	Vote Count
<b>Shipper</b>		
Claire Louise Roberts	Shipper Class A	1 vote
Oorlagh Chapman	Shipper Class A & C	2 votes
Ross Easton	Shipper Class B	1 vote
Lisa Saycell	Shipper Class B & C	2 votes
<b>Transporter</b>		
Andy Clasper	DNO	1 vote
Helen Chandler	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

No late papers to approve.

### 1.5. Approval of Minutes (09 August 2023)

The minutes of the previous meeting were approved.

### 1.6. Review of Outstanding Actions

**0207:** Xoserve (ES) to assess the DSC Change-related procedures and documents to ensure they are still fit for purpose and provide the Committee with documentation summarising the actions taken/to be taken.

**Update:** Kate Lancaster (KL) provided the Committee with an overview of the change procedures and document evaluation review, advising the Committee of future improvements from April 2024. Please refer to the presentation slides for full details. The Committee agreed closure of this action as this was now considered Business as Usual (BAU). **Closed.**

**0602:** 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.

**Update:** See item 4.17. **Carried Forward.**

**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:** Paul Orsler (PO) advised that the supporting information will be provided within the Business Case for BP24 in response to customer feedback requiring more context for the DDP drops. See item 2.2.

OC asked for the CDSP to provide more context on the prioritisation to help Committee Members have a full view of the baseline, impacts on governance and costs. PO confirmed this will be provided through the Business Case and round table events and that there will be no difference in costs. **Carried Forward.**

**0801:** CDSP (PO) to provide a comparison table to outline the complexity, volumes, and costs for XRN5675 (UNC 0836S and UNC 0855)

**Update:** See items 3.1 and 4.5. David Addison (DA) provided a comparison table for the related XRN5 (5535A, 5535B, 5676, 5567), for the missing messages including the P1 incident. The comparison table document was published under item 1.6 after the meeting here: <https://www.gasgovernance.co.uk/dsc-change/130923>

This document described the scope of each XRN, the costs and the relationships between the changes needed. DA clarified that the CDSP has relayed to Ofgem the importance of Modification 0855 and implementation timing. **Closed.**

**0802:** Xoserve (PO) to review Demand Side Response Modification 0852 and the potential linked changes which correlate with Modification 0844.

**Update:** PO confirmed that the solution has been captured within XRN5652 established with National Gas Transmission (NGT). The requirements for Modification 0852 will be managed through the standard Change Pack process following the UNC Workgroup assessment. **Closed**

## 2. DSC Change Budget Update & Horizon Planning

### 2.1. General Change Budget BP23

CDSP reported there are no changes since the last report.

### 2.2. General Change Budget BP24

CDSP provided an overview of the key elements within the General Change Budget BP24 for UNC, REC, and DSC Changes.

PO expected that a significant rebate would be made to customers at the end of financial year 23/24 and that therefore a reduction in the budget by £400k is sensible to limit rebates.

PO reported that DDP investment for BP24 is expected to be £383k and that the CDSP is proposing to move this into the General Change scope, making the General Change Investment Total £3,493,000. Moving DDP will enable the same Governance process to fall in line with General Changes.

For the full details of the budget please refer to the published slides.

Lisa Saycell (LS) enquired about the prioritisation of DDP changes. PO explained the General Change Governance to be applied to the DDP drops noting that CDSP could stand up a separate investment for DDP but bringing this into the scope of General Changes would allow the use of the General Change Governance process to manage all changes. Emma Smith (ES) explained the use of the focus groups for the agile delivery prioritisation/approval on the scope of the sprints. The focus groups can bring recommendations to the DSC Change Management Committee.

It was noted that the Governance process could slow down agile deliveries, which needs to be considered with the DDP Sprint Team. Once this is better understood further information will be provided.

Oorlagh Chapman (OC) enquired about the contract, how this will work for funding, and what the impact would be for non-industry-owned products. ES clarified that the DDP platform is a Correlator-owned product with ringfencing to protect any investment made by the industry, including the specification, the data items and the IP. ES confirmed that the service lines and visualisation flow down into the DSC+ which would allow the services to be provided by another service provider.

Kundai Matringe (KM) enquired about the funding split. PO confirmed that the IT element stands at 9.4% of what gets delivered over the DDP sprints. PO provided the rationale for the proposed General Change Budget. ES provided an overview of the timeline for setting the BP24 budget.

### **2.3. Change Delivery Pipeline**

CDSP provided the Change Delivery Pipeline which included a delivery plan of all live changes from January 2023 – March 2024. This was broken down into sections for the following periods: January 2023 – August, Implemented Changes, the Change Delivery Plan for September 2023 - March 2024, and the Change Backlog; the list of changes on hold and an update on the DSC Change Consultation Plan.

Please refer to the published slides for full details.

It was clarified that XRN5556I should refer to XRN5556H CMS Rebuild Version 1.7. The presentation will be republished to correct this information.

### **2.4. 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.

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. Capture**

### **Change Update – For Voting**

#### **3.1. XRN5675 Modification 0836S and 0855**

An overview of the Change Proposal was provided for information.

This had been raised to support the changes for Modifications:

- 0836S - Resolution of Missing Messages following Central Switching Service implementation and integration with REC Change R0067
- 0855 - Settlement Adjustments for Supply Meter Points impacted by the Central Switching System P1 Incident.

David Addison (DA) noting the missing registrations due to the P1 incident, explained the catch-up exercise and the need to release meter reads before 0855 Modification approval. This started on 21 August 2023. A Design Change Pack had been issued for the transfer read element to enable the settlement. Please see item 4.5.

DA anticipated a further Change Pack being required to cover the format of the adjustments.

DA confirmed the ROM costs had been provided to the Workgroup 0855 with a recommendation that the lower cost option should be followed with a cost estimation between £70k-£120k. The higher cost option was not deemed by the CDSP to give sufficient value.

It was noted that the change would require 21-22 weeks of development, and if work started on this now, the February 2024 release could be achieved.

DA recommended in advance of Modification 0855 being considered by the Authority, that the CDSP could work, albeit at risk, as this would allow the scheduling of the work for the February 2024 release rather than June 2024.

Scenario workshops will be organised with the industry for mitigating activities, with a set of conditions for DCC, in support of proactive resolution. The CDSP Customer Experience group will issue the invites for these workshops.

Shipper Members were asked to vote to approve the CDSP continuing with the design work (at risk), with unanimous approval recorded as follows:

<b>Voting Outcome:</b>	
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Shipper Representatives	Voting Count	For/Against
CLR	1	For
Oorlagh Chapman	2	For
Ross Easton + Lisa Saycell	3	For
<b>Total</b>	<b>6</b>	<b>For</b>

**4. Design & Delivery**

**Design Change Packs – For Voting**

**4.1. XRN5556C - Contact Management Service (CMS) Rebuild Design Clarification**

An update was provided on the design consultation.

Shipper, DNO, and IGT 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
Claire Louise Roberts	1	For
Oorlagh Chapman	2	For
Ross Easton + Lisa Saycell	3	For
<b>Total</b>	<b>6</b>	<b>For</b>
Transporter Representatives	Voting Count	For/Against
Andy Clasper (DNO)	1	For
Helen Chandler (DNO)	1	For
Kundai Matiringe (IGT)	2	For
<b>Total</b>	<b>4</b>	<b>For</b>

**4.2. XRN5604 - Shipper Agreed Read (SAR) exceptions process (Modification 0811S)**

An update was provided on the design consultation, confirming that 2 representations had been received in support of approval.

Shipper 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
Claire Louise Roberts	1	For
Oorlagh Chapman	2	For
Ross Easton + Lisa Saycell	3	For
<b>Total</b>	<b>6</b>	<b>For</b>

**4.3. XRN5605 - Amendments to the must-read process (IGT159V)**

An update was provided on the design consultation, confirming no representations had been received.

Shipper and IGT 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

Claire Louise Roberts	1	For
Oorlagh Chapman	2	For
Ross Easton + Lisa Saycell	3	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Kundai Matiringe (IGT)	2	For
<b>Total</b>	<b>2</b>	<b>For</b>

#### 4.4. XRN5658 - Allocation of LDZ UIG to Shippers Based on a Straight Throughput Method (Mod 0831/A)

An update was provided on the design consultation, confirming no representations had been received. Clarification was given that there were no functional changes required should either of the UNC Modifications 0831 or 0831A be approved, and there were no associated costs. It was noted that UNC Modification Panel will consider Final Modification Report 0831/A at its September meeting.

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

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	For
Oorlagh Chapman	2	For
Ross Easton + Lisa Saycell	3	For
<b>Total</b>	<b>6</b>	<b>For</b>

#### 4.5. XRN5675 - Early Provision of Meter Reading for the ‘CSS Registration Effective Date’

An update was provided on the design consultation. David Addison (DA) noting the missing registrations due to the P1 incident, explained the catch-up required and the need for the early provision of meter reads. A Design Change Pack had been issued for the transfer read element to enable the settlement, with a further Change Pack anticipated to cover the format of the adjustments.

DA noted that a further batch of registrations effective on 07 September needed to be issued.

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

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	For
Oorlagh Chapman	2	For
Ross Easton + Lisa Saycell	3	For
<b>Total</b>	<b>6</b>	<b>For</b>

### For Information

#### 4.6. XRN5547 Updating the Comprehensive Invoice Master List and INV template

An overview of the Change Proposal was provided which relates to the charge list spreadsheet approved last month and the introduction of a new tax activity. CDSP confirmed that the Invoice Master list is due for implementation on 22 September 2023.



**4.7. Notice of Non-Business Days, Non-Supply Point System Business Days, UK Link Release dates for 2024.**

An overview of the Change Proposal was provided which relates the non-business days and non-supply point system days for the next calendar year. A communication has been issued to advise the industry of the dates. No responses have been received.

**4.8. XRN5651 Updates to Class 3 and 4 Inner Tolerance Ranges used in Meter Read validation process**

An overview of the Change Proposal was provided which relates the level of rejections for Class 3 & 4 meter points. Analysis has identified an inner tolerance range had led to a disproportionate number of rejections. The consultation for these changes closed on 12 September 2023. 2 representations were received in support of approving the change.

The UNC Validation Rules have been updated, approved by UNCC and published effective from 22 September 2023.

**Change Documents for Approval (BER, CCR, EQR)**

**4.9. BER for XRN 5668 Production Data Backup**

The detailed Business Evaluation Report (BER) was presented for approval, setting out the scope of the change, and costs for the elements of change, which is required within the Change Management Procedures.

Production data backup data extraction was undertaken on 19 August 2023.

Shipper Members were asked to vote to approve the BER for the impacts on ongoing costs, with unanimous approval recorded as follows:

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	For
Oorlagh Chapman	2	For
Ross Easton + Lisa Saycell	3	For
<b>Total</b>	<b>6</b>	<b>For</b>

**4.10. CCR for XRN5562 June 23 Major Release**

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

The funding arrangements were outlined for XRN5091 and XRN5186 (which was moved to the November release). Rob Westwood (RW) highlighted the lessons learnt within the CCR. They are reproduced here.

- Major changes in landscape – In the case when design for a change is done before a new system has gone live (i.e. CSSC) the design for new releases should be revisited after its implementation. In the case of XRN5091 this was not comprehensively done, which caused the project some challenges and delays in testing phases.
- Traceability – Business analysts as well as suppliers should ensure that where suitable all requirements/design are re-visited for traceability, especially where a change has completed the requirements and design phase and then paused for a period of time prior to commencing the delivery phase.

Shipper Members were asked to vote to approve the CCR for the final costs and project closedown as follows:

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	For

Oorlagh Chapman	2	For
Ross Easton + Lisa Saycell	3	For
<b>Total</b>	<b>6</b>	<b>For</b>

**4.11. CCR for XRN4713 Actual read following estimated transfer read calculating AQ of 1 (linked to XRN4690)**

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

RW provided an overview of the purpose of the report for instances of negative consumption.

Shipper Members were asked to vote to approve the CCR for the final costs and project closedown as follows:

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	For
Oorlagh Chapman	2	For
Ross Easton	1	For
Lisa Saycell	2	For
<b>Total</b>	<b>6</b>	<b>For</b>

**Project Updates**

For detailed updates, please refer to the published presentation.

**4.12. February 2024 Major Release Update**

CDSP provided a status update for the February Major Release (XRNs 5604, 5605 and 5607). The BER is currently being produced and will be available towards the end of September. A request for an extraordinary meeting was made by the CDSP to allow early approval.

RHa enquired about the extraordinary circumstances for the justification of an additional meeting at short notice. PO explained the desire to start mobilising the project, enquiring if there would be any potential timing issue if approval of the BER took place at the October meeting.

Helen Chandler (HCh) had no issue with waiting for the BER to be available and approving at the October meeting. Mark Jones (MJ) commented that extraordinary meetings are normally used to allow for 6-month notice periods for functionality changes parties need to be prepared for, and the change is time-pressing. He did not believe this was required for this change.

The Committee agreed to take the vote at the 11 October 2023 standard DSC Change Management Committee as the timing would only equate to a 10-day difference.

**4.13. XRN 5647 Minor Release 11**

CDSP provided an overview of the implementation plan and its scope including XRNs 5547, 5316 and 5651. This was a light touch Gemini Change with implementation planned on 22 September 2023.

One risk was highlighted that 4200 reads could be processed by Shippers as RFAs because the process will not allow Shippers to add reads where pre-LIS and LIS do not exist.

For a detailed update, please refer to the replaced presentation published.

It was agreed to update the presentation slides to capture XRN5651 and that a further communication be shared relating to this change.

**4.14. XRN 5629 November 2023 Major Release**

CDSP provided an update for the November 2023 Major Release and the Implementation Approach for XRN5629. XRNs in scope 5186 (UNC Modification 0701) and XRN 5482.



RW provided an overview of the inbound and outbound files. Implementation is planned on 04 November 2023.

For a detailed update, please refer to the published presentation.

#### 4.15. June 2023 Major Release Update

CDSP provided an update for the June 2023 Major Release confirming a successful implementation on 24 June 2023.

#### 4.16. XRN 5564 Gemini Sustain Plus Programme Update

CDSP provided an update on the National Gas Transmission Change Horizon Plan. All work was on track, with no red areas. No material changes since the last update.

Implementation is on track for September 2024, with several risks being monitored. A series of Focus Groups will provide insight into the operational and technical developments. Market trials and Training will commence in Quarter 2 2024 (April). For a detailed update, please refer to the published slides.

#### 4.17. Data Discovery Platform (DDP) Update

CDSP provided an update, which included a roadmap, the latest sprint updates, a DDP appendix and previous/recent release updates, with an update on data limits. John Welch (JWe) gave an overview of the current focus for Release 3 following feedback and an Action Plan Update (Action 0602) on the User Requirements. For the detailed information please refer to the published slides.

### 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.

Jo Williams (JWi) notified the Committee that a delay in delivering V1.4 had impacted the remaining processes. The roadmap was updated, and lessons learnt from previous releases for contingency release dates. JWi confirmed the target date and contingency dates for each of the process changes. Please refer to the published slides for full details.

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

<https://www.xoserve.com/products-services/data-products/contact-management-service-cms/cms-rebuild/>

### 6. Any Other Business

#### 6.1. XRN 5641 Addition of Market Sector Code to specific Supply Point Data Reports Update

PO provided an update on XRN5641 reporting change raised by NGN to include the market sector code on a number of DN reports, with a view to deploying the reporting changes in September.

### 7. Appendix

#### 7.1. Plan on Page (POAP)

The POAP was provided as an appendix for information.

### 8. Diary Planning

Further details of planned meetings are available at: [www.gasgovernance.co.uk/events-calendar/month](http://www.gasgovernance.co.uk/events-calendar/month)

Time/Date	Meeting Paper Publication Deadline	Venue	Programme
10:00 Wednesday 11 October 2023	5 pm Tuesday 03 October 2023	Microsoft Teams	Standard Agenda
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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<b>DSC Change Action Table</b>						
<b>Action Ref</b>	<b>Meeting Date</b>	<b>Min Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Reporting Month</b>	<b>Status Update</b>
<b>0207</b>	13/07/22	2.1	Xoserve (ES) to assess the DSC Change-related procedures and documents to ensure they are still fit for purpose and provide the Committee with documentation summarising the actions taken/to be taken.	Xoserve (ES)	September 23	<b>Closed</b>
<b>0602</b>	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	<b>Carried Forward</b>
<b>0701</b>	12/07/23	1.6	<i>Linked to Action 0602: DDP Challenges</i> Committee members to consider if they support the movement of DDP investment into the General Change Budget	Committee members	August 23	<b>Carried Forward</b>
<b>0801</b>	09/08/23	3.3	CDSP (DA) to provide a comparison table to outline the complexity, volumes, and costs for XRN5675 (UNC 0836S and UNC 0855)	Xoserve (DA)	September 2023	<b>Closed</b>
<b>0802</b>	09/08/23	6.5	Xoserve (PO) to review Demand Side Response Modification 0852 and the potential linked changes which correlate with Modification 0844.	Xoserve (PO)	September 2023	<b>Closed</b>