

**UNC DSC Change Management Committee Minutes**  
**Wednesday 13 March 2024**  
**Via Microsoft Teams**

<b>Attendees</b>			
Rebecca Hailes (Chair)	(RHa)	Joint Office	Non-Voting
Harmandeep Kaur (Secretary)	(HK)	Joint Office	Non-Voting
<b>Shipper User Representatives (Voting)</b>			
Andrew Eisenberg	(CLR)	E.ON	Class A
Oorlagh Chapman	(OC)	Centrica	Class A & Class C
Lisa Saycell	(LS)	SEFE Energy	Class B
Swetta Coopamah	(SC)	Total Energies	Class B & Class C
<b>Transporter Representatives (Voting)</b>			
Edward Allard	(EA)	Cadent	DNO Voting
Tom Stuart	(TS)	Wales & West Utilities	DNO Voting
Richard Loukes + Alternate for Bill Goode	(RL)	National Gas Transmission	NTS Voting
Kundai Matiringe + Alternate for Michelle Brown	(KM)	BUUK	IGT Voting
<b>CDSP Change Management Representatives (Non-Voting)</b>			
Emma Smith	(ES)	Xoserve	
Paul Orsler	(PO)	Xoserve	
<b>Observers/Presenters (Non-Voting)</b>			
Andy Clasper	(AC)	Cadent	
Angela Clarke	(AC)	Xoserve	
Blanca Contel	(BC)	St Clements	
Dave Addison	(DA)	Xoserve	
Helen Chandler	(HC)	NGN	
James Barlow	(JB)	Xoserve	
James Verdon	(JV)	Xoserve	
Joanne Williams	(JWi)	Xoserve	
John Welch	(JWe)	Xoserve	
Karl Davidson	(KD)	Xoserve	
Liam Beckwith	(LB)	St Clements	
Lee Greenwood	(LG)	British Gas	
Lorraine O'Shaughnessy	(LO)	Xoserve	
Mark Jones	(MJ)	SSE	
Philip Ransford	(PR)	St Clements	
Rachel Taggart	(RT)	Xoserve	
Rob Westwood	(RW)	Xoserve	
Sally Hardman	(SHa)	SGN	
Sarah Brown	(SB)	BUUK	
Sharon Dudley	(SD)	Xoserve	
Simon Harris	(SH)	Xoserve	

Tom Jenkins	(TJ)	ESP
<p><i>DSC Change Management meetings will be quorate where: Committee Representatives of at least two (2) shall be Shipper Representatives and three (3) shall be DNO Representatives, NTS Representatives or IGT Representatives, are present at a meeting who can exercise six (6) votes.</i></p> <p><i>Please note these minutes do not replicate/include detailed content provided within the presentation slides, therefore it is recommended that the published presentation material is reviewed in conjunction with these minutes. Copies of all papers are available at: <a href="https://www.gasgovernance.co.uk/dsc-change/130324">https://www.gasgovernance.co.uk/dsc-change/130324</a></i></p>		

## 1. Introduction

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

### 1.1. Apologies for absence

None.

### 1.2. Alternates

Kundai Matiringe for Michelle Brown  
Richard Loukes for Bill Goode

### 1.3. Confirm Voting rights

The voting rights were confirmed as below:

Representative	Classification	Vote Count
<b>Shipper</b>		
Andrew Eisenberg	Shipper Class A	1 vote
Oorlagh Chapman	Shipper Class A & C	2 votes
Lisa Saycell	Shipper Class B	1 vote
Sweetta Coopamah	Shipper Class B & C	2 votes
<b>Transporter</b>		
Edward Allard	DNO	1 vote
Tom Stuart	DNO	1 vote
Richard Loukes + Alternate for Bill Goode	NTS	2 votes
Kundai Matiringe + Alternate for Michelle Brown	IGT	2 votes

### 1.4. Approval of Late Papers

The chair confirmed that there were no late papers to approve.

### 1.5. Approval of Minutes (07 & 20 February 2024)

The minutes of the previous meeting were approved.

### 1.6. Review of Outstanding Actions

**0101:** CDSP (PO) XRN5614: Please provide analysis of current and expected impacted meter point quantities, scenarios, and volume trend. To be provided alongside detailed design of XRN5614.

**Update:** Paul Orsler (PO) provided an update on the design pack which will be incorporated and communicated within a Change Pack. The Change Pack will be issued on 18 March 2024. PO provided the stats for the number of MPRNs which are impacted by the issue, confirming, 4,500 MPRNs have been impacted by instances where Shipper details have changed 'post registration' but prior to meter installation and a further 8,300 are reflected as available in UK Link for registration purposed but are associated to 'write off' plots.

PO explained the key features of the solutions XRN5614 is looking to address which are as below:

- Removes current restriction in IGTs notifying CDSP of changes to Shipper / Supplier details post CSS Registration.

- Allows the CDSP to capture and store this information and to notify relevant Shipper(s) of changes that have been identified to their IGT MPRN Portfolio.
- Reuses existing interfaces to support Shippers in taking relevant action where registration details are incorrectly recorded within industry systems.
- Supports continued monitoring of data to enable alignment of registration and MPRN status data across multiple data sources (IGT, CDSP, CSS).

Please refer to the published slides for full details.

Andrew Eisenberg (AE) queried whether the time period for the 4,500 impacted MPRNs was identified in the analysis. PO confirmed that the analysis was done over a six-year period. AE noted that previous discussions highlighted that historically, the instances of impacted MPRNs were few and far between, whereas the numbers have been increasing recently. AE stated that the historic trends provided by the CDSP only confirm the number of generic IGTs that were being created whereas he expected to see the trends specific to this scenario, highlighting the number of MPRNs that were previously being impacted.

CDSP confirmed that the historical data is not easily accessible as much of it has been archived. PO agreed to include the time period that the CDSP reviewed in the Change Pack including a breakdown of the timeframe if possible. **Closed.**

**0102:** CDSP (DA) to provide Committee with costs associated to issues discovered following implementation of REC0067.

**Update:** CDSP confirmed that an update on this action will be provided in the next month's meeting. **Carried Forward.**

## 2. DSC Change Budget Update & Horizon Planning

### 2.1. General Change Budget Update BP23

CDSP reported there were no changes to report at this stage of the process for BP23 providing the forecasted Year End Spend. Rachel Taggart (RT) noted that the CCR was approved last month and in relation to the 'Committed (not yet approved)' is an over-spend which will not be spent this year. RT confirmed that they have had conversations with customers regarding the funds that will be rebated.

Edward Allard (EA) queried how the Uncommitted spend for the DNs compares to the rebate and the Business Plan. PO confirmed that regarding the £748k, £348k has been rebated to DNs and £400k has been carried to the next year. PO confirmed that CDSP will be providing a DN Change Budget next month. RT agreed to share the 2024 and 2025 Business Plan so that EA can see the funds that have been carried across. EA agreed that would be helpful.

Please refer to the published slides for full details.

### 2.2. Change Delivery Pipeline

CDSP provided the Change Delivery Pipeline which included a delivery plan of all live changes from January 2024 – July 2024; the Change Backlog Details; and an update on the DSC Change Consultation Plan.

PO confirmed that XRN5604, XRN5605, and XRN5607 were released in February 2024 and that XRN5573b and XRN5675 will be released in June 2024, the funding for which, will be voted upon in this meeting. PO also provided an overview of the Changes being delivered later in the year and the Change Backlog.

Please refer to the published slides for full details.

It was confirmed that the implementation date for XRN5695 will be amended in the slides as it was noted that Modification 0854 has not gone to Ofgem for approval yet and that it will be presented to the UNC Modification Panel on 21 March 2024.

### 2.3. Retail Energy Code (REC) Changes

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

Sharon Dudley (SD) highlighted an issue that occurred on 13 February 2024 in relation to 136 MPRN registrations that needed to become effective on 14 February 2024 which was not actioned by CDSP. SD confirmed that all Shippers have been informed and a fix has been put in place to mitigate it. SD noted that the switches will follow the process of XRN5565 and Modification 0855 which is due for implementation in June 2024.

Lisa Saycell queried what the issue was. SD clarified that it was an error on CDSP's side as a manual process is currently being used to identify BRN, however, a step was missed in this process. To mitigate this, CDSP have added an automated process instead.

Oorlagh Chapman stated that she would prefer to see a bit more information on the slides such as REC Change titles next to the numbers and a little more detail in relation to the Change itself. Swetta Coopamah (SC) agreed with OC and noted that this was pointed out in the previous meeting and stated that they appreciate that finding the balance between providing too much and too little information can be difficult. OC suggested having 2 slides rather than one so that the information is distributed. SD noted that the slides provide links to the Change on the REC portal that provides further information and agreed to take the feedback in relation to the slides onboard.

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

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

## 3. Change Development

### Change Proposals – For Approval

#### 3.1. XRN5732 Inclusion of IGT MPRNs into specified existing DSC Processes

An overview of the Change Proposal was provided for information.

This had been raised to ensure IGT Supply Points are included within specified DSC processes.

PO confirmed that the requirements for solution options have not been assessed yet and the funding split has not been proposed at this stage as they need to better understand the material costs. PO noted that the Change will go through the CDSP's Change Backlog process.

OC queried whether CDSP have a Change Planning Schedule and an expected time for delivery for this Change. PO explained that this usually depends upon the requirements which in this case are straightforward. CDSP will be looking to get through the requirements phase in 2 months and the impact assessment in a month or two. They can provide a timeline further to conversations with the Operations Team. OC noted that the plan would be useful for this Change and for other Changes as well. PO noted that CDSP is working on this.

Shipper and IGT Members were asked to vote to approve the change into development, with unanimous approval recorded as follows:

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Andrew Eisenberg	1	For
Oorlagh Chapman	2	For
Lisa Saycell	1	For
Swetta Coopamah	2	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>

Kundai Matiringe (IGT) + Michelle Brown (IGT)	2	For
<b>Total</b>	<b>2</b>	<b>For</b>

**Change Proposals For Information**

**3.2. XRN5711 June 24 Major Release**

An overview of the Change Proposal was provided for information which relates to the creation of a parent Change to progress the June Major 2024 release including XRN5573B and XRN5675. The Impacted parties are shippers, DNS and IGTs.

Please refer to the published Change Proposal for full details.

**3.3. XRN5727 Minor Release Drop 12**

An overview of the Change Proposal was provided which relates to the creation of a parent Change to progress Minor Release Drop 12 expected to be released on 10 May 2024 with the contingency date of 17 May 2024. The release includes one Change, XRN5582 which relates to Energy Invoice upload from UK Link to Gemini.

Richard Loukes (RL) queried whether the changes will be going into the current Gemini or both the existing and the new Gemini Sustain system. PO confirmed that the changes are being made to the current Gemini by working closely with the Gemini team to work out how the changes can be incorporated. PO noted that these are minor changes and no flags have been identified at this stage.

RL noted that NGT do not want to change the scope Gemini Sustain and suggested that CDSP have conversations with the relevant team to ensure this is not put at risk. PO agreed to take this suggestion into account and noted that they are working with the respective teams. RL further noted that they had not been made aware of this Change, and they would have expected it to go through NGT in the first instance. RL suggested that CDSP have conversations with NGT regarding changes to Gemini and Gemini Sustain as it falls within their control. RHa queried who NGT’s representative for credit activity is and whether the Change has been flagged to DSC Credit Committee. RL stated that he would speak with colleagues as necessary.

Please refer to the published Change Proposal for full details.

**3.4. XRN5582 Energy Invoice Upload from UK Link to Gemini**

This Change Proposal has been included in XRN5727. Please refer to item 3.3 for more information and please refer to the published Change Proposal for full details.

**3.5. XRN5746 Updates to the CDSP Service Description Table (v33)**

An overview of the Change Proposal was provided for information.

This had been raised to update the CDSP Service Description Table to add a new service line to support Modification 0811S (XRN5604) and to make amendments to support the PIX to CIX Migration Project (physical IX to cloud based). The Change will go to the DSC Contract Management Committee on 20 March 2024 for a vote.

Please refer to the published Change Proposal for full details.

**3.6. XRN5748 DDP Release 1 BP2024/2025**

An overview of the Change Proposal was provided for information.

This had been raised to allow DNs access to dashboards in DDP to increase the level of transparency and control of the release schedule. Delivery is due in May 2024. CDSP requested feedback on the proposal from the Committee.

Xoserve noted that this first release is for the DNs and they will be looking to create dashboards for Shippers and IGTs for decarbonised hydrogen trial sites in the next release.

OC noted that it has taken a very long time to get to this point as they have been requesting transparency and governance for two years. OC raised a doubt about whether dashboards will be enough as they would like to see reports and a holistic view of the route to delivery, with all the information being shared with the DSC Change Management Committee. PO acknowledged OC's view around visibility and agreed to take the suggestions into account. OC asked for more information about the decision-making process, including terms of reference and governance process.

EA queried the relationship between the decarbonisation budget and the project change. EA noted that there have been questions around how the decarbonisation can be used. EA asked whether a decision has been made on how this is being funded and whether decarbonisation was considered for this Change Proposal. PO agreed to take EA's query away.

Please refer to the published Change Proposal for full details.

### **Solution Option Change Packs – For Approval**

#### **3.7. XRN5615 Establishing/ Amending a Gas Vacant Site Process (Modification 0819)**

An overview of the Change Proposal was provided for information.

The Committee considered the funding aspects of this change which is currently assigned 50% Shipper / 50% DN Shippers. UNC Modification 0819 Implementation is due November 2024.

An update was provided on the design consultation, confirming 3 representations had been received. Two Shippers (SSE and Centrica) voted for Option 1, and one Shipper (ENGIE) voted for Option 2.

Xoserve provided an overview of the two Options available as a solution with this Change. With Option 1, the vacant site will be reported via a CMS workflow whereas Option 2 uses a file-based system. Xoserve expressed a preference for Option 2 and explained that the process is more streamlined. Xoserve noted that option 2 is the cheaper option, it is less complex, and it minimises wider impact as it does not require a functional change from all parties.

Tom Stuart (TS) commented on the funding split, expressing uncertainty around the benefit to the DNOs that warrants the 50% contribution. TS noted that their understanding was that the Modifications benefits the Shippers as it releases them from charges. When discussing the two options, TS noted that Option 1 seems to be the better option, however, if they are responsible for 50% of the funding, they would not see the benefit in opting for the more expensive Option 1.

Helen Chandler (HC) noted that is unusual for the industry to go against Xoserve's recommendation and asked for more context around the preference for Option 1. Mark Jones (MJ) explained that Option 2 may be cheaper for Xoserve, however, it requires the Shippers to build files for flow which would be a big change. MJ noted that they believe Option 1 would be the cheapest overall industry cost. James Barlow (JB) noted that Option 2 will generate more work for them when compared to Option 1.

EA agreed with TS's views on the funding split being more critical to DNs. EA highlighted the need to consider future costs stating that there are potentially ongoing costs post-implementation which are not included in the current proposal. JB noted that they have not received any evidence of further costs. RHa noted that Modification 0819 requires the Shipper to warrant certain activities take place and to keep the evidence, however, the CDSP activities do not require evidence. JB stated that the ongoing costs would be the same for both options.

PO referred to MJ's point and stated that Xoserve would recommend Option 2, even if it was the more expensive option as they believe this is the most appropriate option to deliver the changes. CMS is a satellite system that sits outside of the UK Link estate. Xoserve would need to maintain a link between the CMS and UK Link. This and maintaining the asset make Option 1 more expensive. Xoserve can receive data in relation to a vacant site in a File, individually or in bulk.

OC noted that DNOs need to part of the process. HC queried which Service Area is most impacted. JB noted that all 3 services would be impacted.

OC, referring to TS's comments, noted that the process was not drafted for Shippers to avoid costs. OC explained that it is a required process to maintain the adequate reporting.

Xoserve provided the breakdown of the funding split according to the Service Areas:

- Service Area 3- 90% Shipper, 10% DNO
- Service Area 10- 12% IGT, 88% DNO
- Service Area 2- 100% Shipper

JB confirmed that even though IGT are a listed party, there is no direct impact on them as it's the DNO charges that are impacted.

Lisa Saycell (LS) agreed with OC's point of view and noted that the Modification is trying to improve settlement across all parties, and it benefits everyone.

When considering a 50/50 funding split vote, EA noted that there is an imbalance in the voting from a Governance point of view. Kundai Matiringe (KM) referred to the Committee voting for XRN5614 where a 50/50 vote was initially proposed, however, in the meeting, the Committee ended up voting for 75/25 and a 50/50 vote was not proposed. KM noted she hoped this had set a precedent and did not want a 50/50 vote to be proposed, noting the Committee needs to be consistent with their voting.

TS reiterated that a 50/50 split with Shippers and DNOs is too heavily weighted towards the DNOs. RHa suggested 60/40, 70/30 and 75/25 split as alternatives. EA echoed TS's thoughts and stated that there is a fundamental flaw in the vote as the Shippers requested the vote and have the majority (4 to 2). OC agreed with EA and queried whether a full committee vote could be an option. KM and RL confirmed if that were to be the case then they would abstain from the vote as they are not funding parties.

LS suggested a 60/40 split and asked whether this would be more agreeable. OC agreed to proceed with 60/40. EA expressed hesitation over the 60/40 split. TS agreed with EA and stated that they would be more agreeable to 70/30, noting that their view was that 30% is still weighted too much towards the DNOs.

PO explained that a 70/30 split with Option 1 would be similar to a 60/40 split with Option 2. OC noted that this makes it clearer and 70/30 with Option 1 is the best way forward.

It was noted that if approval is obtained this will go straight into detailed design with no EQR.

Shippers and DNOs were asked to vote to approve the process which allows Shippers to remove Settlement Performance Obligations or reduce Transportation Costs for vacant sites without submitting meter readings using Option 1 with a 70/30 split (Shipper/DNO), with majority vote (7 out of 8 for) approval recorded as follows:

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Andrew Eisenberg	1	For
Oorlagh Chapman	2	For
Lisa Saycell	1	For
Swetta Coopamah	2	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Edward Allard (DNO)	1	Against
Tom Stuart (DNO)	1	For
<b>Total</b>	<b>1</b>	<b>For</b>

EA highlighted the need to address the governance structure noting that a scenario like this one is not a good precedent to set. EA suggested that a more sustainable and equitable solution is to be found. RHa suggested that the issue is raised to be discussed in the UNCC meeting and ask them to send it to the Governance Workgroup for further discussions.

PO noted that there may have been a similar scenario where changes were made to the DSC Change Management Committee documentation facilitating a remedy to this scenario. PO proposed investigating whether changes have already been drafted to accommodate this.

Action 0301: CDSP to confirm whether any changes to the DSC Change Management Document have already been drafted that address making the governance and voting structure more equitable and sustainable.

EA was concerned that this scenario should not be lost to history. He also thanked everyone and noted it was a difficult situation that was managed well. He suggested the scenario and the voting could be discussed at constituency meetings offline.

RHa proposed raising a 'DSC Issues Register' to capture the points raised and ensure they do not get lost. The Committee Member asked that one is created. RHa agreed to take this onboard and agreed that the below issues will be added to the register.

- Sustainable/equitable governance solutions
- DDP Governance Data Accuracy

Action 0302: Chair (RH) to create a DSC Change Management Issue Register.

### **3.8. XRN5616 CSEP Annual Quantity Capacity Management (Part A)**

An overview of the Change Proposal was provided for information.

The Committee considered the funding aspects of this change which is proposed as 50/50 DNO and IGT split.

An update was provided on the design consultation, confirming 3 representations had been received. Two votes were received to approve and one vote rejecting. The rejection was on the basis that the costs to serve the requirement may be better achieved through targeted data cleansing exercises. One of the approvals acknowledged the costs, given the direction of travel of new gas CSEPs not being created from sometime in 2025.

PO advised that they are of the view that it is unlikely that this change should progress at this stage, instead, the time should be spent on resolving the discrepancies in the data by targeting a data cleansing team with all involved parties.

TS noted that the level of engagement in relation to this change has been excellent. TS stated that the solution proposed by the change was the only one that came out of the discussions and reflecting on the limited scope and, with the general election coming up, the gas boiler ban legislation is uncertain. TS advised that according to NGN, the change still delivers the requirements, and it is needed.

RHa queried the current stage of the legislation. TS responded that he is not sure of the stage but aware it is being implemented in 2025. KM advised that they are working towards the end of 2025, however, they are unable to put a formal date on when it will come into effect. TS noted that the legislation is uncertain as the decarbonisation legislation is being reversed.

EA advised that Cadent forecast to receive less benefit from this change as Cadent will have developed their own work-around, which should be considered when it comes to the vote.

RHa proposed the following two options:

- The vote is deferred, and a data cleanse initiative is prioritised.
- The vote goes ahead with the first vote being on the solution option and the second on the funding split.

EA queried whether there is a method of Cadent being removed from the change if they do not see any benefit from the change as they do not wish to block other parties if they believe the change is beneficial to them. Xoserve agreed to take the question away and come back to the Committee with a response.

RHa queried the impact of the vote being deferred with Xoserve. Emma Smith (ES) advised that if the vote is deferred to April, the November release will be at risk. RHa requested the IGT's and DNO's views on deferring the vote.



TS advised that they need to understand the implications of Cadent opting out of the change and the Part B change is being sent out to parties on 18 March 2024 so the two could align for a vote next month. KM advised that the IGTs are comfortable to vote today if it does come up to a vote today, however, acknowledged that there are unanswered questions and uncertainty around the impact of voting next month. EA advised that Cadent are custodians of the budget customer's money and want to ensure it is used efficiently, however, Cadent do not want this to be a blocker for other parties if there is a benefit to them. EA noted that a deferral allows more time for other parties to look at internal solutions and to understand the impact of Cadent being removed from the change.

The DNOs and IGTs agreed to defer the vote to next month recognising that it may have an impact on the November 2024 implementation. The aim of the deferral is to enable DNOs to explore internal solutions and Xoserve to respond to the question about parties opting out of the change.

In relation to the data cleanse, TS noted that a data cleanse team was part of the change to address the discrepancies in the data. TS advised that NGN sees a lot of value in the data cleanse activity.

Xoserve noted that they can still do a data cleanse even if the change is not approved. EA and KM supported the data cleanse.

Helen Chandler (HC) queried whether there is a mechanism of removing a party from the change as the funds come out of a pot and if one party does not want to contribute, the money is already in the pot. OC agreed that this is a dangerous precedent to set. Rachel Taggart (RT) noted that they will look into all the options available to understand whether this can be done when they respond to EA's question. EA acknowledged HC and OC's comments in relation to setting a precedent and noted that the reverse of that is a party not benefiting from a change and funding 50%. HC noted that it is 50% collectively but EA would be voting for the constituency. RHa noted that Cadent has found an internal solution which other DNO's could evaluate.

The decision on XRN5616 was deferred to the April 2024 meeting.

#### 4. Design & Delivery

##### Design Change Packs – For Approval

Shippers were asked to vote to approve delivery of the detailed design, for the following changes:

##### 4.1. XRN5573B Update To Priority Consumer Process v1

An update was provided on the design consultation, confirming 1 representation approving the Change had been received.

Rob Westwood (RW) provided an overview of the Change which looks to update the Priority Consumer process ensuring it allows a site to apply to be a Priority Consumer in line with the updated criteria. RW confirmed that the solution options were agreed in the October 2023 Change Management Committee and the funding was agreed as a part of the solution options.

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

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Andrew Eisenberg	1	For
Oorlagh Chapman	2	For
Lisa Saycell	1	For
Swetta Coopamah	2	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Edward Allard (DNO)	1	For
Tom Stuart (DNO)	1	For
<b>Total</b>	<b>2</b>	<b>For</b>

#### 4.2. XRN5719 Provision of consolidated Specific Services Invoice and Supporting Information

An update was provided on the design consultation, confirming 1 representation had been received.

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

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Andrew Eisenberg	1	For
Oorlagh Chapman	2	For
Lisa Saycell	1	For
Swetta Coopamah	2	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Edward Allard (DNO)	1	For
Tom Stuart (DNO)	1	For
Richard Loukes (NTS) + Bill Goode (NTS)	2	For
Kundai Matiringe (IGT) + Michelle Brown (IGT)	2	For
<b>Total</b>	<b>6</b>	<b>For</b>

#### 4.3. Cloud IX Service - UKL Manual Updates

An update was provided on the design consultation, confirming one representation approving the Change had been received with a comment in relation to an API not being included in the Change. Simon Harris (SH) confirmed that API will be covered in Gemini Sustain project.

The Change Pack closed on 12 March 2024, no impact to systems.

RHa queried whether SH is requesting approval of the Detailed Design. SH confirmed that they are asking for a vote to approve the UK Link Manual and Detailed Design provides the structure for the changes. RHa queried whether UK Link Manual is a UNC related document. SH confirmed that it's not as it is a stand-alone document that sits in the Xoserve secured area.

EA noted the importance of highlighting whether the document is UNC related in light of the discussions in relation to the governance and route change held in the meeting earlier.

Shipper, DNO, NTS and IGT Members were asked to vote to approve the updates to the UK Link Manual, with unanimous approval recorded as follows:

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Andrew Eisenberg	1	For
Oorlagh Chapman	2	For
Lisa Saycell	1	For
Swetta Coopamah	2	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Edward Allard (DNO)	1	For
Tom Stuart (DNO)	1	For
Richard Loukes (NTS) + Bill Goode (NTS)	2	For
Kundai Matiringe (IGT) + Michelle Brown (IGT)	2	For

<b>Total</b>	<b>6</b>	<b>For</b>
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**Change Documents – For Approval**

**4.4. BER for XRN5711 June 24 Major Release**

An overview of the Change Proposal was provided which relates to the approval of funding for the June 2024 Major Release. RW confirmed that the total delivery cost to approved in the Business Evaluation Report is £299,909. RW provided a breakdown of the Delivery Phase Costs and Customer Costs details of which can be found in the published BER.

KM queried the impact on IGTs noting that they are noted as one of the impacted parties in the BER, however, they are not being asked to vote. KM asked whether this is because of the funding. RW confirmed that it is due to the funding as they are funding the Change.

For detailed information, please refer to the published slides.

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

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Andrew Eisenberg	1	For
Oorlagh Chapman	2	For
Lisa Saycell	1	For
Swetta Coopamah	2	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Edward Allard (DNO)	1	For
Tom Stuart (DNO)	1	For
<b>Total</b>	<b>2</b>	<b>For</b>

**4.5. XRN5675 Implementation of Modifications 0836S and 0855**

An overview of the Change Proposal was provided which relates to the Resolution of Missing Messages after CSS implementation and integration with R0067 and 0855 - Settlement Adjustments for SMPs impacted by the Central Switching System P1 incident.

David Addison (DA) provided an overview of the Proposed Resolution that CDSP was asked to provide by the UNC Distribution Workgroup. DA noted that this is a shipper-funded Change, therefore, the vote is specifically for the Shippers.

Q1- Are the adjustment timescales acceptable to DSC Parties, or should we look to issue the Meter Readings earlier (via email) so that we can bring forward the invoice adjustments?

Proposal: CDSP propose to load Meter Readings and start 3-month replacement window following implementation of XRN5675.

A decision was required on the Proposed Resolution.

LS enquired whether CDSP has a preference for the solution. DA noted that the easiest solution for CDSP is to load them into UK Link filing, however, there is a concern around the timescales of the adjustment. LS asked whether DA has had any responses from the industry. DA confirmed that an I&C party responded and confirmed they were happy with the reads being released in January. LS supported loading the Meter Readings and opening the 3-month window. SC supported the proposal with a caveat that the process does not get delayed into the next financial year. DA noted that CDSP does not expect it will get delayed, however, they will revisit the conversation if this appears to be the case. RHa noted that XRN5675 is part of the June 2024 Major Release and as it is already March, is it possible that it will drop out of the release? PO confirmed that the Change would only fall out of the June release in the case of an emergency. SC was happy with CDSP’s response.

Shipper and DNO Members were asked to vote to approve the CDSP’s proposal to load Meter Readings and start 3-month replacement window following implementation of XRN5675, with unanimous approval recorded as follows:

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Andrew Eisenberg	1	For
Oorlagh Chapman	2	For
Lisa Saycell	1	For
Swetta Coopamah	2	For
<b>Total</b>	<b>6</b>	<b>For</b>

Q2- Do DSC Parties want the CDSP to re-estimate the Meter Reading for the “applicable Intended Registration Date” for Supply Meter Points impacted by the CSS P1?

Proposal: CDSP propose to re-estimate the Meter Readings to reduce the risk of tolerance failures. A decision was required on the Proposed Resolution.

LS queried whether there is any way of analysing which meters had been replaced. DA explained that 82,000 meters have been replaced, however, the issue is that people continue to replace meter readings which means that the number may change. LS noted that SEFE would replace the meters again as they do not have 1000s of meters impacted.

Andy Eisenberg (AE) queried whether the proposal is to re-estimate the readings to make the readings more accurate or are those readings invalid. DA noted that it could be either. AE asked whether this is a real problem where a solution must be found or is it the case of trying to be as accurate as we can. DA explained that it is trying to be as accurate as possible.

LS noted that the read gets re-estimated and if the read is replaced, there is potential of the reads failing estimation. DA explained that this should not happen for subsequent meter reads because CDSP waited until the Opening Meter Read.

Shipper and DNO Members were asked to vote to approve the CDSP’s proposal to re-estimate the Meter Readings to reduce the risk of tolerance failures, with unanimous approval recorded as follows:

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Andrew Eisenberg	1	For
Oorlagh Chapman	2	For
Lisa Saycell	1	For
Swetta Coopamah	2	For
<b>Total</b>	<b>6</b>	<b>For</b>

**4.6. CCR for XRN5629 November 23 Major Release**

An overview of the Change Completion Report was provided which relates to the delivery of changes XRN5186 and XRN5482 in November 2023. RW provided an overview of the BER Share of Cost, BER Cost Value and Actual Cost Value for Shippers, IGTs, DNOs and Transmission parties for each Change.

For full details please refer to the published slides.

Shipper and DNO Members were asked to vote to approve the Change Completion Report, with unanimous approval recorded as follows:

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>

Andrew Eisenberg	1	For
Oorlagh Chapman	2	For
Lisa Saycell + Swetta Coopamah	3	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Edward Allard (DNO)	1	For
Tom Stuart (DNO)	1	For
<b>Total</b>	<b>2</b>	<b>For</b>

### **Project Updates – For Information**

For the detailed updates, please refer to the published presentation.

#### **4.7. XRN5682 February 2024 Major Release Update**

CDSP provided a status update for the XRN5682 February Major Release confirming that the Change was successfully implemented on 24 February 2024. The Change is still in PIS with the closedown expected to be drafted soon. CDSP will be looking to present the CCR in May or June.

The overall release is tracking at Green, with the start-up and initiation phases completed.

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

#### **4.8. XRN5727 Minor Release 12**

CDSP provided an update for the Minor Release 12 which incorporates XRN5727 and is tracking in Green. The project will be entering the design phase in week commencing 11 March 2024. CDSP confirmed that this is purely an internal change and does not require a decision on the change.

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

#### **4.9. XRN5629 November 2023 Major Release Update**

CDSP provided an update on the November 2023 Major Release which incorporates XRN5186 and XRN5482. CDSP confirmed that the change was successfully implemented on 4 November 2023. CDSP will provide an update in June 2024 DSC Change Management Committee.

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

#### **4.10. XRN5564 Gemini Sustain Plus Programme Update**

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

The high-risk issues are being managed by each of the teams in Gemini Plus. Implementation is on track for September 2024 and the cost is in budget. Still in various stages of testing and development, some of the weekly targets are being exceeded. The next Focus Group is scheduled for 18 March 2024 and the Market Trials start on 1 April 2024.

Richard Loukes (RL) noted that XRN5727 will go into current Gemini and there are no plans to put these into Gemini Sustain (see earlier comments in section 4.8).

PO agreed to take RL's comments offline for confirmation. PO noted that the relevant Gemini and UK Link teams have been engaging with each other and they have planned the work fully to deliver within the timeline.

Karl Davidson (KD) noted that it could be that the requirements are being captured into Gemini Sustain and it is being developed as part of development and testing. KD agreed to check that and confirm to RL. RL was happy with this.

For the detailed update, please refer to the published slides.

#### **4.11. Data Discovery Platform (DDP) Update**

CDSP provided an update, which included a roadmap, the latest sprint updates, a DDP appendix and previous release updates. Release 5 has been recently finished which is XRN5605 and XRN5607. CDSP provided an overview of the outcomes further to Release 6. CDSP confirmed that release 1 will be rolling over into release 2.

For the detailed update, please refer to the published slides.

## **5. Non-DSC Change Budget Impacting Programmes**

### **5.1. CMS Rebuild Update**

CDSP provided an overview of the CMS rebuild delivery roadmap and progress to date. Joanne Williams (JW) confirmed work continues with the UK Link change team to deliver two changes that have CMS rebuild impacts. Customer Focus Group placeholders for the remainder of the year have now been issued.

JW noted that CDSP have not received many requests for support and the customers are navigating the systems themselves. JW confirmed that the V1.9 and V1.10 will be the next releases with target dates of 8 April 2024 and 22 April 2024 respectively.

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

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

For the detailed update please refer to the published slides.

## **6. Any Other Business**

### **6.1. Delivery Sub-Group Summary**

PO provided the update further to the Delivery Sub-Group (DSG) held on 19 February 2024 and discussed the changes that are developing through the process. PO provided an overview of the attendees and the agenda items discussed.

It was agreed to have this as a standing agenda item going forward.

For the detailed update please refer to the published slides.

### **6.2. Contract / Change Engagement Summary**

James Verdon (JV) provided an update on the Change Engagement summary.

JV explained that CDSP invited feedback from the Committee as to what is working well and what could be done better with the Industry Change process. The customers were asked to provide feedback advising what needs to be improved and 54 comments were received in response which have been fed into an improvement areas list. KM queried how many customers provided the comments. JV noted that the responses were received from 11 organisations.

The main points taken away are as below:

- Information is not always easy to find or understand.
- Customers are being spammed with communications.
- Not understanding customers and audience.
- Customer resource constraints are likely to continue, so the need for the CDSP information to be quickly and easily consumed is increasing.

LS pointed out that all the communication from CDSP goes to the contract managers and it appears that the same people are always targeted which makes the communication seem like spam. JV agreed with LS and noted that CDSP is working on resolving this issue.

JV provided reassurance on the key issues, progression on improving services and the pace of change. JV confirmed that no costs are involved. JV will return in April 2024 to talk about the approach change and introduction to customer benefits and again in May to talk about the customer activities, customer communication and targeting CDSP's communications better.

### **6.3. External Attendees**

The Committee discussed the attendance of the external parties from St Clements that attended the meeting. Committee members queried whether St Clements is a DSC Party and whether they are eligible to attend the meeting.

RHa confirmed that JO received a request from St Clements to join the meeting today advising they provide Business System services to the Shippers and that they wanted to listen in on the change proposals. JO consulted with Xoserve who did not have any immediate concerns about St Clements joining the meeting. Xoserve confirmed St Clements has access to UK Link documentation and Xoserve has worked directly with them on changes where they are performing the service provider role to multiple Shipper parties, with support from the respective Shippers in question. Xoserve also advised that St Clements may benefit more from attending Xoserve's DSG meetings.

RHa asked whether any Committee members had any objections to St Clements attending. LS noted that it is something to think about as they provide systems to Shippers and more such parties may want to attend next time. Mark Jones (MJ) noted that St Clements are not an independent software company, they are partly owned by the Shippers.

## 7. Appendix

### 7.1. Plan on Page (POAP)

The POAP was provided as an appendix for information.

## 8. Diary Planning

DSC Change meetings are listed at: <https://www.gasgovernance.co.uk/DSC-Change>

All other Joint Office events are available via: <https://www.gasgovernance.co.uk/events-calendar/month>

Time/Date	Meeting Paper Deadline	Venue	Programme
10:00 Wednesday 10 April 2024	5pm Tuesday 02 April 2024	Microsoft Teams	Standard Agenda
10:00 Wednesday 08 May 2024	5pm Tuesday 30 April 2024	Microsoft Teams	Standard Agenda
10:00 Wednesday 12 June 2024	5pm Tuesday 04 June 2024	Microsoft Teams	Standard Agenda
10:00 Wednesday 10 July 2024	5pm Tuesday 02 July 2024	Microsoft Teams	Standard Agenda
10:00 Wednesday 07 August 2024	5pm Tuesday 30 July 2024	Microsoft Teams	Standard Agenda
10:00 Wednesday 11 September 2024	5pm Tuesday 03 September 2024	Microsoft Teams	Standard Agenda
10:00 Wednesday 09 October 2024	5pm Tuesday 01 October 2024	Microsoft Teams	Standard Agenda
10:00 Wednesday 13 November 2024	5pm Tuesday 05 November 2024	Microsoft Teams	Standard Agenda
10:00 Wednesday 11 December 2024	5pm Tuesday 03 December 2024	Microsoft Teams	Standard Agenda

<b>DSC Change Action Table</b>						
<b>Action Ref</b>	<b>Meeting Date</b>	<b>Min Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Reporting Month</b>	<b>Status Update</b>
<b>0301</b>	13/3/24	3.7	CDSP to confirm whether any changes to the DSC Change Management Document have already been drafted that address making the governance and voting structure more equitable and sustainable.	CDSP (PO)	April 2024	<b>Pending</b>
<b>0302</b>	13/3/24	3.7	Chair (RH) to create a DSC Change Management Issue Register.	Chair (RH)	April 2024	<b>Pending</b>
<b>0101</b>	10/01/24	1.6	CDSP (PO) XRN5614: Please provided analysis of current and expected impacted meter point quantities, scenarios, and volume trend. TO be provided alongside detailed design of XRN5614.	CDSP (PO)	March 2024	<b>Closed</b>
<b>0102</b>	10/01/24	6.4	CDSP (DA) to provide Committee with costs associated to issues discovered following implementation of REC0067.	CDSP (DA)	March 2024	<b>Carried Forward</b>