

UNC DSC Contract Management Committee Minutes
Wednesday 17 February 2021
via Teleconference

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office	Non-Voting
Maitrayee Bhowmick-Jewkes (Secretary)	(MBJ)	Joint Office	Non-Voting

Shipper User Representatives (Voting)

Claire Louise Roberts (Alternate for Stephanie Clements)	(CLR)	Scottish Power	Class A Voting
Oorlagh Chapman	(OC)	Centrica	Class A Voting
Steve Mulinganie (and Alternate for Andrew Green)	(SM)	Gazprom Energy	Class B & Class C Voting

Transporter Representatives (Voting)

Helen Chandler	(HC)	Northern Gas Networks	DNO Voting
Sally Hardman	(SHA)	SGN	DNO Voting
Angharad Williams (Alternate for Richard Loukes & Teresa Thompson)	(AW)	National Grid	NTS Voting
Rebecca Cailles	(RC)	IGT Representative	IGT Voting
Brandon Rodrigues	(BR)	IGT Representative	IGT Voting

CDSP Contract Management Representatives (Non-Voting)

Jayne McGlone	(JMc)	Xoserve
Michele Downes	(MD)	Xoserve
Angela Clarke	(AC)	Xoserve

Observers/Presenters (Non-Voting)

Alison Jennings	(AJ)	Xoserve
Andrew Szabo	(AS)	Xoserve
Carmen Strickland	(CS)	CMAPI (Community of Meter Asset Providers)
David Addison	(DA)	Xoserve
David Newman	(DN)	Xoserve
David Turpin	(DT)	Xoserve
Denis Regan	(DR)	Xoserve
Ellie Rogers	(ER)	Xoserve
Fiona Cottam	(FC)	Xoserve
Gary Fisher	(GF)	CMAPI (Community of Meter Asset Providers)
Guv Dosanjh	(GD)	Cadent
Jo Williams	(JW)	Xoserve
Kirsty Dudley	(KD)	EON
Linda Whitcroft	(LW)	Xoserve
Mark Pollard	(MP)	Xoserve
Neil Laird	(NL)	Xoserve
Nick Stace	(NS)	Xoserve

Paul Orsler	(PO)	Xoserve
Satpal Kalsi	(SK)	Xoserve
Simon Harris	(SH)	Xoserve
Tristan Unwin	(TU)	Xoserve

Copies of all papers are available at: www.gasgovernance.co.uk/dsc-contract/170221

1. Introduction

Bob Fletcher (BF) welcomed all to the meeting, confirming the meeting to be quorate.

1.1. Apologies for absence

Stephanie Clements, Shipper Representative
 Andrew Green, Shipper Representative
 Richard Loukes, National Grid Representative
 Teresa Thompson, National Grid Representative

1.2. Alternates

Claire Louise Roberts for Stephanie Clements
 Steve Mulinganie for Andrew Green
 Angharad Williams for Richard Loukes & Teresa Thompson

1.3. Confirm Voting rights

Representative	Classification	Vote Count
Shipper		
Claire Louise Roberts (Alternate for Stephanie Clements)	Shipper Class A	1 vote
Oorlagh Chapman	Shipper Class A	1 vote
Steve Mulinganie (Alternate for Andrew Green)	Shipper Class B & Shipper Class C	4 votes
Transporter		
Helen Chandler	DNO	1 vote
Sally Hardman	DNO	1 vote
Angharad Williams (Alternate for Teresa Thompson & Richard Loukes)	NTS	2 votes
Rebecca Cailles	IGT	1 vote
Brandon Rodrigues	IGT	1 vote

1.4. Approval of Minutes (20 January 2021)

The minutes from the previous meeting was approved.

1.5. Approval of Late Papers

The late papers were approved.

1.6. Review of Outstanding Actions (deferred until end)

1001: Policy paper on Revenue and Customs Brief 12 (2020): CDSP (JMc) to regularly seek a view from VAT experts Group regarding the Policy paper on Revenue and Customs Brief 12 (2020): VAT early termination fees and compensation payments.

Update: This action update has been provided under Agenda item 16.4 and will remain on the agenda until the impacts of any changes are clearly understood and any required amendments are made. **Closed.**

1102: Xoserve (JG) to consider the availability of the DSC Shipper Class breakdown.

Update: This information will be provided at the DSC Change Management Committee meeting in March. **Closed.**

1201: Xoserve (SH) to provide more justification for providing biomethane statistics to Shippers.

Update: This action update has been provided under Agenda item 16.3. **Closed.**

0101: Xoserve (MD) to liaise with DNOs and prepare communications to clarify how the decision around financial adjustments resulting from AQ corrections was made and set out what the next steps should be.

Update: This action was completed post the January DSC Contract Management Committee and a post meeting update was published in the minutes. **Closed.**

0102: Xoserve (PO) to: a) outline how the CDSP intend to conclude the Retrospective updates project within a reasonable period and budget, b) explain why the project has taken so long to deliver.

Update: Paul Orsler (PO) provided an update on the timeline and the progress of the Retrospective and Proof of Concept (POC) project and explained how the POC findings will allow the implementation of enduring data cleanse solutions for the industry. PO also advised that different options could be considered for implementing the solutions. The Committee discussed the information provided.

Steve Mulinganie (SM) expressed concerns about the time this project was taking to be delivered. He asked if an options paper could be produced which would catalogue the options for delivering alternative solutions. Guv Dosanjh (GD) supported this request. PO agreed to produce this paper for the Committee to review at the March DSC Change Management and Contract Management Committee meetings.

New Action 0201: PO to produce an options paper for the Retrospective and Proof of Concept project to be reviewed at the March DSC Change Management and Contract Management Committees.

PO asked if the Committee would be making a decision following this review in March. SM advised that this was unlikely as the Committee members would need to cascade the paper internally and have internal discussions before a decision could be reached on this project. Kirsty Dudley (KD) noted that this project is included in the Change Management Committee Agenda and wondered which Committee should be approving any decisions regarding it. SM suggested that the technical aspect of the project should be approved by the Change Management Committee and the commercial aspect should be approved by the Contract Management Committee. The Committee agreed with this suggestion. **Closed.**

0103: Xoserve (DA) to review how amendments could be made to the DSC to align it to the UNC so they are compliant with the REC.

Update: This action update has been provided under Agenda item 7. **Closed.**

0104: Xoserve (AJ) to produce a further slide for the next quarterly survey highlighting which areas need improvement and what actions are being taken to address them.

Update: This action has been completed post the January DSC Contract Management Committee. **Closed.**

2. Project Mercury

Andy Szabo (AS) provided a brief verbal update on Project Mercury, noting that the main update for the project will be the financial reimbursement to Xoserve's customers.

AS explained that the project was in its final stage and the new company, Correla Ltd, will take effect as an independent entity from 1st April 2021. He added that there had been a number of Q&A sessions over the previous weeks and a FAQs document was currently being collated.

Nick Stace (NS) provided the update on the financial breakdown, advising that Xoserve's aim is to have completed the sale process and communicated values for reimbursement to customers by 31 March 2021.

AS added that a meet and greet with Steph Ward, the new Xoserve CEO was being arranged, for which customers would receive invites. Jayne McGlone (JMc) noted that Steph would also be joining the March Contract Management Committee briefly to introduce herself.

3. Covid-19 Update

AS provided a brief update on Xoserve's operational capability noting that the organisation remained in a steady state and that the Business Continuity Mode (BCM) they had been operating under since March 2020 had now become Business as Usual (BAU).

AS added that whilst Xoserve had faced similar challenges to other organisations during COVID-19, broadly they had been able to manage these challenges and were prioritising operational obligations and managing DSC risks.

Fiona Cottam (FC) provided a brief update as follows:

- Unidentified Gas (UIG) levels have remained low, generally between 0-5%
- UNC Modification 0730V – Covid-19 Capacity Retention Process remains with Ofgem for a decision.
- Information had been added to the COVID-19 page on Xoserve's website to address questions regarding the management of long term vacant properties. FC noted that a process for this currently does not exist in the gas market but that the latest COVID-19 news article explains how the Urgent transitional COVID-19 UNC Modifications can be used to help mitigate the impacts of temporarily vacant sites.

4. Approvals

4.1 Updated Research Body Framework

Ellie Rogers (ER) explained the Research Body Framework document was approved last year and it was agreed that any further requests in relation to research bodies or amendments to the framework would be brought to the Committee for approval.

ER advised that the Research Body Framework document needed to be updated to include 'Data Retention Period'. ER presented the proposed changes to the document.

The Committee discussed this, with the key points noted below:

- SM suggested that it should be made clear that the data retention period for a project should immediately follow the research period.
- SM suggested the framework should clarify that access to the data should only be for the proposed research and that retained data would not be available indefinitely.
- The details of how long data would be held and the details of the research should be made clear in a request.
- ER agreed with the suggested amendments to the Framework document.

The Committee unanimously approved the proposed changes to the framework document as per discussions as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	1	For
Oorlagh Chapman	1	For
Steve Mulinganie	4	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Helen Chandler	1	For
Sally Hardman	1	For
Angharad Williams	2	For
Rebecca Cailes	1	For
Brandon Rodrigues	1	For
Total	6	For

4.2 RESO research Body Framework

Dave Newman (DN) explained that the Coventry City Council Research Body Request which had been approved at December CoMC had been amended to include the 'Data Retention Period' and add in a new data item.

The Committee discussed the amendments and noted the following key points:

- SM suggested the wording for 'Period of Data Retention' needed further clarity and it would be beneficial to explicitly state what the research period would be and what the period of data retention would be. DN accepted this suggestion.
- SM noted the proposed wording added to the 'Period of Research' section implied there would be a change in specification of the research, whereas there would be no such change. SM suggested that the wording should be clarified to rectify this. DN agreed to add 'For the avoidance of doubt' to the wording.
- A new data value for 'Consumption' was also discussed. DN's explanation of this was accepted.

The Committee unanimously approved the changes as proposed in the framework document as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For
Claire Louise Roberts	1	For
Oorlagh Chapman	1	For
Steve Mulinganie	4	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Helen Chandler	1	For
Sally Hardman	1	For
Angharad Williams	2	For
Rebecca Cailes	1	For
Brandon Rodrigues	1	For
Total	6	For

5. Third Party Attendee (Meter Asset Provider)

BF introduced the representatives from the Community of Meter Asset Providers (CMAP).

SM noted that the CMAPs had issued a letter advising that there are obligations on Suppliers to provide information to the MAPs under the Supply Licence Condition (SLC) s44. SM advised he disagreed with this view that the condition applies to all Suppliers, as his view was this obligation was solely on Suppliers for Domestic premises and not on Suppliers of Non-Domestic premises.

Carmen Strickland (CS) advised that the CMAPs view on this was different and that the wording of the SLC left this open to interpretation. SM agreed with the view that the licence was ambiguous, however, maintained his position that this obligation was not applicable to Non-Domestic premises.

CS presented the following slides to the Committee:

CMAP Overview

- MAPs fund assets to enable the smart meter implementation programme
- Regardless of the energy supplier associated with this asset, it always remains the property of the MAP, the energy supplier will lease the meter from the MAP, commercial relationships are between the MAP and the energy supplier
- In order for MAPs to invoice the correct energy supplier for the asset we need accurate and timely data. The electricity system ECOES facilitates this for us
- MAPs require access to energy supplier data over the duration of their rental period, this should include Supplier Id, EFD and ETD

Strickland

CMAP Why are we here?

- MAP portfolio reporting proposal was discussed at December 2020 CoMC meeting where it was decided to limit information provided to MAPs
- This decision will limit the ability of MAPs to access data which enables tracking of the energy supplier against the asset which is essential for accurate billing
- We ask:
 - In the case of the installation date and MAP appointment date are out of sync it is assumed asset ownership was always with the same MAP
 - Actual supplier EFD and ETD dates are provided to the MAP where they span the ownership period
 - UKLINK should assume MAPs are owners of the asset if they are assigned for a period of time
 - The sharing of gas data should mirror the arrangements for electricity data

Strickland

CS noted that the MAP wanted gas data to be shared the same ways as it was in the electricity market. SM advised that the gas and electricity markets are different, although he accepted that the gas market could be improved. He added that as MAP assets are bought and sold, Suppliers could end up providing data they should not be providing.

CS noted that whilst companies who act as MAPs are bought and sold, it was not a regular occurrence that individual meters are sold and processes are in place to ensure data is not shared with the wrong parties.

SM advised he would like to ensure that assets are not 'held ransom' but accepted that the buying and selling of assets is not common. He suggested that the proposal should be acceptable provided that the MAPs could issue an indemnity. CS agreed that would be possible.

KD asked whether this was a short-term issue for the implementation of MAP C. Simon Harris (SH) advised that whilst this was a short-term issue at present, there were long term implications of providing MAM (Meter Asset Manager) information.

DA suggested this could be facilitated by Xoserve passing the relevant data to MAPs on behalf of the industry. SM advised that whilst he would support this proposal, with the provision of indemnity from the MAPs for domestic premises, he would not support this request for the complete market.

CS advised that gaps in MAP deployment could have wider impacts. SH agreed and suggested that missing MAP IDs would have an impact on the Consequential Switching Service (CSS) rollout.

DA clarified that the CDSP would continue to function and their core activities would not be impacted. However, DA agreed getting information from MAPs would also be beneficial to the CDSP.

The Committee agreed to proceed with DA's suggestion to facilitate how Xoserve could pass the relevant data between the industry and MAPs.

DA advised Xoserve would bring two new requests to the Committee to review how this could be progressed.

BF noted this would be added as an agenda item to be discussed further at the March Committee.

6. Business Plan Updates

6.1. BP20 Centrica Appeal

JMc advised there was no further update from Ofgem regarding a decision on the BP20 Centrica Appeal.

6.2. BP21 Update

JMc advised that if Centrica's BP21 Objection was to be followed by a formal Appeal submission, it would need to be submitted by 26 February 2021. JMc added that following this Xoserve would have 10 Business Days to provide its opinion of the Appeal to Ofgem. This would be drafted following discussion with CoMC. An Extraordinary Contract Management Committee would need to be convened to discuss this.

Oorlagh Chapman (OC) advised Centrica was still reviewing their options and if they were to submit a formal BP21 Appeal, it is likely to be close to the deadline of 26 February.

The Committee discussed dates for an Extraordinary Committee meeting, and it was decided this could be held on 05 March subject to an appeal being submitted.

New Action 0202: Joint Office (MBJ) to confirm and arrange whether an Extraordinary Contract Management Committee meeting could be held on 05 March 2021.

7. Retail Energy Code (REC) Update

SM asked how the Ofgem Significant Code Review (SCR) would be managed and whether its implications would be reviewed and managed by the Change Management Committee or the Contract Management Committee.

DA advised this had not yet been considered but the assumption was that any changes arising out of the SCR would be managed under the Change Management process unless there is a significant impact on the operation of Xoserve.

DA also explained that the SCR would affect the DSC and Uniform Network Code (UNC) arrangements, which BF agreed with. The Committee discussed this briefly and it was agreed further clarity was required from Ofgem around the arrangements proposed under the SCR. DA noted Xoserve are awaiting Ofgem's guidance.

JMc provided an update on the latest developments under the REC, including the key milestones and upcoming consultations.

DA presented an update on the SCR, advising that he had been working closely with the legal advisors and Transporters to prepare for it. He explained his focus is to initially align the UNC with the REC and that the industry would be updated in more detail at the next Distribution Workgroup meeting.

DA advised the Committee that Xoserve are considering the consequential impacts to all CDSP Service Documents in light of the SCR.

The Service Description Table will need to be amended to reflect the changes to UNC. It was acknowledged that this would likely be a detailed piece of work and may require an agreed freeze on changes to the SDT whilst this is completed.

DA advised the Committee that Xoserve had received a response from Ofgem relating to data mastery under the REC. A general discussion followed relating to the Ofgem proposals regarding shipper owned data items and how they should be regarded under the REC. The key points are noted below:

- Proposal to consider a process for UNC mastered data items to be approved by CoMC.
- Proposals to remove Shipper owned data from the GES
- SM noted this proposal needs further clarification as there appears to be some confusion around the Shipper-Supplier relationship. He suggested this needs to be discussed at the next REC forum before any decision is made.
- SM noted that the gas and electricity market arrangements were quite different as the electricity market did not have Shippers or equivalent parties. He suggested that the REC

Board and Ofgem needed to understand this significant difference. He suggested a discussion with Ofgem at a high level to ensure that Ofgem are agreeable with the industry views on this issue.

- It was agreed that a session would be arranged to discuss data under UNC/REC between Xoserve, Ofgem and the DSC customer representatives who took part in the data workshop held in June 2020

As part of the CDSP Service Document review, JMc highlighted that the Third Party & Additional Services Policy will require amendment ahead of the of the Gas Enquiry Service (GES) contract negotiations.

- JMc proposed raising a CP to amend Third Party & Additional Services Policy paragraph 2.3.1(e) to remove cap on charges for Third Party Services (TPS).
- SM advised that the REC is different entity to a TPS provider and questioned whether this would apply to it. JMc suggested that the REC may be a regulated authority and the data would still be provided to them by Xoserve, which could make them a Third Party to the DSC.
- SM advised removing the cap all together would expose them to other TPS providers and that the cap was put in place to provide certain protections. SM proposed that terms are amended to carve out the REC activities and that the protection is kept in place for all other TPS.
- JMc raised a concern that this may not work and suggested instead that she would raise a paper for the next CoMC to suggest options for either increasing or removing the cap on charges for TPS.
- SM added if JMc could also provide an options paper along with risks and mitigations. Sally Hardman (SHa) agreed with this suggestion.

New Action 0203: JMc to produce an options paper for amending Third Party and Additional Services Policy including risks and mitigations.

DA added a Modification would need to be raised for the Performance Assurance Reporting to implement proposals under REC V2. He advised this would be raised as a pre-modification at PAC and Distribution Workgroup.

The Committee also discussed the GES and how this service would be accessed by DSC Customers. . SHa advised that DNOs would expect to use the Data Enquiry Service (DES) under the DSC for continuity.

KD noted that a Shipper would look at the DES under the DSC rules whilst a Supplier would look at the GES under the REC.

The Committee agreed that before the REC brought certain processes to an end, checks were necessary to ensure whether these arrangements needed to continue to remain in place.

8. **Modification 0710S - CDSP provision of Class 1 read service**

ER provided an update on Modification 0710S, in particular the proposed Charging and Liabilities approach.

ER explained that Xoserve were working towards delivering the Modification and the related Change Proposal (CP). The solution change pack for the CP had been issued on 15 February, which will be raised for approval at the next Change Management Committee. She advised the Committee that she wanted to highlight 2 specific elements of the change at a high level:

- The service charge approach
- The service liabilities approach

For a full detailed update, please refer to the published slides on the meeting page.

The main points discussed in relation to these elements are noted below:

Charging:

- SM noted the charging element would require an interim solution mapping out what charges applied apply.
- SM suggested that a document should be produced with the pricing information which can be easily accessed.
- DA advised if customers wanted different ways of this information being provided, Xoserve could accommodate this.
- KD confirmed her support for receiving this information as it was currently laid out.
- KD asked where this information would be held. DA replied it would be included in the Annual Charging Statement.
- ER suggested she would review how this could be incorporated in the Annual Charging Statement.

New Action 0204: Re: CDSP provision of Class 1 read service, ER to review how service charge information can be included in the Annual Charging Statement.

Liabilities:

- KD asked where the details for calculating liabilities would be held and who would be able to edit this document.
- ER and DA explained this will be a DSC document and will be under the remit of the Contract Management Committee.
- KD suggested that the Committee Terms of Reference should be updated to ensure this is added to the Committee's remit. DA advised he would investigate this.

New Action 0205: Re: CDSP provision of Class 1 read service, DA to review and update the Committee Terms of Reference to add reviewing the liabilities charges to the Committee's remit.

DA added that this Modification and the associated CP would need to be prioritised under the March 2023 Release, to ensure Xoserve can start preparing for its delivery.

KD suggested that Xoserve should bring an initial baseline proposition to the Committee outlining how they plan to deliver the change. DA agreed with this suggestion.

KD also asked how Project Mercury would affect the implementation of this change. DA advised the project would have no effect on delivering this change as Xoserve will continue to remain as the CDSP and will continue to procure the services of the DMSP.

9. Monthly Contract Management Report

9.1. KPM Update

FC provided an update on the KPM failures whilst Tristan Unwin (TU) provided a general update on KPM, explaining that generally performance had been quite good.

TU added that two tactical fixes were currently in development and would be in place by next week and reporting enhancements had already been implemented.

9.2. Contract Metrics

Paper published for information. No discussions held.

9.3. Xoserve Incident Summary

Neil Laird (NL) provided a high-level overview of the P1 and P2 incidents and why certain problems had occurred within Gemini. For a full detailed update, please refer to the published slides on the meeting page.

9.4 Issue Management Updates

9.4.1. Issue Management Dashboard

Paper published for information. No discussions held.

9.4.2. Amendment Invoice Taskforce Update

This item is deferred and due to be updated in March.

9.4.3. AQ Taskforce Update

Denis Regan (DR) provided a brief update on the AQ Taskforce and provided an overview of the current defect position and overall progress, noting that January saw a significant clearance of defects.

A Phase 3 adjustments update was also provided. KD noted this should be transitioned into Business as Usual (BAU) in a controlled manner and suggested that there is one final update at March CoMC before transitioning to BAU. DR agreed with this view and suggested once defect numbers were smaller, invoicing could be confirmed.

For a full detailed update, please refer to the published slides on the meeting page.

10. Central Switching Service (CSS) Update

Paper published for information. No discussions held.

11. Information Security Update

Confidential paper circulated for information. No discussion held.

12. Financial Information

This item is deferred and due to be updated in March.

13. Business Continuity Plan

Confidential paper circulated for information. No discussion held.

14. Contract Assurance Audit

Confidential paper circulated for information. No discussion held. **Key Committee Updates**

15.1. DSC Change Management Committee

Updated Paper published for information. No discussions held.

16. Any Other Business

16.1. Contact Management System (CMS) Replacement Update

Jo Williams (JW) provided a summary of progress on the CMS project, explaining that the teams are looking to identify any consequential impacts and dependencies from this project.

KD noted that it appeared the project had been progressing very well although it still needed more work. KD asked about what funding would be required for the project, although the colour coding did create some confusion at times.

Linda Whitcroft (LW) noted that funding requests would be made for each stage of the project as it was reached. KD asked how the current fact-finding stage was being funded and LW confirmed funding was not necessary at this stage.

JW confirmed the next steps for the project and added that the CMS Rebuild page on Xoserve's website had been updated with links to register for workshops. JW invited the Committee to register for these events.

For a full detailed update, please refer to the published slides on the meeting page.

16.2. IX Refresh Update

Mark Pollard (MP) provided an update advising that all IX migrations have now been completed and all customers have been transitioned to the Gamma network.

MP thanked all customers for their continued support during the project.

16.3. Biomethane Update

SH provided a verbal update on the Biomethane statistics, advising that Xoserve had been liaising with the industry and with BEIS and that he hoped to present a number of options for progressing this further at a future meeting. SH hoped to bring his proposal to the Committee for approval in March.

16.4. VAT early termination fees and compensation payments

JMc explained that there had been no guidance from the HMRC on how VAT early termination fees and compensation fees should apply. It was agreed that this item will remain on the agenda until such point that any impacts are understood and any required changes to the DSC are made.

16.5. Impact of Brexit

JMc explained there was no new information to report and that Xoserve continued to monitor and follow the guidance provided by the Information Commissioner's Office (ICO) and adhere to previous regulations until they were advised otherwise.

16.6. Credit Committee

BF advised the Committee that Sue Davis (Wales & West Utilities) had resigned from the DSC Credit Committee which is a subcommittee of the Contract Management Committee. Members were asked to approve the replaced of Sue Davis by Smitha Coughlan (Wales & West Utilities). Approval was unanimously supported.

16.7. PAFA

SM advised the Committee that he had been notified that the role of the Performance Assurance Framework Administrator (PAFA) was undergoing a procurement exercise and he wanted to raise this for awareness to the industry.

KD and FC confirmed they and the PAC were aware of this exercise being undertaken and that the procurement activity had been sanctioned by the PAC.

SM was concerned about the lack of information provided to the wider industry regarding this exercise and asked how the industry can be kept informed of any further developments. FC explained that when the procurement activity started in September 2020 communication had been sent to the wider industry advising them of it, and further communication will be sent out once a new PAFA was appointed. The aim is to send out this communication in June 2021 with the new PAFA to start their role in July.

SM asked for clarity on whether this was the official process for procuring a new PAFA and was advised by FC that this had been the process used previously. SM accepted this explanation.

16.8. Allocation of Unidentified Gas Expert (AUGE)

SM advised he wanted to raise his concerns regarding the AUGE’s outputs for information to the Committee. He explained that at the last AUG subcommittee meeting a number of concerns about the AUGE’s compliance with the framework had been raised by some industry parties and that the I&C Shippers and Suppliers group (ICoSS) would be bringing these concerns to the Uniform Network Code Committee (UNCC) on 18 February. These concerns were triggered by the commercial implications of the draft Table of UIG Weighting Factors for Gas Year 2021.

SM noted that Shippers do not have sight of the contract between the AUGE and Xoserve (acting as the CDSP), and therefore cannot comment on contractual compliance. However, ICoSS have concerns relating to compliance with the AUG Framework (UNC Related Document) and believe these should be discussed.

SM added that a paper would be provided from ICoSS which will present their concerns in this matter to the UNCC and asked if this paper would be published on the Joint Office meeting page. BF confirmed that all meeting papers are usually published, subject to confidentiality constraints.

BF further noted that whilst the UNCC governs the AUG process, it would be difficult to identify how compliance is managed and how this then involves this Committee.

17. Diary Planning

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

BF confirmed the next meeting date as below:

Time/Date	Venue	Programme
10.00 Friday 05 March 2021	Microsoft Teams	To be confirmed
09:30 Wednesday 17 March 2021	Microsoft Teams	Standard Agenda

Action Table (as of 16 February 2021)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1001	14/10/20	1.6	<i>Policy paper on Revenue and Customs Brief 12 (2020):</i> CDSP (JMc) to regularly seek a view from VAT experts Group regarding the Policy paper on Revenue and Customs Brief 12 (2020): VAT early termination fees and compensation payments	CDSP (JMc)	Closed
1102	18/11/20	15.3	Xoserve (JG) to consider the availability of the DSC Shipper Class breakdown.	Xoserve (JG)	Closed
1201	16/12/20	5.5	Xoserve (SH) to provide more justification for providing biomethane statistics to Shippers.	Xoserve (SH)	Closed
0101	20/01/21	1.5	Xoserve (MD) to liaise with DNOs and prepare communications to clarify how the decision around financial adjustments resulting from AQ corrections was made and set out what the next steps should be.	Xoserve (MD)	Closed
0102	20/01/21	1.5	Xoserve (PO) to: a) outline how they intend to conclude the Retrospective within a reasonable period and budget, b) explain why the project has taken so long.	Xoserve (PO)	Closed
0103	20/01/21	6	Xoserve (DA) to review how amendments could be made to the DSC to align it to the UNC so they are compliant with the REC.	Xoserve (DA)	Closed
0104	20/01/21	8.2	Xoserve (AJ) to produce a further slide for the next quarterly survey highlighting which areas need improvement and what actions are being taken to address them.	Xoserve (AJ)	Closed
0201	17/02/21	1.6	PO to produce an options paper for the Retrospective and Proof of Concept project to be reviewed at the March DSC Change Management and Contract Management Committees.	Xoserve (PO)	Pending
0202	17/02/21	6.2	Joint Office (MBJ) to confirm and arrange whether an Extraordinary Contract Management Committee meeting could be held on 5 March 2021.	Joint Office (MBJ)	Pending

0203	17/02/21	7	JMc to produce an options paper for amending Third Party and Additional Services Policy including risks and mitigations.	Xoserve (JMc)	Pending
0204	17/02/21	8	ER to review how service charge information can be included in the Annual Charging Statement.	Xoserve (ER)	Pending
0205	17/02/21	8	DA to review and update the Committee Terms of Reference to add reviewing the liabilities charges to the Committee's remit.	Xoserve (DA)	Pending