

**UNC DSC Change Management Committee Minutes**  
**Wednesday 13 May 2020**  
**Via teleconference**

<b>Attendees</b>			
Bob Fletcher (Chair)	(BF)	Joint Office	Non-Voting
Maitrayee Bhowmick-Jewkes (Secretary)	(MBJ)	Joint Office	Non-Voting
<b>Shipper User Representatives (Voting)</b>			
Claire Louise Roberts as Alternate	(CLR)	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
<b>Transporter Representatives (Voting)</b>			
Guv Dosanjh	(GD)	Cadent	DNO Voting
Helen Chandler as Alternate	(HC)	Northern Gas Networks	DNO Voting
Richard Loukes + Alternate	(RL)	National Grid	NTS Voting
Kevin Duddy + Alternate	(KDu)	IGT Representative	IGT Voting
<b>CDSP Change Management Representatives (Non-Voting)</b>			
Emma Smith	(ES)	Xoserve	
James Rigby	(JR)	Xoserve	
Paul Orsler	(PO)	Xoserve	
<b>Observers/Presenters (Non-Voting)</b>			
Andy Clasper	(AC)	Cadent	
Kirsty Dudley	(KD)	EON	
Lisa Lindstedt	(LL)	EDF	
Oorlagh Chapman	(OC)	Centrica	
Sally Hardman	(SH)	SGN	
Shanna Barr	(SB)	Northern Gas Networks	
David Addison	(DA)	Xoserve	
Ed Healey	(EH)	Xoserve	
Ellie Rogers	(ER)	Xoserve	
Emma Lyndon	(EL)	Xoserve	
Jai LeResche	(JL)	Xoserve	
Julie Bretherton	(JB)	Xoserve	
Manisha Bharadwaj	(MB)	Xoserve	
Mark Pollard	(MP)	Xoserve	
Michele Downes	(MD)	Xoserve	
Mudassar Riaz	(MR)	Xoserve	
Rachel Addison	(RA)	Xoserve	
Rachel Taggart	(RT)	Xoserve	
Richard Hadfield	(RH)	Xoserve	

Richard Johnson	(RJ)	Xoserve
Simon Harris	(SH)	Xoserve

Copies of all papers are available at: <https://www.gasgovernance.co.uk/dsc-change/130520>

## 1. Introduction

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

### 1.1. Apologies for absence

Stephanie Clements.  
Rebecca Cailes.  
Richard Pomroy.  
Teresa Thompson.

### 1.2. Alternates

Claire Louise Roberts for Stephanie Clements.  
Helen Chandler for Richard Pomroy.  
Richard Loukes for Teresa Thompson.  
Kevin Duddy for Rebecca Cailes.

### 1.3. Confirm Voting rights

Representative	Classification	Vote Count
<b>Shipper</b>		
Claire Louise Roberts (Alternate for Stephanie Clements)	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
<b>Transporter</b>		
Guv Dosanjh	DNO	1 vote
Helen Chandler (Alternate for Richard Pomroy)	DNO	1 vote
Richard Loukes + Alternate for Teresa Thompson	NTS	<u>24 votes</u>
Kev Duddy + Alternate for Rebecca Cailes	IGT	2 votes

### 1.4. Approval of Minutes (08 April and 04 May)

The minutes from the meetings held on 08 April and 04 May 2020 were approved.

### 1.5. Review of Outstanding Actions

**0108:** Xoserve (ES) to ensure Governance Subcommittee reviews the governance arrangements around change assurance and associated health check for development to be reviewed in July.

**Update:** Carried forward until July. **Carried forward.**

**0205:** CP4992 (Modification 0687) Xoserve (ES/RT) to keep this item on the Committee agenda for review at the May meeting.

**Update:** An update is to be provided as part of the November 2020 Release update. **Closed.**

**0208:** Xoserve (PO) will create consolidated change proposal concentrating on problem statements for DDP issues.

**Update:** An update is to be provided under Agenda item 2.1.2. **Closed.**

**0209:** Xoserve (ES/PO) to provide details of funding split (DNO/Shippers) for CP4871B (Modification 0665 - Changes to Ratchet Regime).

**Update:** DA presented a paper on the utilisation of Class Change Capability to enable discussions around the funding split for this Change Proposal (CP). The Committee stated that they needed to review the paper before they could agree on a course of action. The paper has now been published on the Joint Office website for the Committee members and industry participants to review and bring any questions arising out of it to the 10 June Committee meeting. **Closed**

**0216:** Xoserve to review how they can be clearer when discussing costs where they have already spent a proportion of the budget – to be reviewed in July.

**Update:** Carried forward to July. **Carried Forward**

**0307:** Xoserve (JG) to provide further information on reporting requirements impact on CP4874 (Must Read Invoicing Validation).

**Update:** PO informed the Committee that this action is about DNOs reporting requirements arising out of CP4874. He advised that Xoserve will liaise with DNOs directly and progress this action offline. The Committee will be updated separately. **Closed**

**0401:** When Change Proposals are mentioned in minutes, can the title of the CP also be captured (MBJ).

**Update:** MBJ advised that this has now been completed. **Closed**

**0402:** Xoserve (JR) to ensure DESC are made aware of CP5143 (Transfer of NDM sampling obligations from Cadent, WWU, and NGN to the CDSP).

**Update:** JR confirmed that he had now spoken to DESC representatives and made them aware of the proposals. **Closed**

**0403:** Xoserve (ER) to amend CP5146 (Data Cleanse of NExA information within UK Link and DES) to include IGTs as a party, unless it is confirmed that they will not be impacted by this CP.

**Update:** The Committee was informed that IGTs are still included as an impacted party within the CP. This is being assessed through the capture process and if the investigations result in IGTs not being impacted, the CP will be updated accordingly. KDu confirmed he is willing to wait for ER's investigations to be complete and await any updates. This action will be closed and any updates will be brought back to the Committee separately. **Closed**

**0404:** Xoserve (PO) to ensure CP5147 (Optimising the Must Read process for IGT Customers) is brought back to the Committee for a funding review.

**Update:** PO advised this will be considered through the normal capture process. **Closed**

**0405:** Xoserve and Joint Office to arrange extraordinary Change Management Committee Meetings should they be required due to the impacts of Covid-19.

**Update:** This has now been completed. **Closed**

**0406:** Joint Office (BF/MBJ) to arrange an Extraordinary Meeting for 04 May 2020.

**Update:** Members noted the meeting was held and agreed this action is closed. **Closed**

## 2. New Change Proposals – Initial Review

### 2.1.1. XRN5164 CSEP Data Assurance – Performance Monitoring Capability

Paul Orsler (PO) introduced this Change Proposal (CP).

PO reminded the Committee that he had been asked to review the problem statements for DDP issues and potential impacts on CSEPs for each of the CPs (CP4691- 4694: CSEPS Transfer of NDM sampling obligations from Cadent, WWU, and NGN to the CDSP) previously. He had also been asked to propose a more cost effective solution for these CPs.

PO advised the Committee that he had now concluded his review and had combined the problem statements of the original CPs into the new CP5164 for efficiency.

DNO & IGT Members were asked to vote and unanimous approval was noted.

<b>Voting Outcome:</b>		
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Guv Dosanjh	1	For
Helen Chandler	1	For

Kev Duddy + Alternate	2	For
<b>Total</b>	<b>4</b>	<b>For</b>

**2.1.2. Action 0208 – Xoserve will create consolidated change proposal concentrating on problem statements for DDP issues (XRN4691 – 4694 CSEPS - Transfer of NDM sampling obligations from Cadent, WWU, and NGN to the CDSP)**

PO informed the Committee that CP4691- 4694 can now be withdrawn. Since the Committee has now approved the combined CP5164 (as per agenda item 2.1.1), these changes will now be captured through the new CP.

Guv Dosanjh (GD) asked if the Committee could authorise a CP to be withdrawn. Bob Fletcher (BF) clarified that whilst the Committee can recommend the CPs should be withdrawn, the Proposer would need to formally withdraw them, or the Committee can reject the CP as part of the governance and voting process.

DNO and IGT members voted to recommend withdrawing the CPs, which was unanimously approved.

<b>Voting Outcome:</b>		
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Guv Dosanjh	1	For
Helen Chandler	1	For
Kev Duddy + Alternate	2	For
<b>Total</b>	<b>4</b>	<b>For</b>

**2.2. XRN5167 Report Product Class 4 Read Performance (MOD 672)**

James Rigby (JR) introduced this CP to the Committee. He explained this CP was raised to align with UNC Modification 0672 - Target, Measure and Report Product Class 4 Read Performance. The Modification proposes to introduce reporting to measure performance against an agreed percentage for energy reconciled after a defined period. This change therefore seeks to provide PAC with an un-anonymised report which will enable them to target Shippers whose meter reading performance is below the target threshold. To fulfil the reporting requirements, two new reports will be included in the Performance Assurance Report Register (PARR) document:

- a Schedule 2.A Anonymised Report and
- a Schedule 2.B Unanonymised Report.

Kirsty Dudley (KD) asked how much work Xoserve was willing to undertake to raise this CP, since the corresponding Modification has not yet been approved by Ofgem. JR responded that at this point Xoserve are only reviewing what options are available to them and the formats for the reports.

KD suggested that it may be best to continue the PARR reporting formatting at this time, however it would not be in the industries interest to spend money until the Modification is implemented. JR confirmed that Xoserve would not be building anything at this stage. KD was satisfied with JR's explanation of how Xoserve plan to progress with the change.

Shipper Members were asked to vote on this CP to go to capture and unanimously approved it.

<b>Voting Outcome:</b>	
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Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	1	For
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
<b>Total</b>	<b>6</b>	<b>For</b>

### 2.3 XRN5168 MOD0721 – Shipper submitted AQ Corrections during COVID-19

David Addison (DA) introduced this CP and with the following CPs, has been raised to correspond with the Urgent UNC Modifications raised in response to Covid-19 related issues. He explained that Xoserve have tried to create changes that can be implemented as soon as possible and with minimal system impacts for each of them.

He clarified that once in capture, the scope of requirements should include the following details for each of these CPs:

- system impacts,
- reporting requirements,
- any transactions received can be captured.

DA explained to the Committee that this CP is looking to correct AQs submitted by Shippers during Covid-19 period as defined in the Modification. The current criteria for AQ corrections do not cater for changes in consumption outside what is set out in the UNC for normal business as usual scenarios. As a result, many sites have AQs that are unrepresentative of the current actual consumption, with no mechanism in place to amend the AQ quickly and to enable the increased volumes of AQ corrections to be processed.

DA clarified that some system changes would be required to implement this CP. KD expressed her concern about Xoserve moving forward too fast with the implementation process when the corresponding UNC Modification had not yet received Ofgem approval. DA responded that Xoserve had already started working on capturing this change as the number of sites with incorrect AQs that had been submitted to them since the Covid-19 pandemic had started, was higher than the normal volumes. Therefore, there was a need for Xoserve to be able to facilitate the process change as soon as possible.

Emma Smith (ES) further clarified that Xoserve had been expecting the Urgent Covid-19 Modification to have been approved by now. However, Xoserve would like to carry on the process for capturing the changes so they are ready to implement as soon as possible should the Modification be approved.

Shipper, DNO and IGT Members were asked to vote on moving to capture and unanimously approved the CP.

<b>Voting Outcome:</b>		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	1	<b>For</b>
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
<b>Total</b>	<b>6</b>	For
Transporter Representatives	Voting Count	For/Against

Guv Dosanjh	1	For
Helen Chandler	1	For
Kev Duddy + Alternate	2	For
<b>Total</b>	<b>4</b>	<b>For</b>

**2.4 XRN5169 MOD0722 – Allow Users to submit Estimated Meter Readings during COVID-19**

DA explained that this CP is to enable Shippers to send in estimated meter readings, where no actual reads are available. This is to allow for customers being unable to send in actual meter read during Covid-19 due to access or other restrictions.

JR asked the Committee to consider the allocation of funding for this change. As the reports from this change would need to be shared with PAC, who may set out some reporting requirements for the CP, the funding could come from either the ringfenced PAC budget or the overall DSC Change budget.

KD suggested that any associated reports related to this CP were temporary as this was not an enduring change, it made sense to fund the CP using the DSC Change budget, and not the PAC budget.

BF suggested that the DSC Contract Management Committee could also extend the overall Change budget which could also extend to the ringfenced PAC’s budget. Committee members discussed how the budgeting requirements could be progressed and it was agreed that, an Extraordinary meeting could be held to clarify this if required.

Shipper Members were asked to vote to move to capture and unanimously approved.

<b>Voting Outcome:</b>	<b>6</b>	
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	<b>For</b>
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
<b>Total</b>	<b>6</b>	For

**2.5 XRN5170 MOD0723 – User of the Isolation Flag to identify site with abnormal load reduction during COVID-19 period**

DA introduced the CP to the Committee. He explained that it will allow Shippers to set the Supply Meter Point to Isolated in UK Link systems during the Covid-19 related lockdown period, where the Shipper knows that little or no gas is being used, but without having to do any physical works to disable the actual supply. He confirmed that no explicit system changes would be required to implement this CP.

It is proposed that this CP should include reporting for PAC. The Committee agreed the DSC Change budget should fund this.

Shipper, DNO and IGT Members were asked to vote on this CP and unanimously approved.

<b>Voting Outcome:</b>	
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<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	<b>For</b>
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
<b>Total</b>	<b>6</b>	For
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Guv Dosanjh	1	For
Helen Chandler	1	For
Kev Duddy + Alternate	2	For
<b>Total</b>	<b>4</b>	<b>For</b>

DA explained to the Committee that to implement this CP, a supporting change will also be required. Due to Modification 0723, where physical isolation need not have taken place, the risk of incrementing reads linked to RGMA transactions will increase exponentially. Xoserve are proposing to raise the supporting change – CP4645 to prevent incrementing reads from being submitted within RGMA flows for an isolated Supply Meter Point.

The solution is to introduce a new RGMA rejection code, has been previously ratified by the Delivery Sub-Group (DSG). As Modification 0723 is expected to be utilised by a large number of Supply Meter Points, that will be capable of physically flowing gas, the new rejection code is now needed in order to support its implementation and prevent system exceptions and any resultant adverse impact to reconciliation and to reduce the impacts on UIG.

DA clarified that at this stage Xoserve are seeking an approval in principle to implement the rejection code with a reduced lead time, in lieu of a change pack being issued.

BF asked Xoserve which Committee members were being asked to vote on this change and PO clarified this would require a Shipper only vote.

Lorna Lewin (LL) asked for clarification of what the vote was regarding. DA explained it the vote was for the implementation of the rejection code – conditional on DSG agreeing which solution option to proceed with.

Shipper Members voted and unanimously approved this CP:

<b>Voting Outcome:</b>	<b>6</b>	
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	<b>For</b>
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
<b>Total</b>	<b>6</b>	For



## 2.6 XRN5171 MOD0724 – Amendment to Ratchet charges during COVID-19 period

DA introduced this CP to the Committee. He explained that this change will allow Shippers to send requests for ratchet amendments to the CDSP, to pass on to Transporters. Shippers will be asked provide evidence of the ratchet issue for ratchet charges to be reversed. PAC have an interest in this CP and reporting is to be considered.

Helen Chandler (HC) asked how much work Xoserve will be doing on this CP which will incur costs, have there been any live examples where this CP would have been effective. DA clarified the spend on this should be minimal. Xoserve are already looking at sites where ratchets have been applied and Transporters have started reviewing the numbers they are receiving, which is not anticipated to be high.

A meeting attendee asked what priority will be given to this change for implementation. BF clarified that all the Covid-19 period related changes will be high priority as they are aligned to Urgent Modifications.

Shipper and DNO Members were asked to vote and unanimously approved the change.

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	<b>For</b>
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
<b>Total</b>	<b>6</b>	For
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Guv Dosanjh	1	For
Helen Chandler	1	For
<b>Total</b>	<b>2</b>	<b>For</b>

## 2.7 XRN5172 MOD0725 – Ability to Reflect the Correct Customer Network Use and System Offtake Quantity (SOQ) During COVID-19

DA introduced this Modification to the Committee explaining it is seeking to create a defined period (implementation date to 30 September 2020) in which Class 1 and Class 2 Supply Meter Points (excluding Seasonal Large Supply Meter Points) can submit revisions to SOQ values to the CDSP to better reflect their gas network use during this summer following the impacts of the lockdown. For the avoidance of doubt the process would not be retrospective.

Shipper, DNO & IGT Members were asked to vote and unanimously approved it.

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

Lorna Lewin	2	For
Alex Mann	2	For
<b>Total</b>	<b>6</b>	For
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Guv Dosanjh	1	For
Helen Chandler	1	For
Kev Duddy + Alternate	2	For
<b>Total</b>	<b>4</b>	<b>For</b>

### 3. New Change Proposals - Post Initial Review

#### 3.1 XRN5144 - Enabling Re-assignment of Supplier Short Codes to Implement Supplier of Last Resort (SoLR) Directions

DA explained that Xoserve had been asked to consider this on behalf of Ofgem as it is related to the Central Switching Service (CSS) programme. Ofgem have indicated a preference of reassigning short codes during SoLR events.

The responses to the change pack issued has been mixed. DA believes Ofgem wants industry to work through the responses to ensure that any proposal taken forward are consistent. Hence detailed analysis is potentially required to understand what mitigation is required for rejection reasons and whether Ofgem needs to reconsider their programme design solutions.

DA informed the Committee that further work is likely before this CP can be progressed further. Guv Dosanjh (GD) asked Xoserve how they were liaising with Ofgem on this. DA expects this will sit within a design forum within the CSS programme. He added that in the first instance it is incumbent on Xoserve to advance the positions brought forward in the responses received to the consultation. However, before going to Ofgem, Xoserve needs to ensure the industry has reviewed the responses received for these proposals.

GD agreed that whilst Xoserve does need to carry out further analysis on the responses received, he was happy to let Xoserve confirm to Ofgem that DNOs are strongly against this change. This view was supported by HC.

DA said he will carry on with the analysis and bring back any outputs to the Committee.

Xoserve asked Users to vote on whether this change should proceed for Xoserve to initiate Capture and do an impact assessment to engage with Ofgem. GD asked for DNOs to be copied into any communication with Ofgem on this.

Mark Jones (MJ) queried the cost of doing this work. DA said there will be costs incurred by Xoserve while carrying out the impact assessment, though he confirmed that no third party costs would be incurred. MJ asked if it was worth incurring these costs now or whether it would be better to wait for a further steer on this from Ofgem. DA agreed with this view and said he would be willing to inform Ofgem that the industry focus was currently on the Urgent Covid-19 changes and this was therefore not an immediate priority to undertake further analysis. The Committee agreed with the view.

All Users were asked to vote to defer this to June meeting, this was unanimously approved:

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

Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
<b>Total</b>	<b>6</b>	For
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Guv Dosanjh	1	For
Helen Chandler	1	For
Richard Loukes + Alternate	2	For
Kev Duddy + Alternate	2	For
<b>Total</b>	<b>6</b>	<b>For</b>

**4. New Change Proposals - Post Solution Review**

**4.1 XRN4923 - AQ Calculation for RGMA (ONUPD) Estimate Reads**

Simon Harris (SH) provided a brief background to this CP. This CP was issued in a change pack in November and the responses received discussed at the December Committee meeting. The Committee voted to send the CP to DSG for further development. The majority of DSG members did not support progressing this change further.

PO advised the Committee that as there was no support for development for this CP from DSG, and the benefits did not exceed the costs, Xoserve were proposing to withdraw the change for it to be raised again at a later date should evidence show it still needed. SH confirmed that this was an Xoserve proposal and if the Committee agrees, it could be withdrawn.

Shipper members were asked to vote recommending withdrawing the CP. KD said as Xoserve, as the Proposer, have agreed the change should be withdrawn, it did not need a vote. BF agreed.

The CDSP agreed to withdraw the CP.

**5. Xoserve DSC Implementation Plan**

April's implementation plan includes the following:

Approval of the Design Specification for the following changes:

- XRN4850 - Notification of Customer Contact Details to Transporters
- XRN4922 CSSC Shipper BRD
- Settlement Data

Rachel Taggart (RT) presented the above Design Specifications to the Committee for approval. CP4850 and CP4992 had received positive responses to the change packs. The change pack for Settlement Data had received one representation, abstaining from a decision to either approve or reject the CP.

Xoserve asked for approval for all three changes.

All Members were asked to vote and unanimously approved the Implementation Plan:

<b>Voting Outcome:</b>	
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Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	1	For
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
<b>Total</b>	<b>6</b>	For
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Helen Chandler	1	For
Richard Loukes + Alternate	2	For
Kev Duddy + Alternate	2	For
<b>Total</b>	<b>6</b>	For

### Outages

- D & Boks, Control-M and Birst Connector Joined together under Shared Components
- DCC dates amended to be confirmed
- 2 new outages – UK Link Portal and CMS April’s implementation

RT presented the outages for information to the Committee. KD suggested that for ease of reference, it would be helpful, if there was a key for colour coding on the outage slide in the future presentations to this Committee. RT agreed to take make the requested changes to the report.

**New Action 0501:** Xoserve (RT) to add a colour coding key to the Planned Outages slide of the presentation.

## 6. Approval of Change documents

A Change Completion Report (CCR), Business Evaluation Report (BER) or Evaluation Quotation Reports (EQR), for the following Changes, was presented to the Committee for approval.

### 6.1 BER for XRN5092 iConversion Phase 2

Rachel Addison (RA) advised the Committee that this change was to migrate the National Grid file transferring platform. Hence, only National Grid will be funding the change.

NTS Members were asked to vote on this BER, and unanimous approval was received:

Voting Outcome:		
Transporter Representatives	Voting Count	For/Against
Richard Loukes + Alternate	1	For
<b>Total</b>	<b>2</b>	<b>For</b>

### 6.2 BER for XRN5152 Minor Release drop 7

Julie Bretherton (JB) informed the Committee that this BER was for Minor Release Drop 7, due to be delivered on 4 July 2020. Three changes are included in this minor release and approval has been received at a previous meeting.

ES clarified the funding for this change comes from a separate budget for 2021 minor releases.

All Members were asked to vote on this CP, and unanimous approval was received.

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

Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
<b>Total</b>	<b>6</b>	For
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Guv Dosanjh	1	For
Helen Chandler	1	For
Richard Loukes + Alternate	2	For
Kev Duddy + Alternate	2	For
<b>Total</b>	<b>6</b>	For

### 6.3 CCR for XRN5064 Meter Asset Enquiry Enhancements

Approval was requested to close down this CP for meter asset enquiry enhancements as the project is now complete.

Shipper Members were asked to vote, and unanimous approval recorded.

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	<b>For</b>
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
<b>Total</b>	<b>6</b>	<b>For</b>

### 6.4 CCR for XRN4779 Adding AQ to the PARR reports

Ed Healey (EH) presented this change completion report and informed the Committee that the change had been completed under the budget.

Shipper Members were asked to vote to close the CP, and unanimous approval was received.

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	<b>For</b>
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
<b>Total</b>	<b>6</b>	<b>For</b>

### 6.5 CCR for XRN4857 Reporting review

This CP was in relation to a KPMG project completed in 2019. The options were reviewed by the Committee and it was agreed to close the change and for a further review to take place in Q4 2020.

Shipper Members were asked to vote to close the CP, and unanimously approval was received:

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	<b>For</b>
Mark Jones	1	For
Lorna Lewin	2	For

Alex Mann	2	For
<b>Total</b>	<b>6</b>	<b>For</b>

**7. XRN5110 November 2020**

**7.1. November 2020 Release Update**

JR briefly presented the background and scope of the November 2020 Release to the Committee. EH then provided an update on the current position of the Release, including the delivery timetable. The Committee was advised Xoserve are currently finishing off the design specifications and waiting to get the full costs from Suppliers. Some risks have been identified so far and the Committee was reassured that the project team were working to mitigate them. A BER is likely to be produced within the next 2 weeks.

**7.2 BER for XRN5110**

As per the previous update, EH confirmed that the BER for the Release was not ready yet.

**7.3 November 2020 release decision CF from 4th May eChMC meeting**

JR briefly introduced the proposed November Release CP. An Extraordinary Change Management Meeting was held on 4 May 2020 to approved the November 2020 Release. At this meeting Xoserve presented the proposed postponing of the November release to February 2021 to allow the industry to manage the impacts of the Covid-19 pandemic. A change pack was issued to the industry, which received mixed responses.

JR further explained that scope of the Release needs to be reviewed as it included two changes which were at potentially at risk. These were :

- CP4941 - Auto updates to meter read frequency (MOD0692), and
- CP4992 - Modification 0687 - Creation of new charge to recover Last Resort Supply Payments.

PO clarified the Committee had voted to approve these changes at the Extraordinary meeting. However, this was an opportunity for the Committee to allow these changes to be descoped from the November 2020 release to mitigate any associated risks with the associated Modifications, as they still needed to be approved by Ofgem.

BF asked for clarity on voting and JR confirmed the Committee was being asked to vote on the following:

1. Date of the Release: Should the November 2020 Release should be postponed to February 2021? The Committee was asked to vote, and unanimously rejected this proposal:

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	Against
Mark Jones	1	Against
Lorna Lewin	2	Against
Alex Mann	2	Against
<b>Total</b>	<b>6</b>	Against
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Guv Dosanjh	1	Against
Helen Chandler	1	Against
Kev Duddy + Alternate	2	Against
<b>Total</b>	<b>4</b>	Against

2. Scope of the Release: Should CP4941 and CP4992 be descoped from the November 2020 release? Shipper Members were asked to vote and unanimously approved this:

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	For
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
<b>Total</b>	<b>6</b>	For

## 8. Release Updates

### 8.1. June 2020 Release Update

Surfaraz Tambe (ST) updated the Committee with the latest position for the June 2020 Release, including the implementation approach. The following key points were provided:

- The RAG status is amber.
- UAT has been completed.
- The project team is confident of reaching the June delivery target.
- Performance testing is ongoing.
- Training session with industry participants held recently which was well received.

A high level timeline of the implementation weekend was also shared. It was noted that an extraordinary Committee meeting is required to ensure check points were met prior to implementation.

### 8.2. XRN4914 Retrospective Data Update Provisions

PO provided brief update on this project for information. With Xoserve having moved to remote working, they have found it challenging to secure access to the tool being used for the deep dive analysis required for this project. As a result, the timeline of the project has been impacted.

PO confirmed that Xoserve are now hoping to share the results of the deep dive analysis with the Committee by the end of June.

KD raised a concern about the project timeline that she had found on the UK Link POAP which did not match up with the project update provided by PO. A general discussion was held around this. PO advised he would liaise with her separately to ensure the information was captured and presented consistently.

### 8.3. XRN51528 Minor Release Drop 7 Release Update

An update on this release was shared with the Committee. The release includes the following three CPs, to be implemented in the minor release on 04/07/2020:

- XRN5036 – Updates to Must Read Process (removes AMR and SMART from Must Read contacts - precursor to Nov 2020)
- XRN4989 – Online Solution for Credit Interest Process (to automatically issue the supporting info through IX)
- XRN5065 – Addition of Email Address to DES Last Accessed Report (security enhancement)

These are on track for delivery and the RAG status for the project is green. The following key dates were shared with the Committee:

- Scope / Implementation Date Approval received from Committee – 08/04/20
- Capture Phase Completed / Impacts Assessments produced / signed-off – 03/04/20
- Design Phase Completed / Signed off – 24/04/20
- Detailed planning to commence – w/c 01/05/20
- Build Phase started – w/c 20/04/20
- Change Pack due to be drafted for Internal review by 04/05/20

### 8.4. Retail & Network – UK Link Release Updates

Richard Hadfield (RH) presented an update on the delivery and governance timeline for UK Link changes for 2020-2021 for information. He informed the Committee of the scoping approach, including the list of all allocated and unallocated changes.

He advised that the next group of minor releases have been added to the release timeline as placeholders under three potential slots. Whilst the turnaround times for approvals for some of these releases are tight, any potential risks have been highlighted and are being addressed internally.

### 8.5. Change Proposals in Capture

JR introduced this new item on the agenda. He explained the Committee usually has a view of all changes assigned to a release, and another list of changes that are almost through the governance process.

Xoserve are now presenting a more comprehensive view of changes, including CPs that may eventually fall within the DSC Change remit, but similarly might include others which may not require a release. The aim of this agenda item is to review this list of changes, with a steer from the Committee, to prioritise the drive for future release scoping decisions.

KD suggested that whilst that this was an interesting exercise, she did not want Xoserve and the Committee to spend too much time reviewing changes which might not progress. She said that whilst Xoserve's early engagement on UNC Modifications by raising corresponding CPs, usually result in well written ROMs, quite often these CPs are not progressed. She stated where this happens, these should be rejected as early as possible in order to not waste funding or resources. Claire Louise Roberts (CLR) agreed with this view.

JR took this view on board and said that to ensure effective and efficient development of CPs, the Committee should ensure that the right industry people were attending DSG.

PO and JR advised the Committee they would discuss this with the industry constituencies and flag it for discussions at DSG. This will be brought back at next month's meeting.

**New Action 0502:** Xoserve (PO/JR) to discuss with industry the need for reviewing CPs approved for capture and their potential impact on change prioritisation.



## 8.6. UK Link POAP

It was noted that KD had found some discrepancies in the UK Link POAP previously, that differed from the slides presented, which needs to be addressed, and the POAP needs to be updated.

**New Action 0503:** Xoserve (PO) to update the UK Link POAP to ensure it is consistent with progress made against the various CPs.

## 9. Central Switching Service Consequential Update

Emma Lyndon (EL) provided an update to the Committee about the CSS Consequential project. She briefly highlighted the programme status to the Committee. The programme is currently on amber status. This is primarily because of the need for a programme replan due to Covid-19 impacts and due to dependencies between suppliers for particular provision.

Key programme updates and general updates were provided and the managing of consequential impacts was discussed.

EL explained that the programme will aim to merge releases into the CSSC code-set as soon as possible following the go-live date for the particular release. Once a release has been agreed, Xoserve will analyse any file format changes and produce updated CSSC file format changes where necessary. Where there is a risk of contention with a merge process and a CSSC external test phase Xoserve will engage with participants to agree delivery dates for merged code-sets into test environments.

PO commented that this was helpful to know as constituents have been asking for clarification around this.

## 10. Horizon and Future Release Change Planning

### 10.1. 'Bubbling Under' Report

There was no update for the Committee.

### 10.2. Gemini Horizon Planning

A purpose was presented.

Manisha Bharadwaj (MB) presented a POAP for Gemini related change for information to the Committee. A brief update on all the projects on the horizon planning page was provided. MB thanked the participants in the CSS Consequential Change testing their involvement and a message was provided for anyone who wanted to get involved further to get in touch with Hannah Reddy (HR) the project lead.

## 11. Finance and General Change Budget Update

Mudassar Riaz (MR) updated the Committee on Finance and General Budget.

## 12. Any Other Business

### 12.1. IX Refresh Update

Mark Pollard (MP) provided an update to the Committee on the implementation of the IX Refresh project.

He advised that progress had been made on a few sites however due to access restrictions, the project remains behind the plan. The project team have engaged with the legacy service provider to ensure all customers remain on a fully supported solution. Once lockdown restrictions begin to ease, following government guidance, the project will re-plan and confirm new project milestone completion dates.

The Committee accepted the update and requested to be kept abreast of any further significant changes to the programme roll out.

### 12.2 Unresolved Exceptions

Michele Downes (MD) brought the attention of the Committee to a communication that was sent out on 27<sup>th</sup> April 2020, entitled XCE1886: For Information – Unresolved Exceptions. She explained that there were three exceptions for which there are no resolution, which may have an impact on Shippers and DNOs.

Reconciliation charges for the affected MPRNs will be held and have not been invoiced. This will also impact UIG reconciliation as the equal and opposite of the Supply Meter Point reconciliation charge is not being invoiced in UIG reconciliation.

The Committee discussed this issue and MD was asked to ensure the exceptions issue was published on the Xoserve Issue Register as well as to add a link to the register on the Amendment Invoice page on the Xoserve website. She also asked to consider how to ensure this issue did not reoccur. MD took these actions on board.

**New Action 0504:** Xoserve (MD) to ensure a new exceptions issue is added to the Issue Register and a link to the register is added to the Amendment Invoice webpage.

**New Action 0505:** Xoserve (MD) to consider how to ensure the unresolved exceptions issue does not reoccur and provide potential solutions if needed.

### 12.3 Change Management Committee Meeting Pack

KD suggested that the current Committee meeting pack provided by Xoserve is very useful for meeting attendees as it ensures that most papers are provided constantly, the large pack is not helpful when people would like to review a specific item in the pack and seek views from subject matter experts in their own organisation. She asked if Xoserve could review the way meeting packs are currently presented and if there is an option to include both a consolidated pack and pack of separated sections. JR took this suggestion away to review and update KD at the next meeting.

**New Action 0506:** Xoserve (JR) to consider if there is an options for consolidated and separated meeting packs.

### 12.4 Managing Shipper Packs

JR informed the Committee that Xoserve have been moving closer to having a full array of PARR topics within the DDP. However, the same topics are currently included in the DDP, Shipper Packs and separate PARR reporting. Xoserve would like to discuss with Shippers whether these statistics can be published in one place (preferably the DDP) in the future. KD suggested that Xoserve put forward this proposal to Shippers via a CP for transparency.

**New Action 0507:** Xoserve (JR) to put forward their proposal to managing Shipper Information and Performance Packs via a CP to the industry.

### 13. 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)

Meetings will take place as follows:

Time/Date	Venue	Programme
09:30 Monday 27 May 2020	Via Teleconference	<ul style="list-style-type: none"> <li>June 2020 Major Release</li> <li>BER for November 2020 Release</li> </ul>
10:00 Wednesday 10 June 2020	Via Teleconference	Standard Agenda items, and any other matters arising.

#### Action Table (as at 13 May 2020)

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
0108	08/01/20	7.8	Xoserve (ES) to ensure Governance Subcommittee reviews the governance arrangements around change assurance and associated health check for development – carried forward to July.	Xoserve (ES)	<b>Carried Forward</b> <b>Review at July meeting</b>
0216	12/02/20	12	Xoserve to review how they can be clearer when discussing costs which have already spent a proportion of their budget – carried forward to July.	Xoserve (ES)	<b>Carried Forward</b> <b>Review at July meeting</b>
0501	13/05/20	5.0	Xoserve (RT) to add a colour coding key to the Planned Outages slide of the presentation.	Xoserve (RT)	<b>Pending</b>
0502	13/05/20	8.5	Xoserve (PO/JR) to discuss with industry the need for reviewing CPs approved for capture and their potential impact on change prioritisation.	Xoserve (PO/JR)	<b>Pending</b>
0503	13/05/20	8.6	Xoserve (PO) to update the UK Link POAP to ensure it is consistent with progress made against the various CPs.	Xoserve (PO)	<b>Pending</b>
0504	13/05/20	12.2	Xoserve (MD) to record the details of the issue relating to unresolved exceptions on the issues register.	Xoserve (MD)	<b>Pending</b>
0505	13/05/20	12.2	Xoserve (MD) to ensure the exception details are clearly visible for customers on the Xoserve.com website and updated with latest	Xoserve (MD)	<b>Pending</b>

			information including progress, resolution dates and volumes.		
<b>0506</b>	13/05/20	12.3	Xoserve (JR) to consider if there is an options for consolidated and separated meeting packs.	Xoserve	<b>Pending</b>
<b>0507</b>	13/05/20	12.4	Xoserve (JR) to put forward their proposal to managing Shipper Information and Performance Packs via a CP to the industry.	Xoserve (JR)	<b>Pending</b>