Joint Office of Gas Transporters

UNC DSC Change Management Committee Minutes
Wednesday 11 December 2019
at Lansdowne Gate, 65 New Road, Solihull B91 3DL

Attendees			
Attendees			
Bob Fletcher (Chair)	(BF)	Joint Office	Non-Voting
Maitrayee Bhowmick-Jewkes (Secretary)	(MBJ)	Joint Office	Non-Voting
Shipper User Representatives (Voting)			
Helen Bevan (Alternate)	(HB)	Scottish Power	Class A-Voting
Mark Jones	(MJ)	SSE	Class A-Voting
Lorna Lewin	(LL)	Orsted	Class B Voting
Alex Mann*	(AM)	Gazprom	Class C Voting
Transporter Representatives (Voting)			
Guv Dosanjh	(GD)	Cadent	DNO-Voting
Richard Pomroy	(RP)	Wales and West Utilities	DNO-Voting
Richard Loukes + Alternate	(RL)	National Grid	NTS
John Cooper* + Alternate	(JC)	IGT Representative	IGT-Voting
CDSP Change Management Representatives (Non-Voting)			
Emma Smith	(ES)	Xoserve	
James Rigby	(JR)	Xoserve	
Paul Orsler	(PO)	Xoserve	
Observers/Presenters (Non-Voting)			
Helen Bennett	(HBe)	Joint Office	
Sally Hardman*	(SHa)	SGN	
Shanna Barr*	(SB)	Northern Gas Networks	
Megan Coventry*	(MC)	SSE	
Kirsty Dudley*	(KD)	EON	
Jai Leroche*	(JL)	Xoserve	
Richard Hadfield	(RH)	Xoserve	
Rachel Taggart	(RT)	Xoserve	
Megan Troth	(MT)	Xoserve	
David Addison	(DA)	Xoserve	
Ellie Rogers	(ER)	Xoserve	
Simon Harris	(SH)	Xoserve	
Trevor Howfield	(TH)	Xoserve	
Ed Healey	(EH)	Xoserve	
Surfaraz Tambe	(ST)	Xoserve	
Jane Goodes	(JG)	Xoserve	
Tom Lineham	(TL)	Xoserve	
Emma Lyndon	(EL)	Xoserve	
Leanne Jackson	(LJ)	Xoserve	
Beverly Viney	(BV)	Xoserve	

Mudassar Riaz	(MR)	Xoserve	
Via teleconference			
Copies of all papers are available at: https://www.gasgovernance.co.uk/dsc-change/111219			

1. Introduction

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

1.1. Apologies for absence

Kevin Duddy.
Stephanie Clements.
Teresa Thompson.

1.2. Alternates

Helen Bevan for Stephanie Clements

John Cooper for Kevin Duddy

Richard Loukes for Teresa Thompson

1.3. Confirm Voting rights

Representative	Classification	Vote Count
Shipper Representatives		
Helen Bevan	Shipper Class A	1 vote
Mark Jones	Shipper Class A	1 vote
Lorna Lewin	Shipper Class B	2 votes
Alex Mann	Shipper Class C	2 votes
Transporter Representatives		
Guv Dosanjh	DNO	1 vote
Richard Pomroy	DNO	1 vote
Richard Loukes + Alternate NTS	NTS	2 votes
John Cooper + Alternate IGT	IGT	2 votes

1.4. Approval of Minutes (13 & 22 November 2019)

Minutes from 13 November 2019 were approved.

Richard Pomroy (RP) informed the Committee that he had some comments on the minutes for 22 November. Item Market Trials for XRN4996 June 2020 – Shipper, DNOs & IGTs (Agenda item 7.4 from 13.11.19), should be BER for XRN4996 June 2020 – Shipper, DNOs & IGTs (Agenda item 7.4 from 13.11.19). RP also asked that the minutes are amended to clarify that the voting was to ask for approval to remove items from the June 2020 release scope. The votes should therefore be recorded as 'For', not 'Against'. The minutes also need to include XRN4871b as one of the items descoped from the June 2020 release.

The Committee accepted these changes and then approved the minutes from 22 November extraordinary meeting.

1.5. Review of Outstanding Actions

1101: Xoserve (RH) to bring scope of November 2020 releases back to December Change Management Committee for approval.
Update: RH informed the Committee this action would be discussed under agenda item 7 and would be reviewed later in the agenda. **Closed.**

2. New Change Proposals – Initial Review

1.1. XRN5053 Single Sided Nominations Improvements

![Joint Office of Gas Transporters logo]

This new Change Proposal is sponsored by National Grid. Richard Loukes (RL) explained that the Gemini System currently does not allow a User to have both a Single Sided Nomination (SSN) and a Double Sided Nomination (DSN) for the same date/location combination.

Where a User has submitted a SSN that is not then matched by the TSO, the User is unable to amend it or submit a new request for that same combination. There are 3 elements to the change request:

1A) Ability to Withdraw SSNs

To introduce a withdrawal facility whereby a User can withdraw a SSN that has not been confirmed. Once the SSN is withdrawn the User would be able to place a new request.

1B) Ability to Modify SSNs

To introduce a modify facility such that Users can change the various elements of a SSN that has not been confirmed. This would include the ability to change it from a SSN to a DSN.

1C) Error proofing SSN entry

For a SSN an auto populate facility for key fields such as the EIC (Energy Identification Coding) could be introduced whereby the value entered in the internal shipper EIC field is then copied across to the external shipper EIC field.

Kirsty Dudley (KD) queried if these were the only issues. RL explained that National Grid had been working for some time to capture issues and options for this matter and these were the only ones they had identified. KD asked for further clarification about whether this change needed further development at the Development Subgroup (DSG). RL and Paul Orsler (PO) both agreed that there was no need for this to go to DSG and it should go straight to consultation.

NTS Users were asked to vote on this change proposal.

Unanimous approval to proceed was recorded as follows:

Voting Outcome:		
NTS Representative	Voting Count	For/Against
Richard Loukes (+ alternate)	2 votes	For
Total	2 votes	For

1.2. XRN5054 Negative Implied Flow Rates

This new Change Proposal was also sponsored by National Grid and presented by RL and is proposing to introduce an automated solution for negative implied flow rates.

Currently Shipper Users are unable to process renominations where there is a breach of the 1/24th rule, and they must send a fax (Code Communication) to request a reschedule to National Grid Gas National Control Centre (GNCC), who will manually validate and reschedule. RL informed the Committee that this is time consuming and prone to error and is only actioned on a current best endeavours' basis. Shippers Users are requesting this change from recent workshops that have been held for Gemini Enhancement Project to allow them more flexibility in managing the process.

Under the proposed change, the renominations will be placed by the Shipper Users (via online screen/API) where the negative implied flow validation will be processed into requests for reschedule process by the GNCC.

It was suggested by RP that the wording on how National Grid actions their reschedule needs to be amended, as currently this states 'best endeavours' and this is a very onerous obligation, should it therefore read 'on reasonable endeavours' instead. RL accepted this suggestion. Clarification was requested by KD regarding whether this change would be going straight to consultation and RL confirmed that it would.

NTS Users were asked to vote on this change. Unanimous approval to proceed was recorded as follows

Voting Outcome:		
NTS Representative	**Voting Count**	**For/Against**
Richard Loukes (+ alternate)	2 votes	For
Total	**2 votes**	**For**

3.   New Change Proposals - Post Initial Review

None for this meeting.

4.   New Change Proposals - Post Solution Review

4.1 XRN4923 AQ Calculation for RGMA (ONUPD) Estimate Reads

Following the completion of the solution review of this change, the Committee was asked to vote on the solution option and implementation of this change.

Simon Harris (SH) informed the Committee that Xoserve intends to include this change in the scope of a Minor Release for February 2020 and Shipper Users are being asked to decide whether this approach can be supported.

The change is looking to amend UK Link by utilising estimated readings for AQ calculations. The responses to the consultation for this change had 2 approvals, 1 deferral and one rejection. The latter two responses did not see the benefit of implementing this change. Xoserve have written to both parties with clarifications on why they believe the change would be beneficial.

KD stated that from the responses sent to this change, it appeared that further work was required to develop this change at DSG. James Rigby (JR) asked SH to advise what the impact of not approving this change would be and the Committee was informed that it would not be included in the February 2020 Minor Release but could be included in the next minor release which is likely to be around May 2020. KD informed the Committee that she would be willing to have this change implemented at that time to ensure the proposal is sufficiently developed.

JR stated that the Committee would need to clarify how this change needed to be amended for further development. A vote was taken to decide whether this change is to be deferred until further discussion had been had at DSG on how the change could be developed.

Unanimous approval to defer consideration of this change proposal was recorded as follows:meeting

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Helen Bevan	1 vote	For
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alex Mann	2 votes	For
Total	**6 votes**	**For**

4.2 XRN4851 - Moving Market Participant Ownership from SPAA to UNC/DSC

Megan Troth (MT) informed the Committee that Xoserve are seeking confirmation of approach for supporting for the Market Participant process from February 2020.
At the DSG session on 18th November, multiple approaches for the new Market Participant process were presented, and these approach options have also been circulated to various industry groups. The consensus view is that a downloadable spreadsheet is the best approach and this was also the recommendation from DSG.

As the sponsor, KD stated that she would prefer a downloadable spreadsheet and therefore was happy to support the favoured approach. Dave Addison (DA) stated Xoserve are continuing with a further review of option and will revert to the Committee with any further developments in file flows being considered. He asked if there would be an appetite for this and was informed that there was.
RP asked if this spreadsheet would be a download of the master data files and DA confirmed that it would be a replication of the data held in UK Link and was not an extract. RP further asked if there would be checks to ensure that no files would be accidentally deleted or information corrupted as he had recent experience with spreadsheets extractions that failed or mis populated cells in a spreadsheet. DA advsied that these checks would be in place.

Shipper Users were asked to vote on whether this approach was supported and approval to proceed was recorded as follows:

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Helen Bevan	1 vote	For
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alex Mann	2 votes	For
Total	**6 votes**	**For**

5. Xoserve DSC Implementation Plan

December's implementation plan included a number of change proposals where the Design Specifications needed to be approved. Xoserve therefore suggested a new approach of highlighting which of these changes the Committee needed to review in detail. They suggested that changes which had received representations rejecting the change and needed a full review by the Committee, whilst changes without any rejections could be approved by exception.

MJ suggested that the summary includes representations that include comments and not just approve/reject. ES advised that Xoserve would review the summary approach to see if this was possible.

After some discussion by the Committee, this was approach was accepted.

Approval of the Design Specification for the following changes:

- **4850 Notification of Customer Contact Details to Transporters**

Ellie Rogers (ER) explained that the majority of parties who had provided representations on this change, accepted the proposed design specifications. Xoserve was asked to clarify by RP what the challenge was to the change proposal. ER clarified that Xoserve could not add a flag to Customer Contact Details for Transporters use as they were not able to share this information.

KD asked whether this solution aligned with the related SPAA CP and was informed by ER that it did.

Voting parties were Shipper, DNO & IGT, and approval was received by all to proceed.

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Helen Bevan	1 vote	For
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alison Neild	2 votes	For
Total	**6 votes**	**For**
Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	1 vote	For
Richard Pomroy	1 vote	For
John Cooper + Alternate	2 votes	For
Total	**4 votes**	**For**

- **4930 Requirement to Inform Shipper of Meter Link Code Change**
  - Xoserve advised that an amendment to the Meter Link Code to update the current Shipper via a K15 record (with an MRI file) had been identified. There was one rejection received in representation, but after discussions, it was approved for implementation.
  - Voting parties were Shippers, and approval was received to proceed.

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Helen Bevan	1 vote	For
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alison Neild	2 votes	For
Total	**6 votes**	**For**

- **4932 Improvements to the quality of the Conversion Factor values held on the Supply Point Register (MOD0681S)**
  - o Xoserve informed the Committee that there had been a quite a few responses to this change proposal, most of which had recommended approval.
    However, EDF have commented that they believe this change needs to be reviewed with XRN 5027 and that XRN5027 should potentially be developed before this change proposal is implemented. Xoserve have responded to say that while they agree both changes need to be looked at in conjunction with each other, they do not believe XRN5027 should be developed prior to this change proposal and the reasons for this view.
    KD commented that these explanations need to be included in a pack for consideration and discussed at Performance Assurance Committee (PAC) and possibly DSG if needed, to ensure there is the correct level of debate and understanding, further explanations may then be required.
    The Committee agreed that Xoserve should provide additional explanations and in addition, views should be sought from the PAC.

> **New action 1201:** Xoserve (SH) to provide views on the interactions between Change Proposals XRN 4932 and XRN5027for discussion at PAC and possibly DSG.

Voting parties were Shippers and DNOs and approval was received by all to proceed.

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Helen Bevan	1 vote	For
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alison Neild	2 votes	For
Total	**6 votes**	**For**
Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	1 vote	For
Richard Pomroy	1 vote	For
Total	**2 votes**	**For**

- **4941 Auto updates to meter read frequency (MOD0692)**
  - o The Committee was informed that questions had been raised in the representations received for this change proposal about what a smart asset is and its identification against a supply point. E.ON had also questioned the June delivery date.
  - o JR stated that this is an example of where a Change Proposal and Modification have been developed side by side and been issued to consultation at the same time, but without the certainty of the Modification implementation there is a lack of clarity about how the Change Proposal can be delivered. RP explained that the UNC Modification Panel will be reviewing the Final Modification Report in December and the Committee should have certainty on how the Change Proposal is to be managed. He also informed the Committee that a related change proposal had been raised by Cadent and they should both be implemented in the same release.
  - o Emma Smith (ES) was asked to check what the dependency is for both changes on each other and to provide a statement to the Committee. KD suggested to the Committee that a decision is made in January about this change proposal.
  - o Shipper members were asked to vote on deferring this change proposal and approved deferral to January.

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Helen Bevan	1 vote	For
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alison Neild	2 votes	For
Total	**6 votes**	**For**

All the below changes proposals were unanimously approved by the voting parties as no comments had been received to reject or defer their implementation.

- 4955 Amendment of MDD PSR Needs Codes and Needs Code Descriptions
  - Voting parties – Shipper, NTS, GT & IGT
- 4772 Composite Weather Variable (CWV) Improvements
  - Voting parties – Shipper & DNO
- 4780 (B) Inclusion of MAP Id in the UK Link system (CSS)
  - Voting party – Shipper
- 4865 Amendment to Treatment and Reporting of CYCL Reads
  - Voting party – Shipper
- 4871 (B) Changes to Ratchet Regime (MOD0665)
  - Voting party – DNO
- 4888 Removing Duplicate Address Update Validation for IGT Supply Meter Points via CMS
  - Voting parties – Shipper, DNO & IGT
- 5004 Golden Bullet Report
  - Voted for AdHoc delivery at ChMC in November (No adverse responses received)
- 5033 Addition of low-level data to EUC Report
  - Voted for AdHoc delivery at ChMC in November (No adverse responses received)
- 4691 CSEPs: IGT and GT File Formats (CGI Files)
  - Voting parties – DNO & IGT
- 4692 CSEPs: IGT and GT File Formats – CIN Files - Paul Orsler
  - Voting parties – DNO & IGT
- 4897 & 4899 Deletion of Customer Contact Details and Priority Service Register Data (PSR) at the Change of Shipper and Supplier Events
  - Voting party – Shipper

Within the outages tab, there were two outages to communicate to the Committee for information:

- Gemini on 5th July 2020 from 03:00 to 17:00 hrs.
- UK Link portal including Data Enquiry Service (DES) on 14 and 15 December from 03:00 to 05:00 hrs.

6. Approval of Change documents

6.1 BER for XRN4779 Adding AQ to PARR Reports

A Business Evaluation Report (BER), for this change, was presented for approval. Shipper's will be expected to vote regarding the approval of this BER.

JR informed the Committee that this change is in relation to Modification 0657 which was approved in 2018. Although Xoserve had attempted to deliver this change via various platforms, it had been delayed because of technical issues, and JR apologised to PAC and the Committee for the delays. He confirmed that the Change Proposal was now ready for delivery.

Ed Healey (EH) confirmed that the delivery date was 18 January 2020.

As Modification 0707 will give PAFA access to the DDP, RP queried whether this change was still needed? JR clarified that as the DDP rollout was dependant on AQ calculations, which is still not

inputted in the DDP, this change was still required for PAFA to access that information. However, eventually when the DDP will include that information, this change will no longer be relevant.

Xoserve further confirmed that the CCR for the change will be brought back to the Committee in February, although PAC will have access to the data in this change in January. Also, the allocated PAC budget for this change had previously been ringfenced and the Committee did not need to approve this.

Shippers were asked to vote for approval to proceed. Unanimous approval to proceed was recorded as follows:

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Helen Bevan	1 vote	For
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alex Mann	2 votes	For
Total	**6 votes**	**For**

7. June 2020

7.1 June 2020 Release Update
The latest position of the EUC Release was presented for information purposes by Surfaraz Tambe (ST), who informed the Committee that since approval at the Extraordinary Meeting in November, Xoserve had been developing the approach.
XRN 4996 will be delivered in two parts. The first part was the initial population of MAP IDs, and will still be delivered in June 2020, while the second part of it, which was the enduring process for the MAP IDs, was descoped for this release.

7.2 June 2020 Release Date

ST informed the Committee that the new proposed implementation date for June 2020 release is the weekend of 19th – 21st June, with the changes going live on 20th June. Contingency dates provided are 26th – 28th June, whilst high level implementation timeline and file formal transition plan are to be shared closer to implementation date. However, it was noted there is a potential clash with Gemini around the proposed dates and it was suggested that an impact assessment was required. The Committee agreed to defer discussions on approving the new implementation date until the January 2020 meeting.

8. Release Updates

8.1 XRN4665 Creation of New End User Categories

The latest position of the new End User Categories (EUC) Release was presented for information purposes. The Committee was advised that one issue is currently open and the project team is looking to resolve this. Dates are going to be advised on next month.

8.2 November 2019 Release – Delivery Plan

The latest position of the November 2019 Release was presented for information purposes. The November 2019 release has been implemented, with exceptions having been identified for further work. A data fix release is required for this to be resolved and this will be picked up during 2020.

8.3 XRN4914 Retrospective Data Update Provisions

The latest position of the Retrospective Updates Project was presented for information purposes. In terms of delivery, Xoserve advised that Step 1 of this assessment has been completed. The key messages from the project was that eight shippers are actively involved and a good proportion of market data has been received by Xoserve to analyse. Information on the project progress is available on the relevant area of the Xoserve website, Level one analysis to be put on the website in January. Xoserve have advised the Committee regular progress updates are to be provided.

8.4 Minor Release (Approval needed)

Scope and proposed minor release date of 29th February 2020 was brought to the Committee for approval.
Richard Hadfield advised that changes in scope for this minor release were Change Proposals XRN4955 and XRN4997. Guv Dosanjh (GD) queried how much scope was left in this release. RH explained that the maximum capacity in a minor release is15 points, and this release has come to 13 points already. Therefore, it is unlikely that any other changes can be accommodated.
Megan Coventry (MC) asked why Change Proposal XRN4851 has not been included in this release and ES advised that this is a document change only and these are managed separately to system changes..
KD suggested that a change register will be helpful for clarity for the industry and ES said she would look into providing further clarity and supporting information on document only chnages.

> **New Action 1202**: Xoserve looking at improving the provision of supporting information for the different types of releases in a change register.

Unanimous approval was received for this release.

Voting Outcome:		
Shipper Representative	**Voting Count**	**For/Against**
Helen Bevan	1 vote	For
Mark Jones	1 vote	For
Lorna Lewin	2 votes	For
Alison Neild	2 votes	For
Total	**6 votes**	**For**
Transporter Representatives	**Voting Count**	**For/Against**
Guv Dosanjh	1 vote	For
Richard Pomroy	1 vote	For
Richard Loukes + Alternate	2 votes	For
John Cooper + Alternate	2 votes	For
Total	**6 votes**	**For**

8.5 Retail & Network Update

This agenda item was to provide an update on UK Link releases. It included the UK Link Scoping Approach and a general update on UK Link Releases, including upcoming delivery and governance timelines, allocated and unallocated changes.
RH stated that the scope for the alternate major release in November 2020 will be submitted in February for approval by the Committee.

Document releases are not included in the change register at present, and these will be included from next month.

At present, November 2020 release has under 100 points allocated for changes proposal. However, for unallocated changes, there should be enough for a major release. Xoserve asked the Committee whether anything should be included or taken off the lists. No comments were received.

RH informed the Committee that an update is to be provided at the next meeting focusing on the 8 changes that are on unallocated change proposals listing to get scope ready for approval in February.

RP and GD will check on what they can include from a DNO perspective and review their decision process for their recommendations.

8.6 UK Link POAP

A Plan on a Page (POAP) for UK Link related change proposals was presented for information purposes. This included the Gemini and UK Link changes in the delivery pipeline. RH asked Committee if this was helpful and was told by KD that it was helpful as a reference document. RH was advised by general consensus that the document should be maintained but maybe not as an agenda item for the Change Management Committee. Xoserve will continue to produce it and it will be discussed by exceptions basis going forward.

8.7 Change Assurance Health Check

RT advised the Committee that at the last meeting, Change Managers had questioned the need for this presentation. Trevor Howfield (TH), who is the Head of Change Assurance at Xoserve, attended the meeting to discuss why this item is still needed on the agenda.

TH informed the Committee that the purpose of this item is that where changes go through the assurance process, and how project managers advise of any doubts or risks of delivering the change, this agenda is for project teams to review the items in question with the Committee or for assurance teams to give feedback on the status of the project to the Committee. The change assurance team can also provide a more high level view such as trend analysis on changes for the Committee going forward.

TH asked the Committee whether this agenda item will therefore have any value to them and whether they wanted to see any additional information from the assurance team. He further explained that anything that has been assured and is offtrack for delivery, should be presented in this slot. RP suggested that if this happened, it would be beneficial for TH's team to attend and provide an independent view, as more assurance was beneficial rather than less. KD agreed and stated that it would be an opportunity to improve processes.

TH confirmed that he would provide some slides on what he can do and what can be offered additionally by his team. He also confirmed that change assurance cycle can be aligned with risk management work (as suggested by KD) to improve the holistic approach to assurance and change delivery.

New Action 1203: TH (Xoserve) to present suggestions for improving Change Assurance on what value he and his team can bring to the Committee decision process.

8.8 Data Office Changes

A list of Data Office related Change Proposals was presented by Jane Goodes (JG) for information purposes. This update included customer impacting data Change Proposals, including updates on capture, estimated delivery and delivery information. Delivery information included what will be done and platform through which changes will be captured.

9.   CSS Consequential Change

The latest position of CSS Change was presented for information purposes by Emma Lyndon (EL) who stated there was very little to report at this meeting.

Xoserve were continuing their focus on data migration, and testing was working through various scenarios. Everything so far is progressing according to plan. EL gave a heads up to the Committee about a new assurance activity to be provided in December for parties to complete. Ofgem have also established a cutover workgroup, the Terms of Reference for which have just been sent out, which EL will be attending as an Xoserve representative.

Xoserve are currently working on Consequential Changes Market Testing, which is being led by Jo Gallaway (JG). This is due to start in April 2020 but may have to be moved to June should once futher information is made available. RP queried if the consequential testing had buy in from industry participants, which EL confirmed that parties were getting involved with the process. RP raised his concerns on that there may not be sufficient time of vigorous testing, which may lead to defects being carried into the live environment. EL advised that she would invite JG to the next meeting to give the explanations and assurances required.

RP also asked if the Consequential Testing will come to the Change Management Committee meeting for sign off, as well as whether all the June 2021 release will come to this meeting in terms of determining governance. ES confirmed that Consequential Testing is not within the DSC Change budget so it is unlikely these will come to DSC for sign off.

EL and ES was requested to confirm the governance process for any changes for the Consequential Testing and advise the Committee. RP asked EL to include details including how many and type of organisations were involved in the testing, the end to end testing process and also anticipated governance.

New Action 1204: EL/ES(Xoserve) to plan out the governance process required for any Consequential Testing changes.

10.   UIG Taskforce Update

The UIG Taskforce presented an update for information, including the POAP, Taskforce Funding, and Next Steps.

Leanne Jackson (LJ) confirmed all tasks for the UIG Taskforce was either completed or on track. The Taskforce is due to provide their next Executive update, including the Plan on Page update.

She further confirmed that funding was also on track and with the anticipated range. Fiona Cottam was leading on the majority of outstanding activities and any follow up requirements. The formal close out of the Task Force is expected to be January or February. KD asked ES what would happen if the Task Force was closed down and there were still allocated funds for it? ES said she would find out and provide an update.

New Action 1205: Xoserve (ES) to clarify what would happen to allocated funds when the UIG Task Force is closed down.

BF sought for an update in relation to an urgent Modification 0658 which established the Task Force and had set targets for Xoserve in terms of reducing UIG. LJ confirmed that they have reported back and currently activities still ongoing, although are within expectations to those targets in the Modification.

11.   Horizon and Future Release Change Planning

a.   Bubbling Under Report

The bubbling under report highlighting potential future work for Xoserve was presented. No comments were received.

b.   Gemini Horizon Planning

A POAP for Gemini related change was presented for information purposes by Beverley Viney (BV). She informed the Committee that testing was required for Gemini Re-Platform delivery and testers were required from all constituencies (not just Shippers but DNOs as well). Ideally more than one party should be involved in testing, which should take an hour to complete. Everything else is on track. BV confirmed that email notification from National Grid will go out in January and communication will be sent out across the board as well.

BV asked all Committee members to encourage their constituents to participate in the testing.

Industry Participants can request support or additional information by emailing box.xoserve.GeminiRe-Platform@xoserve.com

12.   Finance and General Change Budget Update

The Finance and General budget was discussed and an update provided. RP stated that the new slides are much more informative. No further comments were received.

13.   Any Other Business

a.   IX Refresh Update

An update on the IX Refresh was provided by Emily Evans (EE). She confirmed that Gamma had been in touch and that migration dates were set within the next three months. She asked for support from Xoserve customers to complete the migration and advised that feedback so far had been positive.

RP provided feedback to say there had been a loss of communication between the Xoserve project team and Wales and West Utilities. Although contact had since been re-established, he was concerned about project implementation and how communications were managed. JR advised Xoserve would provide assurances that the project was still on track.

b.   Title CDSP Prioritisation and Release Scoping Approach Review

JR requested the Committee to Review the 'Xoserve Prioritisation and Scoping Approach' document. He advised this had been one of the first documents drafted straight after Nexus implementation, and was no longer suitable for the job as the document should reflect the current process as it stands. The change process and prioritisation is very different in practice now from what is set out in this document as the process has since been improved and refined. The document needs to be updated to reflect this approach. Xoserve will share a redraft in January and this should be completed by February.

RP asked for clarification on whether this document can be approved in this committee. JR and BF confirmed this as the document only highlights processes.

BF challenged the status of this document and raised the question that if the document was still needed, then relevant parties may need to outline a proper governance process for it or it should be named as a guidance document. RP agreed with this view. The Committee agreed this would be reviewed further next month.

c.   KVI Survey results

Jane Goodes (JG) shared the results to the KVI survey, feedback and Xoserve's response. It was highlighted that the feedback over the last year shows significant improvements made between July 2019 and October 2019.

d.   DSG Meetings

PO advised the Committee that Xoserve had been reviewing the purpose of DSG and would like to get right approach and frequency for the DSG meetings to provide more value following feedback received. Xoserve believe there should be sufficient time after the Change Management Committee to produce material for DSG meetings and then prepare for the next Change Management meeting to review items. At present, DSG is every fortnight. Xoserve are proposing to have these meetings on the last Monday of eachmonth,. This should mean more people would attend the meetings and there would be more value derived. This was accepted by the Committee. Xoserve were asked to publish potential dates.

New Action 1206: Xoserve (JR/PO) to publish dates for DSG meetings planned for 2020 on Xoserve and Joint Office calendars.

e. Submission for papers for next Change Management Committee

ES asked the Committee when documents should be submitted for the next Committee meeting, taking into account New Year bank holidays. It was agreed that documents that need approval should be submitted by COP 02 January 2020 and everything else should be submitted by close of play on Friday 03 January for publication by Monday 06 January.

f. Xoserve's implementation of the AML/ ASP merged file amendment invoice

MC raised this item. This file amendment is due to be implemented by end of December or by January, however, it was only sent out at the end of November. SSE are concerned about the timescales given to the industry to review this amendment before it is to be implemented. MC asked Xoserve that if significant concerns are raised around the implementation of a solution, as we have in this case, should Xoserve reconsider immediate rollout of the proposed solution and re-assess via applying the industry assessment/ consultation/ approval process ahead of implementation? KD agreed with MC's concerns and agreed Xoserve should review the rollout of this implementation as all changes should go through the same assurance processes to ensure all organisations have exposure to the change.

ES said she did not know much about this but agreed that everyone should definitely have as much information about any change. ES will review this with relevant people and provide an update next month. KD and MC to email ES highlighting their concerns.

14. Diary Planning

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

Meetings will take place as follows:

Time/Date	Venue	Programme
10:30 Wednesday 08 January 2020	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.

Joint Office of Gas Transporters

Action Table (as at 11 December 2019)

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
1101	13/11/19	8.6	Xoserve (RH) to bring scope of November 2020 releases back to December Change Management Committee for approval.	Xoserve (RH)	**Closed**
1201	11/12/19	5	Xoserve (SH) to provide views on the interactions between Change Proposals XRN 4932 and XRN5027for discussion at PAC and possibly DSG.	Xoserve (SH)	**Carried Forward**
1202	11/12/19	8.4	Xoserve (ES) looking at improving the provision of supporting information for the different types of releases in a change register.	Xoserve (ES)	**Carried Forward**
1203	11/12/19	8.7	Xoserve (TH) to present suggestions for improving Change Assurance on what value he and his team can bring to the Committee decision process.	Xoserve (TH)	**Carried Forward**
1204	11/12/19	9	Xoserve (EL/ES) to plan out the governance process required for any Consequential Testing changes.	Xoserve (EL/ES)	**Carried Forward**
1205	11/12/19	10	Xoserve (ES) to clarify what would happen to allocated funds when the UIG Task Force is closed down.	Xoserve (ES)	**Carried Forward**
1206	11/12/19	13	Xoserve (JR/PO) to publish dates for DSG meetings planned for 2020 on Xoserve and Joint Office calendars.	Xoserve (JR/PO)	**Carried Forward**